

Forest Grove High School
Associated Student Body Bylaws

1. All students of Forest Grove High School shall be included in all compulsory meetings of the ASB.

2. **FGHS ASB Representation**

The hierarchical structure of FGHS ASB Representation is indicated in bold text.

- 2.1. All below positions are included as Associated Student Body Representatives.
- 2.2. **NOMINATIONS**
 - 2.2.1. Nomination Appointment forms will be available in the ASB Leadership class.
 - 2.2.2. The Executive Board, current year and newly elected, shall interview the applicants and appoint the candidates to their position. The newly elected Executive Board shall vote for approval for all appointed Representatives.
 - 2.2.3. Elected representatives shall be elected for a term of one year.
 - 2.2.4. Final elections shall be by secret ballot system. The candidates receiving the highest number of votes for any position shall be declared elected to that position.
 - 2.2.5. New Representatives shall be installed at the final assembly of the year.
 - 2.2.6. The Principal shall administer the following oath of position to the new Representatives of the ASB Leadership at the installation meeting: "I,... do hereby pledge to perform faithfully, the duties of the position to which I have been elected, and do everything in my power to promote the welfare of the Associated Students of Forest Grove High School."
- 2.3. **REMOVAL AND VACANCY**
 - 2.3.1. Any ASB Representative may be removed for incompetence, neglect of duty, or dishonesty by a two-thirds vote of all Student Council Representatives, or by unanimous vote of the elected Executive Board.
 - 2.3.2. Any ASB Representative who resigns shall present a written resignation to the Executive Board.
 - 2.3.3. In case of a vacancy in any appointed position, the Executive Board shall fill it through appointment. Student Council shall fill vacancies in ASB elected Representatives.
 - 2.3.4. The vacancy of an appointed class position shall be filled by appointment by the elected Representatives of that class.

- 2.3.5. When a vacancy occurs in the position of President or Activities Manager, the Vice-President or Assistant Activities Manager, as the case may be, shall assume the duties of that position. Under such circumstances the President or Activities Manager may be a junior. If such circumstances occur, the newly appointed Activities Manager will still be required to serve as Activities Manager their senior year.

2.4. **ASB Leadership**

- 2.4.1. ASB Leadership Representatives shall be expected to enroll in the ASB Leadership class. They shall remain enrolled for the entire school year, unless reasonable excuse for inability to attend is presented and approved by the Director of Student Activities.

2.4.2. **Executive Board (EB)**

- 2.4.2.1. The Executive Board shall meet during the ASB Leadership time

2.4.2.2. ASB President

- 2.4.2.2.1. Serve as an advocate for all students and ensure that all leadership projects are aligned with the team's overall goals.
- 2.4.2.2.2. Having an awareness and understanding of all student activities.
- 2.4.2.2.3. Facilitating Student Council and ASB Executive Board meetings.
- 2.4.2.2.4. Holding student council meetings during class.
- 2.4.2.2.5. Ensuring that the ASB Executive Board effectively communicates and works well together.
- 2.4.2.2.6. Represent the Student Council at all meetings of the organization and councils where the representation is necessary.
- 2.4.2.2.7. Serve as a communication link between the governing bodies with respect and maturity.
- 2.4.2.2.8. Preside at all Student Body Assemblies or authorize someone to do so in their place.
- 2.4.2.2.9. Call Special Elections when deemed necessary.
- 2.4.2.2.10. Monitor Class and Committees to verify they are fulfilling job responsibilities.
- 2.4.2.2.11. Make sure EVERYONE is participating, not just a select few.
- 2.4.2.2.12. Meet daily with the Activities Director.
- 2.4.2.2.13. Form all needed committees.
- 2.4.2.2.14. Attend School Board Meetings (If unable to go, find another ASB Representative to replace the absence).
- 2.4.2.2.15. Supervise all Committee Leads to establish and enforce timelines and deadlines for events and project preparation.
- 2.4.2.2.16. Must be thick skinned, firm, and not afraid to change relationships for the betterment of the class structure.
- 2.4.2.2.17. Keep on task at all times, model appropriate behavior.
- 2.4.2.2.18. Attendance in class and school events.
- 2.4.2.2.19. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.2.2.20. Implement, organize, and coordinate a class project.

- 2.4.2.2.21. Organize and coordinate Freshman Orientation and Homecoming Events.
- 2.4.2.3. ASB Vice-President
 - 2.4.2.3.1. Serves to support the ASB President and advocate a wide range of student involvement and incorporation into school-wide functions.
 - 2.4.2.3.2. Report directly to the ASB president.
 - 2.4.2.3.3. Serve as ASB President if the President becomes permanently unable to fulfill their duties.
 - 2.4.2.3.4. Required attendance at all Executive Board meetings.
 - 2.4.2.3.5. Facilitating Student Council and ASB Executive Board meetings when ASB president is not present.
 - 2.4.2.3.6. Assist the ASB President in coordinating and conducting activities as assigned by the ASB president and Activities Director.
 - 2.4.2.3.7. Supervise the ASB Secretary/Treasurer in taking minutes at all Student Council and Executive Board meetings.
 - 2.4.2.3.8. Participate in planning and attending all ASB and class events.
 - 2.4.2.3.9. Organize Committee Coordination Workdays as necessary
 - 2.4.2.3.10. Develop Fundraising Activities for Student Council; work with the ASB Treasurer.
 - 2.4.2.3.11. Plan and conduct ASB & Class elections with the Activities Director.
 - 2.4.2.3.12. Supervises committees and projects as assigned by the ASB President and Activities Director.
 - 2.4.2.3.13. Ensuring each student follows the campaign funding rules during election periods.
 - 2.4.2.3.14. Promote representation and incorporation of a wide range of students in activities.
 - 2.4.2.3.15. Plans the ASB Banquet with ASB President.
 - 2.4.2.3.16. Have a professional relationship with the ASB President and the Activities Director through meetings to help with being on the same page as the President but the Executive Board, as well (This will help with the functioning of the entire class).
 - 2.4.2.3.17. Keep on task at all times, model appropriate behavior.
 - 2.4.2.3.18. Attendance in class and school events.
 - 2.4.2.3.19. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
 - 2.4.2.3.20. Implement, organize, and coordinate a class project.
 - 2.4.2.3.21. Organize and coordinate Freshman Orientation and Homecoming Events.
- 2.4.2.4. ASB Secretary
 - 2.4.2.4.1. Required attendance at all Executive Board and Student Council meetings.
 - 2.4.2.4.2. Participate in planning and attending all ASB and class events as assigned.

- 2.4.2.4.3. This Representative's primary role is to improve the communication between student government and the general school population through official minutes of meetings.
- 2.4.2.4.4. Manage minutes at all meetings (but have other Representatives come and get them if they are needed).
- 2.4.2.4.5. Record ASB Purchase Order Minutes (minutes must be typed) – must email a copy to Activities Director, ASB Bookkeeper, and the District's Chief Financial Representative.
- 2.4.2.4.6. Report to the ASB President.
- 2.4.2.4.7. Making invitations and thank-you notes for all appropriate events.
- 2.4.2.4.8. Write all official correspondence with other schools, organizations and businesses.
- 2.4.2.4.9. Managing and updating the ASB Class Calendar, ASB Events Calendar, and School Calendar with the ASB President and Activities Director.
- 2.4.2.4.10. Supervises committees and projects as assigned by the ASB President and Activities Director.
- 2.4.2.4.11. Promote representation and incorporation of a wide range of students in activities.
- 2.4.2.4.12. Plans the ASB Banquet with ASB Executive Board.
- 2.4.2.4.13. Have a professional relationship with the ASB President and the Activities Director through meetings to help with being on the same page as the President but the Executive Board, as well (This will help with the functioning of the entire class).
- 2.4.2.4.14. Monitor the Legal Committee to verify they are fulfilling job responsibilities.
- 2.4.2.4.15. Keep on task at all times, model appropriate behavior.
- 2.4.2.4.16. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.2.4.17. Help implement, organize, and coordinate a class project (may be the Humanitarian Project).
- 2.4.2.4.18. Help organize and coordinate Freshman Orientation.
- 2.4.2.5. ASB Treasurer
 - 2.4.2.5.1. Required attendance at all Executive Board and Student Council meetings.
 - 2.4.2.5.2. This Representative ensures that student finances are sound and fairly distributed to the student body.
 - 2.4.2.5.3. Keep a complete and accurate record of all receipts and disbursements of the Student Body funds. Completing this task will take the assistance of the ASB Bookkeeper and Chief Financial Representative.
 - 2.4.2.5.4. Budgeting ASB expenditures for the year based on ASB Committee needs and class goals.
 - 2.4.2.5.5. Comprehending the budget and working closely with the bookkeeper to make sure funds are allocated respectfully and responsibly. The Treasurer must meet with the bookkeeper either daily or weekly.

- 2.4.2.5.6. Monitoring Club and Class accounts and taking any necessary action.
- 2.4.2.5.7. Keep and maintain all financial documents (minutes, financial reports, contracts, P.O.s, etc.)
- 2.4.2.5.8. Approving all expenditures including reimbursements from any ASB account; signing all and forms for as the student representative.
- 2.4.2.5.9. Develop and organize all ASB fundraisers with the assistance of the Activities Director and ASB Vice President.
- 2.4.2.5.10. Oversee all financial record keeping for the Student Council.
- 2.4.2.5.11. Plans the ASB Banquet with ASB Executive Board.
- 2.4.2.5.12. Supervises committees and projects as assigned by the ASB President and Activities Director.
- 2.4.2.5.13. Promote representation and incorporation of a wide range of students in activities.
- 2.4.2.5.14. Have a professional relationship with the ASB President, ASB Vice President, ASB Secretary, ASB Bookkeeper, Chief Financial Representative, and the Activities Director through meetings to help with being on the same page as the President but the Executive Board, as well (This will help with the functioning of the entire organization).
- 2.4.2.5.15. Monitor the Legal Committee to verify they are fulfilling job responsibilities.
- 2.4.2.5.16. Keep on task at all times, model appropriate behavior.
- 2.4.2.5.17. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.2.5.18. Help implement, organize, and coordinate a class project.
- 2.4.2.6. ASB Interim Representative
 - 2.4.2.6.1. Required attendance at all Student Council Meetings. Attend all ASB Executive Board meetings and class meetings to know your responsibilities and be up to date on the perspectives of the class.
 - 2.4.2.6.2. Coordinate & maintain a working knowledge of all the upcoming events that are going on, and the procedures that must be taken to complete them successfully.
 - 2.4.2.6.3. Update all ASB Committees regularly on your goals and responsibilities for the upcoming weeks ahead in your position. Communication is key.
 - 2.4.2.6.4. Supervises all committee Representatives ensuring they are carrying out their job responsibilities.
 - 2.4.2.6.5. Participate in planning and attending all ASB and class events as assigned.
 - 2.4.2.6.6. Supervises committees and projects as assigned by the ASB President and Activities Director. Consult with the Activities Director regularly to get a grasp on your duties and complete any new specific tasks.

- 2.4.2.6.7. Communication within the student body spirit is important, too. Work with your Publicity Committee Lead and class Representatives in charge of planning activities to ensure that maximum attendance and enjoyment are reached.
- 2.4.2.6.8. Consult the class with ideas regularly to keep the brainstorming fresh and the activities fun.
- 2.4.2.6.9. Reports directly to the ASB President; ASB President may delegate tasks as needed to the Interim.
- 2.4.2.6.10. Responsible for knowledge of ASB Constitution and Bylaws; makes sure the ASB Executive Board and all Committees follow bylaw procedures.
- 2.4.2.6.11. Responsible for regularly updating bylaws with the Executive Board and Student Council.
- 2.4.2.6.12. Works with President and Vice President to schedule Special Elections.
- 2.4.2.6.13. Plans the ASB Banquet with ASB Executive Board.
- 2.4.2.6.14. Promote representation and incorporation of a wide range of students in activities.
- 2.4.2.6.15. Have a professional relationship with the Executive Board and the Activities Director.
- 2.4.2.6.16. Keep on task at all times, model appropriate behavior.
- 2.4.2.6.17. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.2.6.18. Help implement, organize, and coordinate a class project (may be the Humanitarian Project).
- 2.4.2.6.19. Help organize and coordinate Freshman Orientation.
- 2.4.3. **Class Boards (CB)**
 - 2.4.3.1. Class Representatives shall be President, Vice-president, and a minimum of two Appointed Representatives.
 - 2.4.3.2. Election for sophomore, junior, and senior class Representatives shall be held after ASB Leadership elections, and finished no later than two weeks before the last full day of school, earlier if possible. Freshmen elections will take place at their Middle School; in the spring prior to their freshman year.
 - 2.4.3.3. Class Presidents
 - 2.4.3.3.1. Serve as an advocate for the students of their class and ensure that all leadership projects are aligned with the team's overall goals.
 - 2.4.3.3.2. Have an awareness and understanding of all student activities.
 - 2.4.3.4. Class Vice Presidents
 - 2.4.3.4.1. Serve to support their Class President and advocate a wide range of student involvement and incorporation into school-wide functions.
 - 2.4.3.4.2. Report directly to their Class President.
 - 2.4.3.4.3. Serve as the Class President of their elected class if their Class President becomes permanently unable to fulfill their duties.

2.4.3.5. Appointed Class Representatives

- 2.4.3.5.1. Appointed Class Representatives shall be appointed by the Elected Representatives of their class.

2.4.4. **Committees**

- 2.4.4.1. ASB Leadership Committees must be formed by the ASB President.

- 2.4.4.2. ASB Leadership may include, but is not limited to, the Committees listed in this section.

2.4.4.3. Clubs Committee

- 2.4.4.3.1. The Clubs Committee shall renew each club charter at the start of every second semester to organizations conforming to the rules set down by the committee with approval of Student Council.

2.4.4.4. Legal Committee

- 2.4.4.4.1. The Legal Committee shall consist of members chosen by the Executive Board. Its duty shall be to review these bylaws and ASB Constitution and recommend amendments to it.

- 2.4.4.4.2. The Legal Committee shall be responsible for legal oversight of all ASB Representatives and their actions.

- 2.4.4.4.3. The Legal Committee may prohibit any actions made by ASB Representatives or groups of ASB Representatives found by the Legal Committee to be illegal by any ASB legal documents.

2.4.4.5. Athletics Committee

2.4.4.5.1. Athletics Committee Lead

- 2.4.4.5.1.1. Reports directly to their respective Committee Lead.

- 2.4.4.5.1.2. Attendance at all Student Council Meetings.

- 2.4.4.5.1.3. Give a report during monthly Student Council meeting.

- 2.4.4.5.1.4. Responsible for recognizing achievement throughout the school year.

- 2.4.4.5.1.5. Organizes Student of the Month, Teacher of the Month, and Iron Man Awards.

- 2.4.4.5.1.6. Coordinate with staff for Student and Teacher of the Month Awards.

- 2.4.4.5.1.7. Organize Student-Staff Liaison Program and be responsible for obtaining and leading class activities to recognize staff (Every Wednesday Matters, notes to staff, staff mail box deliveries, etc.).

- 2.4.4.5.1.8. Works with the Athletic and Activities Directors to order, inventory, and organize and prepare Athletic Patches, Athletic Awards and Certificates.

- 2.4.4.5.1.9. Prepare Coach of the Season Award.

- 2.4.4.5.1.10. Works with Coaches and Athletic Director to organize Athletic Awards Nights.

- 2.4.4.5.1.11. Works with Coaches and Athletic Director to organize sport Senior Nights (order flowers).

- 2.4.4.5.1.12. Compile and maintain appropriate student athlete ledger so that all ASB students receive their patches.

- 2.4.4.5.1.13. Maintain a file of all teams including rosters and schedules.
- 2.4.4.5.1.14. Use your committee and DELEGATE WORK. It is very important to use this committee to your full advantage; there is a lot of work needs to be done and assign jobs within the committee to get it done.
- 2.4.4.5.1.15. Work with district technicians to attend to the school website.
- 2.4.4.5.1.16. Provide written scripts for awards during Rallies and Assemblies.
- 2.4.4.5.1.17. Come up with new and creative ways to recognize students and staff on campus.
- 2.4.4.5.1.18. Promote representation and incorporation of a wide range of students in activities.
- 2.4.4.5.1.19. Have a professional relationship with the Executive Board and the Activities Director.
- 2.4.4.5.1.20. Keep on task at all times, model appropriate behavior.
- 2.4.4.5.1.21. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.4.6. Visual and Performing Arts (VAPA) Committee
 - 2.4.4.6.1. Visual and Performing Arts (VAPA) Committee Lead
 - 2.4.4.6.1.1. Reports directly to their respective Committee Lead Committee Lead.
 - 2.4.4.6.1.2. Attendance at all Student Council Meetings.
 - 2.4.4.6.1.3. Give a report during monthly Student Council meeting.
 - 2.4.4.6.1.4. Responsible for recognizing achievement throughout the school year.
 - 2.4.4.6.1.5. Organizes Student of the Month, Teacher of the Month, and Iron Man Awards.
 - 2.4.4.6.1.6. Coordinate with staff for Student and Teacher of the Month Awards.
 - 2.4.4.6.1.7. Organize Student-Staff Liaison Program and be responsible for obtaining and leading class activities to recognize staff (Every Wednesday Matters, notes to staff, staff mail box deliveries, etc.).
 - 2.4.4.6.1.8. Works with the Athletic and Activities Directors to order, inventory, and organize and prepare Athletic Patches, Athletic Awards and Certificates.
 - 2.4.4.6.1.9. Prepare Coach of the Season Award.
 - 2.4.4.6.1.10. Works with Coaches and Athletic Director to organize Athletic Awards Nights.
 - 2.4.4.6.1.11. Works with Coaches and Athletic Director to organize sport Senior Nights (order flowers).
 - 2.4.4.6.1.12. Compile and maintain appropriate student athlete ledger so that all ASB students receive their patches.
 - 2.4.4.6.1.13. Maintain a file of all teams including rosters and schedules.

- 2.4.4.6.1.14. Use your committee and DELEGATE WORK. It is very important to use this committee to your full advantage; there is a lot of work needs to be done and assign jobs within the committee to get it done.
- 2.4.4.6.1.15. Work with district technicians to attend to the school website.
- 2.4.4.6.1.16. Provide written scripts for awards during Rallies and Assemblies.
- 2.4.4.6.1.17. Come up with new and creative ways to recognize students and staff on campus.
- 2.4.4.6.1.18. Promote representation and incorporation of a wide range of students in activities.
- 2.4.4.6.1.19. Have a professional relationship with the Executive Board and the Activities Director.
- 2.4.4.6.1.20. Keep on task at all times, model appropriate behavior.
- 2.4.4.6.1.21. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.4.7. Spirit Committee
 - 2.4.4.7.1. Spirit Committee Lead
 - 2.4.4.7.1.1. Reports directly to their respective Committee Lead.
 - 2.4.4.7.1.2. Attendance at all Student Council Meetings.
 - 2.4.4.7.1.3. Give a report during monthly Student Council meeting.
 - 2.4.4.7.1.4. Assist the Executive Board with all CHS activities.
 - 2.4.4.7.1.5. Works and meets with other ASB and Class Representatives to coordinate and plan ASB spirit activities.
 - 2.4.4.7.1.6. Responsible for promoting student spirit during Spirit Weeks.
 - 2.4.4.7.1.7. Responsible for organizing all Spirit Weeks throughout the school year.
 - 2.4.4.7.1.8. Develop initial Spirit Week plans to the Student Council and then the student body for approval.
 - 2.4.4.7.1.9. Plan games, themes, decoration, dress up days, rally and other performances.
 - 2.4.4.7.1.10. Create new and innovative participation incentive programs.
 - 2.4.4.7.1.11. Organize large-scale spirit events that involve the entire student body.
 - 2.4.4.7.1.12. Organizing, maintaining, and tallying Spirit points using the banner.
 - 2.4.4.7.1.13. Responsible for organizing Spirit Week rubrics and judges to complete the rubrics.
 - 2.4.4.7.1.14. Responsible for organizing and ordering crowns and sashes for Spirit Weeks.
 - 2.4.4.7.1.15. Responsible for all royalty-based voting and tallying votes (Votes must be counted two weeks prior to the event date).

