

CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF ZILLAH HIGH SCHOOL

(reviewed and approved by Executive Council June 12, 2010)

PREAMBLE

We, the students of the Zillah High School, do form this association of our students to improve our school government, to promote the general welfare of our school, to develop democratic ideals, to maintain high standards of cooperation, loyalty and school spirit, to help students be better citizens, and to encourage all worthwhile activities in school, have written and adopted this constitution.

ARTICLE I : Name

The name of this organization shall be the Associated Student Body (ASB) of Zillah High School.

ARTICLE II : Purpose

The purpose of this organization shall be to

- A. Unify the students of ZHS and promote the general welfare of our school.
- B. Aid the administration of our school including law and order.
- C. Promote positive and varied activities for our school and students.
- D. Instill a positive school climate.
- E. Develop in our students a growing appreciation of the privileges of participation in a democratic school system.
- F. Promote in all ways the best interests of our school.

ARTICLE III : Membership

- A. All students, teachers, faculty members and administrators of the school shall be members.
- B. No member of this association shall be required to pay dues as a prerequisite to membership; however, to obtain special benefits, privileges and discounts, or to belong to subordinate groups, organizations and activities sponsored by the ASB a ZHS student must purchase an ASB card each year.

ARTICLE IV: Legislative Powers

The legislative powers of the ASB shall be vested in two bodies: the Executive branch made up of the ASB Executive Council Members and Legislative branch made up of Student Council representatives.

ARTICLE V: Officers of the ASB Executive Council

- A. The officers of the ASB shall be the President, Vice-President, Secretary, Treasurer, and ASB Events Coordinators (2).
- B. Officers shall be elected no later than May 1st and shall serve for one calendar year.
- C. The ASB Executive Council shall be made up of the ASB Advisor and the following ASB officers: President, Vice-President, Secretary, Treasurer, ASB Events Coordinators, Senior Class President, Junior Class President, Sophomore Class President, and Freshman Class President.
- D. The ASB Executive Council and/or advisor may appoint the following officers to serve a 1 year term: Public Relations/Media Director, Historian, Parliamentarian, Sergeant at Arms. Appointed officers may serve as voting members of the Executive Council if approved by the advisor.
- E. The ASB Executive Council is responsible for approving the monthly statement of ASB income and expenses, as prepared by the ASB Central Treasurer each month. This is in accordance with Washington State Auditor requirements.

ARTICLE VI: Qualifications for Office of the ASB Executive Council

The office of President may only be filled by a student who will be a Senior during their year of service. All other offices may be filled with any qualified ZHS ASB member. A ZHS ASB Officer must:

1. Be a full time ZHS Student and have at least 4 classes on campus each semester
2. Be a current ZHS ASB Card holder
3. Have at least a 3.0 GPA (accumulative)
4. Follow all codes of student conduct and behavior and while in office not be subject to any administrative disciplinary action (behavior or attendance).
5. Adhere to all the drug, alcohol and tobacco policies established by the Zillah School District, WIAA and State of Washington governing participation in extra-curricular activities.
6. Be responsible for all work missed while gone from class on ASB business.
7. Be an exemplary good citizen in and out of school.

ARTICLE VII: Duties of ASB Executive Council Officers-Elected

- A. President:
 - 1. Oversees all ASB operations.
 - 2. Presides over all business meetings and directs the work of the ASB.
 - 3. Plans agendas with the advisor.
 - 4. Official host of all assemblies.
 - 5. Directs with the advisor operations of the ASB Executive Council
 - 6. Appoints special committees

- B. Vice-President
 - 1. Assists the President in directing the activities of the ASB.
 - 2. Serve as the presiding officer in the absence of the President.
 - 3. Oversees all committee operations and approves committee reports prior to meetings.
 - 4. Directs the nomination and election process for the ASB offices.
 - 5. Performs other assigned duties that might pertain to the office.
 - 6. Oversees the ASB community service (i.e. blood drive)

- C. Secretary
 - 1. Keeps and distributes minutes of all meetings
 - 2. Receives, reports, and replies to ASB related correspondence
 - 3. Produces and distributes meeting agendas
 - 4. Updates the master calendar weekly for events, changes, and reports possible conflicts.
 - 5. Places ASB items in the daily bulletin as needed or directed.
 - 6. Plans and coordinates displays for the main hallway including bulletin boards and showcases.
 - 7. Coordinates student of the month and info-line activities.
 - 8. Performs other assigned duties that might pertain to the office.

- D. Treasurer
 - 1. Obtains monthly financial data from the Central ASB Treasurer
 - 2. Reports to membership regarding financial status of the ASB including the production and distribution of financial statements
 - 3. Accepts and reviews budgets from subordinate clubs and organizations
 - 4. Operates the ASB Concessions project
 - 5. Assists the Central ASB Treasurer with counting, balances and inventories following events including money counting as needed.
 - 6. Assists with the ASB Purchase Order (PO) process
 - 7. Performs other assigned duties that might pertain to the office

- E. ASB Events Commissioners (2 positions)
 - 1. Promote and plan activities that all students can participate in and that encourage a positive school climate, cause positive student-teacher interaction, and allow for entertainment and/or recreation opportunities for the organization.
 - 2. Helps make the education process enjoyable whereby students look forward to attending school and school events.
 - 3. Plans all assemblies with the President and Advisor.
 - 4. Plans and coordinates all dances with Advisor and sponsoring group.
 - 5. Performs other assigned duties that might pertain to the office.

- F. The ASB Executive Council is responsible for approving the monthly statement of ASB income and expenses, as prepared by the ASB Central Treasurer each month. This is in accordance with Washington State Auditor requirements.

ARTICLE VIII: Duties of ASB Officers-Appointed

- A. The following offices are optional and may or may not be appointed to serve a 1 year term. In the event these appointments go unfilled, the duties listed are assigned to the elected ASB officers by the President and advisor.

- B. Public Relations/Media Director
 - 1. Develop contacts with local newspapers, radio and TV outlets.
 - 2. Publish a list of media contacts and make this available to all groups.
 - 3. Be a resource person to all ASB member groups in media/PR and assist them when requested.
 - 4. Contact media at least once each month with ASB news and calendar items.
 - 5. Develop news releases for special ASB events during the year.
 - 6. Write a monthly article on ASB events for the district newsletter and/or school newspaper.
 - 7. Write and present when appropriate, a monthly ASB report for the school board meeting.
 - 8. Be responsible for ZHS Info Line .
 - 9. Be responsible for reader board updates.
 - 10. Performs other assigned duties that might pertain to the office.

- C. Historian
 - 1. Keeps a record of ASB happenings and events past and present.
 - 2. Maintain an annual scrapbook regarding all aspects of the ASB including clippings of newspaper and magazine articles and video tape of events.
 - 3. Archives minutes and other items of significance for future reference.
 - 4. Performs other assigned duties that might pertain to the office.

D. Parliamentarian

1. Advises officers and members of proper parliamentary procedure
2. Conducts training in parliamentary procedure for members, officers, groups, etc.
3. Makes decisions on rules of order at business meetings
4. Performs other assigned duties that might pertain to the office

E. Sergeant at Arms

1. Responsible for assisting the president in maintaining order at business meetings.
2. Is the Color officer, responsible for maintaining the flags at business meetings.
3. Serves as an usher for guests at meetings
4. Assigned to courier duty during a business meeting as needed.
5. Performs other assigned duties that might pertain to the office.

ARTICLE IX: Qualifications of Class officers

Each class: Freshman, Sophomore, Junior, and Senior, shall have a set of elected officers.
A ZHS Class Officer must:

1. Be a full time ZHS Student and have at least 4 classes on campus each semester. A waiver may be sought for students attending YV Tech to serve in an office, other than President, with permission of the head advisors. This waiver will be on a six week trial and can be withdrawn by either the officer or advisor at the end of six weeks or continued on a semester by semester basis.
2. Be a current ZHS ASB Card holder
3. Have at least a 3.0 GPA (accumulative)
4. Follow all codes of student conduct and behavior and while in office not be subject to any administrative disciplinary action (behavior or attendance)
5. Adhere to all the drug, alcohol and tobacco polices established by the Zillah School District, WIAA and State of Washington governing participation in extra-curricular activities.
6. Be responsible for all work missed while gone from class on ASB or class business
7. Be an exemplary good citizen in and out of school.

ARTICLE X: Duties of Class Officers

A. President:

1. Oversees the entire operation of the class
2. Presides over all business meetings and directs the work of the class
3. Plans agendas with the advisor.
4. Directs with the advisor operations of the Class Executive Council
5. Appoints special committees
6. Serves on the ASB Executive Committee

B. Vice-President

1. Assists the President in directing the activities of the class
2. Serve as the presiding officer in the absence of the President.
3. Oversees all committee operations and approves committee reports prior to meetings.
4. Performs other assigned duties that might pertain to the office

C. Secretary

1. Keeps and distributes minutes of all meetings
2. Receives, reports, and replies for class correspondence
3. Produces and distributes meeting agendas
4. Updates the master calendar for class events.
5. Places class items in the daily bulletin as needed or directed.
6. Serves as the media contact for the class.
7. Performs other assigned duties that might pertain to the office

D. Treasurer

1. Obtains monthly financial data from the Central ASB Treasurer.
2. Reports to class regarding financial status of the class including the production and distribution of financial statements.
3. Develops and submits an annual budget.
4. Works with class officers and advisor with the Purchase Order (PO) Process.
5. Performs other assigned duties that might pertain to the office.

E. The following offices are optional and may or may not be appointed to serve a 1 year term. In the event these appointments go unfilled, the duties listed are assigned to the elected class officers by the President and the class advisor.

a. Historian

1. Keeps a record of class happenings and events past and present.
2. Maintain an annual scrapbook regarding all aspects of the class including clippings of newspaper and magazine articles and video tape of events.
3. Archives minutes and other items of significance for future reference.
4. Performs other assigned duties that might pertain to the office.

b. Parliamentarian

1. Advises officers and members of proper parliamentary procedure.
2. Conducts training in parliamentary procedure for members, officers, groups.
3. Makes decisions on rules of order at business meetings.
4. Performs other assigned duties that might pertain to the office.

c. Sergeant at Arms

1. Responsible for assisting the president in maintain order at business meetings.
2. Is the Color Officer, responsible for maintaining the flags at business meetings
3. Serves as an usher for guests at meetings
4. Assigned to courier duty during a business meeting as needed.
5. Performs other assigned duties that might pertain to the office

ARTICLE XI: Student Council

- A. The Student Council is made up of representatives from the home room or similar designated group and shall be responsible to report all council business to that home room or group and also to bring any concerns, new business, and other items for the good of the school to the attention of the council at monthly meetings.
- B. The representative from the subordinate activity groups shall be responsible to report all council business to that group and also to bring any concerns, new business, and other items for the good of the school to the attention of the council at monthly meetings.
- C. Student Council members have the power to suggest rules, activities, and enact any legislation that supports the constitution or current goals of ZHS ASB subject to administrative approval.
- D. It is the duty of the homeroom and subordinate activity group advisors to supply at the beginning of each school year the name of their room or group representative and one alternate. This information should be forwarded to the ASB advisor who in turn will give this to the ASB secretary. The secretary will then develop the official ASB General Meeting Roster for roll call from this list.
- E. Guidelines for a student council representative are:
 1. Be a full time ZHS Student and have at least 4 classes on campus each semester
 2. Be a current ZHS ASB Card holder
 3. Have at least a 2.5 AGPA
 4. Attend every scheduled meeting or notify their alternative if they must be absent
 5. Follow all codes of student conduct and behavior and while in office not be subject to any administrative disciplinary action (behavior or attendance)
 6. Adhere to all the drug, alcohol and tobacco polices established by the Zillah School District, WIAA and State of Washington governing participation in extra-curricular activities.
 7. Be responsible for all work missed while gone from class on ASB business.
 8. Be an exemplary good citizen in and out of school.

- F. In the event that a Student Council member fails to uphold their guidelines and responsibilities they may be censored. Censoring involves a warning that allows the individual and their group advisor know that they are in jeopardy of being removed from service on the Student Council. If after being censored the individual continues to fails to meet the guidelines or their responsibilities they may be removed by the ASB Advisor.
- G. Council representatives who miss two consecutive meetings shall be immediately censored without need of a vote.
- H. The ASB President will preside over the student council meetings supported by officers of the ASB Executive Council

ARTICLE XII: ASB Elections

- A. All ASB elections shall be held in the Spring (April-May) of each school year. All elections for office shall be by secret ballot.
- B. Primary Elections: The following procedure will be used in selecting ASB candidates for the primary elections:
 - 1. Nomination process is determined by the ASB executive council each year and may be done via conventions, homerooms, teleconference or other such meetings or processes
 - 2. Students not nominated via the regular nomination process may place their own name in consideration for the primary ballot by filling a petition of nomination. The petition states the reason for running for said office, the goals that the candidate would like to achieve, and verification that they meet the minimum qualifications. This petition must be signed by 10 current ASB card holders in good standing who have not previously endorsed a candidate for this same office, at least one ZHS faculty member who has not previously endorsed a candidate for this same office and the candidates parents.
 - 3. All candidates nominated to run in the primary election must file for office by filling out an application, including the signature of at least one ZHS faculty member who has not previously endorsed a candidate for that same office and the candidates parents.
 - 4. Primary elections for the offices of President, Vice President, Secretary, and Treasurer shall be held to determine the top two candidates that advance to the general election. For ASB Events Coordinators the top four candidates will advance to the general election. In the event that only two candidates are nominated for an office or only four in the case of ASB Events Coordinator, the candidates advance automatically into the general election.
 - 5. All members of the ASB in good standing with a current ASB card, except for current 12th grade students, shall vote in ASB primary elections.

6. High school teachers will be allowed to vote for each position in the primary election and their votes are weighted 10.
- C. The general election will be held after the primary election.
1. All candidates for office in the general election must complete an interview with current members of the ASB executive committee. The results of the interview weigh $1/3^{\text{rd}}$ of the election totals.
 2. Candidates for office in the general election will give a speech to the student body at an assembly. Speeches should be 2-5 minutes in length. Speeches must be screened at least 2 days prior to the general election assembly by the ASB Advisor. Students must adhere to the pre-submitted speech. Deviation from the pre-approved speech is grounds for disqualification.
 3. Candidates who fail to have their speech pre-approved by the deadline will not be allowed to speak. They will be introduced and have their candidacy announced by the master of ceremonies.
 4. All members of the ASB in good standing with a current ASB card, except for current 12th grade students, shall vote in ASB general elections. This will count for $1/3^{\text{rd}}$ of the election totals.
 5. Written ballots will be available for students and staff to vote. Voting guidelines for the general election will be the same as for the primary election. Staff voting will comprise the final $1/3^{\text{rd}}$ of election totals.
- D. Primary and General election posters and campaigns
1. Posters must be pre-approved by the ASB advisor prior to posting. They should be appropriate for school, be positive and promote the individual.
 2. Campaign materials are the responsibility of the student. No materials are supplied by the school. This includes paper, pens, photo copy machines, etc. Candidates found violating this section may be disqualified for the election.
 3. Candidates are responsible for cleaning up any items left up on campus after the elections. Fines will be levied for failure to properly clean up.
- E. Post Election Transition. Newly elected ASB Officers along with the class presidents will be inserviced in a special retreat in May of each year. Normally last years officers are responsible for this transitional retreat that helps prepare the new officers for their leadership responsibilities. This retreat may include leadership and parliamentary procedure training, calendar of events planning, goals, theme, budgets, and review of subordinate organizations operations. Following the ASB retreat the new ASB officers are officially installed.
- F. Vacancies in the ASB Executive Council shall be filled by appointments by the ASB Advisor, with input and assistance from the current ASB Executive Council. Students appointed to fill vacancies must meet all qualifications for office.

- G. Officers may be recalled by a petition signed by 2/3rds of the Student Council and subsequent 2/3rds vote at a Student Council meeting.

ARTICLE XIII: Class Elections

- A. Each class will conduct elections each Spring (April-May) for next years class officers. The class nominations are to take place following the announcing of the ASB general election results.
- B. Students place their own name in consideration for the primary ballot by filling a petition of nomination. The petition states the reason for running for office, the goals that the candidate would like to achieve, and verification that they meet the minimum qualifications. This petition must be signed by 10 current members of their class who are ASB card holders in good standing who have not previously endorsed a candidate for that same office, at least one ZHS faculty member who has not previously endorsed a candidate for that same office and the candidates parents.
- C. Following a filing period of one week, elections are held by paper ballot. All members of the class in good standing with a current ASB card may vote.
- D. ZMS 8th grade students shall also elect their next years Freshman class officers at the same time as the ZHS class elections are in progress. It is recommend that they follow the same guidelines presented in the ZHS constitution.
- E. Voting shall be weighted 75% by eligible class members and 25% by head class advisors.
- F. Head class advisors have the option to conduct interviews in contested races. If interviews are used they shall add 25 total votes to the top candidate based on interview.

ARTICLE XIV: Meetings

- A. Executive Council meetings will be held at least once each month during the school year.
- B. General Student Council meetings will be held at least once each month during the school year.
- C. Members attending general ASB meetings shall be all ASB Executive Council members both elected and appointed, all class officers, one representative from each of the ASB subordinate activity groups (those with spending authority and constitutions on file) and one elected representative from each home room or similar designated group.

- D. To conduct official business at either the executive meetings or general ASB meetings a quorum must be present. A quorum is defined as 2/3rds of the eligible roster of members being present.
- E. The President and ASB Advisor may call special meetings as needed with at least 1 day prior notice.
- F. Parliamentary Procedure based on Roberts Rules of Order-Revised shall be used for conduct of all meetings.

ARTICLE XV: Committees

- A. Committees will be formed on an “as needed” basis for special projects and activities which require greater detail, time, study, or energies. All committee appointments will be made by the President, with approval of the Advisor. All committees operations will be overseen by the Vice-President.
- B. When the committee is appointed, the President shall determine the objective of the committee, what resources they are to use, and when they are to meet. A committee report deadline shall also be established. Committee reports are to be first presented to the Vice President for approval and then presented to the general membership.
- C. The committee will disband once the work of the committee is deemed completed by authority of the President.

ARTICLE XVI: Veto Power

Because the powers of the ASB Executive Council and the Student Council are delegated to them by the School Board of Directors and the High School Principal, the Principal shall have the right of veto on any action passed by either the Executive or General Student Council.

ARTICLE XVII: Clubs and Organizations

- A. Any group of students who would like to form a club or organization at ZHS High School must seek approval from the Student Council.
- B. To raise and expend funds student clubs and organizations must be officially recognized as part of the ASB by the Student Council.

- C. Prior to approval and recognition the following must be submitted to the ASB Executive Council
1. A copy of the club or organization's constitution which includes a statement of purpose.
 2. A detailed copy of a proposed budget of income and expenses for the coming year.
 3. A calendar of proposed activities for the coming year.
 4. The name of a ZHS Faculty Advisor who will agree to oversee the operation of the group or organization and make sure all guidelines and school policies are adhered to.
- D. Approval and recognition is by simple majority vote of the Student Council.
- E. Once approved a list of a set of officers must be submitted within two weeks.
- F. To continue as a recognize club or organization the following must be submitted no later than May 1st:
1. A copy of a proposed budget of income and expenses for the coming year
 2. A calendar of proposed activities for the coming year
 3. Any proposed fund raising events
- G. The ASB Executive Council on their annual May retreat will review and approve club operations for the coming year.
- H. Clubs are asked to submit any revisions to their calendar of activities on a monthly basis during the following year.

ARTICLE XVIII: Amendments

- A. All proposed constitutional amendments shall be first submitted to the ASB Executive Council.
- B. The Executive Council will review and revise proposed constitutional amendments and pass them on to the general student council for their review.
- C. Student council members share the proposed changes with their groups and report back at the next scheduled meeting.
- D. The student council will vote on the proposed amendments after they have presented and discussed the amendments with their homeroom.
- E. A two-thirds majority of favorable votes shall constitutes passage of an amendment.