

# **The Constitution of the Associated Student Body of Vanden High School**

## **Preamble**

We the students of Vanden High School, in order to establish for the student body, an organized republican form of government, to encourage a high standard of scholarship and leadership, to encourage participation in school activities, and to foster a spirit of cooperation between the students and faculty, do ordain and establish this constitution of the Associated Student Body of Vanden high School

## **Article I. Name**

The name of the governing body of the Associated Student Body of Vanden High School shall be identified as the Vanden High School Student Council.

## **Article II. Membership**

1. All the students who are enrolled presently at Vanden High School will constitute the Associated Student Body of Vanden High School.
2. The ASB sticker will entitle the holder to such privileges and discounts as set by the Student Council, which will vary from year to year.

## **Article III. Student Council**

1. The Associated Student Body of Vanden High School will have as its legislative body, the Vanden High School Student Council.
2. Students holding an office or appointed position on the Student Council are highly recommended to purchase an ASB sticker.
3. Should the need arise a person may be appointed to another position, holding more than one position. However he/she may not resign from the position he/she was elected or appointed to in order to accept an appointment to another, unless an adequate replacement is available and appointed by the Executive Council.
4. The Student Council will include as voting members:
  - a. The Student Body Officers (President, Vice President, Secretary, Treasurer, Asst. Treasurer, Commissioner, and Gov. Board Rep)
  - b. The President, Vice President, and Secretary-Treasurer from each class.
  - c. All Representatives from each class.
5. Members of the Student Council must meet the following qualifications:
  - a. Grade point average during the semester preceding elections shall be as follows: The Associated Student Body Officers, the Class Officers, Representatives, and all of the Commissioners must maintain a 2.0 GPA with no F's.
  - b. At the beginning of each school year the preceding eligibility requirement will also be used to determine eligibility. Any student not meeting this requirement will be removed from office and the student council. For purposes of determining eligibility, the spring semester grades will be used.
  - c. Maintain satisfactory citizenship during their membership.
  - d. Possess a strong desire and willingness to execute the duties of the office they hold.
  - e. Meet the requirements established in this Constitution.

- f. Meet the responsibilities of his/her position as printed in the constitution and any other duties that are assigned and assumed during his/her term in office. Any student not adhering to the provisions of the Constitution or other responsibilities as approved by the adult supervisor of the ASB, may be subject to suspension from office by the adult supervisor for a time period determined by the adult supervisor or administrator. Upon demonstrating compliance with the Constitution to the adult supervisor or administrator, the student will be reinstated to his/her appointed or elected position.

6. If any member of the Student Council resigns his/her office or if he/she is recalled due to the failure to meet the requirements set forth in this Constitution, replacement shall occur as follows:

- a. **Presidential Vacancy:** The vacancy of the office of Student Body President or of a Class President shall result in the Vice President of that organization fulfilling the office of President, with  $\frac{3}{4}$  approval from the Executive Council. In the event that the Vice President does not succeed, the Executive Council will determine a replacement. The acting Student Body President shall appoint the successor to the office of the organization's Vice President. The Student Council, by two-thirds vote, must approve the appointment.
- b. **Non-Presidential Vacancy:** The vacancy of the other student body or class officers, shall be filled similarly by appointment by the Student Body President. The Student Council, by a two-thirds vote, must approve the appointment of the President. Class Presidents shall make recommendations to the Student Body President for replacement. Should the ASB President and adult supervisor of the ASB determine that a replacement is not necessary, this decision must be approved by  $\frac{2}{3}$  of the student council.
- c. Any student suspended from office, will be temporarily replaced by a student appointed by the ASB President, with the approval of the adult supervisor of the ASB. Upon reinstatement, the suspended student will regain all authority, responsibility, and privileges of his/her position and the interim replacement will be relinquished of their responsibilities to this position.

7. If a student resigns from his/her position based on a personal reason, he/she may not return to the Student Council the following year. If a student is removed from Student Council based on grades, and wishes to be a member of the student council at a future time, he/she must be reviewed by the current Executive Council to determine eligibility. The Executive Council will use a process approved by the adult supervisor of the ASB.

8. Meetings:

- a. Student Council meetings will take precedence over all other activities. Attendance at meetings shall be mandatory for each Student Council member, unless the student is participating in a school function and was excused by the adult supervisor of the ASB or has an excused absence identified in the school's attendance records.
- b. Two-thirds of the voting members of the Student Council will constitute a quorum required for the transaction of business.
- c. Regular meetings of the Student Council will be open to any member of the student body. Any person may be granted temporary voice with the consent of the ASB President.
- d. Each voting member of the Student Council will be entitled to one vote per bill.
- e. All Student Council meetings and other official proceedings shall be conducted using procedures approved by  $\frac{2}{3}$  of the student council, and the adult supervisor of the ASB or other administrator.
- f. With the approval of the adult supervisor of the ASB, the Executive Council may resolve a conflict where a resolution is not provided in the constitution. Once decided, the resolution must be submitted as an amendment and is subject to the requirement stated in Article XI, Section 1; paragraph b. Upon approval, the decision may be enforced.

## Article IV. Duties of the Members of the Executive Council

1. The President and Governing Board Representative of the Associated Student Body must have two full years of Leadership experience in order to run and be elected or appointed and approved for that position.
2. The Vice-President of the Associated Student Body, the Secretary of the Associated Student Body, the Treasurer of the Associated Student Body, the Commissioner of the Associated Student Body, the Assistant Governing Board Representative, as well as the Senior and Junior Class Presidents must have one full year of leadership experience in order to run and be elected for that position. A full year of leadership and term will begin at Inauguration and end at Inauguration.
3. The members of the Executive Council will consist of the President of the Associated Student Body, the Vice-President of the Associated Student Body, the Secretary of the Associated Student Body, the Treasurer of the Associated Student Body, the Asst. Treasurer of the Associated Student Body, the Commissioner(s) of the Associated Student Body, the Governing Board Representative of the Student Body, the Assistant Governing Board Representative of the Student Body and all Class Presidents.
4. The President of the Associated Student Body of Vanden High School must meet the following requirements:
  - a. Provide leadership and vision for the Leadership Class and ASB.
  - b. **Create an Activity Calendar for the school year, prior to the end of the previous school year.**
  - c. Serve as a voting member of the Student Council.
  - d. **Plan and facilitate all meetings that pertain to his/her duties, including both Executive Council Meetings and Student Council Meetings.**
  - e. Coordinate all agenda items with the ASB Secretary and Treasurer for Student Council Meetings and Executive Council Meetings. Ensure that all members attend and that all classes, committees, and commissioners are ready to report to the Student Council when necessary.
  - f. **Attend all class meetings, unless excused by the adult supervisor of the ASB.**
  - g. Form all needed committees; choose chairperson when necessary.
  - h. **Appoint replacement candidates for any open offices on Student Council.**
  - i. Support Student Council Officers in fulfilling the responsibilities of their office.
  - j. **Work with the adult supervisor of the ASB and ASB Vice-President and ASB Commissioner in coordinating student related activities.**
  - k. Plan and conduct Executive Council Meetings as directed by the adult supervisor of the ASB to check the progress of each class. Procedures for facilitating these meetings will be determined by the ASB President, with approval from the adult supervisor of the ASB.
  - l. **Abide by the Vanden High School Constitution and Leadership Code of Ethics.**
  - m. Be a member of the Junior or Senior class during his/her term in office and have two years' experience with holding an office or appointed position.
  - n. **Chair all special committees assigned by the adult supervisor of the ASB.**
  - o. Be present any time ballots are counted, or appoint a replacement to serve in that capacity. This replacement must be a member of the student council.
  - p. **Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB.**
  - q. Meet with the school administration when necessary.
  - r. **Maintain professionalism in all matters of the ASB.**
  - s. Fulfill all responsibilities assigned by the Travis Unified School District Governing Board.
  - t. **Attend Leadership Camp**

5. The Vice-President of the Associated Student Body of Vanden High School must meet the following requirements:

- a. Assume the role of the ASB President in his/her absence.
- b. **Control and update the Master Activity Calendar.**
- c. Participate in planning and attending ASB and class events.
- d. **Serve as a voting member of the Student Council.**
- e. Attend all Executive Council Meetings.
- f. **Attend all class meetings, unless excused by the adult supervisor of the ASB.**
- g. Assist the ASB President in coordinating and conducting student activities assigned by the ASB President and Adult supervisor of the ASB. **President.**
- h. Abide by the Vanden High School Constitution and Leadership Code of Ethics.
- i. **Be a member of the Junior or Senior Class during his/her term in office and have one year experience with holding an office or appointed position.**
- j. Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB.
- k. **Be the leader and key delegator of the standing committees chosen and assigned by them when they accepted the office.**
- l. Meet regularly with said commissions.
- m. **Attend Leadership Camp**

6. The Secretary of the Associated Student Body of Vanden High School must meet the following requirements:

- a. **Organize a workshop to train Class Secretaries on creating agendas and taking minutes at the beginning of the school year.**
- b. Update Phone Tree and make copies for distribution.
- c. **Complete Activity Requests for all activities and fundraisers on the Activity Calendar- submit for approval during 1st Student Council Meeting in late July or early August (before the school year starts).**
- d. Work with the ASB Treasurer to obtain all bills after he/she has reviewed them for completion and legality.
- e. **With the assistance of the adult supervisor of the ASB, enforce all ASB policies regarding requests.**
- f. Submit agenda to be copied no sooner than one day prior to the Student Council Meeting.
- g. **Record and distribute agendas for all Student Council Meetings.**
- h. Maintain minutes for all Student Council Meetings on Vanden High School's ASB webpage.
- i. **Serve as a voting member of the Student Council.**
- j. Attend all Executive Council Meetings; type agenda and minutes for the executive council Record.
- k. **Attend all class meetings, unless excused by the adult supervisor of the ASB.**
- l. Support class secretary/treasurers (with the ASB Treasurer) in fulfilling the responsibilities of their office.
- m. **Report to the ASB President.**
- n. Write official correspondence (i.e. thank you cards, notification, etc.) to other schools, businesses and organizations as assigned by the ASB President or adult supervisor of the ASB and more at their discretion with approval from the adult supervisor of the ASB.
- o. **Contact all people on the phone tree when directed to do so by the ASB President or the Adult supervisor of the ASB.**
- p. Abide by the Vanden High School Constitution and Leadership Code of Ethics.
- q. **Be a member of the Junior or Senior Class during his/her term in office and one year experience with holding an office or appointed position.**

- r. Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB
- s. **Maintain and monitor the ASB computer.**
- t. Update and maintain the Leadership and ASB webpage events and documents.
- u. **Inventory and control technological and sound equipment belonging to the Vanden High School ASB.**

7. The Treasurer of the Associated Student Body of Vanden High School must meet the following requirements:

- a. Schedule meetings with the ASB clerk to discuss items of concern. Help devise a plan to alleviate problems. Bring information to report to the Student Council regarding these issues.
- b. **Coordinate a meeting with advisors/coaches to review procedures and policies for the school year. This is to be done at the beginning of the school year.**
- c. Contact organizations that have incurred a negative balance in their account. Help them devise a plan to bring their account out of the negative. Continue to contact them on a regular basis.
- d. **Review all bills before they are placed on the Student Council Meeting Agenda to ensure completion and legality.**
- e. During each Student Council Meeting, have ledger available. Make the council aware of any requests from accounts that do not have the money to pay for the expense.
- f. **Contact organizations that have submitted incomplete or problematic requests. Follow up immediately and as necessary.**
- g. Enforce all ASB Policies regarding requests.
- h. **Make monthly financial reports to the Student Council; communicate with the ASB Secretary to ensure that time for this report is on the agenda.**
- i. Serve as a voting member of the Student Council.
- j. **Attend all Executive Council Meetings.**
- k. Attend all class meetings, unless excused by the adult supervisor of the ASB.
- l. **Support the Class Secretary/Treasurers (with the ASB Secretary) in fulfilling the responsibilities of their office.**
- m. Report to the ASB President.
- n. **Assist the ASB clerk as needed and as assigned by the adult supervisor of the ASB.**
- o. Serve as consultant for classes and organizations selling tickets or products to the student body.
- p. **Create the budget for the ASB general fund prior to the school year; submit for approval by the Executive Council before submitting it to the student council.**
- q. Abide by the Vanden High School Constitution and Leadership Code of Ethics.
- r. **Be a member of the Junior or Senior Class during his/her term in office and one year experience with holding an office or appointed position.**
- s. Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB
- t. **Organize school-wide fundraisers and club fairs.**
- u. Attend Leadership Camp

8. The Assistant Treasurer of the Associated Student Body of Vanden High School must meet the following requirements:

- a. **Assist the ASB Treasurer in scheduling meetings with the ASB clerk to discuss items of concern. Help devise a plan to alleviate problems. Bring information to report to the Student Council regarding these issues.**
- b. Contact organizations that have incurred a negative balance in their account. Help them devise a plan to bring their account out of the negative. Continue to contact them on a regular basis.
- c. **Assist the ASB Treasurer in reviewing all bills before they are placed on the Student Council Meeting Agenda to ensure completion and legality.**
- d. Enforce all ASB Policies regarding requests.
- e. **Assist the ASB Treasurer in contacting organizations that have submitted incomplete or problematic requests. Follow up if necessary.**
- f. Support the Class Secretary/Treasurers (with the ASB Secretary) in fulfilling the responsibilities of their office.
- g. **Serve as a voting member on the Student Council.**
- h. Report directly to the ASB Treasurer.
- i. **Attend all class meetings, unless excused by the adult supervisor of the ASB.**
- j. Attend all Executive Council Meetings.
- k. **Understand scope of responsibilities for the ASB Treasurer position.**
- l. Assume the responsibilities of the ASB Treasurer in his/her absence.
- m. **Be present at all meetings attended by the ASB Treasurer, including, but not limited to, meetings with other clubs, advisors, etc.**
- n. Serve a two-year term:
  - i. Retain the position of the ASB Treasurer the following school year.
  - ii. Consult the ASB Treasurer regarding a process to select a replacement for the alternate position by the end of the term. Assist in implementing that process.
- o. **Participate in planning ASB and class events.**
- p. Abide by the Vanden High School Constitution and Leadership Code of Ethics.
- q. **Maintain professionalism in all matters of the ASB.**
- r. Fulfill all responsibilities assigned by the Travis Unified School District Governing Board.
- s. **Fulfill additional responsibilities as assigned by the ASB President or adult supervisor of the ASB.**
- t. Must be a sophomore or a junior in their term as ASB Assist. Treasurer, and retain the position as ASB Treasurer during their junior or senior year of high school.
- u. **Organize school-wide fundraisers and club fairs.**

9. The Commissioner of the Associated Student Body of Vanden High School must meet the following requirements:

- a. Serve as a voting member on the Student Council.
- b. **Report directly to the ASB President.**
- c. Attend all class meetings, unless excused by the adult supervisor of the ASB.
- d. **Attend all Executive Council Meetings.**
- e. Fulfill additional responsibilities as assigned by the ASB President or adult supervisor of the ASB.
- f. **Participate in planning ASB and class events.**
- g. Be a member of the Junior or Senior Class during his/her term in office and one year experience with holding an office or appointed position.
- h. **Participate in planning and attending ASB and class events.**
- i. This position will be an interviewed position, on the first day of interviews, by the newly elected executive council.
- j. **Be the leader and key delegator of the commissions chosen and assigned by them when they accepted the office.**
- k. Meet regularly with said commissions.

## I. Attend Leadership Camp

10. The Governing Board Representative of the Associated Student Body of Vanden High School must meet the following requirements:

- a. **Required attendance at all Student Council Meetings**
- b. Voting member on the student council
- c. **Report directly to the ASB President**
- d. Required to attend all class meetings
- e. **Attend monthly board meetings as the official representative of the student body of Vanden and TEC; and meet with representatives from each school to stay updated on current issues that the students of each school are facing.**
- f. Participate in planning and attending all ASB and class events
- g. **Read all agenda item information so that they are able to make educated votes. In preparing for meetings you may need to refer to the Superintendent or an Administrator for more information.**
- h. Make sure you are readily available to accept student input.
- i. **Provide opportunities for the general student body of all the campuses in the district to communicate their concerns to you.**
- j. Meet with the leadership students at both Golden West and TEC on a regular basis to discuss items of concern
- k. **Report to the student council the day following the board meeting.**
- l. Meet with any Travis Unified School District administration when necessary.
- m. **Maintain professionalism in all matters of the ASB.**
- n. Required attendance at all Executive Council Meetings
- o. **As Historian for Student Council: keep and maintain the class portfolio (Photo and Written History of the School Year) (may require helping/making Slideshows and/or the Leadership Scrapbook).**
- p. Abide by the Vanden High School Constitution and Leadership Code of Ethics
- q. **Attend Leadership Camp**
- r. Take on issues of student concern and see if they can be fixed (Example: lunch lines, not getting change in lunch lines, etc.)
- s. **Help run the ASB Calendar, Leadership page and Newsletter on the VHS website with Assistant GBR and the ASB Advisor.**
- t. Bring matters of concern from the students to the Vanden Leadership Team at their monthly meetings.
- u. **Be a student voice, allow students to communicate with you about their concerns**
- v. Make sure the Leadership Class (and in some cases the student body) knows what is going on in our district
- w. **Attend monthly meetings with TUSD Administration.**
- x. Provide community service opportunities for the Leadership class, clubs and other organizations.
- y. **Should have one year's experience as Assistant GBR and Executive Council Elect approval.**
- z. Will only serve a one year term on the Board.

11. The Assistant Governing Board Representative of the Associated Student Body of Vanden High School must meet the following requirements:

- a. **Required attendance at all Student Council Meetings**
- b. Voting member on the student council
- c. **Report directly to the Governing Board Representative.**

- d. Required to attend all class meetings
- e. **If Governing Board Representative is unavailable the Assistant Governing Board Rep. will attend monthly board meetings as the official representative of the student body of Vanden, Golden West, and TEC; and meet with representatives from each school to stay updated on current issues the student's of each school are facing.**
- f. Serve no more than a two-year term:
  - i. Retain the position of the ASB Governing Board Representative the following school year.
- g. **Be elected by the VHS student body in a fair election.**
- h. Participate in planning and attending all ASB and class events
- i. **Read all agenda item information so that they are able to make educated votes. In preparing for meetings you may need to refer to the Superintendent or an Administrator for more information.**
- j. Make sure you are readily available to accept student input.
- k. **Provide opportunities for the general student body of all the campuses in the district to communicate their concerns to you.**
- l. Meet with the leadership students at both Golden West and TEC on a regular basis to discuss items of concern
- m. **Report to the student council the day following the board meeting.**
- n. Meet with any Travis Unified School District administration when necessary.
- o. **Maintain professionalism in all matters of the ASB.**
- p. Required attendance at all Executive Council Meetings
- q. **Help the GBR in their role as Historian for Student Council: keep and maintain the class portfolio (Photo and Written History of the School Year) (may require helping/making Slideshows and/or the Leadership Scrapbook).**
- r. Abide by the Vanden High School Constitution and Leadership Code of Ethics
- s. **Attend Leadership Camp**
- t. Take on issues of student concern and see if they can be fixed (Example: lunch lines, not getting change in lunch lines, etc.)
- u. **Help run the ASB Calendar, Leadership page and Newsletter on the VHS website with Assistant GBR and the ASB Advisor.**
- v. Bring matters of concern from the students to the School Administration/School Board when necessary.
- w. **Be a student voice, allow students to communicate with you about their concerns**
- x. Make sure the Leadership Class (and in some cases the student body) knows what is going on in our district
- y. **Attend monthly meetings with TUSD Administration.**
- z. Help the GBR provide community service opportunities for the Leadership class, clubs and other organizations.

11. The President of each graduating class must meet the following requirements:

- a. Meet weekly with class advisor(s) along with class officers and representatives.
- b. **Report directly to the ASB President, class advisor(s) and Director of Activities.**
- c. Plan (with other class officers) and facilitate all class meetings, unless excused by the adult supervisor of the ASB.
- d. **Work with Class Secretary to create weekly meeting agendas.**
- e. Serve as a voting member of the Student Council, representing your class.
- f. **Recommend replacement candidates to the ASB President for any vacant class offices.**
- g. Support all class officers in fulfilling the responsibilities of their office.
- h. **Supervise and plan all class activities well in advance of their execution.**
- i. Work with the class advisor(s) in coordinating all class related activities.



- j. **Recruit and encourage class members from the general student body to plan and participate in class activities and projects.**
- k. Invite members of the class to attend class meetings.
- l. **Organize class members for class competitions.**
- m. Work with the class advisor(s) to establish class goals, norms and expectations.
- n. **Work with the Class Treasurer to develop a class budget for the school year, complete all paperwork, and plan all fundraisers.**
- o. Establish goals for the Class Officers.
- p. **Participate in planning and attending ASB and class events.**
- q. Abide by the Vanden High School Constitution and Leadership Code of Ethics.
- r. **Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB.**
- s. Attend all ASB and Class events and competitions
- t. **Attend Leadership Camp**
- u. Be present at all executive council meetings and serve as representative of your class.

## Article V. Duties of Class Officers (Non-Executive Council Members)

1. The responsibilities of the Class Vice President are:

- a. **Assume the responsibilities of the class president in his/her absence.**
- b. Support the class secretary/treasurer in taking attendance and minutes at all class meetings.
- c. **Participate in planning and attending ASB and class events.**
- d. Maintain an official activities calendar for your class.
- e. **Serve as a voting member of the Student Council.**
- f. Attend all class meetings, unless excused by the adult supervisor of the ASB.
- g. **Assist the Class President in coordinating and conducting class activities.**
- h. Report directly to the Class President.
- i. **Maintain contact with the class advisor(s).**
- j. Abide by the Vanden High School Constitution and Leadership Code of Ethics.
- k. **Help the Class President and Class Advisors with the activities as assigned.**
- l. Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB

2. The responsibilities of the Class Secretary-Treasurer are:

- a. **Serve as a voting member of the student council.**
- b. Participate in planning and attending ASB and class events.
- c. **Meet regularly with other class officers to create weekly meeting agenda.**
- d. Attend all class meetings, unless excused by the adult supervisor of the ASB.
- e. **Record and distribute agendas/minutes from all class meetings:**
  - i. Agendas must be typed and distributed for each class meeting to every student council member of the graduating class, and class advisor(s). Minutes must be typed, given to the Adult Supervisor of ASB following each class meeting, and after the Adult Supervisor returns it, kept in the Class Secretary's portfolio. Weekly meeting dates will be established by the adult supervisor of the ASB. If class requests a change of meeting date, the new date must be approved by the adult supervisor of the ASB.
  - ii. **All requisitions and activity requests must be first processed at the weekly class meetings and must appear on the minutes.**

- f. Write official correspondence (i.e. thank you cards, notification, etc.) to other schools, businesses, and organizations as assigned by the class president or class advisor.
- g. Report to the Class President.**
- h. Create a Class Budget with the assistance of the Class President, which is due the second week of school on Friday.
- i. Maintain the ASB Sticker receipt book for the graduating class. This book is what is used to determine how much money the class has earned as a result of the ASB Sticker sales. It will be kept in the ASB accounts clerks office.**
- j. Maintain updated accounting records for the graduating class. Ask the staff member charged with maintaining ASB accounts for a ledger report, as necessary.
- k. Maintain Student Council Minutes to determine the processing of class bills.**
- l. Assist the financial clerk in maintaining accurate and efficient accounting of the graduating class account.
- m. Develop fundraising activities for the graduating class.**
- n. Make monthly financial reports to each graduating class.
- o. Complete and submit all paperwork for Student Council Meetings.**
- p. Abide by the Vanden High School Constitution and Leadership Code of Ethics.
- q. Help the Class President, Vice President, and Class Advisors as assigned.**
- r. Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB.

## Article VI. Representatives

1. The classification of commissioned positions for the following school year shall be determined by the Executive Council prior to elections; the number of the representatives shall be determined by the new Executive Council after elections. The responsibilities for each position will be determined by the ASB President and adult supervisor of the ASB, and must be approved by 2/3 of the student council during the first student council meeting. The responsibilities will be put in writing and given to each commissioner prior to the first student council meeting.
2. All representatives must be active voting members for their graduating class.
3. Report directly to the ASB Commissioner or ASB Vice President whomever is the Leader of their respective standing committee.
4. The responsibilities of the Class Representative are:
  - a. Attend all class meetings, unless excused by the adult supervisor of the ASB.**
  - b. Bring members of the graduating class to Class Meetings.
  - c. Serve as a voting member of the student council.**
  - d. Participate in planning and attending ASB and class activities.
  - e. Work with committees to establish and meet timelines for event and project preparation.**
  - f. Assist class officers in ensuring publicity of all class events.
  - g. Abide by the Vanden High School Constitution and Leadership Code of Ethics.**
  - h. Fulfill additional responsibilities as assigned by the ASB Vice-President, ASB Commissioner or adult supervisor of the ASB.

## Article VII. Selection Process

### A. Elections

1. Candidates for Student Body and class offices will be nominated by petition. A petition will be considered valid when signed by thirty members of the Student Body, the candidate's parent, the adult supervisor of the ASB, and the candidate's counselor. A petition will be considered valid when the candidate has also turned in a signed Leadership Code of Ethics and Leadership Goals and Objectives.
2. All candidates running for the position of any class President must find a running mate who will serve as the class Vice President.
3. All candidates must pass an ASB constitution test with 75% or higher and will be granted three chances to pass the test, as scheduled by the student council. This test will be created by the Executive Council or a Constitution Test committee and will need the approval of the adult supervisor of the ASB.
4. The calendar of election activities shall be determined by the ASB President, but in no case shall the election of Student Body or Class Officers fall after the second week in May.
5. The order of election activities shall occur as follows:
  - i. Distribution of petitions by the Student Council.
  - ii. **Deadline for submission of petitions and citizenship forms established by the Student Council.**
  - iii. Period of campaigning cannot exceed two weeks. Elections are to be held on a date determined by the Student Council.
  - iv. **Commissioner and Class Representative Interviews shall be scheduled by the ASB President-Elect. The newly elected Executive Council will conduct these interviews and deliberate after hearing all candidates for a commissioned position. Selected candidates will be informed of their appointment by the ASB President.**
6. A candidate for a Student Body or Class Office will be elected by a majority of the votes cast.
7. Election Supervision
  - i. **The ASB President will draft election supervision assistants with approval of the Adult supervisor of the ASB.**
  - ii. All people involved will be designated a duty and a station by the ASB President.
  - iii. **Ballots will be numbered and a registration made of each student as he/she takes a ballot.**
  - iv. No ballots will be counted until polls are closed. Counting will be accomplished by those students assigned in the presence of an adult and in a private area restricted to designated purposes.
  - v. **The election of the other officials of the student body during the school year (king, queen, etc.) will be accomplished by rules set by the committee and respective advisor.**

## B. Appointments

1. Vacancies for the Freshmen Class, Class Representative, commissioned positions, ASB Commissioner, and ASB Asst. Treasurer will be filled by appointment from the newly elected Executive Council.
2. **Appointments will result after the newly elected Executive Council has interviewed all eligible candidates. The interview questions will be written after elections by the ASB President-elect and will be approved by the adult supervisor of the ASB.**
3. The interview schedule will be determined by the ASB President-elect with the consent of the adult supervisor of the ASB.
4. **The newly elected Executive Council will deliberate after the interviews and select a number of Class Representatives and Commissioners equal to the amount agreed to by the adult supervisor of the ASB.**
5. Petitions for these positions may be required by the ASB President-elect, but are not mandatory unless agreed upon by the ASB President-elect and the adult supervisor of the ASB. Petitions must meet the same requirements as those students seeking candidacy for elections.
6. **All candidates for Class Representative and Commissioner will be required to pass the ASB Constitution Test with at least a 75%.**

## Article VIII. Chartered Organizations

1. **ASB chartered organizations shall be those campus organizations possessing a charter issued by the Student Council, and obeying the provisions of the Constitution and the laws passed by the Student Council. Only ASB chartered organizations will be allowed to raise ASB money on campus, or at student activities. With the exception of Boosters and Sober Grad Night, who may only fundraise outside of the school day.**
2. To qualify for an ASB charter, an organization must fulfill the following responsibilities:
  - a. Submit to the Student Council for approval, a constitution of the organization and a written statement settling the reasons for seeking a charter.
  - b. Once chartered, the organization must perform at least one school service every school year. The proposed service must be submitted to the Student Council for approval. When approved and when the service has been completed according to the proposal, this requirement will be considered satisfied. Failure to do this will result in consequences determined by the Executive Council and Adult supervisor of the ASB. These consequences include, but are not limited to accounts being frozen or revocation of the charter.
  - c. ASB chartered organizations must abide by this Constitution of the Associated Student Body of Vanden High School, by the constitution of the organization, and by all rules set down by the Student Council. Any proposed amendments in the constitution of a chartered organization must be submitted to the Student Council for approval.
3. **An organization shall be considered chartered when:**
  - a. **Its constitution and reasons for seeking a charter are approved by a  $\frac{3}{4}$  vote of the Student Council.**
  - b. **The Secretary of the organization and the ASB Treasurer shall keep a copy of the constitution of the organization.**
4. A charter will be considered permanent unless revoked by the Student Council.
5. **If a chartered organization fails to meet any of the qualifications listed in Section 2 of this Article, the Student Council upon recommendation from the Executive Council may revoke its charter by a three-fourths vote.**
6. Only organizations that secure a charter will be permitted to meet on campus.
7. **Any and all monies raised by an organization must be spent on the Student Body. Any unclaimed funds not spent or carried over into the next school year will be claimed by the general ASB account.**
8. All chartered organizations are required to submit an annual budget to the student council within a timeline established by the ASB Treasurer and approved by the adult supervisor of the ASB or

administrator. Failure to submit a budget may result in the account being temporarily frozen until the budget is submitted.

## **Article IX. Withdraw of Funds**

Requests to spend money or requests to facilitate an activity and fundraiser will be subject to the following policies:

1. All requests must be submitted on the appropriate form.
2. **Blue pre-approval requisition forms will be required to pre-approve all expenditures.**
3. Green requisition forms will be required to approve all expenditures. Only those expenditures that are first pre-approved may be approved by the Student Council.
4. **Orange Activity/Fundraiser requests will be required to approve all activities and fundraisers.**
5. All monies collected must be receipted in a receipt book either issued by the accounts clerk or approved by the accounts clerk.
6. **A cash box may be requested by completing a “Cash Box” form and submitting it to the staff member charged with maintaining student monies.**
7. Student Council minutes will be maintained by the ASB Secretary, indicating the status of each bill after it has been processed.
  - i. Incomplete requisitions will be returned to the advisor with an explanation of what is necessary; this may delay the process of the bill.
  - ii. All questions must be first directed to the ASB Treasurer and then to the adult supervisor of the ASB.
  - iii. Minutes will be distributed to all staff members.
8. **Monies will not be allocated to any event, company or merchandise not sponsored by the school or district.**
9. Any organization that fails to meet any provision in this constitution may have its accounts frozen.

## **Article X. Recall of Student Council Members**

1. **To recall a student body officer, governing board representative, class officer, commissioner, or representative for failure to meet the requirements of his/her position as approved by the Student Council, the members of their constituency must present a petition to the Student Council signed by 25% of their student constituency, stating the reasons for recall. Upon validation of signatures by the adult supervisor of the ASB or other administrator, a special recall election will occur. The election will be organized and facilitated by a committee chosen by adult supervisor of the ASB or other administrator. A simple majority of the votes will result in recall, resulting in removal from office.**
2. A student recalled from office, regardless of the reason, will be permitted to compete for, or be appointed to, a future office under the following two conditions:
  - i. The recalled student must obtain, by petition, the signatures of 25% of the constituency he/she wishes to represent.
  - ii. After the signatures have been verified by the adult supervisor of the ASB, the student will be interviewed by the executive council, using a process determined by the executive council and approved by the adult supervisor of the ASB. The Executive council will decide if the student is permitted to compete for the elected or appointed position.

## **Article XI. Amending the Constitution**

1. The constitution may be amended in the following manner:
  - i. An amendment may be proposed by a simple majority of the Student Council or a petition signed by 15% of the student body.
  - ii. The proposed amendment shall be ratified by 90% of the Student Council.
2. **The powers not delegated specifically by this constitution, nor prohibited by it to the executive council, are reserved to the executive council respectively.**

## Article XII. Ratification

1. The ratification by 90% of the Student Council shall be sufficient for the establishment of this Constitution, which shall take effect immediately upon approval of the Travis Unified School District Governing Board.

\*The Vanden High School Constitution was ratified by more than the required 90% of the acting Student Council as of March 24, 2021\*

\*The  
High

What	Description	Motioned by	2 <sup>nd</sup> by	For	Opposed	Status
Vanden High School Constitution	Approve the changes made to the constitution.	Katelyn Apad	Alaynah Navat	34	0	PASSED

Vanden  
School

Constitution was ratified by the acting Executive Council as of March 3<sup>rd</sup> 2021

voted and approved 34-0...Status=passed