

SAMPLE CONSTITUTION AND BYLAWS OF THE ASSOCIATED STUDENT BODY

An Associated Student Body shall be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An Associated Student Body shall be a formal organization of students, including sub-components or affiliated student groups such as student clubs, which is formed with the approval, and operated subject to control, of the board of directors. All property and money acquired by Associated Student Bodies shall be district funds and shall be deposited and disbursed from the Associated Student Body program fund.

CONSTITUTION OF THE STUDENT BODY OF _____ SCHOOL

Preamble

We, the students of _____ High School, with equal representation, respect, value and recognition of all students and staff, and for the promotion of good government, good sports- manship, student activities, and the general welfare of the students of _____ High School, establish this Constitution of the Student Body of _____ High School.

Article 1. Name of Organization/Mascot & Colors

Section A. It is resolved that the name of this organization shall be the Associated Student Body of _____ High School.

Section B. The name of the mascot for all extra curricular activities shall be the _____.

Section C. The school colors shall be _____, _____, and _____.

Article 2. Purpose

The principle purpose of this organization shall be:

Section A. To unify all student organizations under one general contract.

Section B. To increase student involvement in school management.

Section C. To develop in all students an understanding and appreciation of the democratic process.

Section D. To promote mutual respect and communication.

Section E. To encourage student involvement and enthusiasm in all school activities.

Section F. To discuss and settle disputes which arise between organizations and activities.

Section G. To establish traditions & responsibilities that promote a positive atmosphere.

Article 3. The Student Council shall have powers to:

Section A. Help make rules and/or guidelines for the betterment of the school, its life, or its interests. For example:

- Student Council
- Social Activities.
- Assemblies.
- Preservation of school and personal property.

Section B. Grant charters to clubs and organizations.

Section C. Investigate and report on matters referred to it by the student body or faculty.

Section D. Approve all student body financing and spending.

Section E. The powers of the Council are delegated to it by the principal or assistant principal, who shall have the power to veto any measure adopted by the council, if he/she feels the measure unreasonable, unsafe, or in violation of the Washington State Code, school policies, or law.

Article 4. Membership

Section A. The student body of the _____ High School shall consist of all the students from the ninth, tenth, eleventh and twelfth grades and the members of the faculty of those grades.

Section B. The Student Council shall be comprised of _____ executive members plus class representatives, homeroom representatives, one faculty member [list others]

Section C. The Executive Council shall consist of the following:

1. President
2. Vice President
3. Treasurer
4. Secretary

Article 5. Duties of Student Council Members

Section A. Duties of the ASB President

1. Enforce the Constitution.
2. Veto an issue with reason.
3. Receive committee reports.
4. Appoint committees.
5. Be a rep. at school related community functions.

6. Be a non-voting member at Student council meeting, except in the event of breaking a tie vote.

Section B. Duties of the ASB Vice President

1. To fulfill the duties of the president in the president's absence or in case of resignation or incapacity of the president.
2. To be an ex-officio member of all committees.
3. To be a representative at all school related functions, in the president's absence.

Section C. Duties of the ASB Secretary

1. To keep accurate and up-to-date minutes of all regular and special student council and executive meetings.
2. To make copies of the minutes for all members of Student council and the faculty office.
3. To be responsible for all correspondence from student council and the faculty.
4. To supply members with the agenda prior to meetings.

Section D. Duties of the ASB Treasurer:

1. Approve all bills authorized by the Student Council.
2. To make financial reports and accounts for all ASB expenditures.
3. Assist with ASB finances.
4. Chair the ASB Budget Committee.

Section E. Duties of Homeroom Representatives:

1. To represent the views of the people in his/her homeroom.
2. To report all Student Council actions to the homeroom.
3. To assist in student body activities.
4. To keep an up-to-date notebook of all student council meetings and correspondence.

Section A. Major Officers:

1. President (elected)
2. Vice President (elected)
3. Treasurer(s) (appointed)
4. Secretary (elected)

Section B. Intermediate Offices:

1. Class Officers
2. Interhigh representative

Section C. Minor Offices:

1. Class representatives
2. Club representatives
3. Homeroom representative

4. Club non-representative officers
5. Class non-representative officers

Section D. A major officer may not hold an intermediate office, but may hold one minor office.

Section E. An intermediate officer may not hold a major office but may hold two minor offices.

Section F. A student may not hold three minor offices.

Article 7. Eligibility of Student Council Members

Section A. All Student Council members must have and maintain a cumulative _____ grade point average.

Section B. Requirements for all Student Council Members during their period of service shall be:

Section 1. President, Vice President, Secretary and Treasurer must be Juniors or Seniors while holding the office.

Section C. A student must have been in attendance no less than 85% of the school year during the year he/she chooses to run for an office. Attendance requirement may be waived for certain specific conditions. Attendance at student council meetings is required. If absent, a substitute should be appointed.

Article 8. Jurisdiction over Vacant Offices

Section A. Any officer or member of Student Council missing three or more meetings without a reasonable and acceptable excuse may be suspended from the Council. Due process will be observed as related to Student Rights and Responsibilities.

Section B. Any student who drops below the required GPA shall be suspended from the office or position. Due process will be observed as related to Student Rights and Responsibilities.

Section C. In the event of permanent vacancies in offices:

Section 1. New major officers will be appointed by Student Council.

Section 2. Intermediate and minor officers will be re-elected by the group they represent.

Article 9. ASB Card

Section A. The cost of the ASB card will be determined by the finance department and approved by the School Board.

Article 10. Voting

Section A. Each member of the student council is allowed one vote for the office/organization he/she represents.

Section B. A person may represent only one organization at student council.

Section C. Any student may attend a student council meeting (with teacher's permission prior to the meeting) but may not vote unless a member.

Article 11. Meetings

Section A. The Executive Council will meet prior to every Student Council meeting to plan the agenda. All persons must request a place on the agenda at that time. Agendas will be given to all members at least two days prior to the meeting.

Section B. All Homeroom Representatives will hold a meeting before the scheduled student council meeting in order to gather input for the next meeting to report on that meeting.

Article 12. Elections

Section A. All ASB officers shall be for a twelve month period beginning the day of inauguration and continuing to the next inauguration.

Section B. Any student who wishes to run for an office may do so by filing a declaration of candidacy with the ASB Advisor.

Section C. Appointed officers include:

1. Treasurer is chosen by the faculty and confirmed by the principal or assistant principal.

Section D. A student may run for only ___ major position(s) each year.

Section E. A primary election shall be held for the purpose of selecting two candidates to run for each office in the general election.

Section F. All students enrolled in _____ High School have the right to vote in the ASB officers elections. Middle School students shall {shall not} vote.

Section J. Voting for officers will be held on _____.

Article 13. Amendments to student body constitution.

Section A. A petition for an amendment must be signed by one-third of the student body and presented to the council for approval in the form of an amendment. A copy of the petition shall be presented to the Principal or Assistant Principal.

Section B. The amendment must be visibly posted for one week around campus.

Section C. Homerooms will vote on all amendments. In order to pass, the amendment must be carried by a three-fourths majority of the student body and is subject to approval by the Principal or Assistant Principal.

Signatures of Intended Members/Date Signed

Signature of President of District Board of Directors/Date Signed

Article 14. Dissolution of ASB

Section A. If the _____ (complete school name) ASB was ever dissolved by the _____ (school district name and number), the ASB funds would revert to the _____ School District under the control of the District's School Board of Directors.

Section B. WAC 392-138-021: Title to Property ~ Dissolution of an ASB. Title to all property acquired through the expenditure of an ASB's public moneys shall be vested in the school district. In the event...the ASB ceases to exist for any reason, then (a) the school district and parent associated student body shall cease carrying any money or account on behalf of or to the credit of the organization, and (b) the records of the organization shall be retained and disposed of in accordance with applicable state law regarding the retention and destruction of public records.

Section C. The records of the school's ASB Constitution and the ASB Council Minutes shall be kept in perpetuity (never to be destroyed) in a safe and central location and per the applicable state laws regarding retention can be sent to the state archives.

Signatures of Intended Members/Date Signed

Signature of President of District Board of Directors/Date Signed

SAMPLE CONSTITUTION AND BYLAWS OF AN ASB CLUB

CONSTITUTION OF THE _____ CLUB OF _____ SCHOOL

Preamble

We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of _____ High School, establish this Constitution of the _____ Club.

Article 1. Name of Organization

Section A. It is resolved that the name of this organization shall be the _____ Club of _____ High School.

Article 2. Purpose

The purposes of this organization shall be to:
Section A.

1. To create
2. To achieve

Article 3. Membership

Section A. Membership in _____ Club is established by
Section B. Membership in _____ Club is maintained by

Article 4. Duties

Section A. Duties of _____ Club

1. To create
2. To assist
3. To achieve
4. To organize
5. To attend
6. To support
7. To raise funds for

Article 5. Eligibility

Section A. To be eligible to participate in the _____ Club, all Club members must have and maintain a cumulative _____ grade point average.

Section B. Requirements for all _____ Club members during their period of service shall be required to:

Article 6. Amendments

Section A. This Constitution shall be amended by a two-thirds majority vote of the membership provided...

Adopted on this _____ day of _____, 20_____.

By:

Approved by: