



Mercer Island
Associate Student Body Constitution

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Mercer Island Associate Student Body Constitution

Preamble

We, the Associated Student Body and Leadership Class of Mercer Island High School, hereby establish this Constitution for the purposes of:

1. Establishing a fair, transparent, and democratic student government to represent all students at Mercer Island High School
2. Facilitating effective communication between students and administration at Mercer Island High School
3. Regulating student-related activities
4. Promoting a culture of school spirit, inclusiveness, and academic success.

Article I. Name and Traditions

1. The name of the organization shall be the Associated Student Body of Mercer Island High School, henceforth referred to as the ASB or MIHS ASB.
2. The official school mascot shall be “Islanders,” represented by Herbert the Snail.
3. The school colors shall be Maroon and White.
4. The logo of Mercer Island High School shall be: Block MI.
5. The school Motto shall be: Integrity, Innovation, Inspiration.
6. The Mercer Island Fight Song is as follows:

*Go, go, Islanders go
We're with you all the way
Give of your best
We'll do the rest
Onward to victory*

*Fight-fight-fight
Our colors, wear them with pride
Maroon and white are they
We'll show our L-O-Y-A-L-T-Y
To Mercer Island High!*

Article II. Membership

1. All students officially enrolled at Mercer Island High School are members of the ASB. Mercer Island staff members are not eligible to be part of the ASB except for the Leadership Advisor and Activities Coordinator.
2. All students are eligible to purchase an ASB card.
 - a. Possession of an ASB card is mandatory for all student athletes, musicians, ASB officers, and club members.
 - b. ASB cardholders are entitled to discounts on certain ASB events and items for sale.
3. Students can only hold a MIHS ASB or Class leadership position if the student is enrolled in the Leadership Class.

4. The MIHS Leadership class is open to all students regardless of race, gender, sexual orientation, or religious practices.

Article III. Position and Class Responsibilities

1. The ASB positions and their corresponding responsibilities will be:
 - A. President
 - a. Run and facilitate leadership classes including: taking roll, writing the agenda, and leading class discussions
 - b. Keep entire class up to date on all projects
 - c. Communicate relevant leadership committees and partner projects to the administration
 - d. Oversee assemblies, committees, and all major events
 - e. Represent Leadership to the administration
 - f. Work with the school board representatives to represent the student body to the board
 - g. Communicate with class Officers on all class officer projects
 - h. Be held responsible for all leadership projects and actions, while also delegating specific tasks
 - B. Vice President
 - a. Present new clubs to the class and communicate with prospective leaders
 - b. Oversee club outreach and provide support for existing clubs
 - c. Plans all club fairs
 - d. Take over class duties in the absence of the ASB President
 - e. Plan and oversee the Student Senate election at the beginning each school year
 - C. Secretary
 - a. Sign off on financial documents with the ASB Secretary
 - b. Oversee ASB funds spent by the Leadership class
 - c. Record ASB meeting minutes when financial decisions are made or voting occurs including but not limited to
 - i. Club approvals
 - ii. ASB spending
 - iii. Constitutional changes
 - d. Sign off on financial documents
 - e. Takes notes during important class wide discussions
 - f. Develop and maintain leaderships digital database (google drive)
 - D. Public Relations Coordinator
 - a. Manage the MIHS ASB Social Media (Class Facebook Pages and the official Instagram account)
 - b. Coordinate some medium of communication with the student body on a regular basis
 - c. Be responsible for the execution of the daily announcements
 - d. Plan and execute the annual Homecoming Parade

- E. Spirit Commissioner
 - a. Plan spirit weeks including homecoming week
 - b. Organize all “spirit tallies” during spirit weeks
 - c. Show up the most spirited each friday
 - d. Plan spirit portions of assemblies
 - e. Reach out to spirit groups (Examples include Flag dudes, Cheer, Drill, and Band)
 - f. Fulfill the position of Herbert during vacancies and be responsible for filling the role
 - g. Manage hallway calendar
 - h. Decorate hallways and commons routinely throughout the year

1. There will be no dedicated class officer titles. There will be three elected class officers with roles and responsibilities laid out as such:
 1. Call together meetings of Class Officers
 2. Develop agendas for each Class Officer meeting
 3. Develop agendas and lead full grade meetings (around 4 meetings per year)
 4. Report to Leadership ASB Advisor and Administration
 5. Act as a spokesperson for the Class via reports, meetings, and presentations to the leadership class, administration, school board, and PTSA
 6. Record and publish minutes of Class Officer meetings where decisions regarding money, fundraising, and major school events within three school days of the meeting
 7. Complete all written correspondence on behalf of the Class
 8. Work with the ASB Secretary to monitor the financial activity of class funds
 9. Promote and monitor fundraisers

