

# **ORTING MIDDLE SCHOOL ASSOCIATED STUDENT BODY CONSITUTION AND BYLAWS**

## **Article I – Name**

- Section 1 The name of this organization shall be known as the Orting Middle School Associated Student Body.
- Section 2 The members of Orting Middle School shall be known as the “Orting Middle School Falcons.”

## **Article II – Colors and Mascot**

- Section 1 The official colors of Orting Middle School shall be Royal Blue, white.
- Section 2 The official mascot of Orting Middle School shall be the Falcon.

## **Article III – Membership**

- Section 1 All regularly enrolled students of Orting Middle School in grades 6-8 are members of this organization.

## **Article IV – Governing Body**

- Section 1 The governing body of the Associated Student Body shall be known as the Executive Branch.
- Section 2 The Executive Branch will consist of the ASB President, vice President, Secretary, and Treasurer. Each grade level shall have a President, Vice-President, Secretary, and Treasurer. The Legislative Branch shall consist of one representative from each classroom. The Executive Branch for each level shall preside over general grade level meetings. The Executive Branch for Orting Middle School shall preside over general meetings with the Legislative Branch. Robert’s Rules of Order as modified by the ASB Advisor shall be the governing rules. The ASB Executive Branch, the grade level Executive Branch, and Representatives shall, together be referred to as Congress.
- Section 3 The Associated Student Body of Orting Middle School will elect ASB Officers in May or as otherwise identified by the ASB for the upcoming year. ASB positions will be for the entire year. All candidates must have a minimum of a 3.0 GPA, and ASB officers will model positive and responsible behaviors. Candidates will complete the application process prior to the election, which includes submitting an application with at least two teacher recommendations and a copy of their speech to be given to the student body. A majority will determine the election winners for each office.
- Section 4 The ASB President shall:

- A. Call to order and preside over all meetings.
- B. Announce the business in its proper order.]
- C. State all questions and put them to vote.
- D. Appoint all necessary committees.
- E. Not vote except to break a tie.
- F. Provide leadership and organize all committees. Inform all newly elected officers of their duties and responsibilities.
- G. Be in the eighth grade.

Section 5 The Vice-President shall:

- A. Be in the seventh or eighth grade.
- B. Preside over meetings if the President is not available.
- C. If the President cannot fulfill his/her duties, the Vice-president will take over the position. The second place runner up will become the Vice-president.
- D. Type a two-week activities calendar to hand out at each meeting for the representatives to post in each classroom.

Section 6 The Secretary-Treasurer shall:

- A. Keep a neat and accurate account of all meetings and turn in a copy to the ASB Secretary in the office.
- B. Spend additional time as necessary to keep accurate records.
- C. Spend additional time as necessary to coordinate purchase procedures and related activities with the Principal/ Assistant Principal.
- D. Submit a report at each meeting.
- E. Be in the seventh or eighth grade.
- F. Maintain the ASB bulletin board for the Student Body.
- G. All ASB expenditures require the Treasurer's signature of approval.

### **Article V – Meetings**

Section 1 A 2/3 majority of Congress must be present at meetings before any business can take place.

Section 2 Meetings may be called any time at the request of the Principal/ Assistant Principal or the Preside, but in any case shall be scheduled at least once every three weeks or as necessary.

Section 3 Roberts' Rules of order (Revised) shall be the standard parliamentary text of the Congress at all meetings.

### **Article IV – Clubs and Organizations**

Section 1 All clubs and organizations are subject to evaluation by Congress and are subject to probation or elimination, if nessessary.

Section 2 All clubs and organizations shall present a budget to the Executive Branch at the end of each year for the following year. Congress must approve the Budget prior to presentation to the School Board.

## **Article VII – Responsibilities and Requirements**

### Section 1 ASB Budget Status Report:

The Orting Middle School ASB monthly financial statement will be submitted to the ASB Council the first Wednesday of each month and to the School Board at least three times per year.

### Section 2 The Orting Middle School ASB Activities Advisor, in consultation with the Principal/ Assistant Principal shall:

- A. Be directly responsible for the ASB budget.
- B. Approve all purchase credit orders.
- C. Establish and enforce purchasing procedures.

### Section 3 Fund Raising Activities:

The Student Body approves the following as fund raising activities:

Jog-a-thon, candy sales, Volleyball-a-thon, sweatshirts and t-shirts sales, vending machine sales, student body card sales, dances, evening athletic event receipts, Christmas gift and wrapping paper sales, pop machine sales, carnivals, or any other activities approved by the Principal/ Assistant Principal and the Activities Advisor.

### Section 4 ASB Programs:

The Student Body supports activities, which encourage all students to be involved and participate in school activities. These activities include, but are not limited to:

- A. Athletics, officials and dues, awards
- B. Field trips, mini-courses, dances
- C. Annual, Sixth Grade Camp
- D. Clubs and organizations
- E. Recognition and incentives for academic and athletic achievement and individual involvement in school activities

## **Article VIII – Central Treasurer**

### Section 1 Receivables. The School Secretary shall:

- A. Receive all moneys
- B. Count all moneys
- C. Deposit all moneys the same day as received

### Section 2 Payables:

- A. Payment will be authorized only on purchases covered by a Purchase Order with invoice and signature of the person receiving the merchandise.
- B. All extensions will be checked.

- C. Vouchers will be prepared and routed to the District Office by the first day of each month.
- D. Warrants will be mailed to vendors immediately upon receipt from the Central Treasurer.

Section 3 Interest Fund:

There will be one Interest Fund in the amount of \$1,000 to be used for the payment of small bills and emergencies (i.e. payment of purchases not to exceed \$1,000). This fund will carry a balance of \$1,000 on vouchering placement system. Form OH-204, "Request for Check" must be completed and signed by authorized individual before check is issued. Payment will follow the same procedures as payment by voucher.

### **Amendments to the Associated Student Body Constitution and Bylaws**

- Amendment 1 - Any changes to the Orting Middle School Associated Student Body constitution must originate from the students of the Congress or Executive council. Changes must be voted on by either body with approval of 2/3 of the voting body. Changes must then be posted for a minimum of two weeks of posting to alert members of proposed changes. A vote of the general membership must take place with approval of 2/3 of the voting membership. Lastly, the proposed changes must go to the superintendent for the school board's approval.
- Amendment 2 - Students who do not meet the responsibilities of office shall be placed on probation. A meeting between the student, ASB Advisor, and the Principal/Assistant Principal will take place to go over the probation contract. The period of probation shall be two weeks. Students can only be placed on probation once. If the student continues to not meet the responsibilities of office the student shall be removed from office. Officers can be placed on probation for academic or disciplinary reasons. An officer who is involved in a physical altercation resulting in suspension will be removed immediately from office beginning at the time of their suspension.