- 2.4.4.7.1.16. Organizes, coordinates and develops minutes for the Royalty Processions (including scripts for the announcers).
- 2.4.4.7.1.17. Maintain a file of Royalty winners for the school year.
- 2.4.4.7.1.18. Use your committee and DELEGATE WORK. It is very important to use this committee to your full advantage; there is a lot of work needs to be done and assign jobs within the committee to get it done.
- 2.4.4.7.1.19. Promote representation and incorporation of a wide range of students in activities.
- 2.4.4.7.1.20. Have a professional relationship with the Executive Board and the Activities Director.
- 2.4.4.7.1.21. Keep on task at all times, model appropriate behavior.
- 2.4.4.7.1.22. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.4.8. Assemblies Committee
 - 2.4.4.8.1. Assemblies Committee Lead
 - 2.4.4.8.1.1. Attendance at all Student Council Meetings.
 - 2.4.4.8.1.2. Attend all ASB activities.
 - 2.4.4.8.1.3. Schedule assembly dates no earlier than eight weeks in advance.
 - 2.4.4.8.1.4. Give a report during monthly Student Council meeting.
 - 2.4.4.8.1.5. Coordinate rallies using the help of Student Council.
 - 2.4.4.8.1.6. Works with other ASB and Class Representatives to coordinate and plan assemblies.
 - 2.4.4.8.1.7. Responsible for MC, lighting, sound at all assemblies (if necessary).
 - 2.4.4.8.1.8. Provides professionalism, organization, familiarity during assemblies.
 - 2.4.4.8.1.9. Include staff and Class Advisors in all rallies and LTAs.
 - 2.4.4.8.1.10. Be a part of the Spirit at Colusa High School.
 - 2.4.4.8.1.11. Include non-Student Council students in every rally; try to create rallies that include as many students from the general student body as possible.
 - 2.4.4.8.1.12. Bring in new ideas to every assembly.
 - 2.4.4.8.1.13. Write scripts and create minutes for all assemblies.
 - 2.4.4.8.1.14. Bring a positive attitude to class every day.
 - 2.4.4.8.1.15. Work with Executive Board Representatives to complete all tasks and responsibilities.
 - 2.4.4.8.1.16. Coordinate run-through dates with the P.E. department; get them on the class calendar.
 - 2.4.4.8.1.17. Complete assembly minutes and scripts four weeks ahead of every rally.
 - 2.4.4.8.1.18. Complete first assembly run-throughs two weeks ahead of every assembly.
 - 2.4.4.8.1.19. Promote representation and incorporation of a wide range of students in activities.

- 2.4.4.8.1.20. Have a professional relationship with the Executive Board and the Activities Director.
- 2.4.4.8.1.21. Keep on task at all times, model appropriate behavior.
- 2.4.4.8.1.22. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.4.9. Rallies Committee
 - 2.4.4.9.1. Rallies Committee Lead
 - 2.4.4.9.1.1. Attendance at all Student Council Meetings.
 - 2.4.4.9.1.2. Attend all ASB activities.
 - 2.4.4.9.1.3. Schedule rally dates no earlier than eight weeks in advance.
 - 2.4.4.9.1.4. Give a report during monthly Student Council meeting.
 - 2.4.4.9.1.5. Coordinate rallies using the help of Student Council.
 - 2.4.4.9.1.6. Works with other ASB and Class Representatives to coordinate and plan rallies and LTAs.
 - 2.4.4.9.1.7. Responsible for MC, lighting, sound at all rallies and assemblies (if necessary).
 - 2.4.4.9.1.8. Provides enthusiasm, energy, familiarity during rallies.
 - 2.4.4.9.1.9. Include staff and Class Advisors in all rallies and LTAs.
 - 2.4.4.9.1.10. Be a part of the Spirit at Colusa High School.
 - 2.4.4.9.1.11. Include non-Student Council students in every rally; try to create rallies that include as many students from the general student body as possible.
 - 2.4.4.9.1.12. Bring in new ideas to every rally.
 - 2.4.4.9.1.13. Write scripts and create minutes for all rallies.
 - 2.4.4.9.1.14. Bring a positive attitude to class every day.
 - 2.4.4.9.1.15. Work with Executive Board Representative to complete all tasks and responsibilities.
 - 2.4.4.9.1.16. Coordinate run-through dates with the P.E. department; get them on the class calendar.
 - 2.4.4.9.1.17. Complete rally minutes and scripts four weeks ahead of every rally.
 - 2.4.4.9.1.18. Complete first rally run-throughs two weeks ahead of every rally.
 - 2.4.4.9.1.19. Promote representation and incorporation of a wide range of students in activities.
 - 2.4.4.9.1.20. Have a professional relationship with the Executive Board and the Activities Director.
 - 2.4.4.9.1.21. Keep on task at all times, model appropriate behavior.
 - 2.4.4.9.1.22. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.4.10. Dance Committee
 - 2.4.4.10.1. Dance Committee Lead
 - 2.4.4.10.1.1. Reports directly to their respective Committee Lead.
 - 2.4.4.10.1.2. Attendance at all Student Council Meetings.
 - 2.4.4.10.1.3. Give a report during monthly Student Council meeting.

- 2.4.4.10.1.4. Conducts and appropriately budgets all dances (Homecoming, Winter Formal, Prom).
- 2.4.4.10.1.5. Works with and contacts vendors for all dances.
- 2.4.4.10.1.6. Determines the dance theme.
- 2.4.4.10.1.7. Orders all decorations.
- 2.4.4.10.1.8. Coordinates and responsible for all set-ups and clean-ups.
- 2.4.4.10.1.9. Responsible for creating and selling bids (Keep an appropriate ledger).
- 2.4.4.10.1.10. Works with the ASB Bookkeeper to establish bid prices for students.
- 2.4.4.10.1.11. Responsible for working with the Administration for Guest Passes.
- 2.4.4.10.1.12. Compiles an appropriate Chaperone List (all chaperones must be cleared through the district).
- 2.4.4.10.1.13. Works with Homecoming to order Dance Crowns and Sashes.
- 2.4.4.10.1.14. Works with Publicity to advertise the dance.
- 2.4.4.10.1.15. Responsible for organizing voting and counting dance ballots.
- 2.4.4.10.1.16. Use your committee and DELEGATE WORK. It is very important to use this committee to your full advantage; there is a lot of work needs to be done and assign jobs within the committee to get it done.
- 2.4.4.10.1.17. Promote representation and incorporation of a wide range of students in activities.
- 2.4.4.10.1.18. Have a professional relationship with the Executive Board and the Activities Director.
- 2.4.4.10.1.19. Keep on task at all times, model appropriate behavior.
- 2.4.4.10.1.20. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.

2.4.4.11. Publicity Committee

2.4.4.11.1. Publicity Committee Lead

- 2.4.4.11.1.1. Reports directly to their respective Committee Lead.
- 2.4.4.11.1.2. Attendance at all Student Council Meetings.
- 2.4.4.11.1.3. Give a report during monthly Student Council meeting.
- 2.4.4.11.1.4. Keep workroom clean and organized (only publicity Committee Lead is allowed to refill and reorder for the paint pens used at CHS).
- 2.4.4.11.1.5. Publicize school activities; issue new releases to the press, school announcements, updates on Facebook and in the cafeteria/quad.
- 2.4.4.11.1.6. Utilize posters and flyers to create colorful and classy reminders about school events.
- 2.4.4.11.1.7. Promote attendance to all sports.
- 2.4.4.11.1.8. Maintain ASB Facebook and Twitter accounts.

- 2.4.4.11.1.9. Use Facebook or Twitter to spread more awareness about school events.
- 2.4.4.11.1.10. Submits bulletins for Student Council in the daily announcements.
- 2.4.4.11.1.11. Check all posters that go out to see if they are appropriate to the school. Example of don'ts: " Rally Friday Be There!! " (this is not acceptable); make sure all posters are informative and clear.
- 2.4.4.11.1.12. Make sure all posters and information is accurate (spelling included).
- 2.4.4.11.1.13. Use your committee and DELEGATE WORK. It is very important to use this committee to your full advantage; there is a lot of work needs to be done and assign jobs within the committee to get it done.
- 2.4.4.11.1.14. Work with district technicians to attend to the school website.
- 2.4.4.11.1.15. Utilize technology to improve and enhance communication and promote student activities to the student body.
- 2.4.4.11.1.16. Provide technical support for Rally Committee and LTAs.
- 2.4.4.11.1.17. Responsible for music on Fridays and during Spirit Weeks.
- 2.4.4.12. Media Committee
- 2.4.4.13. Production Committee
 - 2.4.4.13.1. Production Committee Lead
 - 2.4.4.13.1.1. Attend all Student Council meetings.
 - 2.4.4.13.1.2. Attend all ASB activities.
 - 2.4.4.13.1.3. Gives report at every Student Council meeting.
 - 2.4.4.13.1.4. Works with other ASB and Class Representatives to coordinate and plan ASB activities requiring technology.
 - 2.4.4.13.1.5. This Committee Lead's primary role is to utilize technology to enhance communication and promote activities throughout the student body, document student council activities and preserve school culture and student life.
 - 2.4.4.13.1.6. Recording and compiling events, including dances, assemblies, sports events, rallies, homecoming, lunch activities, etc. onto a single comprehensive video for the End of the Year/Step-Up Rally.
 - 2.4.4.13.1.7. Working with ASB Representatives on videos for various assemblies and events as necessary.
 - 2.4.4.13.1.8. Responsible for all technological aspects of ASB activities.
 - 2.4.4.13.1.9. Keeps an inventory of all ASB technology equipment.

- 2.4.4.13.1.10. Organizes and assigns Student Council Representatives to videotape ASB activities and other FGHS student events.
- 2.4.4.13.1.11. Providing technical support during rallies, elections, lunchtime activities, managing and setting up microphones, speakers, LCD projectors, etc.
- 2.4.4.13.1.12. Organizes and assigns Student Council Representatives to film ASB activities and other CHS student events.
- 2.4.4.13.1.13. Responsible for having, maintaining, and editing all film of ALL CHS events.
- 2.4.4.13.1.14. Responsible for sound system at all ASB activities (This sound system is the property of ASB).
- 2.4.4.13.1.15. Maintain the CHS ASB Website on the school's homepage, ASB facebook page, and ASB Twitter account.
- 2.4.4.13.1.16. Post videos to the ASB youtube account as necessary.
- 2.4.4.13.1.17. Responsible for creating Election/Campaign Videos for all prospective student Representatives.
- 2.4.4.13.1.18. Use your committee and DELEGATE WORK. It is very important to use this committee to your full advantage; there is a lot of work needs to be done and assign jobs within the committee to get it done.
- 2.4.4.13.1.19. Promote representation and incorporation of a wide range of students in activities.
- 2.4.4.13.1.20. Have a professional relationship with the Executive Board and the Activities Director.
- 2.4.4.13.1.21. Keep on task at all times, model appropriate behavior.
- 2.4.4.13.1.22. Follow and advocate school rules, supporting the Activity Director's and administrators' decisions.
- 2.4.4.14. Vik Crew Committee
- 2.4.4.15. Lunch-Time Activities (LTAs) Committee
- 2.4.4.16. Sportsmanship Committee

2.5. **FGHS Student**

- 2.5.1. The Student Council shall consist of all Executive Board, Class Boards, and a Representative for each ASB Leadership Committee, all club Presidents, and the Principal or their representative.

- 2.5.2. The duties of the representatives shall be to attend all Student Council meetings as voting representatives, and to report the activities of the Student Council to their period classes and respective clubs.
- 2.5.3. The Student Council may vote to prohibit any actions or override any decisions made by ASB Representatives, ASB Executive Boards, ASB Class Boards, ASB Cabinets, ASB Leadership Committees, previous Student Councils, or other groups of ASB Representatives.
- 2.5.4. The Student Council should meet monthly or every other week, but not less than once per semester, and not less than three times throughout the school year.
- 2.5.5. Student Council meeting shall be held at a time that is deemed acceptable by the school administration.
- 2.5.6. **Executive Board (EB)**
 - 2.5.6.1. The Executive Board of the Student Council shall consist of all Executive Board Representatives and the Principal of the high school or their representative.
 - 2.5.6.2. The Executive Board of the Student Council shall approve the handling of student body funds. These funds shall not include clubs, organizations or school departments. The Executive Board shall retain all powers not delegated to any other organizations.
 - 2.5.6.3. The Executive Board may handle emergency matters. It may be called together by the President, the Principal or his/her representative.
- 2.5.7. **Other FGHS Programs**
 - 2.5.7.1. Petitions for new organizations shall be presented to the Student Council, following the school application procedure, with an outlined statement of purposes and qualifications for membership. If the petition is denied a copy of the new organization's Constitution and By-laws shall be approved by the Clubs Committee before the organization is chartered and copies filed with the Student Secretary.
 - 2.5.7.2. No club or organization shall use its funds off the school grounds, except for special aid projects unless authorized by the Administration.