All Class Officers must:

- Enroll in the ASB Leadership class
- Attend Class Officer meetings and stay in contact with Class Teacher Advisers
- Complete partner projects and partake in committee work throughout the duration of the year

Election process for class officer positions laid out as such:

- All candidates would be running against each other in a singular pool of candidates
- Students will vote by using ranked choice voting (First choice gets a certain amount of points, second gets slightly lower amount of points, and on from there)
- The students with the top three scores will be the elected class officers

1. The responsibilities of All ASB Officers shall be:
 - a. Work together to create a class theme/motto and corresponding T-shirt for the school year
 - b. Make executive decisions as deemed necessary with a two-thirds majority vote of all 6 Executive Officers

- c. Delineate any additional responsibilities voted necessary by the Senate to class members
 2. The responsibilities of each class shall be:
 - a. Freshman Class
 - i. Create a stable plan for their class's future
 - ii. Raise funds for their class
 - iii. Plan class meetings
 - b. Sophomore Class
 - i. Create a stable plan for their class's future
 - ii. Plan the Homecoming Dance
 - iii. Raise funds for their class
 - iv. Plan class meetings
 - c. Junior Class
 - i. Create a stable plan for their class's future
 - ii. Plan the Senior Prom
 - iii. Raise funds for their class
 - iv. Plan class meetings
 - d. Senior Class
 - i. Plan and provide a Senior Gift
 - ii. Plan the Senior Breakfast
 - iii. Plan and organize the purchasing of graduation accessories
 - iv. Raise funds for their class
 - v. Plan class meetings
 3. Additional rules for Leadership Positions
 - a. No one person may hold more than one position in the leadership class
 - b. Any person can be impeached from their position with a supermajority (more than 2/3) vote and the adviser's approval, and will lose their title and position.
 - c. The Class Adviser will determine all matters regarding expulsions from the class.
 - d. Responsibilities can be shared and swapped between officers when needed
 - e. For every position, including appointed positions, additional responsibilities may be added within reason by request of the leadership adviser.

Article IV. ASB Advisor

1. The Leadership Advisor shall be independent from both the ASB Cabinet and the ASB Senate.
2. The Leadership Advisor shall have the power to interpret and enforce this Constitution, as well as school rules and regulations.
3. The ASB Advisor holds the right to veto any propositions, including dance themes, partner projects, and assembly scripts, from students.
4. The ASB Advisor only holds voting rights in the case of a tie.
5. The ASB Advisor shall oversee the fulfillment of daily agenda items.

Article V. ASB Cabinet

1. The ASB Cabinet shall consist of the ASB Executive Officers, Senior Class Officers, Junior Class Officers, Sophomore Class Officers, Freshman Class Officers, and Appointed Officers
2. The ASB Cabinet may make Executive Decisions, which do not require Senate approval, when the ASB Cabinet deems appropriate.
 - 1) Executive Decisions shall be made in accordance with the ASB Cabinet's bylaws, and in addition require the approval of the Leadership Advisor regardless of whether this is specified in the bylaws.
3. In the event of a vacant position, the line of succession goes as follows:
 - 1) ASB President
 - 2) ASB Vice President
 - 3) ASB Secretary
 - 4) ASB PR Coordinator
 - 5) ASB Spirit Commissioner
 - 6) Senior, Junior, Sophomore, then Freshman Class Officers
4. No leadership student may hold two positions at once, therefore they must vacate their current position and fulfill the role above them as needed.
5. Any vacant position among the ASB Executive Officers must be replaced as soon as is feasible in accordance with the bylaws of the ASB Executive Council, and with the approval of the leadership advisor.

Article VI. Senate

1. Positions
 - a. Definitions of Positions
 - i. The Speaker of the Senate leads meetings, communicates with ASB leaders and school administrators, plans and publishes the agenda of meetings, represents the Senate in ASB and administration meetings, and runs the Senate Schoology page.
 - ii. The Class Speakers receive input from Senate members in their class and communicate with the Speaker of the Senate.
 - iii. The Secretary approves the meeting agenda prior to the given meeting, records minutes of meetings and attendance, publishes voting records, and takes charge of meetings in the absence of the Speaker.
 - iv. When a new Committee is formed, a vote must be held at its first meeting to elect a Committee Chairperson. Committee Chairpeople lead committee meetings, set agendas, and keep track of attendance. They can also hold elections within their committees to elect roles such as a committee secretary, committee outreach coordinator, etc.
 - v. The Outreach Director administrates a Senate public presence through social media or other means (such as posters) to inform the public of the Senate's happenings.
 - vi. The two appointed student school board representatives are sitting senators, and may participate in all the privileges and duties of the Senate unless otherwise stated.
 - vii. Individual Limits on Positions

1. No individual may hold more than one of the above positions at any given time, excluding a position as a Committee Chairperson.
2. Elections
 - a. Election Procedure into Senate
 - i. All election votes are counted and administered by the ASB Advisor.
 - b. Popular Elections
 - i. All students of MIHS who are not in ASB Leadership Class may run for a position within their own class to be on the Senate.
 - ii. Each grade elects seven students to the Senate. Students in each grade will choose their top seven candidates in the voting process. The seven students in each grade with the most total votes are thereby elected to the Senate for the school year in which they are elected.
 - c. Senate Position Elections
 - i. At the first meeting of the school year for a given Senate body, the election for Speaker of the Senate takes place. All other position elections may be held after the Speaker is elected.
 - ii. No internal Senate election may take place if less than half of the elected Senators are present.
 - iii. Any senator may run for the positions of Speaker of the Senate, Secretary, and Outreach Director. Any senator may run for the position of Class Speaker for their own class.
 - iv. To run for Speaker of the Senate, Secretary, Outreach Director, or Class Speaker, a senator must present a campaign speech no longer than two minutes to the body which may elect them. Each candidate is also subject to questioning from the body which may elect them following their speech. A Class Speaker will present only to their class; the other aforementioned positions will present to the Senate at large.
 - v. All elections are organized and counted by the ASB Advisor . Only elected Senators may participate in internal Senate elections. Such elections are won by a runoff until majority. Only the top two candidates from the first round of voting may proceed to the second round of voting.
 - vi. In the case of a voting tie after two rounds of voting, the ASB Vice President will select the winning Senator.
 - d. Removal from Office
 - i. Any senator may put forward a Motion of Action to impeach another Senator or to remove a Senator from an elected ~~to~~ a position, including the Speaker of the Senate, Secretary, Class Speakers, Outreach Director, or Committee Chairpersons.
 - ii. An impeachment motion must pass with a $\frac{2}{3}$ majority vote of all elected senators.
 - iii. If a given senator exhibits behavior that is disruptive or otherwise inappropriate in the context of the Senate, said senator may be dismissed from the office of senator at the discretion of the ASB Advisor .
 - iv. Senators can choose to resign from office at any time but must notify the ASB Advisor and Speaker of the Senate.

- v. Senators who are absent from more than 25% of meetings may be asked to resign by either the Speaker of the Senate or the ASB Advisor.
 - vi. If there is a vacancy in the Senate, it is up to the ASB Advisor and Speaker to determine whether the open seat should be offered to the runner-up of the original election.
3. Meetings and Period of the Senate
 - a. The Senate shall automatically meet every other week unless otherwise necessary as determined by the Speaker of the Senate or the ASB Advisor.
 - b. Each official meeting must include a Meeting Agenda, which the Speaker of the Senate is responsible for creating.
 - c. All positions, committees and other temporary establishments of the Senate are void at the end of the academic year, and may only be renewed at the beginning of a following academic year by a legitimate ASB Senate body.

Article VII. Club Oversight

1. All club proposals must be given to the ASB Vice President, and the Leadership class must approve all clubs by a 2/3 supermajority vote.
2. The ASB Vice President must keep track of club activity, remove inactive clubs from school club list
3. The ASB Vice President must maintain and keep up to date a list of club Presidents' contact information.
4. All club funds must be approved by a 2/3 supermajority vote of the Leadership class.

Article VIII. Meetings

1. Every Leadership class period qualifies as a meeting as long as $\frac{2}{3}$ of all qualified voters and the ASB Adviser are present
2. "Qualified voters" here refers to all students enrolled within the Leadership class
3. In the case of an Emergency, as deemed by ASB Leadership, decisions can be made if:
 - a. $\frac{2}{3}$ of ASB Leadership members are present
 - b. Proposition receives simple majority (majority of more than $\frac{1}{2}$) vote
4. Any club, group, or inhip Adviser. It is up to the Leadership class to approve and schedule the meeting.
5. Meetings are open to the public at large, but visitors do not have the right to vote
6. ASB Officer meetings take place when at least 5 out of 6 ASB officers are present. Should a vote be taken, only ASB officers hold voting rights
7. Class Officer meetings take place when all Class Officers are present. Should a vote be taken, only Class Officers hold voting rights
8. Notes must be taken by the ASB Secretary every Leadership class meeting. These notes must include all topics discussed and the results of all non-funding votes taken; these notes must be published by the end of the week.

Article IX. Voting

1. Internal matters
 - a. In votes unrelated to allocation of funds, each member of leadership possesses 1 vote. Here a simple majority (over 1/2) is required for a vote to pass.
 - b. In votes related to allocation of funds, each Class officer, the ASB Secretary, and the ASB Secretary possesses 1 vote. Such votes may be conducted without the immediate knowledge of others in the class, and a simple majority is required for a vote to pass.
2. External matters
 - a. The committee put in charge of school and class-wide elections shall determine the exact balance of points used to determine the winner, and must inform both the Leadership Class and student body of their decision. In addition, they must set out fair guidelines for positive, constructive elections.
 - b. The committee put in charge of school and class-wide elections must review letters of intent for ASB and Class elections. Newly elected ASB officers must review letters of intent for appointed positions.

Article X. Amendments

1. Any member of the Leadership Class may propose an amendment to this constitution. In the event of such a proposal, the class and adviser must hold a discussion and vote within 5 school days. Amendment proposals must be properly worded and formatted in accordance with the rest of this constitution prior to submission.
2. During the discussion and voting process, class members may propose edits to the amendment's original text, which must be approved by a supermajority (more than 2/3) of leadership members in order to change the amendment.
3. To pass an amendment, both a supermajority of Leadership Class members and the Leadership Adviser must approve of it. If these requirements are not met, the amendment fails.

Article XI. Transparency

1. All records of meetings, internal votes, and funding decisions must be made publicly accessible by the ASB and Class officers no later than 2 school days after they take place.
2. The leadership class must provide a platform through which students can readily access records of the type delineated
3. The Leadership Class must provide an online platform through which students are able to safely and anonymously submit their feedback, advice, and opinions on the activities of the Leadership Class.
4. The Leadership Class possesses the right to withhold information from the student body in special cases including but not limited to: dance themes, homecoming royalty winners, when directed by the leadership adviser or administration and other equivalent pieces of information which by necessity must be kept secret

Article XII. Balance of Power with other School Institutions

1. The ASB/Leadership class can reject resolutions passed by the Senate with a supermajority vote of 2/3 or more.

2. Any Senate Resolution or Executive Decision that gives any branch the powers of another branch shall be rendered void. The Leadership Advisor shall enforce this clause.
3. Leadership reserves the right to deviate from administration-approved scripts to adapt to unforeseen complications during an assembly, if approved by the Leadership Adviser.
4. The Leadership Class may approve funds regardless of the ASB Office's view.
5. If a Senate Resolution and a bylaw come into conflict, the bylaw shall take precedence.

Article XIII. Administration and Oversight

1. The school principal is ultimately responsible for the Student Body Organization's 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.
2. The ASB Activities Coordinator, a member of the MIHS 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.

By-Laws

Article I. Quorum

1. **Executive and Class Officers:** Two-thirds of the Executive Officers 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 II. Impeachment and Resignation

1. If an elected ASB Officer (which includes ASB Executive Officers, Class Council) fails to fulfill their assigned duties for an extended period of time, the ASB Activities Coordinator and/or other ASB Officers 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 determined by the ASB Activities Coordinator and Principal or Principal designee:
 - 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 Officers voting with a majority approval and approval of ASB Activities Coordinator and Principal. All steps must be properly documented and followed.
2. Any member of the ASB may resign at any point during the school year. It is the Executive Officers' responsibility to determine how to find a replacement.
3. A letter of resignation is required to resign, and must be approved by the Executive Officers with a majority vote. The resignation occurs once the letter is approved.

Article III. **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 reimbursement of the club/activity is not guaranteed, such as the greatness of Alden Hey and Brandon Bienstock, for purchases/spending and they may be put on probation for holding future fundraisers at the discretion of the ASB Vice President.

Article IV. **Amendments to the Constitution and/or By-laws**

1. Minor changes (spelling, naming, and formatting changes) may be approved by the ASB Executive Officers with a majority vote.
2. Major amendments shall be proposed to the leadership class in the form of a written or verbal petition.
 - a. Approval must be obtained from administration, the ASB Activities Coordinator and the ASB Executive Officers (a two-thirds supermajority approval is needed at minimum).
 - b. Following above approval, the suggested changes must be presented to the ASB class for a final vote.
 - c. The amendment must be approved by a two-thirds supermajority vote of present ASB members.
 - d. If the Executive Officers, and the ASB class vote in favor of the amendment, then it is considered approved, and will be presented to the School Board for final approval.

Article V. **Constitutional Questions**

1. When applicable, this constitution shall be interpreted by the Executive Officers in cooperation with the ASB Activities Coordinator and Principal.
2. Any and all matters not covered in the constitution will be delegated to the ASB Executive Officers.