

# Steilacoom High School ASB Constitution

## Preamble

*WE*, the students of Steilacoom High School, in order to develop democratic ideal; to systematize the management of school activities; to maintain high standards of cooperation, loyalty, and school spirit; to encourage all worthwhile school activities; and to help students prepare for their careers, do establish this constitution for the Associated Student Body of Steilacoom High School.

## Article 1: Name and Membership of ASB

Section 1: The name of the organization shall be the Steilacoom High School Associated Student Body (A.S.B.).

Section 2: The membership of the Steilacoom High School Associated Student Body shall consist of all the students enrolled in Steilacoom High School.

Section 3: The members of Steilacoom High School shall be known as the “Steilacoom Sentinels.”

Section 4: Names of ASB organizations

- A. The ASB team shall be the composition of the ASB officers and ASB coordinators under the supervision of the ASB Advisor.
- B. The Student Senate is composed of the leaders of the clubs, classes, advisory's and sports presided over by the ASB President.

## Article 2: Powers of ASB

Section 1: The A.S.B. shall have the power to choose its own coordinators whose duty it will be to represent the student body, and approve of student activities.

Section 2: The ASB Treasurer shall have the power to control the raising and distribution of all student monies for the A.S.B. under the direction of the A.S.B. President, A.S.B. Advisor and the school's Bookkeeper.

Section 3: The A.S.B. officers shall promote an educational atmosphere most beneficial to the health, instruction, and welfare of the student body.

## Article 3: Student Senate Privileges

Section 1: The powers of the Student Senate shall be:

- A. To act as a representative of the student body.
- B. To create, supervise, and coordinate committees for special services or activities.
- C. To make new rules, or improve and enforce (with approval from the school Administration) the rules that are already established.
- D. To hear and assist in finding a solution to problems pertaining to the student body, faculty, and community.
- E. To grant or review charter of clubs and organizations.
- F. To approve or veto (with the permission of the principal) the expenditures of the ASB Cabinet.
- G. To handle ASB funds of all ASB organizations. The ASB cabinet has the ability to freeze accounts and provide extra funding to Organizations including all sports, clubs, and classes.

## Article 4: Colors, Mascot, and Uniforms

Section 1: The Steilacoom High School official colors are declared to be red PMS 200 C, black, yellow PMS 108 C, secondary colors being orange, white and gray.

Section 2: The mascot for Steilacoom High School is the Sentinel.

Section 3: The uniform rules apply to all sports teams of Steilacoom as a whole.

- A. The Primary color of the uniform must be either red, white or black.
- B. Secondary colors include: white, black, red, yellow, gray, and/or orange.

- C. Failure to comply with these regulations may result in a coach's liability to pay for the uniforms, and the uniforms will NOT be used.
  - a. Baseball/Fastpitch: Uniforms must comply with SPSL uniform regulations, therefore white jerseys may be replaced with gray.

Article 5: Elected Officers and Duties

Section 1: All A.S.B. Officers and Class Officers must be elected by May 1<sup>st</sup>.

- A. All Student body members shall hold only one major office per school year. Major offices include: ASB President, ASB Vice President, ASB Treasurer, ASB Secretary, ASB Public Information Officer, Class President, Class Vice President, Class Secretary, Class Treasurer, and President of all other clubs. A person may hold a class office or an ASB Office, but not both.
  - a. Permission to be a part of a club cabinet can be granted if both the ASB Advisor and Principal declare it permission on a case by case basis. The second office held cannot be President.
- B. A.S.B. officers and Class officers represent the student body and therefore must be enrolled in a minimum of 4 classes at Steilacoom High School each semester during the term of office.

Section 2: The elected A.S.B. President shall:

- A. Be a Senior.
- B. Have a minimum overall high school GPA of 3.0 prior to running for office.
- C. Maintain a 3.0 GPA average minimum during his/her term in office, with no failing grades. Grades will be checked at the midterm of each semester which will be defined as nine weeks into the semester. If he/she fails to maintain this scholastic requirement at the semester 1 midterm check, he/she shall be put on a probationary status. If he/she doesn't meet these requirements at the end of the 1<sup>st</sup> semester, the office shall be declared vacant. If he/she fails to maintain this scholastic requirement at the semester 2 midterm check, he/she shall be put on a probationary status. If he/she doesn't meet these requirements within two weeks of notification of probationary status, the office shall be declared vacant.
- D. Take leadership class for the whole year while in office.
- E. Call to order and preside over all Student Senate meetings.
  - a. Follow Robert's Rules of Order
- F. Provide an agenda for all ASB and senate meetings.
- G. Appoint all committees as necessary for the promotion and execution of A.S.B. activities.
- H. Not vote unless to break a tie during the student council meetings.
- I. Seek help and advice from the Vice-President and fellow cabinet members.
- J. Be a member of the Technology Team as described in Article 7, Section 2, Clause E.

Section 3: The Vice-President shall:

- A. Be a Junior or Senior.
- B. Have a minimum overall high school GPA of 3.0 prior to running for office.
- C. For scholastic requirements reference article 5, section 2, clause C.
- D. Take a leadership class for the whole year while in office.
- E. Preside over all ASB and senate meeting in the absence of the President.
- F. Act as parliamentarian.
- G. Take over all responsibilities and duties of the President (and become President) in the case of the office of president being declared vacant.
- H. Take attendance at each ASB and Senate meeting and keep an accurate record of absences.

Section 4: The Secretary shall:

- A. Be a Junior or Senior.
- B. Have a minimum overall high school GPA of 3.0 prior to running for office.
- C. For scholastic requirements reference article 5, section 2, clause C.
- D. Take a leadership class for the whole year while in office.
- E. Keep a neat and accurate account of the minutes of all ASB and Senate meetings.

- F. Carry on correspondence required by the student council.
- G. Keep an organized ledger of ASB and ASB sponsored programs, such as sports and clubs.
  - a. The ledger should include the minutes, attendance, and constitutions for each High School Club

Section 5: The Treasurer shall:

- A. Be a Junior or Senior.
- B. Have a minimum overall high school GPA of 3.0 prior to running for office.
- C. For scholastic requirements reference article 5, section 2, clause C.
- D. Take a leadership class for the whole year while in office.
- E. Keep an accurate record of fundraisers, purchase orders, and reconciliations of all affiliated organizations within the school.
- F. Give a financial report to the Student Council at each meeting.
- G. Act as the ASB representative in signing of additional ASB fund related requests like cash box requests and equity transfers.

Section 6: The Public Information Officer (P.I.O.) shall:

- A. Be a Junior or Senior.
- B. Have a minimum overall high school GPA of 3.0 prior to running for office.
- C. For scholastic requirements reference article 5, section 2, clause C.
- D. Take a leadership class for the whole year while in office.
- E. Coordinate dances, fundraisers, and athletic competitions on the building calendar.
- F. Work with the principal and A.S.B. President when coordinating all activities.
- G. Manage communications amongst the student body, the community/district, and the high school.
  - a. Run all social media accounts.
  - b. Oversee internal publications and school fliers.
  - c. Oversee external publications and community/district articles.
  - d. Regulate school bulletin boards.

Section 7: Officiating of A.S.B. responsibilities and requirements

- A. If you fail to abide by the duties of your office you will be given a warning and be put on probationary status. It is the student's responsibility to act as an exemplar of Steilacoom scholarship and behavior and to manage his/her own behavior and academics.
- B. In the event of a special case the rules can be enforced, interpreted, or adjusted with the unanimous approval of the ASB President, ASB Advisor and the High School Principal.
- C. Probationary status will be defined as the status assigned to any officer or coordinator who is not fulfilling his/her duties of the position. During Probationary status, the officer or coordinator maintains the position's and rights and responsibilities, but is notified of the designation of probationary status. If the officer or coordinator commits another infraction for non-fulfillment of duties during the probationary period, the position will immediately become vacant.
- D. Unless otherwise noted, probationary status will last one month.
- E. Non-fulfillment of duties can be, but are not limited to
  - a. Failure to attend ASB or Senate meetings
    - i. Two consecutive absences or more than 3 absences in a consecutive 2 month period will be considered as non-fulfillment and will cause the probationary status to be assigned
    - ii. Attendance to other ASB activities are required, but the ASB advisor reserves the right to determine the requirements for activities other than meetings.
  - b. Failure to maintain grade requirements
    - i. Reference article 5, section 2, clause C
  - c. Failure to uphold the oath of office

- i. Infractions against the oath of office, including behavioral and attendance issues will automatically put the officer on probationary status.
- ii. The length and requirements of probationary status or designation of vacancy will be determined by the High School principal and ASB advisor.

#### Article 6: Process of Appointing ASB Coordinators

##### Section 1: Distribution of election packets and packet construction

- A. Election Packets are to be made by the Election Committee and approved by the ASB Advisor and Principal.
  - a. Using a previously approved packet is allowable as long as updated for the new school year and approved.

##### Section 2: Approval of Coordinators

- A. All applicants must fulfill all requirements set on the coordinator packet or their application is to be terminated.
- B. The applications are to be reviewed by a committee that consists of the outgoing ASB President, the current ASB President, the ASB Advisor and a minimum of two other committee members.
  - a. The committee members are to consist of individuals who have been participating in ASB for a minimum of one year.
- C. A coordinator is decided upon when the interview committee comes to a consensus on the person best for the job/jobs.

##### Section 3: Lack of Applicants

- A. If there are too few applicants then the application due date is to be moved back a week.
  - a. Too few applicants are to be defined as there not a candidate running for all available positions.

#### Article 7: Appointed ASB Coordinator Duties

##### Section 1: P.R.I.D.E. Coordinator

- A. Be a Sophomore, Junior or Senior.
- B. Have a minimum overall high school GPA of 2.5 prior to applying for the coordinator position.
- C. Maintain a 2.5 GPA average minimum during his/her term in office, with no failing grades. Grades will be checked at the midterm of each semester which will be defined as nine weeks into the semester. If he/she fails to maintain this scholastic requirement at the semester 1 midterm check, he/she shall be put on a probationary status. If he/she doesn't meet these requirements at the end of the 1<sup>st</sup> semester, the office shall be declared vacant. If he/she fails to maintain this scholastic requirement at the semester 2 midterm check, he/she shall be put on a probationary status. If he/she doesn't meet these requirements within two weeks of notification of probationary status, the office shall be declared vacant.
- D. Be engaged and supportive of leadership programs.
- E. Take on any added responsibilities delegated by the ASB President and ASB Advisor
- F. Fulfill all responsibilities outlined in the Coordinator application
- G. Take leadership class for the whole year while in office.
- H. Organize P.R.I.D.E. activities such as P.R.I.D.E. assemblies and P.R.I.D.E. days.
- I. Organize and plan ASB assemblies.

##### Section 2: Technology Coordinator

- A. Fulfill all requirements outlined in Article 7, section 1, subsections A-G.
- B. Set up the technology for ASB events
- C. Film, direct, and edit Friday morning announcements.
- D. Film, direct, and edit ASB published videos.

- E. Assist ASB advisor in creating, training, and running a Technology Team who will be able to assist the Technology coordinator in setting up and running the technology for ASB events and other technology related duties.
- F. The Technology Coordinator can delegate some of his/her responsibilities as outlined in clause B-D, to the Technology Team as outlined in clause E.

#### Section 3: Service Coordinator

- A. Fulfill all requirements outlined in Article 7, section 1, subsections A-G.
- B. Organize We-Day and any We-Day preparatory events such as charitable fundraisers.
- C. Coordinate service projects led by the ASB leadership team throughout the year.

### Article 8: Spirit Sticks

#### Section 1: Distribution of Spirit Sticks

- A. Spirit Sticks are awarded to individual classes for successful participation in spirit games, homecoming competitions, spirit day involvement and any processes agreed upon by the ASB President and ASB Advisor.
- B. The Spirit Sticks are only distributed at the Homecoming assembly, Winter Wish assembly, and Spring Fever assembly.
- C. A non-biased teacher is to be in charge of the hanging and distribution of Spirit Sticks.
- D. The non-biased teacher can be best defined as a teacher who is not directly involved in the organizing of the Freshman, Sophomore, Junior or Senior class. The non-biased teacher is to be selected by the ASB President and ASB Advisor.

#### Section 2: Judging of Spirit Games

- A. Spirit Games are competitions between the classes that must end with one class being the winner of the Spirit Stick.
- B. Spirit games must involve all of the classes at Steilacoom High School.
- C. In the event that a class is deemed to have willingly cheated during a spirit game, that team is to be immediately expelled from the game and the class receive a penalty of not being able to participate in the next spirit game.
- D. Two non-biased staff members may settle any disputes in judging, participation, or execution of the spirit games. The non-biased staff members will have the authority to award or remove a spirit stick as they feel appropriate.

#### Section 3: Spirit Trophy

- A. There is to be one spirit trophy for all of Steilacoom High School and is to be awarded at the Spring Fever assembly.
- B. The spirit trophy is to reside in the classroom of the class advisor of the class that won the trophy.
- C. In order for a class to win the spirit trophy, the class must first win the most spirit sticks in the school.
- D. In the case of a tie of spirit trophies a spirit game is played between the tying classes for class to win the trophy.

### Article 9: Branches of the ASB

#### Section 1: Executive Committee

- A. The Executive Council is to be made of only ASB Officers.
- B. The Executive Council is also known as the ASB Cabinet.
- C. The ASB Advisor may not be the Principal of the High School because he/she is the vetoing power.
- D. The ASB Advisor is to oversee all ASB activities.
- E. The Executive Committee is to consist of the Executive Council and ASB Advisor.
- F. The Executive Committee will meet at least once a week to manage ASB Business.
- G. Only ASB Officers are allowed to vote upon ASB business.

#### Section 2: The Student Senate

- A. The Senate shall consist of all Class Officers.
- B. The Senate shall consist of all sport captains.
- C. The Senate shall consist of all Club Officers.
- D. The Senate shall consist of a single representative from each advisory class.
  - a. This representative is to act as an ambassador for the said class, to formally present all of the information occurring at senate meetings and bring to attention the thoughts and opinions of the said class as is appropriate.

#### Article 10: Amending the Constitution

##### Section 1: The process of the amending of the school constitution

- A. A student must first fill out the amendment request form that can be retrieved from the ASB Advisor.
- B. The form is to be turned given to the ASB Advisor to be approved by the ASB Cabinet.
- C. The form is then to be approved by Administration.
- D. The proposed amendment will be offered to the Senate as an option at the next student Senate meeting.
- E. After the student senate members have conferred with the student population, the amendment will be voted upon at the next senate meeting.
- F. For the amendment to be approved the senate needs to pass with a 2/3 majority vote of the Student Senate present.
- G. If the amendment is approved by the senate the amendment is then declared and must be ratified by the ASB Cabinet within ten days.

Section 2: The Executive Board shall review this constitution each year to examine areas that may need revision.

#### Article 11: Class Officers

##### Section 1: Class President shall:

- A. Be a member of the class in which they are seeking an office.
- B. Maintain a 3.0 GPA average minimum during his/her term in office, with no failing grades. Grades will be checked at the midterm of each semester which will be defined as nine weeks into the semester. If he/she fails to maintain this scholastic requirement at the semester 1 midterm check, he/she shall be put on a probationary status. If he/she doesn't meet these requirements at the end of the 1<sup>st</sup> semester, the office shall be declared vacant. If he/she fails to maintain this scholastic requirement at the semester 2 midterm check, he/she shall be put on a probationary status. If he/she doesn't meet these requirements within two weeks of notification of probationary status, the office shall be declared vacant.
- C. Call to order and preside over all class meetings.
- D. Appoint all committees necessary for the promotion and execution of class activities.
- E. Not vote unless to break a tie during the class meetings.
- F. Seek help and advice from the class Vice-President and fellow officers.
- G. Must schedule and hold a general class meeting as needed.

##### Section 2: Class Vice- President shall

- A. Be a member of the class in which they are seeking an office.
- B. For scholastic requirements reference article 11, section 1, clause B.
- C. Preside over all class meetings in absence of the President.
- D. Take over all responsibilities and duties of the class President (and become President) in the case the position of president is declared vacant.
- E. Act as Parliamentarian during class meetings.
- F. Manage class communications amongst the student body, the community/district, and the high school.
  - a. Run all class social media accounts.

##### Section 3: Class Secretary shall

- A. Be a member of the class in which they are seeking an office.
- B. For scholastic requirements reference article 11, section 1, clause B.
- C. Keep a neat and accurate account of all the minutes of all the class meetings.
- D. Provide an agenda for all class meetings.
- E. Carry on all correspondence required by the class.

Section 4: Class Treasurer shall

- A. Be a member of the class in which they are seeking an office.
- B. For scholastic requirements reference article 11, section 1, clause B.
- C. Keep an accurate record of funds of the class.
- D. Provide a monthly financial report to the class cabinet.

Section 5: Officiating of class responsibilities and requirements

- A. If you fail to abide by the duties of your office you will be given a warning and be put on probationary status. It is the student's responsibility to act as an exemplar of Steilacoom scholarship and behavior and to manage his/her own behavior and academics.
- B. In the event of a special case the rules can be enforced, interpreted, or adjusted with the unanimous approval of the ASB President, ASB Advisor and the High School Principal.
- C. Probationary status will be defined as the status assigned to any officer or coordinator who is not fulfilling his/her duties of the position. During Probationary status, the officer or coordinator maintains the position's and rights and responsibilities, but is notified of the designation of probationary status. If the officer or coordinator commits another infraction for non-fulfillment of duties during the probationary period, the position will immediately become vacant.
- D. Unless otherwise noted, probationary status will last one month.
- E. Non-fulfillment of duties can be, but are not limited to
  - a. Failure to attend class or Senate meetings
    - i. Two consecutive absences or more than 3 absences in a consecutive 2 month period will be considered as non-fulfillment and will cause the probationary status to be assigned
    - ii. Attendance to other class activities are required, but the class advisor reserves the right to determine the requirements for activities other than meetings.
  - b. Failure to maintain grade requirements
    - i. Reference article 11, section 1, clause B
  - c. Failure to uphold the oath of office
    - i. Infractions against the oath of office, including behavioral and attendance issues will automatically put the officer on probationary status.
    - ii. The length and requirements of probationary status or designation of vacancy will be determined by the High School principal and class advisor.

Article 12: Class Coordinators

Section 1: Class Coordinator positions are to be appointed by the class advisors.

Section 2: ASB only acts as a supervising presence during the choosing of the class coordinators.

Article 13: Elections and Voting

Section 1: The ASB Advisor shall construct an odd-numbered ASB Election Committee which is comprised of the current ASB Executives who are seniors, as well as all four senior class officers.

Section 2: The Election Committee shall:

- A. Meet to prepare for elections and review election processes.
- B. Supervise ASB, Class, recall, and special elections.
- C. Publish all requirements for the candidates in an election packet.
- D. Announce nomination-filing deadlines.
- E. Enforce campaign regulations.
- F. Help with the tabulation of the votes

- a. The ballots are to be counted only by the ASB advisor, class advisors, the principal, vice principals and four seniors.
- b. The four seniors must be ASB or class officers who are graduating once the year is over, have no family ties to the elections and are cleared by all individuals participating in the counting process

Section 3: The process of counting of ballots

- A. (Non-digital) The ballots must be stored in one room when collected after the voting and the counting of the ballots must be performed in this room.
- B. (Digital) The ballots will be created using a digital platform like google forms.
- C. Only those referred to in article 13, section 2, clause F may participate in the counting of the ballots.
  - a. The counting of the ballots in digital form will include the monitoring that only current students of Steilacoom High School participated in the voting.
- D. All members participating must swear an oath to not discuss the counting or release any information of the result until after the release of information to the candidates.
- E. The final tally and storing of the ballots is in a location agreed upon by the principal and the ASB advisor.
- F. The ASB advisor is to be the only one who can inform the candidates of the result of the election.

Section 4: Election Packet and Specifications

- A. Election specifications are to be outlined in the election packet used by the candidates.
- B. In the event that an issue arises and is not specifically outlined in the election packet, recommendation for next steps will be submitted to the ASB Advisor by the Election Committee.
- C. After considering the recommendation, the ASB Advisor will publicly state their decision in an email or other written notification sent to all candidates in the election.
- D. Should a party decide to appeal the decision made by the ASB Advisor, they may appeal to the Principal.
  - a. Appeals need to be submitted to the Principal via email within five school days of the releasing of the election packet by the ASB Advisor.
  - b. The Principal will make the final decision.
  - c. There will be no appeals after this decision.
  - d. Within 30 days of the completion of the appeal process, the Election Committee (under the direction of the Principal and ASB Advisor) will meet to potentially revise the election packet.

Section 5: In case of a tie in a general election, a runoff election will be held within one week.

- A. The runoff election will be held at a Student Senate meeting.
- B. The eligible voters shall only include members of the Student Senate who are Advisory Representatives.
- C. Prior to the day of the runoff election, Advisory Representatives must first consult with their advisory class during advisory to determine for whom to cast their vote.

Section 6: The following members of A.S.B. shall vote on all A.S.B. elections:

- A. Incoming Sophomores, Juniors, and Seniors.

Section 7: In the event of an infringement of the election rules by one of the candidates.

- A. If a violation of the election rules is to be found then the infringement must be reported to the ASB advisor before one week after the announcing of the winner has passed or no penalty can be given in regards to election infringement.
- B. The ASB advisor then reports the information to the principal.
- C. The rules set in the election packet are to be final.
- D. In the case where the rules do not cover the infringement of the election, the principal is to decide upon the punishment.
- E. The principal has the ultimate power to decide on the consequences and eligibility of the candidate.

Section 8: Filling of vacancies



- A. In the event that the A.S.B. President or Class President is temporarily unable to fulfill his/her term of office, the Vice-President shall take over as the new President, and a new Vice-President shall be appointed.
- B. All vacancies (other than President) in A.S.B. and class offices that occur before April 30<sup>th</sup> of the current term shall be filled by following the re-election process stated in article 14, section 5 at the next senate meeting.
- C. Class offices that are vacated after April 30<sup>th</sup> shall not be filled.

Article 14: Recall or Vacancy

Section 1: If the Student Body of Steilacoom High School feels that one of their A.S.B. officers is not fulfilling his or her duties, the following procedure must be followed for recall:

- A. If the ASB advisor, principal and a majority vote of the ASB cabinet believe that an ASB member is not fulfilling their responsibilities then an official petition is to be documented and signed by the principal, ASB advisor and every member of the ASB cabinet with the exception of the one being removed.
- B. The petition will then be brought to the next Student Senate meeting and the Student Senate will vote on the approval of the recall.
- C. If the petition is approved, elections will be held as outlined in Article 14, section 5.

Section 2: If a class in Steilacoom High School feels that one of their class officers is not fulfilling his or her duties, the following procedure must be followed for recall:

- A. If the class advisor, principal and a majority vote of the class cabinet believe that an ASB member is not fulfilling their responsibilities then an official petition is to be documented with signatures of the class advisor, principal, and every member of the class cabinet with the exception of the one being removed.
- B. The petition will then be brought to the next Student Senate meeting and the Student Senate will vote on the approval of the recall.
- C. If the petition is approved, elections will be held as outlined in Article 14, section 5.

Section 3: If an Advisory class in Steilacoom High School feels that their classroom Representative is not fulfilling his or her duties, the following procedure must be followed for recall:

- A. A petition with a majority of the homeroom signatures is required.
- B. The petition will then be brought to the next Student Senate meeting and the Student Senate will vote on the approval of the recall.
- C. If the petition is approved, the advisory class will then vote on another representative at their next advisory meeting.

Section 4: Coordinators

- A. If the ASB cabinet believe that one of their coordinators are not fulfilling their responsibilities then they can follow the same steps written in article 14, section 1, clause A and B to have a recall.
- B. If the class cabinet believe that one of their coordinators are not fulfilling their responsibilities then they can follow the same steps written in article 14, section 2, clause A and B to have a recall.
- C. Replacement coordinator positions can be appointed by the ASB advisor and ASB cabinet.

Section 5: Elections

- A. In the case of a recall or vacancy, the ASB cabinet shall organize and run an election within the senate in cooperation with the election committee no later than thirty days after the recall or vacancy.
  - a. All senators will be given one vote and will vote at the next senate meeting.

Article 15: Meetings

Section 1: Meeting Frequency

- A. All ASB constituted programs and meetings must meet a minimum of one time a week.
- B. During these meetings roll and minutes must be taken and delivered to the ASB Secretary to be filed under public record.

- C. ASB constituted programs and meetings are best defined as Senate Meetings, Cabinet Meetings and Club Meetings.
  - a. If an ASB program is not meeting in the designated manner refer to procedures outlined in Article 19.

Section 2: Meeting Rules

- A. Motions and Voting in meetings are to follow the Robert's Rules of Order.

Article 16: Clubs, Sports and Organizations Membership

Section 1: For any student to participate in an ASB sponsored activity the student must first pay the sports or club user fee.

- A. An ASB sponsored activity is best defined as an activity that is under ASB control.
  - a. Clubs and school-sponsored athletics are ASB activities.

Section 2: For any student to participate in an ASB Sponsored activity the student must first pay for their ASB card.

Section 3: If a student does not abide by these rules they will be removed from participation in the said club/sport.

Article 17: Fundraisers to Benefit the Community

Section 1: The ASB recognizes the need to clearly define how to do community fundraisers that benefit an outside individual or group. We believe that we can benefit society by sometimes advocating or assisting in a social cause or issue. Private monies must be separated from ASB Public monies according to WAC 392-138-047. Revenues and expenditures for ASB private monies must be handled through accounts in the 600 series. For this reason, school charity fundraisers must meet the following guidelines:

- A. The group that benefits from the fundraiser must be a "charity" or a person in "need". "Need" for the purpose of ASB is defined as a medical or financial hardship.
- B. The ASB must approve the fundraiser.
- C. The Principal or district Administrator must also approve the fundraiser.
- D. Any start-up equipment/monies must be donated from an outside source and cannot come out of ASB funds/equipment.
- E. Any signs/announcements must clearly state that the fundraisers will benefit a community person or charity.
- F. All monies must follow the WAC guidelines of accountability and be deposited in a 600 series account agreed upon before the fundraiser is started.
- G. EXCLUSIONS: Groups that cannot use this category include local sport or social groups.

Article 18: Senate Meetings

Section 1: Leading of Senate Meetings

- A. Senate Meetings are to be conducted by the ASB President and Presided over by the ASB Advisor.
- B. The purpose of the Student Senate's purpose is to uphold the constitution, to serve as a checks and balances to the executive branch and manage the clubs and activities that fall under the purview of the ASB.
- C. Robert's Rules of Order
  - a. Senate Meetings are to be conducted by the Robert's Rules of Order.
  - b. The Robert's Rules used may be modified for the purposes of the Senate Meeting by the consent of the ASB Advisor, ASB President and the Principal.

Section 2: Meeting frequency

- A. Senate Meetings are to occur at least once a month during the school year.

Section 3: Members of the Senate

- A. As stated in Article 9, Section 2

### Article 19: Dead Clubs

Section 1: If a club is deemed to not be following club guidelines, due process procedures for clubs will begin.

Section 2: Due Process Procedures:

- A. ASB team will contact past Advisor of the club and investigate the inactivity.
- B. If there is no response within a month period or if club Advisor has no interest within the club and/or no resolution found, then the ASB advisory will notify the Administration about the club's status.
- C. The Administration will make a determination on the status of the club which may include but is not limited to one of the following decisions.
  - a. The administration may help the advisor create a plan to get the club in compliance with club guidelines.
  - b. The administration may assign the job of club advisor to another Faculty/Staff member.
  - c. The administration may declare the club dead.
- D. If the club is declared dead by the administration, then the club will be inactivated and their account will be closed. The remaining money will be absorbed into the General ASB account.
- E. The status of a club becoming a dead club will be presented at the next Senate meeting.
- F. Club guidelines include, but are not limited to the following
  - a. Clubs must conduct meetings weekly for a minimum of 1 hour
  - b. Clubs must have a minimum of 12 members in attendance at each meeting
  - c. Clubs must submit all minutes and rosters to the ASB secretary at least once a month.
  - d. Club activities may replace a meeting in regards to time commitment, but an activity description and an attendance sign-in sheet must be provided. The club advisor must also be present at this activity.

### Article 20: Creation of Clubs

Section 1: Process for creating a club

- A. A student must first fill out the club request form that can be retrieved from the ASB Advisor.
- B. The form is to be turned given to the ASB Advisor to be approved by the ASB Cabinet.
- C. The form is then to be approved by Administration.
- D. The club is put on a waiting list.
- E. Once a club stipend is opened, the first club on the club waiting list is then proposed to the senate.
- F. If the club is approved by the senate the club is declared an ASB club.

### Article 21: Principal's Authority

Section 1: Because of the legal responsibility vested in him/her by the Board of Education of Steilacoom School District No. 1, the principal must retain the right to veto any action of the ASB Cabinet.

- A. The principal's authority is delegated to the assistant principals.

### Article 22: Oaths of Offices

Section 1: ASB

- A. I (state your name) as (position) for the (year) school year will be a responsible SHS student and servant leader. I will adjust my schedule to provide one period each Semester for a Leadership class. I will make myself available to meet with the ASB Advisor and Executive Council anytime necessary for special meetings before and after school and at lunch time when required. I will follow all codes of student conduct and behavior and while in office. I will not be subject to any administrative disciplinary action be it behavior or attendance. I will adhere to the entire drug, alcohol and tobacco policies established by the Steilacoom Historical School District, WIAA and State of Washington governing participation in extracurricular activities. I will be responsible for all work missed while gone from class on ASB business. I will be an exemplary good citizen in and out of school.

Section 2: Class

- A. I (state your name) as (position) for the (year) school year will be a responsible SHS student and servant leader. I will make myself available to meet with the class advisor and class cabinet anytime necessary for special meetings before and after school and at lunch time when required. I will follow all codes of student conduct and behavior and while in office not be subject to any administrative disciplinary action be it behavior or attendance. I will adhere to the entire drug, alcohol and tobacco policies established by the Steilacoom Historical School District, WIAA and State of Washington governing participation in extracurricular activities. I will be responsible for all work missed while gone from class on ASB business. I will be an exemplary good citizen in and out of school.

Section 3. Reprimand

- A. If an oath interpreted as broken by the ASB Advisor and Principal then the student's position will automatically be put in probationary status and steps determined as outlined in Article 5 Section 7 and Article 11 Section 5.

Article 23: Official Student Activities

Section 1: The Student Council will help promote and aid in the development of all official school activities.

Section 2: Clubs and organizations of Steilacoom High School shall abide by the following:

- A. All ASB sponsored clubs shall be in compliance with federal state and local regulations.
- B. All ASB sponsored clubs shall have a Steilacoom High School Faculty/Staff Advisor.
- C. All ASB sponsored clubs shall have a constitution ratified by the ASB Cabinet and updated every year. Club constitutions are to be kept by the ASB cabinet under file.
- D. The ASB Executive Board reserves the right to deny the privileges of any club. Denial of privilege would need to be presented to the club and the club given a chance to remedy the situation is possible. Some situations where denial may be given could be, but is not limited to
  - a. Lack of funds
  - b. Improper procedures followed
  - c. Conflict in activity proposal date/time.

Article 24: Homecoming Royalty

Section 1: The positions of Homecoming royalty are voted upon with unique positions for each class.

- A. The Freshman class shall have the positions of Knight and Dame.
- B. The Sophomore class shall have the positions of Duke and Duchess.
- C. The Junior class shall have the positions of Lord and Lady.
- D. The Senior class shall have the positions of King and Queen and Prince and Princess.
  - a. The position of King and Queen are the seniors with more votes than the Prince and Princess.

Section 2: The Homecoming voting.

- A. The ASB President and ASB Advisor will oversee the creating of homecoming ballots and their distribution to the students of Steilacoom.
- B. For paper ballots, the Class Advisors will oversee the collecting of ballots and the counting of the ballots. For digital ballots, the ASB Advisor will collect and review the votes.
- C. A student is only allowed to vote for his/her designated class for their class royalty.
- D. Every student at Steilacoom High School is allowed to vote for the homecoming King and Queen.
- E. In the event of a tie of votes there is to be a re-vote with only those two students on the ballot.
  - a. Rule E can be amended for the year by the consent of the ASB Advisor, ASB President and Principal.