

By-Laws to the Constitution of George Washington Preparatory High School

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Officer Duties

SECTION A-Associated Student Body (ASB)

Associated Student Body President:

The student body president shall have been elected by the entire student body. He or She shall be a senior and shall have served one semester of experience as an ASB member or community service experience. prior to the election. He or She must have a 3.0 G.P.A. The student body president presides over all Student Council meetings. He or She administers all policies and rules established by the Council and the school administration. He or She will open and close all school assemblies and lead the flag salute. He or She represents the student body on all occasions not requiring elected delegates. He or She must also maintain a file of all meeting agendas. He or She is ex officio member of all committees and is the official student host of Washington Preparatory High School. Working with the adviser, the student body president will appoint committees and establish a calendar for all committee reports and meet with the adviser to plan projects and activities for the Student Council and Student Body. He or She will also make regularly scheduled public address announcements.

Associated Student Body Vice-President:

The student body vice-president shall have been elected by the entire student body. He or She shall be a senior and shall have served one semester of experience as an ASB member or community service experience. prior to the election. He or She must have a 3.0 G.P.A. The student body vice-president stands next to the president and assists the president in any way that the president deems necessary. He or She must also submit agendas and minutes to the vice president's file. He or She is chairman of the Election Committee and is responsible for election of student body and class officers and for maintaining a record of the results of these elections on file with the administration and the adviser. He or She also works with the adviser on the selection of persons to fill the duties of appointive officers.

Associated Student Body Secretary:

The student body secretary shall have been elected by the entire student body. He or She shall be a junior or senior or junior and shall have served one year in Student Council prior to the election. He or She

must have a 2.5 G.P.A. The student body secretary is responsible for all written communications to and from Student Council. He or She records the minutes and proceedings of the formal Council meetings and submits copies of the same to the administrators and adviser. He or She is responsible for posting the minutes in the place provided. He or She must also maintain accurate files of all minutes, agendas, and correspondence.

Student body secretary may also sign requests for authorization of student body expenditures. He or She is also ex officio member of committees as designated.

Associated Student Body Treasurer:

The student body treasurer shall have been elected by the entire student body. He or She shall be a senior and shall have served one year in Student Council prior to the election. He or She must have a 2.5 G.P.A. The student body treasurer will collect, record, and deposit with the school business manager all money for Student Council and Student Body events and expenditures. To this person all club treasurers are responsible. He or She presents the annual school budget to the Student Council. He or She approves all special disbursements from Student Body funds. He or She is responsible for providing tickets for sale at all campus affairs (dances, sports, etc.) as well as for Homecoming. He or She is also ex officio member of committees as designated.

Associated Student Body Parliamentarian:

The student body parliamentarian shall have been elected by the entire student body. He or She shall be a junior or senior or junior and shall have served one year in Student Council prior to the election. He or She must have a 2.5 G.P.A. The parliamentarian is the expert on parliamentary procedure in Student Council.

He or She gives lectures on parliamentary procedure and is responsible for keeping order in the meetings of the Council.

Associated Student Body Historian:

The student body historian shall have been elected by the entire student body. He or She shall be a junior or senior or junior and shall have served one year in Student Council prior to the election. He or She must have a 2.5 G.P.A. The historian shall maintain the school history book and is the liaison between the school publications and ASB. The historian will also generally assemble a complete record of all important student body events that take place over his/her term and share these records with the Surveyor Student Newspaper and Continental Yearbook Staff. He or She is also responsible for maintaining an accurate Student Council calendar of events and Student Council Activity routing sheets.

SECTION B – Class Officers

Senior Class President:

The senior class president shall have been elected by his/her own class members. He or She shall be a senior, must have a 2.5 G.P. A. The senior class president will provide the link between his/her class and the student body through the Student Council. He or She organizes and presides over all Senior Class Planning Committee meetings and informational meetings with the senior representatives. Working with the senior class sponsor, He or She is responsible for organizing and carrying out all senior class activities. He or She delegates responsibilities as He or She sees fit and is an ex officio member of all senior class committees.

Senior Class Vice-President:

The senior class vice president shall have been elected by his/her own class members. He or She shall be a senior, must have a 2.5 G.P.A. The senior class vice president will provide the link between his/her class and the student body through the Student Council and will be an active member of the Senior Class Planning Committee. He or She is responsible for assisting the senior class president with organizing and carrying out all senior class activities. He or She is chairperson of the Senior Breakfast planning committee. He or She will perform all duties delegated to him/her by the senior class president.

Junior Class President:

The junior class president shall have been elected by his/her own class members. He or She shall be a junior and must have a 2.5 G.P.A. The junior class president will provide the link between his/her class and the student body through the Student Council. He or She organizes and presides over all Junior Class Planning Committee meetings and informational meetings with the junior representatives. Working with the junior class sponsor, He or She is responsible for organizing and carrying out all junior class. He or She delegates responsibilities as He or She sees fit and is an ex officio member of all junior class committees.

Junior Class Vice-President:

The junior class vice president shall have been elected by his/her own class members. He or She shall be a junior and must have a 2.5 G.P.A. The junior class vice president will provide the link between his/her class and the student body through the Student Council and will be an active member of the Junior Class Planning Committee. He or She is responsible for assisting the junior class president with organizing and carrying out all junior class activities. He or She will perform all duties delegated to him/her by the junior class president.

Sophomore Class President:

The sophomore class president shall have been elected by his/her own class members. He or She shall be a sophomore and must have a 2.5 G.P.A. The sophomore class president will provide the link between his/her class and the student body through the Student Council. He or She organizes and presides over all Sophomore Class Planning Committee meetings and informational meetings with the sophomore

representatives. Working with the sophomore class sponsor, He or She is responsible for organizing and carrying out all sophomore class. He or She delegates responsibilities as He or She sees fit and is an ex officio member of all sophomore class committees.

Sophomore Class Vice-President:

The sophomore class vice president shall have been elected by his/her own class members. He or She shall be a sophomore and must have a 2.5 G.P.A. The sophomore class vice president will provide the link between his/her class and the student body through the Student Council and will be an active member of the Sophomore Class Planning Committee. He or She is responsible for assisting the sophomore class president with organizing and carrying out all sophomore class activities. He or She will perform all duties delegated to him/her by the sophomore class president.

SECTION C – Appointed Offices:

Senior Class Secretary:

The senior class secretary shall have been appointed by his/her own class council. He or She shall be a senior and must have a 2.5 G.P.A. The senior secretary is responsible for all written communications to and from the senior class. He or She takes records the minutes and proceedings of the senior class meetings and submits copies of the same to the senior class president and senior class adviser. He or She is responsible for posting the minutes in the place provided. He or She must also maintain accurate files of all minutes, agendas, and correspondence. He or She is also ex officio member of committees as designated.

Senior Class Treasurer:

The senior class treasurer shall have been appointed by his/her own class council. He or She shall be a senior and must have a 2.5 G.P.A. The senior class treasurer will collect, record, and deposit with the school business manager all money for senior class events and expenditures. He or She approves all special disbursements from senior class funds. He or She is also ex officio member of committees as designated.

Junior Class Secretary:

The junior class secretary shall have been appointed by his/her own class council. He or She shall be a junior and must have a 2.5 G.P.A. The junior class secretary is responsible for all written communications to and from the junior class. He or She takes records the minutes and proceedings of the junior class meetings and submits copies of the same to the junior class president and junior class adviser. He or She is responsible for posting the minutes in the place provided. He or She must also maintain accurate files of all minutes, agendas, and correspondence. He or She is also ex officio member of committees as designated.

Junior Class Treasurer:

The junior class treasurer shall have been appointed by his/her own class council. He or She shall be a junior and must have a 2.5 G.P.A. The junior class treasurer will collect, record, and deposit with the school business manager all money for junior class events and expenditures.

He or She approves all special disbursements from junior class funds. He or She is also ex officio member of committees as designated.

Sophomore Class Secretary:

The sophomore class secretary shall have been appointed by his/her own class council. He or She shall be a sophomore and must have a 2.5 G.P.A. The sophomore class secretary is responsible for all written communications to and from the sophomore class. He or She takes records the minutes and proceedings of the sophomore class meetings and submits copies of the same to the sophomore class president and sophomore class adviser. He or She is responsible for posting the minutes in the place provided. He or She must also maintain accurate files of all minutes, agendas, and correspondence. He or She is also ex officio member of committees as designated.

Sophomore Class Treasurer:

The sophomore class treasurer shall have been appointed by his/her own class council. He or She shall be a sophomore and must have a 2.5 G.P.A. The sophomore class treasurer will collect, record, and deposit with the school business manager all money for sophomore class events and expenditures. He or She approves all special disbursements from sophomore class funds. He or She is also ex officio member of committees as designated.

Commissioner of Athletics:

Upon recommendation of the ASB Adviser in conjunction with the Athletic Director the commissioner of athletics shall be an appointed junior or senior and must have a 2.5 G.P.A. The commissioner of athletics will work under the direction of the athletic director to write all athletic notices for upcoming athletic events and will report the outcome of these events in Student Council. He or She is responsible for all publicity concerning athletics, including public address announcements, flyers and notices, and submissions to the daily/weekly school bulletin. He or She will work with the commissioner of spirit to plan improve school athletics, athletic spirit, and awareness. He or She will collaborate with the commissioner of spirit and commissioner of music to plan Sports Rallies. He or She is also responsible for providing a published schedule of sports events each semester, as well as team rosters as needed.

Commissioner of Spirit:

Upon recommendation of the ASB Adviser in conjunction with Cheer coach or Dance coach the commissioner of spirit shall be an appointed junior or senior and must have a 2.5 G.P.A. The commissioner of spirit will work under the direction of the spirit team sponsors to improve athletic and academic spirit and awareness. He or She is responsible for publicity concerning academics and athletics, including flyers, banners, balloons, and notices. He or She will collaborate with the commissioner of athletics and commissioner of music to plan sports and academic rallies.

Commissioner of Music:

Upon recommendation of the ASB Adviser in conjunction with the Performing Arts Coordinator and Band Director the commissioner of music shall be an appointed junior or senior and must

have a 2.5 G.P.A. The commissioner of music will work under the direction of the band director to provide a link between the music department and Student Council. He or She will ensure that the marching band, dance, and drill are present at all spirit rallies. He or She will also provide music during lunch time and after school events.

Commissioner of Academics:

Upon recommendation of the ASB Adviser in conjunction with the Academic Decathlon coaches, Gifted Coordinator, or AP Coordinator the commissioner of academics shall be an appointed senior and must have a 2.5 G.P.A. The commissioner of academics takes roll in student council and assists the vice president during elections. He or She has the duty of carefully checking the grades of Student Council members to established Satisfactory Academic Progress (SAP) under these by-laws, wherein Student Council members have maintained the required grade point average with no U's in cooperation and no more than two U's in work habits. The commissioner of academics will also work with the commissioner of spirit to promote academic excellence through testing pep rallies, publicizing college admissions, student improvement and other announcement related to academics.

Commissioner of Publicity:

Upon recommendation of the ASB Adviser the commissioner of publicity shall be an appointed sophomore, junior, or senior and must have a 2.5 G.P.A. The commissioner of publicity approves all school publicity. He or She is responsible for the glass cases, bulletin boards, quad sign, and the marquee board by keeping them current and accurate. He or She may delegate and form committees to assist him/her but remains ultimately responsible for their maintenance.

Commissioner of Inner-Club Council:

Upon recommendation of the ASB Adviser the commissioner of inner club council shall be an appointed sophomore, junior, or senior and must have a 2.5 G.P.A. The commissioner of Inter-Club Council (I.C.C.) will represent all campus clubs and organizations, keeping the ASB informed of the activities of I.C.C. He or She is responsible for all inter-club activities under the direction of the I.C.C. sponsor. It is also the responsibility of the commissioner of I.C.C. to maintain communication with all on-campus clubs by providing every club sponsor and president a copy of the rules and regulations governing clubs and organizations. He or She will also maintain a file of all club charters.

Commissioner of Activities:

Upon recommendation of the Activities Director or Assistant Principal over activities the commissioner of activities shall be an appointed junior or senior and must have a 2.5 G.P.A. The commissioner of activities will with student body to create, conduct, and carry out student body activities which include but are not limited to Homecoming and school dances. Any activities connected (both during school and after) must be preapproved by the commissioner of activities. He/ She will work with the commissioner of inner-club council and with commissioner of spirit.

Commissioner of Health and Welfare:

Upon recommendation of the ASB Adviser in conjunction with the Health Department Chair the commissioner of health and welfare shall be an appointed junior or senior and must have a 2.5 G.P.A. The commissioner of health and welfare will oversee all health-related activities on campus such as Blood Drives, health fairs, and fundraisers for charities. The commissioner of health and welfare will also promote active and healthy lifestyles and work closely with the commissioner of athletics.

ASB Member at Large/Class Council Member:

A member at large is a sophomore, junior, or senior that has knowledge of all ASB positions. With this knowledge, the member at large will be able to fill all vacancies and provide support for any committee or position as requested by ASB adviser. A member at large must also adhere to the minimum ASB requirement of a 2.5 G.P.A.

Article 5**Voting, Elections, & Terms of Office****Article 6****Meetings****Article 7****Standing Committees****SECTION 1:**

The following shall be standing committees of Student Council:

1. Executive Committee

- Chairperson: Student Body President
- Composition: Student Body Cabinet

2. Assemblies/Shows Committee

- Chairperson: Commissioner of Music
- Composition: at the discretion of the President

3. Finance Committee

- Chairperson: Student Body Treasurer
- Composition: at the discretion of the President

4. Campus Pride and Beautification

- Co-Chairpersons: Appointed Commissioners
- Composition: at the discretion of the President

5. Rallies and School Spirit Committee

- Co-Chairpersons: Appointed Commissioners
- Composition: at the discretion of the President

6. Publicity Committee

- Chairperson: Commissioner of Publicity
- Composition: at the discretion of the President

7. Special Activities

- Chairperson: Commissioner of Inner Club Council
- Composition: at the discretion of the President

SECTION 2:

Such other standing committees may be created as the need for them arises.

Vacancy in Office

SECTION 1:

In the event of a vacancy in the following offices these procedures shall stand:

Appointed offices shall be filled at the discretion of the recommending teachers and the Student Council Adviser. Elected offices shall be filled primarily by ranked election results when runners up are seated members of Student Council; secondarily, by appointment from the Student Council, with the approval of the adviser.

SECTION 2:

In the case of a vacancy in the office of Student Body President, the Vice-President shall assume the office of president, and the Student Council shall appoint a new Vice-President, with the approval of the adviser.

Installation of Officers

SECTION 1:

The president shall take his oath of office in the presence of the Student Council, the adviser, and the administrator prior to his term of office. Said oath is to be administered by the retiring president

SECTION 2:

Members of Student Council shall be duly installed at the first regular assembly of each semester, the installation ceremony and the oath of office being administered by the Student Body President.

SECTION 3:

Oath of Office: "I _____ hereby solemnly pledge that I will, to the best of my ability, carry out my duties as an officer of the student body of George Washington Preparatory High School; that I will uphold, defend, and support its Constitution and the rules and regulation made under it. I further promise that I will do nothing in private life nor public office during my incumbency that will bring disgrace to George Washington Preparatory High School."

Selection of Appointed Officers

SECTION 1:

Student Body and Class representatives shall be appointed as needed from among the unsuccessful candidates for student body or class offices. These members become eligible to fill any vacancy of office provided for in the Constitution or By-laws.

Scholarship Grade Check

SECTION 1:

There shall be a scholarship grade check prior to running for an office. Students desiring to run for an office agree to such examination of grades and/or transcripts for the purpose of verification of eligibility and satisfactory academic progress. Students desiring to run for an office must submit to the commissioner of academics their transcript indicated overall G.P.A.

SECTION 2:

There shall be a scholarship grade check at mid-semester. Each member of Student Council shall submit his/her ten-week report card to the commissioner of academics.

SECTION 3:

A grade of Fail, a U in cooperation, or more than two U's in work habits from any teacher make a student ineligible for a Student Council Office.

Article 8

Amendments

Section 1:

A By-law may be amended only by a vote of two-thirds of the Student Council in regular session. Such proposed amendments shall have been considered at two previous meetings and have first been presented in writing to all members of Student Council at the first meeting at which it was presented.