

# The Constitution for the Associated Student Body of R. A. Long

We Believe the Robert A. Long Associated  
Student Body Leadership has the Responsibility To:

**"Encourage student and staff involvement  
by Modeling Leadership, Responsibility,  
and Promoting School Pride to enhance  
a well-rounded school environment."**

## **ARTICLE I: ASB Membership**

- Section 1) All registered students of R. A. Long High School shall be members of the Associated Student Body (hereinafter called the ASB).\*
- Section 2) Students who belong to any ASB club, group, or athletic team which receives funds from the ASB are required to purchase an ASB membership card.
- Section 3) All ASB and class officers will be required to attend the R. A. Long ASB leadership class as long as it does not interfere with another zero period class. Special circumstances may be allowed by Leadership advisor/principal approval.

## **ARTICLE II: ASB Organizations**

- Section 1) There shall be Executive Officers elected by the ASB consisting of a president, a vice-president, a secretary, a treasurer, executive liaison, student liaison, and tech coordinator.
- Section 2) Any social or cultural organization open to all members of the ASB and chartered by the Student Council shall be considered an Open Membership ASB Club.
- Section 3) Any student organization to which membership is restricted to a course for credit shall be considered a Closed-Membership ASB Club.

## **ARTICLE III: The Executive Officers**

- Section 1) The ASB President shall be responsible for:
- a) presiding over all ASB meetings;

- b) presiding over all ASB assemblies;
- c) Shall make recommendations for vacancies occurring among the Executive Officers and Class Representatives to the principal or designee
- e) representing the ASB at major social and civic functions; (a designee may be asked to sub for the President according to the hierarchy of the ASB)
- f) voting only in case of ties on questions before the ASB;
- g) providing positive moral leadership to the Student Body.
- h) sets dates and agenda for the ASB general meetings in conjunction with the building principal.

Section 2) The ASB Vice President shall be a voting member of the Student Council and shall be responsible for:

- a) assumes the duties and responsibilities of ASB President in absence of President.
- b) keeping an updated calendar of all school events in the ASB and main office;
- d) substituting for any ASB officer in the time of absence or need.

Section 3) The ASB Secretary shall be a voting member of the Student Council and shall be responsible for:

- a) taking roll and recording the minutes of all Student Council meetings;
- b) conducting all correspondence with the ASB's of other schools;
- c) publishing the minutes of ASB meetings and proposed amendments to the constitution;
- d) maintaining a file of the ASB Program Schedule and minutes of the ASB meetings,
- e) informing the student body of all upcoming school announcements.

Section 4) The ASB Treasurer shall be a voting member of the Student Council and shall be responsible for:

- a) making monthly reports to the other ASB officers and at the ASB meetings of the ASB Program Fund;
- b) maintaining a file of the ASB Program Financial Plan and monthly treasurer's reports;
- c) preparing a financial plan (hereinafter called the "ASB Budget") for the support of all activities conducted in whole or in part, by or on behalf of the ASB (These activities are hereinafter called the "ASB Program");\*
- d) submitting the ASB Budget to the Superintendent of Schools and the Board of Directors of the Longview School District on or before May 10 of each school year along with the Athletic Director/ASB Administrator.
- e) approving all ASB appropriations according to the ASB Budget;\*
- f) amending the ASB Budget as deemed necessary;\*

Section 5) The Executive Liaison shall be a voting member of the Student Council and shall be responsible for:

- a) Attending all school board meetings.
- b) Attending all booster club meetings.
- c) Attending other functions which require ASB attendance.
- d) Reporting to Student Council recaps of attended meetings.

Section 6) The student liaison will be a voting member of the Student Council and shall be responsible for:

- a) updating Leadership Social Media sites
- b) be the voice for the student body at public events when asked by ASB president.

Section 7) The tech coordinator will be a voting member of the Student Council and shall be responsible for:

- a) knowing how to operate the sound system in the gym and operating it at assemblies.
- b) communicating with members of the tech staff in the auditorium when needs arise for use of the auditorium.
- c) filling out, turning in, and maintaining copies of all facility use requests for ASB Leadership activities.
- d) running all sound checks the day prior to events and making sure all tech needs are met at the time of rehearsal and performance.

#### **ARTICLE IV: Associated Student Body**

Section 1) ASB shall have the following legislative responsibilities:

- a) assist in submitting the ASB Budget to the Superintendent of Schools and the Board of Directors of the Longview School District on or before May 10 of each school year;\*
- b) making all ASB appropriations by approving the ASB Budget;\*
- c) amending the ASB Budget as is deemed necessary;\*
- d) establishing a calendar of events for the ASB Program;
- e) establishing all rules and regulations governing the elections of executive officers, oversee athletics and class or club officers;
- f) making any other decisions concerning the ASB not otherwise provided for all ASB officers in this Constitution or by state law.

