

WEST SHORES HIGH SCHOOL CONSTITUTION OF THE ASSOCIATED STUDENT BODY

ARTICLE I – NAME

The name of this organization shall be: “West Shores High School Associated Student Body”

ARTICLE II – PURPOSE

It shall be the purpose of this organization to promote the interest of the Student Body in student government, scholarship and co-curricular activities by including students, staff, community and to promote passion, love and creativity, thereby empowering peer students to believe in their dreams, and have the courage to choose their own destinies. West Shores High School ASB students believe in learning, dreaming and learning to earn their dreams.

ARTICLE III – COLORS AND EMBLEM

SECTION 1. – Main Colors & Accent Colors

- The colors of this organization shall be blue and gold.
- Accent colors will be black, white.

SECTION 2. – School Emblem and Mascot Representations

- The emblem shall be the Wild Cat.

ARTICLE IV – MEMBERSHIP

SECTION 1. - Members

All students regularly enrolled in West Shores High School shall be recognized as members of The Associated Student Body.

SECTION 2. – Types of Membership

There shall be two types of student membership:

- Regular
- Active (ASB Card Holding) Effective 2014 - 2015

SECTION 3. – Regular Member Privileges

Regular members shall include all members of the regularly enrolled student body. They shall be entitled to all privileges not specifically reserved for active members.

SECTION 4. – Active Member Privileges

Upon securing an Associated Student Body card, a regular member of the student body shall become an active member and will be accorded the following rights and privileges:

- b. Participate in activities wholly or partially paid for by the Associated

- Student Body.
- c. Be granted discounted entry to all home sporting events not listed as a CIF play off competition.
 - d. Be granted discounted entry to school dances with rates to be determined by the hosting club or organization.
 - e. Receive exclusive sales discounts on student purchases at various school events to be determined by the hosting club or organization.

SECTION 5. – ASB Card Membership

- a. The Membership fee for the ASB card is established at \$8.00 for the 2018 – 2019 school year with a \$5 membership for students in the ASB Student Council. This fee may be amended according to the change policies set forth by the ASB Constitution on Article IV – Section 3 and can be revised every year.

ARTICLE V – LEGISLATIVE BRANCH

SECTION 1. – Delegation of Legislative Power

The legislative power of the student body's government shall be vested in the Student Council.

SECTION 2. – Make Up of the Student Council

The Student Council shall consist of the following:

- a. The Cabinet officers of the student body, which shall include the President, Vice-President, Secretary, and Treasurer. A Communications officer and a Historian Officer appointed by the President and his Cabinet will also be part of the Student Council and Cabinet.
- b. The Senior Class President, Vice-President, Secretary and Treasurer.
- c. The Junior Class President, Vice-President, Secretary and Treasurer.
- d. The Sophomore Class President, Vice-President, Secretary and Treasurer.
- e. The Freshman Class President, Vice-President, Secretary and Treasurer.
- f. The 8th grade Class President, Vice-President, Secretary and Treasurer
- g. The 7th grade Class President, Vice-President, Secretary and Treasurer
- h. Two class representatives from each grade levels 7th through 12th

SECTION 3. – Power and Duty of the Student Council

It shall be the power and duty of the Student Council to:

- a. Act on petitions
- b. Act on all financial expenditures.
- c. Propose amendments to the constitution.
- d. Abide by the Constitution and Education Code as pertaining to the A.S.B.
- e. Supervise all clubs and organizations as to their activities and funds.
- f. Make recommendations to the Administration on matters pertaining to the students.
- g. Amend the WSHS ASB Constitution via an election process requiring 2/3 two thirds of the Student Council vote to approve any requested change.

SECTION 4. – Activity Petitions

To submit a petition for annual or invitational activities shall consist of the

following:

- a. Any club, class or department that wishes to hold any fund raising project or dance, must submit a petition to the Student Council two days prior to the Student Council meeting before carrying out any publicity on that said event. (Official meetings will happen on Wednesday and submittals need to be turned in by Monday)
- b. Effective 2014 – 2015 any club submitting a fundraising event or activity can only submit it for 2 (two) months ahead of time. This is to prevent any club from taking over any particular sale and to be fair to all other clubs who might want to sell that item as well.
 - a. Effecting XXXXX, if the submission is for a sporting event, the sporting event's hosting team has until 1 month prior to disclose/ petition for a fundraiser that will take precedence. Any team or club may submit to fundraiser at another team or club's event one month or less from the event's date; however, any submitted fundraiser will govern for the full two weeks.
 - b. SB has received feedback throughout the year regarding clubs that no-show for a fundraising opportunity. After discussing the causes behind this (poor planning, students not bringing materials, lack of manpower), ASB voted for a 5% penalty on the club's next fundraiser for no-shows.
 - c.
 - d. Examples: Your club fundraises \$67 on your next fundraiser; we will deduct \$3.35. OR Your club fundraises \$500 on your next fundraiser; we will deduct \$25.
 - e.
 - f. **HOWEVER-- clubs can still cancel their fundraiser at least 2 weeks in advance with no penalty OR change their fundraiser to a date available at the time of change.**
 - g.
- b. If any club or organization is unable to submit a petition to the Student Council they may, with permission from the Student Council Advisor, obtain the approval of the council by securing the signatures of two-thirds (2/3) of the voting Student Council members or Executive Board.
- c. Any club, class or department wanting any amount of money from Student Council for any activity must submit a Purchase Order request to the Activities Office before the ASB meeting 2 weeks prior to the event.
- d. Failure to meet requirements in "item a", will result in any or all of the following:
 1. Could have their next petition automatically over-ruled by another class or club petition for the same activity or date.
 2. Could have up to 40% of the net profits from the fund raising project taken.
- e. Traditional activities (i.e. Homecoming, Prom, and Graduation).

SECTION 5. – Roles of the Council Officers

- The President of the Associated Student Body shall act as President of the Student Council and preside at all meetings of the Student Council.
- The Vice-President, Secretary and Treasurer, Communications Officer and Historian Officer shall assume the duties generally performed by such officers. Powers and Duties are listed in Article VIII.

SECTION 6. – The Executive Committee or Cabinet

There shall be an Executive Committee composed of the President, Vice-President, Secretary, Treasurer, Communication Officer and Historian Officer shall be empowered to transact ASB business when it is impractical for the Student Council to meet and when the Advisor's approval has been secured.

SECTION 7. – Quorum (20 of 30 Officers when and if all offices are filled)

Two-thirds (2/3) of the body meeting together shall compose a quorum for the transaction of business. All legislation shall require the approval of at least a simple majority of that quorum. **The presiding officer at any meeting may vote only in case of a tie vote.**

ARTICLE VI – CLASS ORGANIZATION

SECTION 1. – Selection of Class Officers – Eighth Grade / Freshman / Sophomore / Junior / Senior

Each of the incoming Eighth Grade, Freshman, Sophomore, Junior and Senior classes shall choose in a general election by secret printed ballot, officers to fill the positions of President, Vice-President, Secretary, Treasurer, and (2) Representatives to the Student Council (Class Historian Officer, Class Communications Officer). These officers shall be elected during the final thirty (30) days of each school year to serve for the following year.

SECTION 2. – Selection of Class Officers – In-coming Seventh Grade Class

The incoming Seventh Grade class shall choose, in a general election by a secret, printed ballot, officers to fill the positions of President, Vice-President, Secretary, Treasurer, and (2) two representatives. These officers shall be elected within the first thirty (30) days of each school year to serve for that year.

SECTION 3. – Election Procedure

Procedure for all class elections shall be subject to the approval of the Student Council.

SECTION 4. – Class Meetings

Each class is entitled to meet as necessary. All the necessary permissions need to be requested. A class meeting is defined as a full class meeting open to all members of that graduation year.

SECTION 5. – Vacancy of Office

If, for any reason, any of the various class officers shall not be able to serve their term, the class shall fill the office in a special class election by secret, printed ballot within thirty (30) days after notice, except for the President, who shall be succeeded by the Vice-President, and a new Vice-President elected.

SECTION 6. – Failure to Attend Meetings

If a Class Representative or a Class President, Vice-President, Secretary or Treasurer has five (5) unexcused absences from Student Council or class meetings, that officer or representative shall be notified of his/her absences via a written and official notification by the class advisor, and they (Class) will have the power to replace him/her. The officer may be excused only for official school activities, sport, band, drill team, cheer, etc., with prior notice (To the ASB Secretary). The Executive Board (ASB) or twenty-five (25%) of the class by petition within two weeks of notification, shall decide whether or not an election shall be held. If an election is to be held a class meeting shall be held and the A.S.B. Vice-President shall inform the students of their officer's delinquency, and then the officer may make a statement if he/she will be a candidate again, and the other candidates may make a

statement also. The election shall be secret, printed ballot. The A.S.B. Executive Board shall determine what is classified as an unexcused absence.

ARTICLE VII – ELECTION

SECTION 1. – Student Council Elections

The following offices must be filled in a general election by a secret, printed ballot of all student body members: President, Vice-President, Secretary and Treasurer. The election of these officers to serve for the following school year shall be held during the last thirty (30) days of each school year. These Associated Student Body Officers shall be elected individually. The Communications Officer and the Historian Officer shall be appointed by the President's Committee after completion of interviews but prior to the end of the school year.

SECTION 2. – Eligibility to Vote

To be eligible to vote a person must be a member of the Associated Student Body.

SECTION 3. – Eligibility to Run for ASB Executive Council

To be eligible to run for a student body office:

- a. Have at least 2.5 grade average (4 point system) (cumulative)
- b. Have a satisfactory citizenship record for the entire period of attendance. *Attendance, grade point average and citizenship to be verified by school personnel.*
- c. Be a junior or senior to become a president or vice president for the year he/she is to serve.
- d. Any current junior and senior officer may run for a junior or senior vacant spot if all qualifications are met.

SECTION 4. – Eligibility to Run for Class Office

To be eligible to run for a class office:

- a. Have at least a 2.5 grade average on previous semester (4 point system)
- b. Have a current satisfactory citizenship and attendance record verified by school office records.
- c. Be a member of the class of the designated office he/she is to be a candidate.
- d. Enroll in the ASB Leadership Class (If available). As stated in article 9.

SECTION 5. – Concurrent Offices

- a. No person may hold more than one (1) elective office in the Associated Student Body.
- b. No person may hold more than one (1) elective office in a class organization.

SECTION 6. – Requirements for Running for Office

To run for Associated Student Body Office, a person must:

- a. Obtain a candidate petition/application from the Activities Office.
- b. Verify citizenship, attendance and grade point average.
- c. Must be able to enroll in the ASB Leadership Class when available.

ARTICLE VIII – POWERS AND DUTIES

SECTION 1. – The Associated Student Body Student Council

The officers elected as a whole by the student body are known as the Associated Student Body Student Council. Officers shall be:

- President, Vice-President, Secretary, Treasurer, Communications Officer and Historian Officer.
- The Communications Officer and Historian Officer shall be appointed by the elected President and his/her committee as the Presidential Cabinet for his/her term in office.

SECTION 2. – The President

It shall be the power and duty of the **President** to:

- a. Preside over Student Council meetings.
- b. Plan an agenda for each meeting of the Student Council.
- c. Represent the Associated Student Body and council at all meetings or organizations where this representation is desired.
- d. Formulate committees and appoint members to committees.
- e. Help plan, create and maintain the ASB Activities Calendar.
- f. Only vote in meetings as a tie-breaker.
- g. Convey all new correspondences and fundraising opportunities to the Student Council.
- h. Appoint the positions of Communications and Historian Officers.
- i. Attend all ASB meetings and events.
- j. Work with the ASB Executive Board and the ASB Advisor in developing an annual budget that will be due at the end of the first month of the year. It will include planned events with their possible expenses and a goal for income with a list of potential fundraisers with their potential income balancing with planned expenses.
- k. Assume duties as Director of Assemblies or appoint a designee.

SECTION 3 – Vacancy of the Office of President

If for any reason, the President is not able to serve his / her term of office, the Vice-President shall immediately become President, and the Associated Student Body shall fill the position of Vice-President within thirty (30) days in a special election by a secret, printed ballot.

SECTION 4. – The Vice-President

It shall be the power and duty of the **Vice-President** to:

- a. Assist the President in every way possible.
- b. Preside over the Student Council in the absence of the President.
- c. Be in charge of all the student body elections, and to help the faculty advisor(s) in organizing the 7th Grade Class election.
- d. Present all new Activity Petitions to the Student Council for approval.
- e. Notify clubs of Activity Petition status after the ASB meetings via Advisor's box.
- f. Verify any conflicts that may arise within the Activities Calendar and verify the "first come first serve" basis of the petitions.
- g. Maintain a log of all approved Activity Petitions for each organization.
- h. Maintain the Activities Calendar with all approved activities.
- i. Attend all ASB meetings and events.
- j. Serve as a regular voting member of Student Council.
- k. Work with the ASB Executive Board and the ASB Advisor in developing an annual budget that will be due at the end of the first month of the year. It will include planned events with their

possible expenses and a goal for income with a list of potential fundraisers with their potential income balancing with planned expenses.

- l. Assist President in his or her duties as Director of Assemblies or appointing a designee.

SECTION 5. – The Secretary

It shall be the power and duty of the **Secretary** to:

- a. Carry on all necessary correspondence for the Associated Student Body and for the Student Council.
- b. Keep a complete and accurate account of each Student Council meeting in the form of minutes.
- c. Be in charge of all Student Council member records including a contact list, mailing list, class schedules and personal information.
- d. Keep a log of all student council meetings and emergency meetings. This includes all items discussed, activities passed or denied, and purchase orders approved including clubs and amounts.
- e. Serve as a regular voting member of Student Council.
- f. Have a copy of the minutes of each Student Council meeting available to the ASB advisor, ASB Account Clerk, all Class Secretaries for distribution and posted on campus bulletin boards.
- g. Work with the ASB Executive Board and the ASB Advisor in developing an annual budget that will be due at the end of the first month of the year. It will include planned events with their possible expenses and a goal for income with a list of potential fundraisers with their potential income balancing with planned expenses.

(Revised 2014)

SECTION 6. – The Treasurer

It shall be the power and duty of the **Treasurer** to:

- a. Keep a complete and accurate record of **all** receipts and disbursements of the Associated Student Body Funds.
- b. Present, upon request of the President, a report of the state of the Associated Student Body Treasury.
- c. Work very closely with the A.S.B. Adviser appointed by the District Administration.
- d. Track in a control register all Purchase Order Requests including the name of the Club/Organization, the Vendor name and address, amounts requested, purpose of the purchase and whether or not the request was approved or denied.
- e. Supervise the administration of the Student Store.
- f. Be in charge of all Associated Student Body Card sales including an updated monthly roster of all active ASB members.
- g. Be in charge of all Associated Student Body equipment including the annual inventory prior to the start of school, tracking all equipment checked out and in and a final inventory of equipment at the end of the school year.
- h. Serve as a regular voting member of Student Council.
- i. Keep an accurate financial record of all clubs and organizations on campus including monthly print outs of all income and expenditures.
- j. Work with the ASB Executive Board and the ASB Advisor in developing an annual budget that will be due at the end of the first month of the year. It will include planned events with their possible expenses and a goal for income with a list of potential fundraisers with their potential income balancing with planned expenses.

(Revised 2009)

SECTION 7. – The Historian Officer

It shall be the power and duty of the **Historian** to:

- a. Serve as a regular voting member.

- b. Keep accurate records of ASB and school activities whether they are written reports, or visuals (pictures, videos, or power point presentations).
- c. Keep in contact with each individual class, and also report on their behalf, their activities and services.
- d. Report any information or pictures, to any (or outside) organization, who feels the need to acknowledge the WSHS Associated Student Body. (School or Newspaper)
- e. Supervise the Class Historians in their duties of recording their individual class histories for posterity.
- f. Create working summary of all events that occurred during their term in office.
- g. Work with the ASB Executive Board and the ASB Advisor in developing an annual budget that will be due at the end of the first month of the year. It will include planned events with their possible expenses and a goal for income with a list of potential fundraisers with their potential income balancing with planned expenses.

SECTION 8. – The Communications Officer

It shall be the power and duty of the **Communications Officer** to:

- a. Serve as the communications liaison between the ASB Council and other agencies including community media and community members.
- b. Use school media (all forms available) to inform all ASB members of daily and weekly news and or changes to school activities.
- c. Work with the ASB Executive Board and the ASB Advisor in developing an annual budget that will be due at the end of the first month of the year. It will include planned events with their possible expenses and a goal for income with a list of potential fundraisers with their potential income balancing with planned expenses.
- d. Facilitate Pep Rallies and other student activities whenever possible.
- e. Work with the President and others to arrange participation of athletic teams at pep rallies.
- f. Monitor the athletic information that is publicized through ASB channels including the school website, newsletters, marquee, posters, and news releases making sure the information is accurate and each sport is given adequate representation. Submit dates, times, and places of significant athletic events to the ASB Historian for the wall calendar.
- g. Arrange for ASB members to attend one “**Game of the Season**” for every sport.

ARTICLEIX – IMPEACHMENTS

SECTION 1.

Should any ASB elected officers be found to have committed a violation of probation or an infraction of the school discipline code, they may be removed from office either directly or indirectly through the impeachment process.

SECTION 2. - Levels of Violations

- a. **Verbal Warning** – An elected officer will receive a verbal warning from any staff, administrator or advisor for the following reasons: Unprepared for class.
- b. **Probation Contract** – ASB elected officers will be notified of more significant violations and will be placed on a 30 day probationary contract for the following reasons:
 - 1) Below a 2.0 GPA or having an F in any class: Student will have 30 days to work with the teachers or counselors to correct the grade. Must provide progress reports

weekly. Failure to improve will be considered a violation of the probation contract and is grounds for impeachment.

- 2) Attendance issues: Students having 5 or more unexcused random absences; 10 or more random tardies; or 3 unexcused all day absences, will have 30 days to clear any unexcused absences and be placed on a contract with the attendance office.
 - 3) Disciplinary Violations: Students must maintain a clear disciplinary record with the dean's office in order to maintain office. Should the student have any infractions including: use of electronic devices, cheating, verbal altercations, Public Displays of Affection, plagiarism, ditching or food fighting, they will be placed on a behavior contract for 30 days with the dean's office and will have to provide community service as directed by the dean.
- c. **Instant Dismissal** – An ASB Elected officer will be removed from office if they are found committing any of the following violations:
- 1) Under the influence or in possession of drugs/alcohol while on campus or while representing the school.
 - 2) Involvement in any physical altercation where the elected officer is found to be the aggressor or where there was a clear opportunity to walk away and they chose not to.
 - 3) Physical or Verbal assault perpetrated on another person where the intent was to do harm either physically or psychologically. This includes inappropriate touching; sexual harassment; discriminatory or derogatory terms that can be deemed offensive, racist, or hurtful towards a particular group or person; bullying in any form; coercion through threat of violence or retaliation and any other offenses deemed fit for expulsion by the dean's office.
 - 4) Failure to attend 5 ASB Student Council or Class Officer meetings is grounds for immediate removal. The Advisor has the right to instantly remove the student for "Breach of Contract" unless the student had previously notified the advisor of the absence with a valid excuse.

SECTION 3. – Breach of Contract

Should any ASB elected officer be found as failing to meet their contracted duties as laid out in their officer's job description, they may be brought up on impeachment charges for Breach of Contract.

SECTION 4. - Forms of Impeachment

Any Officer within the Associated Student Body Student Council or Class Councils may be brought up on impeachment charges by one of the following means:

- a. **Advisor** – The ASB Advisor or any Class Advisor may bring charges against their own officers for violations. Advisors must have documentation including dates, events and times as well as a summary of the violations.
- b. **ASB Student Council** – The student council may bring charges against any one of its members, should they be found in violation of their probationary contracts. *In addition, any teacher or administrator may present evidence to the executive board to review for impeachment.*
- c. **Class Officers** – Class officers may bring "Breach of Contract" charges against their own class members. They must have documentation including dates, events and times as well as summaries of the violations. In order to bring charges against a class officer 4 of the 7 class officers must be in agreement and sign the charges.
- d. **Executive Board** – Executive Board Officers may bring charges against members of the executive board for "Breach of Contract." They must have documentation including dates,

events and times as well as summaries of their violations. In order to bring charges against a fellow executive board member 7 of the 13 officers must sign the charges.

- e. **Class/School Recall** – Should the Associated Student Body of West Shores High School feel that their officers are failing to meet the duties of their office, they may begin an impeachment hearing process for “Breach of Contract.” In order to bring charges as a class or as the ASB, charges must be drafted and presented to the student body or class showing clear violation of duties. At that time, if the signatures of at least 2/3 of the Student Body for Executive Board members or 2/3 of the Class for Class Officers are added to the charges, then impeachment charges will proceed to the review panel.

SECTION 4. – Right to Trial

ASB Elected Officers have the right to a trial by review panel. It is their right to defend their office by presenting their case in a written statement.

SECTION 5. - Impeachment Process

- a. **Charges** – Charges may be brought against the elected officers by the Advisor, Student Council, Class Officers, Executive Board or by the Class/Student Body. Charges must include dates, times, and summaries of the violations including evidence if available. Evidence includes:
 - 1) Probation Contract stating terms with addendum of violations not corrected.
 - 2) Attendance Print Out showing attendance violations including unexcused absences and tardies as well as trancies.
 - 3) Attendance Contract completed by the student, parents and Attendance Facilitator.
 - 4) Discipline Record showing repeat or multiple violations or violations severe enough to warrant removal from office.
 - 5) Grade Print Out showing a GPA of below a 2.0 or an F in at least one class or a deficiency of credits towards graduation.
 - 6) Summaries of Violations with evidence including dates, times and witnesses to inappropriate behavior or breach of contract for non compliance of duties.
- b. **Public Announcement** – As an elected officer of the Associated Student Body, it is understood that the student body has the right to know if any officer is considered to be in “Breach of Contract.” If an impeachment proceeding is started, the name of the officer and the date of the impeachment trial will be listed in the Daily Bulletin. Should the officer be found guilty and removed from office, or should the officer be found not guilty will be in the bulletin following the proceedings.
- c. **Response to Charges** – Upon being presented with their impeachment charges, the elected officer will have the chance to do one of the following:
 - 1) Resign from office without having to face charges with the review panel.
 - 2) Bring a written argument against the charges showing either a clear attempt to correct violations of probationary contracts or by showing clear documented evidence proving the charges to be false or incorrect. This argument will be handed in to the ASB Advisor by the Friday prior to the proceedings. Any arguments turned in late will not be heard.
- d. **The Review Panel** – The review panel will be made up of the present voting members of the student council on the day of the trial, the ASB Advisor, the 4 Class Advisors and at least 1 school administrator. The review panel will be presented with the charges and the evidence without the name of the student. This is to ensure the panel to be nonbiased. The name of the student will be announced upon a verdict being reached. The following steps are the procedures of the trial:
 - 1) Charges will be read by the ASB Parliamentarian or designee with the name of the officer being withheld until the end of the proceedings. This will include all evidenced

being presented to support the charges. (In the event that charges are being brought against the Parliamentarian, charges will be read by the ASB Secretary.)

- 2) The ASB President will present the argument against the charges, reading directly from the statement and evidence turned in. The name of the officer will be withheld until the end of the proceedings. (In the event that the ASB President is on trial, the ASB Vice President will read the argument.)
 - 3) The panel will complete a secret ballot stating whether or not the officer is guilty of being in breach of contract or not guilty. The ballots will be collected and read immediately at which time the Officer's name will be revealed with the results of the vote. A majority vote will result in a verdict of Guilty.
- e. **Guilty Verdict** - Upon a guilty verdict, the officer will be removed from office as well as the Leadership Class effective immediately. There will be a public announcement in the school bulletin or equivalent on the results as well as the opening of the office for election.
- f. **Filling the Vacant Seat**
- 1) The ASB Student Council may by a majority vote decide if the impeached officer shall be allowed to re-run for their office.
 - 2) The ASB Vice-President will set the date of the new election, giving at least a week for the application process and campaigning. The office must be filled within a 2 week period of time from the impeachment.
 - 3) In the case of impeachment of a President, the Vice President will take over the office of the President and the Vice President's office will be opened for the election.

SECTION 6. - Double Jeopardy

An ASB officer may not be brought up for charges for the same offences once a verdict has been reached.

ARTICLE X – AMENDMENTS

This constitution may be amended by a two-third (2/3) majority of the Student Council.

ARTICLE XI- BY LAWS

SECTION 1. - Referendum

The students of West Shores High School shall have the power of referendum.

- a. With a petition of fifty (50) signatures of the students, any person or group may call for a general vote of the Associated Student Body on any measure or bill previously presented by the Student Council.
- b. All petitions are to be obtained from the Student Council Advisor and are subject to his approval before securing the signatures.

BY-LAW to the Constitution of the Associated Student Body of West Shores High School:

BY-LAW I – Requirements for Maintaining an Office:

That all students elected or appointed to a class or student body office is required to maintain the following standards while representing the office.

- a. A 2.5 grade point average (based on a 4-point scale-cumulative).
- b. Maintains satisfactory citizenship and attendance as judged by current school policy.
- c. One “unsatisfactory” rating or three “needs to improve” ratings will require an investigation by three (3) A.S.B. Executive Board Members.

- d. Any student in violation of the scholarship or citizenship regulations will be removed from his office for one grading quarter.
- e. Quarterly report cards will be the basis for scholarship and citizenship ratings.
- f. Leadership Class (When available) is mandatory and failure to attend class satisfactorily will result in suspension and removal from office according to By-Law I. Three unexcused absences result in one truancy. Unexcused absences not cleared will result in removal from class.

BY-LAW II – All students elected to the Student Council must enroll in the leadership class offered by West Shores High School either in a regular schedule or in zero period (before school starts). If no class is offered, BY LAW II does not apply.

ARTICLE XII – STUDENT BODY FINANCES

SECTION 1. – California Education Code

All student body funds shall be supervised and accounted for in accordance with the California Education code.

SECTION 2. – The Associated Student Body Account Clerk

An adult shall be appointed by the Administration as Student Body Fund Account Clerk whose duty shall be:

- a. To keep all financial records of the Student Body.
- b. To make a financial report to each organization of its balance once a month.
- c. To make a financial report to the Council and to the Principal of the balances once each month.
- d. To act as custodian of Student Body Funds.

SECTION 3. – Handling of Student Funds

Student body funds shall be handled and expended in a manner prescribed by Student Council.

- a. During the summer months, outstanding bills and purchase orders shall be paid on authority of the Executive Board and the ASB advisor.

SECTION 4. - General Procedures

- a. Purchase orders must be initiated by a student and faculty advisor.
- b. All purchase orders must show prices and amounts before they can be approved.
- c. No bill will be paid unless a purchase order accompanies the statement and invoice.
- d. No purchase order shall be issued subsequent to any purchase.

SECTION 5. - Purchase Orders

- a. Student representatives for organizations shall originate “A Purchase Order Request”; the organization treasurer should retain a copy.
- b. Sponsors for organizations shall approve or disapprove “The Purchase Order” on the basis of whether it was democratically requested by the organization and is a valid expenditure of student funds.
- c. The “Purchase Order” is forwarded to the ASB Bookkeeper and verifies availability or lack of funds. If the funds are available, the Director of Activities and ASB Bookkeeper will approve the purchase order.

- d. The ASB Bookkeeper forwards the purchase order to the Principal. The purchase order is returned to the ASB Bookkeeper who keeps two copies.
- e. The Director of Activities and ASB Bookkeeper returns the purchase order to sponsor or student representative for purchase if direct purchase without check is to be made. Duplicate of purchase order is placed in organizational file account when returned from the Principal. If check is to be made the ASB Bookkeeper will make check and send it to the District Business Office for signature. Check is either forwarded to company or returned to the organization as requested.
- f. Purchase order and bill will be returned to ASB Bookkeeper for payment if purchase has been made without check. Check will be made out for amount of invoice when all merchandise on invoice has been received and signature of advisor is on invoice stating items have been received.

SECTION 6. - Deposits

- a. A student representative or adviser of an organization shall count money and then deposit with the ASB Bookkeeper.
- b. The ASB Bookkeeper shall count the money and verify credit amount.
- c. The ASB Bookkeeper shall enter amount of credit to the organization account.
- d. The ASB Bookkeeper shall deposit money in the bank.
- e. The ASB Bookkeeper shall make monthly statement and financial report.
- f. The ASB Bookkeeper shall distribute the monthly statement as to the various student body organizations.

SECTION 7. - Percentage Policy

- a. All clubs and organizations that are sponsoring any event where there is A.S.B. card reduction must deposit the full amount to the ASB Bookkeeper to deposit into the ASB Club account. Any exceptions require approval of the A.S.B. Treasurer, Bookkeeper and the Student Council.
- b. Any club, organization or class sponsoring any fundraising activity will be charged 10% from their net earnings for each activity.
- c. Any unauthorized sales shall be penalized not less than 20% or more than 40%.
- d. Any club, class or organization failing to follow the ASB rules and regulations may be suspended from any further ASB fund raising activities until they attend a seminar on all ASB rules and regulations.
- e. Any donations given to clubs or organizations either in money or product are tax deductible and are not subject to the 10% ASB tax. These are monies that are directly donated to the club or organization. The donation cannot be after the fact to correct a failure to submit an activity petition. Gifts of food or supplies also count as a donation.

SECTION 8. - Student Council Funds

- a. Any appropriation of funds made by W.S.H.S. Student Council must be approved by a two-thirds (2/3) vote of the Student Council members.