

Chiawana High School Associated Student Body Constitution

Preamble

We, the students of Chiawana High School, hereafter referred to as CHS, establish this constitution in order to improve the learning environment of Chiawana High School by increasing student involvement and by fostering the development of leadership abilities, citizenship, and proactive responsibility among students, both collectively and individually.

The Introduction

Section 1 – The name of this organization shall be the “Associated Student Body of CHS”, hereafter referred to as ASB.

Section 2 – The colors of this organization shall be blue and silver.

Section 3 – The mascot of this organization shall be the “Riverhawk”.

Section 4 – Upon the purchase of an ASB Membership, a student will be recognized as an active member of the ASB, which entitles the holder to participate in athletics, music programs, and clubs, and allows him or her to be admitted to select ASB sponsored activities and athletic contests at a reduced price.

The ASB

Article 1 – General Officer Information

Section 1 – All ASB offices shall be held for the period of one year, effective the graduation ceremony of the graduating class.

Section 2 – All ASB officers shall agree to and sign the CHS Code of Conduct (Appendix 2) and must adhere to it while in office.

Section 3 – All ASB officers must purchase an ASB Membership for the year they are in office.

Section 4 – All ASB officers must review the constitution and are required to display an understanding of its contents.

Section 5 – All ASB officers are required to be in a Leadership Class.

Section 6 – All members of the ASB Executive Council must be a student at CHS and take at least one class on the CHS campus each day.

Article 2 – ASB Officers

The ASB Officers shall include the ASB President, the ASB Vice-President, the ASB Secretary, the ASB Treasurer and Co-Treasurer, Activities Coordinator, and the ASB Public Relations Officer.

Section 1 – ASB President

- A. The ASB President shall have power to examine and operate in every branch of student leadership at CHS, including organizations, clubs, programs, associations, activities, classes, committees, and budgets affiliated with the CHS ASB.
- B. The ASB President shall conduct all meetings of the ASB Executive Council and the ASB Senate, and shall prepare the agendas for these meetings with the assistance of the ASB Advisor.
- C. The ASB President shall have power to create any number of committees in order to research or investigate a petitioning club, team, group, organization, or for any reason that is deemed necessary by the President, with the advice and consent of the ASB Executive Council.
- D. The ASB President shall be assisted in his or her various duties by all ASB officers, including the ASB Vice-President, the ASB Secretary, the ASB Treasurer and Co-Treasurer, and the ASB Public Relations Officer.
- E. The qualifications of the ASB President are that he or she be enrolled one semester prior to his or her term of office in CHS, have verifiable previous leadership experience, and must be a member of the Senior Class when he or she takes office.

Section 2 – ASB Vice-President

- A. The ASB Vice-President shall have power to examine and operate in every branch of student leadership at CHS pertaining to organizations, including clubs, music programs, and budgets affiliated with the CHS ASB.
- B. The ASB Vice-President shall report directly to the ASB Executive Council regarding CHS ASB affiliated clubs and music programs and their budgets.
- C. The ASB Vice-President shall be responsible to coordinate all ASB officer elections in preparation for the school year following the present term of office.
- D. In the event that the ASB President is absent, incapacitated, becomes academically ineligible, or is removed from office, the ASB Vice-President shall assume the powers and responsibilities of the ASB President.
- E. The qualifications of the ASB Vice-President are that he or she be enrolled one semester prior to his or her term of office in CHS, have verifiable previous leadership experience, and must be a member of the Senior Class when he or she takes office.

Section 3 – ASB Secretary

- A. The ASB Secretary shall record and distribute the minutes and agendas for all ASB Executive Council meetings and all ASB Senate meetings.
- B. The ASB Secretary shall take the attendance at, and maintain attendance records of, all ASB Executive Council meetings and all ASB Senate meetings.
- C. The ASB Secretary shall maintain a record of all correspondence to the ASB, and shall contact other agencies as directed by the ASB Executive Council.

- D. The qualification of the secretary is that he or she must be enrolled one semester prior to the term of office in CHS The ASB Secretary must be a member of the Junior or Senior Class.

Section 4 – ASB Treasurer & Co-Treasurer

- A. The ASB Treasurers shall be charged with keeping all ASB financial records, including the financial records of all ASB affiliated organizations.
- B. The ASB Treasurers shall maintain and distribute financial status reports as needed to the ASB Executive Council.
- C. The ASB Treasurers shall, along with the ASB Accounting Tech., handle all requisitions and expenditures requiring appropriate signatures for approval.
- D. The qualifications of the ASB Treasurer are that he or she must be enrolled one semester prior to the term of office at CHS and be a member of the Senior Class when he or she takes office.
- E. The qualifications of the ASB Co-Treasurer are that he or she must be enrolled one semester prior to the term of office at CHS. The ASB Co-Treasurer must be a member of the Junior or Senior Class.

Section 5 – ASB Public Relations Officer

- A. The ASB Public Relations Officer shall be responsible for the distribution of information regarding events and activities, both upcoming and past, including athletic events.
- B. The ASB Public Relations Officer shall be appointed to their office by the ASB Advisor, with the advice and consent of the ASB Executive Council.
- ~~B-C.~~ The ASB Public Relations Officer may be the student representative to the CHS ATP organization.
- ~~C-D.~~ The ASB Public Relations Officer may be responsible for working with the building secretary on the CHS Website.
- ~~D-E.~~ The qualifications of the ASB Public Relations Officer are that he or she must be enrolled one semester prior to the term of office at CHS. The ASB Public Relations Officer must be a member of the Junior or Senior Class.

Section 6 – ASB Activities Coordinator

- A. The ASB Activities Coordinator shall be responsible for planning, organizing, and executing activities for the student body, including, but not limited to, Homecoming.
- B. The ASB Activities Coordinator shall report directly to the ASB Executive Council regarding CHS ASB activities.
- C. The qualifications of the ASB Activities Coordinator are that he or she must be enrolled one semester prior to the term of office at CHS and be a member of the Senior class when he or she takes office.

Section 7 – ASB Senators

- A. The ASB Senators shall act as a liaison between the ASB Executive Council and the students of CHS, being responsible for distributing information and minutes of the ASB Senate meetings.
- B. The ASB Senate shall consist of a representative from each club and/or selected through an application process. The Senators may be voted on by their club or appointed by their advisor.

Article 3 – ASB Organizations

Section 1 – ASB Executive Council

- A. The ASB Executive Council shall have the power to direct the ASB program.
- B. The ASB Executive Council shall consist of the all ASB Officers and the Senior, Junior, Sophomore, and Freshman Class Presidents. All will be considered ASB Executive Officers and shall each be given equal voting rights in the ASB Executive Council. The ASB Secretary will attend to take the minutes.
- C. In the event that any of the class presidents are not able to attend, their corresponding class vice-president shall represent the class.
- D. A quorum is constituted by no less than seven voting members of the ASB Executive Council
- E. The ASB Executive Council shall meet weekly.
- F. An emergency meeting of the ASB Executive Council can be called by the ASB President and at least one other ASB Executive Officer.

Section 2 – ASB Senate

- A. The ASB Senate shall consist of all elected ASB Officers and ASB Senators
- B. The ASB Senate serves as a representative body of the entire student body of CHS.
- C. A quorum is constituted by no less than 75% of the total members of the Senate.
- D. The ASB Senate will meet once a trimester. The specific meeting schedule shall be determined by the ASB Advisor and ratified by the ASB Executive Council at the beginning of the school year.
- E. The ASB Senate shall have the power to approve or deny any order of business pertaining to the entire student body presented while in session, including, but not limited to, budgets, fundraisers, and club organization.

Article 4 – ASB Fund

Section 1 – Incoming Funds

The ASB acquires its funds through ASB Membership sales, fundraising, and other sources, including vending machines.

Section 2 – ASB Membership

An ASB Membership costs \$20, and the money is distributed by the ASB Senate as need arises.

Section 3 – Managing Funds

The ASB is responsible for managing all funds and budgets within its own jurisdiction, including the General ASB Fund, the ASB Activities Fund, and all Class Funds, and all clubs that are ASB affiliated.

Section 4 – Budget Approval

- A. All ASB affiliated organizations shall submit budgets to the ASB Advisor by April 1. Prior to the April ASB Senate meeting, the Executive Council will review all budgets and the ASB Bookkeeper report for accuracy and approve or deny individual account budgets. The entire report will then be submitted to the ASB Senate for vote and forwarded to the Pasco School Board for approval at their next meeting.

- B. No ASB affiliated organization may fundraise or spend funds without Pasco School Board and ASB Senate approval.

Article 5 – Class Organizations

Section 1 – Class Responsibilities

- A. The Senior Class Organization shall be responsible for planning the graduation ceremony and coordinating Senior activities.
- B. The Junior Class Organization shall be in charge of planning Prom and coordinating all Junior Class activities.
- C. The Sophomore Class Organization shall be in charge of coordinating all Sophomore Class activities.
- D. The Freshman Class Organization shall be in charge of coordinating all Freshman Class Activities.

Section 2 – Class Officers

- A. Each Class President shall have power to examine and operate in any order of business pertaining to their respective class, including, but not limited to, class budgets and conducting all Class Committee meetings.
- B. Each Class Vice-President shall assist in any order of business delegated by the president, and shall assume the responsibilities of the president in the event that he or she is absent, incapacitated, or becomes academically ineligible.
- C. Each Class Secretary shall be charged with keeping records of Class Officer meetings, and shall assist in any order of business otherwise delegated by their respective class president and vice-president.
- D. Each Treasurer shall be charged with keeping class budget and working with ASB Treasurer and the ASB staff secretary.
- E. Each Public Relations shall be charge with communicating with the class on social media and working with the ASB Public Relations.

Section 3 – Class Budgets

Each of the class officers shall be held responsible for following the budget for their respective classes during each academic school year, and submitting a budget by April 1.

Article 6 – Officer Elections

Section 1 – ASB and Class Officers

- A. All ASB and Class Officers shall be elected to their office by student.
- B. The ASB Officers shall be elected by the vote of the entire student body, via secret ballot, each student being entitled to one (1) ballot.
- C. The Class Officers shall be elected only by members of their respective class, via secret ballot, each student being entitled to one (1) ballot.
- D. Candidates may run for office through self-nomination by submitting the CHS Officer Application Packet/Form (Appendix 2).

- E. The ASB Advisor shall have the power to add extra election requirements as he or she sees fit, including, but not limited to, campaign speeches and public presentations.
- F. In the event that any position is not filled, the ASB Advisor shall have power to fill that position by appointment with the advice and consent of the ASB Executive Council.
- G. Positions will be decided by a “Fish Bowl” approach by a selected committee made up by the ASB advisor, class advisors and members of the ASB Executive Council. The top 5 candidates in class officer and top 7 for ASB positions and committee will participate in an activity and collectively determine the office to be held by each candidate.
- H. The Executive Council will have the power to ban a candidate for running for office based upon past performances as an officer (i.e. – if the council is aware the candidate was not showing interest, commitment, and/or accomplishing tasks assigned). The decision would need to be a unanimous decision of the council. The ASB Advisor would need to be in full agreement with this decision as well.

Section 2 – Winning the Election

- A. Candidates for office will participate in a General Election. In order to win the General election, a candidate must secure more votes than the other candidate.
- B. In the event of a tie between candidates with the most votes, a second election will be held between those who are tied. The Activities Director shall be responsible for the timetable of the second election.

Section 3 – Appeal process

A candidate may put in writing to the ASB advisor if they would like to appeal the “Fish Bowl” decision making process.

Section 4 – Nepotism

If there are relatives involved in the “Fish Bowl” activity they would refrain from voting.

Article 7 - Removal from Office

Section 1 – Grounds for Removal

An officer may be impeached for one or more of the following reasons:

- A. Fails to fulfill the duties of his/her office
- B. Violates the CHS Code of Conduct
- C. Violates terms of the Officer’s Pledge & Leadership Agreement

Section 2 – Removal Process

- A. A document of violations will be submitted to and reviewed by the ASB Advisor.
- B. A review board, made up of an administrator, the class advisor, and the ASB Advisor, will review and investigate all violations.
- C. In no more than two (2) weeks the review board will grant the officer in question a hearing that will allow the officer to rebut any charges.

- D. A two-thirds majority vote by the review board is necessary to remove an officer from his elected position.
- E. An officer who has been removed from office may be granted an appeal. In this instance, the ASB Executive Council will meet with an administrator, the class advisor, and the ASB Advisor to review the violations and make a final decision for/against removal. A majority vote of 51% is needed to uphold the dismissal.
- F. The ASB Advisor shall be granted the power to fill open positions by appointment, with the exception of elected presidents, whose positions will be filled by previously elected vice-presidents.

Article 8 – Clubs

ASB affiliated clubs have the advantage of having all budgets overseen by the ASB have the ability to use the name of the CHS ASB on all orders of business including, but not limited to fundraisers, publications, and events.

Section 1 – Club Approval Process

- A. Any club desiring to be CHS ASB affiliated must submit a club constitution and budget proposal to the ASB Executive Council.
- B. The submitted constitution will then be presented for review to the ASB Executive Council by at least one representative, and the advisor, of the group seeking recognition.
- C. The Executive Council shall research the club constitution for a period of no less than one week.
- D. The Executive Council shall convene for discussion to make a recommendation for or against the establishment of the club seeking recognition at CHS.
- E. The club constitution shall be presented to the ASB Senate by at least one representative, ~~and the advisor~~, from the club seeking recognition. The ASB Vice-President shall represent the ASB Executive Council in reporting the recommendation of the ASB Executive Council, along with research done on the club.
- F. The ASB Senate will vote on the establishment of the club. It will be passed with a two-thirds majority.
- G. The ASB Senate will have the option of tabling the topic for future discussion in order to review the research in greater depth and to present the information to their assigned homerooms. If this is the case, the ASB Senate will make a decision in the next scheduled meeting.

Section 2 – Club Operating Procedures

- A. All members of the club must either be CHS faculty or CHS students who are actively enrolled.
- B. The club must have a club advisor who is a CHS faculty member.
- C. The club must have no less than five active members, aside from the advisor. An active member is defined as a student, who in the past six months, have attended a club meeting and/or event.
- D. All members of the club must purchase an ASB Membership.
- E. All clubs must submit a report to the ASB Office yearly (Refer to Appendix 3).

- F. Failure to adhere to these procedures will result in the club's affiliation with CHS ASB being suspended until or unless the ASB Executive Council rules otherwise. While a club is suspended, all club funds will be frozen.
- G. Any club that is inactive (has not held a meeting and/or event) for two consecutive years may have its constitution and ASB affiliation revoked by a majority vote of the ASB Senate.

Article 9 – Constitutional Procedures

Section 1 – Amending the Constitution

- A. An amendment is defined as any change to the present constitution.
- B. Proposed amendments must be submitted by an ASB Officer or through an ASB Senator to the ASB Executive Council for review of content and formatting before they are brought before the ASB Senate.
- C. After the ASB Executive Council has approved the content and formatting of the proposed amendment, a petition requiring the signatures of 100 students, who are not members of the ASB Senate, must be submitted to the ASB Executive Council within 3 weeks. If it is not submitted within that time period the proposed amendment shall be tabled for future discussion.
- D. The ASB Executive Council shall make a recommendation to the entire ASB Senate at the next meeting.
- E. There must be a two-thirds majority vote of the ASB Senate in order for an amendment to be added to the constitution.

Section 2 – Review/Update

- A. There shall be a review of the CHS Constitution, headed by the ASB Executive Council, to be conducted each year during the month of March.
- B. Every five years the CHS Constitution shall undergo an in-depth review and evaluation for the purpose of determining if changes are necessary.
- C. If any changes are necessary, the Executive Council will bring the updated constitution directly to the ASB Senate for vote and approval.

Section 3 – Distribution

Copies of the constitution shall be made available to students through the Main Office, the Student Activities Office, and the CHS Website.

Article 10 – Miscellaneous

Section 1 – Court Honors

- A. Students can only receive one court honor prior to their Senior year.
- B. During a student's Senior year, all court honors are eligible to be won.
- C. Students may decline court honors by informing the event chairperson within 2 days of the announcement of the Court.
- D. Students who do not decline court honors and are selected as members of the Court are encouraged to attend all court functions.

Section 2 – Inter-School Relations

- A. As a member of the Mid-Columbia Local Association of Student Councils, CHS shall participate in its functions and activities.
- B. The CHS ASB shall keep in regular contact with each of the middle school's ASB programs.
- C. The CHS ASB shall keep regular contact with Pasco High School's ASB programs.

Section 3 – Dean's List

The Dean's List shall consist of all Seniors who have achieved a 3.7 GPA or above, according to a 4.0 grading scale.

Section 4 – Athletics

Athletic organizations within the ASB shall be exempt from keeping meeting minutes as other ASB organizations are required to.

Appendices:

- 1. CHS Organizational Chart**
- 2. CHS Code of Conduct & Officer Application Packet**
- 3. CHS ASB Club Report**