

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, MASCOT, FIGHT SONG

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 logo and Pantone color codes of Woodinville High School are listed after Article 10.

Section 5: **Fight Song:**
(To the tune of "The Victors", University of Michigan)

Falcons so fierce in flight
We hail to your strength and might
Our spirit will never die
So fly, Falcons fly

Cheers to our glorious teams
And here's to our victories
The Falcon's cry will not be still
O mighty Woodinville

ARTICLE II: MEMBERSHIP STRUCTURE AND REQUIREMENTS

Section 1: Terminology

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(es)** shall consist of the ASB Executive Board, the Class Officers, and the 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.

- 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 ASB Advisor/Activities Director.
- C. The Senior, Junior, and Sophomore classes shall elect each of the following Class Officers: President, Vice President, Secretary, and Treasurer.
- D. The Freshmen will elect six (6) representatives from the main feeder schools (number subject to change).

Section 3: 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 2.8 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 Leadership Class(es).

Section 4: The following students shall make up the Student Council:

- A. Each class, at a designated time, 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 meetings 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 5: The Student Council shall meet once each month, during Advisory or designated time. Special meetings may be called at the request of the Executive Council.

Section 6: 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 7: The term of office for all officers and appointed members shall be one school year.

Section 8: The ASB Advisor/Activities Director, a member of the WHS staff appointed by the Principal and defined in this constitution as the ASB Advisor/Activities Director, is responsible for coordinating the day-to-day operation of the student body organization (ASB Executive Board, Class Officers, Appointed Officers, and the Leadership Class), ensuring compliance with statutory regulations, facilitating the ASB budget process, and general oversight of clubs and activities.

Section 9: The school Principal is ultimately responsible for the student body organization financial activities. The Principal may appoint an ASB Advisor/Activities Director (or advisors) to ensure that required procedures are followed. The Principal also has the power to veto any measure adopted by the Executive Board if he/she thinks the measure is unreasonable or in violation of the Washington Administrative Code (WAC), school/district policies, and/or law.

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 Advisor/Activities Director**.

Section 3: The **President** shall:

- A. Chair all class meetings, appoint committees when necessary.
- B. Promote class activities.

Section 4: The **Vice President** shall:

- A. Take over the President's duties in his/her absence.
- B. Represent his/her class on the PTSA board.

Section 5: The **Secretary's** duties are:

- A. Keep records of all his or her class activities.
- B. Keep minutes of previous meetings, which shall be kept for review at any time.
- C. Be responsible for all of his or her class correspondence.

Section 6: The **Treasurer's** duties are:

- A. Keep record of all class fund raising activities.
- B. 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 Advisor/Activities Director.

Section 2: The duties of Appointed Members are:

- A. Assist the Executive Council.
- B. 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 Executive Board is filled out and approved.
- B. A speech is approved by the ASB Advisor/Activities Director.
 - a. For Class Officers, speeches will be presented in front of their respective class.
 - b. For Executive Board, speeches will be presented in front of the current Freshman, Sophomore, and Junior Class.

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 ASB Advisor/Activities Director and the Principal can remove the officer from their position. See the Student Athletic and Leadership Code of Conduct. Removal for issues outside of the Student Athletic and Leadership Code of Conduct, one must act according to the following procedures:

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

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

Step 3: Removal of the position by voting of Executive Members and ASB Advisor/Activities Director and/or Principal. All steps must be followed with proper documentation.

ARTICLE VIII: VACANCIES

Section 1: If an officer resigns or is removed from office, the ASB Advisor/Activities Director, with advice from the Executive Board, shall designate an individual from the Leadership class to fill the vacant position until the following elections in the spring.

Section 2: In the case of the resignation or removal of the Executive Board President or Class Officer President, the Executive Board Vice President or Class Officer Vice President shall become President. An Appointed Officer would then become Vice President, and a Leadership student would then replace the Appointed Officer.

ARTICLE IX: AMENDMENTS TO THE CONSTITUTION

Section 1: 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 X: QUORUM

Section 1: If a matter is before the Council for voting, a majority of the members must be present to validate the vote.

ARTICLE XI: ASSOCIATED STUDENT BODY CLUBS

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

Section 1: All clubs affiliated with WHS are considered Associated Student Body Clubs and must go through the application and approval process, which includes approval through the Executive Board (other approval such as Student Council and/or Administration, determined as needed). Not all clubs are guaranteed approval, clubs cannot hold club meetings during the school day until they are approved.

Section 2: There are two types of ASB clubs/activities:

- A. **Fundraising:** 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.
- B. **Non-fundraising:** Clubs and/or activities that do not utilize ASB monies for any purpose.

Section 3:

All ASB Fundraising clubs must:

- A. Have a WHS staff advisor.
- B. Have an approved constitution on file with ASB that the club is adhering to:
 - a. The club constitution is to be completed and turned in to ASB no later than the end of the first quarter or an agreed upon date with the ASB Executive Board. This date is arbitrary to the previous budget approved in April.
 - b. The constitution shall not be in conflict with the spirit and intent of the ASB constitution.
 - c. Activities of such clubs must be supervised by the club's advisor and are subject to review by the ASB Advisor/Activities Director.
- C. Have an Executive Board that are active members of ASB and include:
 - a. A student responsible for club finances and fundraising paperwork.
 - b. A student responsible for taking, maintaining and reporting club minutes.
 - c. A student responsible for attending Student Council meetings (this can be one of the above listed students).
- D. Ensure Executive Board members have a current Student Athletic and Leadership Code of Conduct on file.
 - a. If the individual has already signed the code for another activity (e.g. sport team participation), they can provide a copy to the club advisor.
- E. Take attendance at each meeting scheduled before, during, or after school.
- F. 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.

Section 4:

All Non-Fundraising clubs must:

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

Section 5: 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 6: Fundraising and other activities need to be scheduled on the master calendar of the Associated Student Body.

Section 7: ASB and all clubs must follow Northshore School District (NSD) Administrative Policies and Procedures, all ASB laws per the Association of Washington School Principals (AWSP), Washington Interscholastic Athletic Association (WIAA), and Washington Association of School Business Officials (WASBO).

- a. All monies must be deposited daily and intact pursuant to NSD policy and procedures.

Section 8: All students participating in any ASB recognized club must acquire an ASB membership card at the point of membership. If a student demonstrates financial need and is unable to purchase an ASB card, please see the ASB bookkeeper for financial assistance.

Pantone Color Codes:

Kelly Green 6138

Navy Blue 281

Logos:

