

THE CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF WOODINVILLE HIGH SCHOOL

PREAMBLE

We, the students of Woodinville High School, do hereby form this constitution in order to guide us in gaining academic and extracurricular excellence in regards to the community. We wish to establish a strong democratic student government, promote school unity, and encourage a high level of involvement from all Members of the student Body with no Exclusion.

ARTICLE I: NAME, COLOR, AND MASCOT

- Section 1: The name of the student organization of this school shall be the Associated Student Body of Woodinville High School.
- Section 2: The official school mascot shall be the **Falcon**.
- Section 3: The official colors are **Kelly green and white with navy blue accents**.
- Section 4: The official logos and Pantone color codes of Woodinville High School are listed after Article 10.

ARTICLE II: MEMBERSHIP STRUCTURE AND REQUIREMENTS

- Section 1: The student council shall be made up of four governing bodies:
- A. ASB Executive Board
 - B. Class Officers
 - C. Appointed Officers
 - a. Also referred to as the Cabinet
 - D. Student Council Representatives
- The Leadership Class shall consist of the:
- A. ASB Executive Board
 - B. Class Officers
 - C. Appointed Members
- Section 2: All enrolled students of Woodinville High School qualify as members of the Associated Student Body of Woodinville High School and are eligible to vote on all propositions brought before the student body.
- Section 3: Associated Student Body of Woodinville High School elected and appointed positions include:

- A. The ASB Executive Board shall consist of the 5 following elected officers:
 - a. President (12th-grade student only)
 - b. Vice President (11th- or 12th-grade students only)
 - c. Secretary (11th- or 12th-grade students only)
 - d. Treasurer (11th- or 12th-grade students only)
 - e. Activities Promoter (10th-, 11th-, or 12th-grade students only)
- B. The Cabinet shall be students (10th-, 11th-, and 12th-grade students only) appointed by the Executive Board and Activity Director.
- C. The Senior, Junior, and Sophomore class shall elect each of the following Class Officers: President, Vice President, Secretary, and Treasurer.
- D. The Freshmen will elect 6 representatives from the main feeder school(s) (number subject to change).

Section 4: Requirements: To run for and hold an ASB Executive Board, Class Office, or Appointed Member position the ASB member must:

- A. have and maintain a minimum 2.5 cumulative Grade Point Average (GPA)
- B. follow the school and district attendance policy
- C. adhere to Student Rights and Responsibility Handbook
- D. sign the Student Athletic and Leadership Code of Conduct
- E. be enrolled in the ASB class.

Section 5: The following students shall make up the Student Council:

- A. Each Advisory class shall elect one representative (and an alternate) to represent the class at council meetings as a voting member.
- B. All Class Officers, elected by their respective classes, shall be voting members of the Student Council.
- C. Each club or organization shall appoint one representative to attend all Student Council meeting as a voting member.
- D. Each WIAA Sport shall select one captain to attend all Student Council meetings as a voting member.
- E. The Executive Board shall run the meetings.

Section 6: The Student Council shall meet once each month, during Advisory. Special meetings may be called at the request of the Executive Council.

Section 7: The chairperson for Student Council shall be the President of the Associated Student Body. The Chairperson will vote only in the event of a tie vote of the Council membership.

Section 8: The term of office for all officers and appointed members shall be one school year.

ARTICLE III: RESPONSIBILITIES OF THE EXECUTIVE BOARD

- Section 1: For requirements see Article II section 3
- Section 2: The ASB Executive Board shall consist of the ASB President, Vice President, Secretary, Activities Promoter, and Treasurer.
- Section 3: The ASB Executive Board shall show the agenda during each Student Council meeting
- Section 4: The duties of the **President** are:
A. Shall preside over the Executive Council.
B. Shall chair all meetings of the Student Council.
C. With consent of the Executive Board, the President may appoint committees.
- Section 5: The duties of the **Vice President** are:
A. Shall take over duties of the President in his/her absence.
B. Shall work in cooperation with parent groups in all matters concerning Woodinville High School.
C. Shall oversee committees appointed by the President.
- Section 6: The duties of the **Secretary** are:
A. Shall keep records of all Associated Student Body Council Activities.
B. Shall keep all minutes of previous meetings, which shall be available for review by the council at any time.
C. Shall be responsible for all Associated Student Body correspondence.
- Section 7: The duties of the **Activities Promoter** are:
A. Shall work in cooperation with the Executive Council and school administration, to organize and promote student body activities and functions.
B. Assist the Vice President and the President
C. Shall oversee committees appointed by the President.
- Section 8: The duties of the **Treasurer** are:
A. Shall keep records of all Associated Student Body funds, which shall be available for review by the Council at any time.
B. Shall prepare the annual budget, with the supervision of the faculty advisor, to be presented at the first meeting of the Council.
C. Shall make frequent reports to the Council on the state of the Associated Student Body funds.

ARTICLE IV: RESPONSIBILITIES OF THE CLASS OFFICERS

- Section 1: For requirements see Article II section 3
- Section 2: The Sophomore, Junior, and Senior classes shall elect a President, Vice President, Secretary, and Treasurer. The Freshman class shall elect three representatives from each of the main feeder schools in the Woodinville High School feeder pattern during the preceding spring. The number of representatives accepted is subject to change and the number shall be agreed upon by the current President, Vice President, and ASB Activities Director.
- Section 3: The **President** shall chair all class meetings, appoint committees when necessary, and promote class activities.
- Section 4: The **Vice President** shall take over the President's duties in his/her absence, and shall represent his/her class on the PTSA board.
- Section 5: The **Secretary's** duties are:
 - A. To keep records of all his or her class activities.
 - B. To keep minutes of previous meetings, which shall be kept for review at any time.
 - C. To be responsible for all of his or her class correspondence.
- Section 6: The **Treasurer's** duties are:
 - A. To keep record of all class fund raising activities.
 - B. To make deposits to Associated Student Body Treasurer.

ARTICLE V: RESPONSIBILITIES AND ELECTION OF APPOINTED POSITIONS

- Section 1: Incoming Sophomores, Juniors, and Seniors can become eligible to be Appointed Officers if:
 - A. An application provided by the new Executive Board members is filled out and approved.
 - B. An interview is conducted by a review board selected by the current President, Vice President, Secretary, Treasurer, Activities Promoter, and ASB Activities Director.
- Section 2: The duties of Appointed Members are:
 - A. To assist the Executive Council.
 - B. To run committees.
- Section 3: For requirements see Article II section 3

ARTICLE VI: ELECTION OF ASSOCIATED STUDENT BODY OFFICERS

(EXECUTIVE BOARD AND CLASS OFFICERS)

Section 1: Incoming Sophomores, Juniors, and Seniors can become eligible to be Associated Student Body Officers if:
A. An application provided by the current student council is filled out and approved.

Section 2: Associated Student Body officers will be elected by current Freshmen, Sophomore, and Junior members of the Associated Student Body between February 15th and May 15th for the following school year term.

ARTICLE VII: IMPEACHMENT AND DISCIPLINARY ACTION OF CLASS OFFICERS, THE EXECUTIVE BOARD

Section 1: If an elected ASB officer fails to fulfill their duties as stated in the article corresponding to their position in ASB for an extended period of time without correcting his or her behavior, or is unable to abide by the requirements laid out in Article II section 3, the advisors and other ASB officers can remove the officer from their position. Before removing an officer from their duties, one must act according to the following procedures:

Step 1: Verbal reprimand given by Advisor and/or Principal.

Step 2: Written reprimand issued and a form of corrective action to be followed by the officer given by the Advisor or Principal.

Step 3: Removal of the position by voting of executive members and Advisor and/or Principal.

All steps must be followed with proper documentation.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution must be submitted to the Student Council and passed by a simple majority vote, and be passed by two thirds of the student body.

ARTICLE IX: QUORUM

If a matter is before the Council for voting, a majority of the members must be present to validate the vote.

ARTICLE X: ASSOCIATED STUDENT BODY CLUBS

Associated Student Body clubs may be formed to advance the quality of academic standards, school spirit, and unity.

Section 1: To be considered an Associated Student Body club, it must have a Staff advisor and a charter approved by school administration and Student Council.

Section 2: Each club must appoint a representative who will represent the club at all Council meetings, and give a report, if needed.

Section 3: A club shall be automatically disbanded if it violates school policies or if the membership becomes inactive for one year. The club will be put on standby if membership drops below five (5) students. The number of students required is subject to change if a different number is agreed upon by the current year's student council.

Section 4: Fundraising and other activities need to be scheduled on the master calendar of the Associated Student Body.

Section 5: All monies need to be deposited daily and accounted for in an Associated Student Body account.

Section 6: All students participating in any ASB recognized club must acquire an ASB card at the point of membership. If a student demonstrates financial need and is unable to purchase an ASB card, the ASB bookkeeper is contacted for financial assistance.

Section 7: Any ASB recognized club is required to have a written constitution and a list signed by all participating students in that club. Both must be submitted to the ASB for approval. The constitution must be submitted to the ASB by the end of the first school quarter of the new school year or an agreed upon date with the ASB officers. This date is arbitrary to the previous budget approved in April. The constitution shall not be in conflict with the spirit and intent of the ASB constitution. Activities of such clubs must be supervised by the club's advisor and are subject to review by the ASB Activities Director.

Existing clubs are required to have on file a current club constitution and a current list of club members, signed by all members, before ASB funds will be released.

Pantone Color Codes:

Kelly Green 6138
Navy Blue 281

Logos:

