

NORTH CREEK HIGH SCHOOL
ASSOCIATED STUDENT BODY
CONSTITUTION AND BY-LAWS



TABLE OF CONTENTS

CONSTITUTION

<i>ARTICLE 1. Preamble</i>	2
<i>ARTICLE 2. Identification</i>	2
<i>ARTICLE 3. Membership</i>	3
<i>ARTICLE 4. Administration and Oversight</i>	3
<i>ARTICLE 5. Eligibility</i>	4
<i>ARTICLE 6. ASB Branches</i>	4
<i>ARTICLE 7. ASB Executive Board Officer Positions and Duties</i>	5
<i>ARTICLE 8. Class Council Officer Duties</i>	6
<i>ARTICLE 9. Senate Duties</i>	8
<i>ARTICLE 10. Executive Board Elections</i>	8
<i>ARTICLE 11. Class Council Elections</i>	9
<i>ARTICLE 12. Athletic Representation</i>	9
<i>ARTICLE 13. Clubs</i>	10
<u>BY-LAWS</u>	11

NORTH CREEK HIGH SCHOOL ASSOCIATED STUDENT BODY CONSTITUTION



Article 1.

Preamble

Section 1. We the Associated Student Body (henceforth known as ASB) of North Creek High School (NCHS) in an effort to establish a higher quality of leadership, give students more authority in decisions, promote a better understanding of a democracy and servant leadership, encourage participation in extracurricular activities, create an enjoyable and beneficial atmosphere in our school and community, and strengthen the relationship between staff, students, and the community do hereby establish this constitution to serve as the foundation of student leadership and ASB at NCHS.

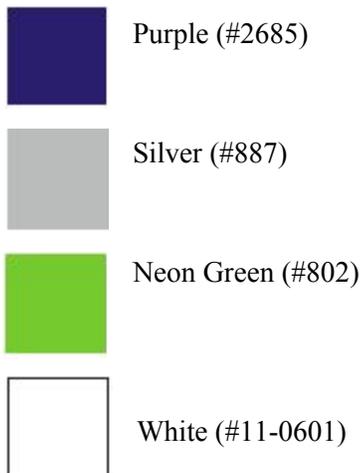
Article 2.

Identification

Section 1. This association shall be referred to as the Associated Student Body of North Creek High School or the “NCHS ASB”.

Section 2. The mascot representing this establishment shall be a jaguar, referred to as “El Jefe” in commemoration of the last living jaguar in the United States of America at the time this constitution was written (2017).

Section 3. The official primary color shall be Purple (Pantone #2685 C). The secondary shall be Silver (Pantone #877 C). The accent color shall be Neon-Green (Pantone #802 C) and the background color shall be White (Pantone #11-0601 TCX).



Section 4. The NCHS official logos are:



Section 5. Fight Song and Alma Mater

North Creek Fight Song
“Stand Up For North Creek High”
Stand up for North Creek High,
Stand up for North Creek High,
Send up a cheer THE JAGS ARE HERE,
Stand up for North Creek High.

Stand up you Jags and cheer,
With brothers and sisters here,
Stand side by side IN JAGUAR PRIDE,
Stand up for North Creek High.

And when the battle is done we'll have victory,
Whatever challenges come we will rise to meet
them.

Fight on, you Jags, fight on,
We'll shine like the break of dawn,
Wherever we go JAG PRIDE WILL SHOW,
Stand up for North Creek High.

North Creek Alma Mater
“Our North Creek Pride”
Side by side we made our stand here,
And so many dreams we planned here,
While the fire of hope was fanned here,
At North Creek High,
So when we gather we'll remember
our North Creek Pride.

Article 3.

Membership

Section 1. All students enrolled at North Creek High School are to be considered members of the ASB.

Section 2. Students who purchase an NCHS ASB card shall be considered active members of the ASB and can run for positions in student government.

Article 4.

Administration and Oversight

Section 1. The school principal is ultimately responsible for the student body organization financial activities. The principal may appoint a student body advisor (or advisors), known as the ASB Activities Coordinator, to ensure that required procedures are followed. The principal also has the power to veto any measure adopted by the Executive Board if s/he thinks the measure unreasonable or in violation of the Washington Administrative Code (WAC), school/district policies, and/or law.

Section 2. The ASB Activities Coordinator, a member of the NCHS staff appointed by the Principal, is responsible for coordinating the day-to-day operations of the student body organization (referred to as ASB, ASB Executive Board and the ASB class), ensuring compliance with statutory regulations, facilitating the ASB budget process, and general oversight of clubs and activities.

*Article 5.***Eligibility***Section 1.*

An ASB card is required to run for and hold any ASB position (including class Senators) in student government, participate in any ASB clubs/activities that have an ASB budget, participate in any WIAA sports/NCHS club sports, participate in school-sponsored performing groups (e.g. band, drama, orchestra, etc.), receive ASB rates when applicable, or be a member of any other ASB groups that utilizes ASB monies.

Section 2.

To run for and hold an ASB Executive Board or Class Council position the ASB member must have a minimum 2.8 cumulative Grade Point Average (GPA), follow the school and district attendance policy, adhere to the Student Rights and Responsibilities Handbook, which includes the Student Athletic and Leadership Code of Conduct, enrollment into the ASB class, and attend all mandatory summer leadership trainings/work days.

Section 3.

Students who meet the criteria to run for office must fill out and adhere to the requirements of the corresponding elections packet. Specific application requirements and details are found in the packet. Not adhering to the requirements documented in the elections packet could result in a point deduction or disqualification from the election.

*Article 6.***ASB Branches***Section 1.*

ASB student government will consist of an Executive Board, Class Councils, and Senate.

Section 2.

Executive powers shall be granted to the ASB Executive Board delegated by the principal, under the guidance of the ASB Activities Coordinator. The purpose of the ASB Executive Board is to oversee ASB clubs, athletics and activities budgeting, spending, and fundraising; handle student body affairs between Student Council meetings; be the chief administrative body of the NCHS student government; and ensure student social safety.

Section 3.

The ASB Executive Board will represent the entire student body and will consist of an ASB President, Vice President, Secretary, Treasurer, Club & Activity Liaison, and Committee Chair.

Section 4.

There shall be one complete Class Council for each grade level. The purpose of each Class Council is to plan activities, fundraisers, and other events that affect and/or benefit their individual class. Class Councils shall consist of a President, Vice President, Treasurer, Secretary, and Class Representative. Each Class Council member will work collaboratively with their respective council on class fundraising and planning class activities.

Section 5.

Senators are student body representatives consisting of one primary and one alternate student elected from each homeroom (Homerooms defined in Bylaws, Article 03). The purpose of the Senate is to be a representative voice of the entire student body. They shall be selected before the first Senate meeting of the school year. Each homeroom class must vote for a representative. In the event of a tie, the students will be chosen by a random drawing. The first name chosen will be primary and the second name chosen will act as the alternate.

Section 6. The term for all serving as a Senator shall be one school year.

Section 7. The ASB Senate includes one Senator from each homeroom class, all team captains from WIAA sports teams from the current season, one representative from each club, each Class Council President, Vice President, Treasurer, and all Executive Board Officers. The ASB Senate serves as the representative body for the entire student body. All are considered voting members.

Article 7.

ASB Executive Board Officer Positions and Duties

Section 1. ASB Executive Officers will consist of a President, Vice President, Treasurer, Secretary, Club and Activity Liaison, and a Committee Chair. All officers must have prior high school ASB experience. President and Vice President positions shall be held by seniors; Treasurer by a senior or junior; Secretary, Club and Activity Liaison, and Committee Chair by a senior, junior, or sophomore. In the event a student of the specified grade level does not apply, a student one grade level below may apply to run for the open position(s). There can only be one person elected to each position.

Section 2. The Executive Board must make every effort to meet a minimum of once a week during the school year.

Section 3. **Position Description and Duties**

All Executive Board members will:

- Work collaboratively with the Administration, ASB Activities Coordinator, Executive Board members, and Class Councils
- Be a positive influence on school climate
- Help build a welcoming and inclusive environment at NCHS
- Participate as voting members of the Executive Board
- Oversee all ASB spending

President

The duties of the ASB President::

- Serve as a liaison to the administration, school board, approved parent groups, community, and other KingCo schools
- Collaborate with the Vice President to plan the agenda and facilitate all ASB Executive and Senate meetings
- Be the tie breaking vote when applicable
- Attend school association meetings such as School Board, Parent Teacher Student Association (PTSA), and Booster Club meetings when necessary and as often as his/her schedule permits

Vice President

The duties of the ASB Vice President:

- Assume all presidential duties in the absence or permanent vacancy of the President
- Collaborate with the President to plan the agenda and facilitate all ASB Executive and Senate meetings
- Share the responsibility of attending school association meetings

Treasurer

The duties of the ASB Treasurer::

- Maintain a financial record of all ASB expenditures/income
- In collaboration with the ASB Activities Coordinator and Executive Board, ensure monies are utilized appropriately for ASB spending
- Prepare/Report budget/financial reports for Executive and Senate meetings
- Work collaboratively with the Clubs and Activities Liaison to communicate with clubs/sports on fundraisers and financial status (See By-Law #03)
- Oversee the fundraising reconciliation process

Secretary

The duties of the ASB Secretary:

- Record, distribute, save, and file minutes at all ASB Executive & Senate meetings
- Provide minutes from past meetings as needed (See By-Law #04)
- Work collaboratively with the Treasurer to maintain accurate/organized ASB paperwork and file documents accordingly
- Write acknowledgements when necessary
- Assist the Clubs and Activities Liaison with oversight of club/activities record-keeping

Clubs and Activities Liaison

The duties of the Clubs and Activities Liaison:

- Collaborate with clubs and sports to coordinate fundraisers and other activities
- Inform clubs and activities about state of spending request and fundraiser status
- Act as a liaison between clubs, sports, and the Executive Board
- Work with the ASB Secretary to ensure proper record-keeping is taking place with clubs and sports
- Work with the ASB Treasurer and Secretary to ensure all mandatory fundraising documentation is completed by the end of each year

Committee Chair

The duties of the Committee Chair shall be to:

- Work with the ASB Activities Coordinator to appoint committees within the ASB class that plan and execute ASB lead events
- Assist class committees when necessary
- Help ensure projects and events are on schedule
- Report committee status updates and requests regularly to the ASB Executive Board and the ASB Activities Coordinator
- Assist and support the Clubs and Activities Liaison as needed

*Article 8.***Class Council Officer Duties**Section 1.

Each class shall have a Class Council as a part of ASB. Each council shall consist of a President, Vice President, Treasurer, Secretary, and Class Representative. Class Council Representatives shall attend Executive Board meetings when deemed necessary or when requested in

order to provide insight and information regarding class fundraisers, initiatives and/or other topics as needed.

Section 2.

Class Council Officers will work under the guidance of the ASB Activities Coordinator and Class Council Advisor. They will make every effort to meet a minimum of once a week throughout the school year with their class advisor.

Section 3.

Position Description and Duties

All Class Council Representatives will:

- Be a positive influence on school climate
- Help build a welcoming and inclusive environment at NCHS
- Work in collaboration with their advisor and respective Class Council members to plan and execute class fundraisers

Class President

The duties of the Class Presidents shall be to:

- Preside over class meetings
- Create and facilitate Class Council meeting agendas
- Attend all Senate meetings as a voting member
- Share applicable Executive Board decisions with their Class Council
- Present class fundraisers to the Executive Board
- Act as a liaison to the Executive Board regarding class fundraisers/initiatives

Class Vice President

The duties of the Class Vice Presidents shall be to:

- Assume all presidential duties in the absence or permanent vacancy of the President
- Attend all Senate meetings as a voting member
- Assist the President in planning and running all Class Council meetings

Class Treasurer

The duties of the Class Treasurers shall be to:

- Fill out fundraiser, purchase, and reconciliation forms
- Attend budget meeting(s)
- Work closely with the ASB Bookkeeper
- Facilitate the budgeting process each year
- Give class financial reports at Student Council meetings

Class Secretary

The duties of the Class Secretaries shall be to:

- Record and maintain accurate and organized meeting minutes of each council meeting
- Present and seek approval of past meetings
- Ensure meeting minutes are signed and dated after each meeting
- Provide advisor a printed and digital copy of the meeting minutes for their records

Class Representative

The duties of the Class Representatives shall be to:

- Act as a voice for their class
- Assume responsibilities of Treasurer or Secretary in the absence or permanent vacancy of those positions
- Assist all council members with duties as needed or assigned

Article 9.

Senate Duties

Section 1.

Senators have a large role in communicating the wants/needs to student government as well as disseminating information to the general student body through homeroom classes.

Section 2.

Duties of Class Senators

- Attend all Senate meetings or send alternate if unable to attend
- Actively participate in Student Council meetings
- Promptly communicate Student Council information to student body
- Help keep an open line of communication between student government and the entire student body

Article 10.

Executive Board Elections

Section 1.

Elections must occur prior to the end of 3rd quarter (see section 6 below).

Section 2.

In order to hold any Executive Board position, the officer must have prior experience in high school ASB. This includes, ASB Executive Board, or Class Council. In addition, every member of the ASB Executive Board must have taken a Leadership class in Middle School or High School, or have attended a leadership conference, camp, (or equivalent), or been in ASB.

Section 3.

The Elections Committee shall consist of at least one Executive Board Officer and/or Class Officer from the current year and other ASB class members, and oversight from the ASB Activities Coordinator. The Election Committee is responsible for creating the ASB Elections Packet, reviewing/scoring the packet, selecting an interview committee, holding interviews, and selecting Executive Officer positions. Positions will be appointed based on the applicant's requested position, qualifications, interview, teacher recommendations, and student vote.

Section 4.

The interview committee will consist of at least one Officer from the Elections Committee, the ASB Activities Coordinator, the administrator who oversees ASB (or designee), and ASB class member(s). There will be at least one more student than staff representative.

Section 5.

The Executive Board's term shall be for 5 school quarters and shall begin the first day of the 4th quarter of each school year and shall last until the last day of the 4th quarter of the subsequent school year. The incoming Executive Board shall attend Executive Board meetings during 4th quarter as non-voting members in order to learn their positions, responsibilities, and the day-to-day operations of the ASB. They will officially assume their positions on the last day of school.

Section 6. The final election decision will be comprised of the following aggregate totals:

- Student vote, 30%
- Interview, 40%
- Teacher recommendations, 10%,
- Application packet/Campaigning initiatives, 20%

Section 7. In the case of a tie; the student popularity vote will break the tie. Any positions that are not filled through the elections process can be appointed by the current Executive Board and ASB Activities Coordinator. The appointment must be approved by the Executive Board by a majority vote.

Article 11.

Class Council Elections

Section 1. Class Council elections shall take place after the Executive Board elections process is complete; typically towards the end of 4th quarter.

Section 2. The Elections Committee shall consist of at least one Executive Board Officer and/or Class Officer from the current year and other ASB class members, and oversight from the ASB Activities Coordinator. The Election Committee is responsible for creating the Class Council Elections Packet, reviewing/scoring the packet, and selecting Student Council positions. Positions will be appointed based on the applicant's requested position, qualifications, teacher recommendations, Class Advisor input, and student vote.

Section 3. Class Council candidates must run for the grade level they will be in the following year. Class Officers serve 4 quarters, from 1st quarter of the school year thru 4th quarter of the same school year.

Section 4. The final election decision will be comprised of the following aggregate totals:

- Student vote, 40%
- Interview, 40%.
- Application packet, 10%
- Teacher recommendations, 10%

Section 5. Freshman Class elections will be determined by the NCHS ASB Executive Board, the NCHS ASB Activities Coordinator, and the ASB Advisor from the applicable middle schools. This process will be agreed upon by all parties and written out in the Freshman Class Elections packet.

Article 12.

Athletic Representation

Section 1. All WIAA and ASB club sports must have at least one representative identified as a liaison to ASB (e.g. team captain)

Article 13.

Clubs

Section 1. All clubs affiliated with NCHS are considered ASB Clubs and must go through the club

application and approval process, which includes approval through the Executive Board (other approval such as Senate and/or Admin. determined as needed). Not all clubs are guaranteed approval. Clubs cannot hold club meetings until they are approved. For complete club guidelines and procedures, refer to the NSD ASB Manual, NSD Fundraising Manual, and NCHS Advisor and Coaches Handbook.

Section 2.

There are two types of ASB clubs/activities:

1. **Sponsored:** Athletics, clubs and/or activities that utilize ASB monies for the purpose of fundraising, competing, advertising, and/or spending on various events, camps, items, etc. These clubs have an ASB budget code.
2. **Non-Sponsored:** Clubs and/or activities that do not utilize ASB monies for any purpose, and do not have an ASB budget code.

Section 3.

All ASB-Sponsored clubs must:

- A. Have an NCHS staff advisor
- B. Have an approved constitution on file with the ASB that the club is adhering to
 - a. The Club Constitution is to be completed and turned in to ASB no later than 1 month after the club is notified of approval
- C. Have an Executive Board that consists of:
 - a. All board members holding a current ASB card
 - b. All board members have a current Athletic and Leadership Code of Conduct on file at school (this can be on file in athletics)
 - c. A student responsible for club finances and fundraising paperwork
 - d. A student responsible for taking, maintaining and reporting club minutes
 - e. A student responsible for attending Senate meetings (this can be one of the above listed students)
- D. Keep an attendance record for each scheduled meeting scheduled

Section 4.

All Non-Sponsored clubs must:

- A. Have an NCHS staff advisor
- B. Have a club description on file with ASB indicating the purpose of the club and a general agenda of what happens each scheduled club meeting
- C. Keep a record of attendance at each scheduled meeting
- D. Not request funds from the ASB, make fundraising requests, or hold any fundraisers. (Note: non-funded clubs can hold events such as sock drives, food drives, or other collections for charity that do not involve utilizing ASB monies)

BY-LAWS

Article 01. **Quorum**

1. **Senate:** 50% of Senate members must be present in order to vote at student council meetings. Senate are allowed to meet and discuss business, but no vote can take place without a quorum.
2. **Executive and Class Officers:** Two-thirds of the Executive Board or Class Officers must be present in order to vote at respective meetings. Business may be discussed, but no vote can take place without a quorum. Elected incoming officers may vote in the absence of current officers.

Article 02. **Major Office**

All student body members shall be eligible to hold only one major office. No person may hold the office of President or Vice President of any two school organizations at the same time. Major Offices include: ASB President, Class President and President of other ASB-sponsored clubs.

Article 03. **Homeroom**

The time and class period that will be designated as homeroom will be decided by the Administration and ASB Advisor. This may change from year-to-year depending on the school schedule.

Article 04. **Committees**

ASB committees will be formed on an “as needed” basis for all school projects, events, and activities based on the needs/wants of the student body. Oversight of committees is the responsibility of the ASB Activities Coordinator and Committee Chair.

Article 05. **Senate Operations**

1. With a two-thirds majority, the Senate shall have the power to:
 - a. Approve or deny the ASB annual budget
 - b. Impeach members of the Senate or ASB via the impeachment process
2. If at anytime during the year, a club, sport, or any other organization that is supposed to attend the Senate meeting, fails to attend, such club, sport, or activity’s coach or advisor shall be contacted and informed of the absence. Administration shall be involved if the absence persists.
3. If at anytime during the school year, a member of the Senate thinks it is necessary to call a Senate meeting, they may submit a request and reasoning for the meeting to the Executive Board. The Executive Board and ASB Activities Coordinator obtain approval through administration and building leadership if they determine a meeting is necessary.
4. The Executive Board must keep the Senate informed of all ASB spending

Article 06: **Impeachment and Resignation**

1. If an elected ASB Officer (which includes ASB Executive Officers, Class Council and Senate members) fails to fulfill their assigned duties (which includes following the student Leadership Code) for an extended period of time, the ASB Activities Coordinator, other ASB Officers, and/or Senators can remove the officer from their position with approval from the Principal or Principal designee. Before removing an officer from their position, one must act according to the following procedures unless otherwise stated by the Northshore School District Athletic and Leadership Code of Conduct:

- a. Verbal reprimand given by ASB Activities Coordinator and or Principal/Principal designee.
 - b. Written reprimand issued and a form of corrective action to be followed by the officer given by the ASB Activities Coordinator, Principal, and/or Principal designee.
 - c. Removal of the position by Executive Board Officers voting with a majority approval and approval of ASB Activities Coordinator and Principal. All steps must be followed with proper documentation.
- 2. Any member of the ASB may resign at any point during the school year. It is the Executive Board’s responsibility to determine how to find a replacement.
 - 3. A letter of resignation is required to resign, and must be approved by the Executive Board with a majority vote. The resignation occurs once the letter is approved.

Article 07: **Record keeping and fundraising**

- 1. All minutes and required documentation shall be kept in accordance with school, district, and state policy.
- 2. If a club or activity holds an ASB fundraiser or spends money prior to ASB approval and/or without the proper paperwork being submitted in accordance with the policies outlined in the Club/Coach Advisor Handbook, the club/activity is not guaranteed reimbursement for purchases/spending and they may be put on probation for holding future fundraisers.

Article 08: **Amendments to the student body Constitution and/or By-laws**

- 1. Minor changes may be approved by the ASB Executive Board with a majority vote.
- 2. Major amendments shall be proposed to the ASB Executive Board in the form of a written petition.
 - a. Approval must be obtained from administration, the ASB Activities Coordinator and the ASB Executive Board (two-thirds majority approval needed).
 - b. Following above approval, the suggested changes must be presented to the Senate at the Student Council meeting for a final vote.
 - c. The amendment must be approved by a majority vote of present Senators.
 - d. If the Executive Board, and the Senate vote to approve the amendment, then it is considered approved, and will be presented to the School Board for final approval.
 - e. Once approved by the School Board, it will take effect immediately.

Article 09: **Constitutional Questions**

- 1. All questions of interpretation of this constitution will be decided by the Executive Board in cooperation with the ASB Activities Coordinator and Principal.
- 2. Any matter not covered in the constitution will be delegated to the ASB Executive Board.

Article 10: **Rules of Order**

Robert’s Rules of Order will be the official guide for student government procedures.

NCHS ASB Constitution and By-Laws Approved By:

Principal (Dr. Eric McDowell)

ASB Activities Coordinator (Naudia Bosch)

ASB President (T.J. Ingersoll)

ASB Vice President (Hannah Urey)

ASB Treasurer (Mallory Schaeffbauer)

ASB Secretary (Malia Pinder)

ASB Clubs and Activities Liaison (Kyle Wickline)

ASB Committee Chair (Pranav Shaji)

Last Approved: June 7, 2018