Section 2) ASB shall have the following administrative responsibilities:

- a) issuing charters for open-membership clubs;
- b) revoking charters for all inactive clubs;

Section 3) ASB officers and Advisors shall have the following judicial responsibilities:

- a) reviewing the conduct and qualifications of all elected ASB, class, and club officers;
- b) declaring elected positions vacant if ASB/club/class office holders fail to meet minimum qualifications. No member of the ASB may vote on any

- matter concerning his/her qualifications for continuing to hold office.
- c) nominate replacements for vacant ASB positions.
- d) approving replacements selected by class or club officers for vacant class or club positions.

- Section 4) The minimum qualifications for ASB, class, or club officers are to:
- a) be a registered R. A. Long student for a class or ASB officer; a registered district student for a club officer;
  - b) maintain a 3.0 semester grade point average during time in office;
  - c) meet all applicable Washington Interscholastic Activities Association regulations.
  - d) sign and uphold all rules of the Longview School District Code of Conduct

- Section 5) Class and Club Representatives:
- a) shall meet on the first Tuesday of every month at the request of the ASB President in an ASB general class and club meeting;
  - b) all classes and clubs presenting a proposal at an ASB meeting must have representation by a class or club officer or have sufficient written explanation of fundraiser. Failure of representation or failure to provide sufficient documentation may result in automatic rejection of proposal.

- Section 6) Every ASB member has the right to:
- a) attend ASB meetings;
  - b) participate in the discussions and debate on questions before the ASB meeting;
  - c) address the members of the ASB meeting by requesting to do so.

- Section 7) Only members of the ASB in attendance shall be permitted the right to vote at the meeting.

#### **ARTICLE V: ASB Program Fund\***

- Section 1) "Associated Student Body moneys" shall consist of:
- a) donations made for the support of the ASB Program;
  - b) fees collected from students and non-students as a condition to their attendance at any optional, non-credit, extracurricular event of the school which is of a cultural, social, recreational, or athletic nature;
  - c) revenues derived from any part of the ASB Program;
  - d) any other moneys received by the ASB for the support of the ASB Program.\*

- Section 2) All associated student body moneys, upon receipt shall be deposited according to state law in an "Associated Student Body Fund" (hereinafter called the "Program Fund").\*

Section 3) No disbursements from the Program Fund shall be made except as provided by the ASB Budget as approved by the Central (ASB) Treasurer.\*

Section 4) Disbursements from the Program Fund shall be made:  
a) only upon presentation of a properly prepared voucher as provided by the Board of Directors for the Longview School District;  
b) with the signed approval of at least one ASB Executive Officer.\*  
c) in order to receive an approved purchase order you must submit it to the Staff Treasurer at least one day prior.

Section 5) All disbursements shall be made by warrants not exceeding the amount on deposit in the ASB Program Fund;

#### **ARTICLE VI: Elections of Officers and Class Representatives**

Section 1) The ASB advisor and ASB officers shall establish all rules and regulations governing the elections for class officers, which are not otherwise stated in this Constitution.

Section 2) ~~If more than two candidates file for the same office, a primary election shall take place and the two candidates receiving the highest number of votes shall be listed on the general election ballot. This primary election is to take place at least one week before the general election.~~

Section 3) In the general election, the candidates receiving the highest number of votes ~~for each office or position~~ shall be declared elected. The seven elected candidates will determine the office each candidate will occupy. ~~In the event of a tie, the winner shall be determined by a revote.~~ In the situation that occupancy cannot be agreed upon, top vote getter will decide his/her own position and will move down the list until all have received an office position.

Section 4) Residency requirement: ASB and class officers shall have at least 4 +1 of their classes at R.A. Long. (ASB Officers must take four classes at R.A. Long and Class Officers must take the ASB Leadership class)

#### **ARTICLE VII: Probation, Impeachment, and Recall**

Section 1) Any class or club officers who wish to impeach another officer must submit a complaint to the ASB officers. In return the ASB officers will send the person in question a letter to notify him/her that he/she is under investigation. This investigation period will last for one week, unless otherwise determined. In this time the person in question must prove to be an able and responsible member of his/her class or club.

Section 2) Any class officer may be impeached by a unanimous decision of the four

ASB officers and advisor. If an ASB officer is in question, the impeachment will be unanimously decided by the remaining four officers and the advisor. Any club officer may be impeached by a two-thirds majority decision of his/her club members.

### **ARTICLE VIII: Amendments**

Section 1) Any ASB member may propose an amendment to this Constitution if it is submitted in writing and placed on the ASB meeting agenda.

Section 2) Every proposed amendment must be read at two ASB meetings. (A proposed amendment may be moved to second reading with a simple majority vote)

Section 3) A proposal amendment shall be ratified by two-thirds (2/3) majority of the representatives attending the ASB meeting and voting after the second reading. The quorum will vary from year to year and will be decided upon by the ASB officers and advisor(s).

\*Established by the Washington Administrative Code.

Revised 2013-2014

Ratified by the following: