

THE CONSTITUTION OF THE SEDRO-WOOLLEY HIGH SCHOOL ASSOCIATED STUDENT BODY

PREAMBLE

The Associated Student Body of Sedro-Woolley High School, in order to foster a spirit of unity and to encourage united support for all authorized activities in our school, shall exist for the purpose of representing all of the students and promoting the idea of democracy.

We, the students of Sedro-Woolley High School, are motivated to uphold the high quality of our school experience for students and staff, believe in promoting kindness, compassion, and respect as well as serving our school and neighboring communities with passion as we stand united in our effort to spread acceptance, build pride, and choose love, do affirm the following about student government.

ARTICLE I Student Government

General Purposes, Responsibilities, and Duties

The duties of this organization shall be:

- To schedule, coordinate, and delegate ASB/Leadership activities
- To promote Executive Council/Leadership activities
- To provide effective student representation
- To collect student body feedback on a regular and consistent basis determined by Executive Council
- To provide regulation of student funds
- To uphold this Constitution and Bylaws, and to oversee necessary revisions
- To promote pride and acceptance within the student body
- To build and maintain a close relationship with community businesses, organizations, and residents
- To recognize, model, and celebrate Cub Strong students

ARTICLE II Executive Council

Officers

The Executive Officers on the Executive Council shall consist of one President, one Vice President, one Secretary, one Treasurer, one Activities Commissioner, one Community Relations Officer, one Cultural Ambassador, and two School Board Representatives.

ARTICLE III Den of Representatives

The Den of Representatives shall consist of the representatives from each class period or group as designated by the Executive Council, and an ASB Representative from each grade level. The Den shall be presided over by the Vice-President. A working quorum shall be defined at two thirds of the Den of Representatives.

- 1) Meetings: The Den of Representatives shall meet monthly. Special meetings may be called by the Executive Council Vice-President with approval of the ASB advisor.
- 2) Representatives: Each designated class period or group shall elect a representative and alternate. Each representative shall represent his/her class or group at the Den of Representatives meeting and each shall have one vote.
- 3) Attendance: A list of members of the Den of Representatives and those in attendance at each meeting shall be kept by the Vice President to ensure the each designated class period or group is adequately represented at the meetings.
- 4) Any representative who has two absences shall be formally warned by the Vice-President or his/her attendance problem and upon occurrence of a third absence, he/she will be dismissed. An election then will be held in the designated class period or group to determine a replacement.
- 5) The Vice President shall meet the first Tuesday of the month with the ASB advisor to construct the Den of Representatives agenda.

ARTICLE IV **ASB Officers**

SECTION I

Duties and Responsibilities of the Executive ASB Council

The Executive ASB Council shall consist of nine members. The Executive Council President, Vice President, Secretary, Treasurer, Activities Commissioner, Community Relations Officer, Cultural Ambassador and two School Board Representatives compromise the Executive Council. Its decisions shall be an expression of student opinion on matters concerning the Associated Student Body. The Executive Council shall accordingly develop and nurture activities, positive campus climate, and Cub Strong character building. The Executive Council shall collect student body feedback, suggestions and concerns, communicate from Executive Council to the staff, and communicate from the staff to the Executive Council.

Part 1.

Executive Council President

The President shall:

- Organize and preside over all meetings of the Executive Council Board
- Call special meetings of the Council
- Schedule events with the Advisors each May
- Be responsible for the effective and efficient operation of the Executive Council
- Represent the Executive Council at school and community functions and meetings
- Approve vouchers from the ASB fund in the absence of the Treasurer
- Determine events
- Settle all votes

Part 2.

Executive Council Vice-President

The Vice President shall:

- Assist the President in the activities described above
- Act in the place of the President in case of absence or inability to serve
- Will also perform other duties as directed by the president
- Be in charge of all publicity/social media regarding SWHS/District Web page
- Be responsible for running Den of Representatives and Victor E. Cub social media.

Part 3.

Executive Council Secretary

The Secretary shall:

- Record the minutes of the Executive Council meetings
- Save and print out the minutes to be stored in a binder
- Carry on the correspondence of the Executive Council
- Plan regular student recognition efforts
- Make sure Facility Forms have been filled out for all Executive Council activities and events
- Ensure that all notices and activities are in the bulletin

Part 4.

Executive Council Treasurer

The Treasurer shall:

- Approve all vouchers and disbursements from the ASB fund
- File all paperwork as needed
- Present ASB funding requests and purchases over \$500 from the ASB fund to the Executive Council
- Oversee budgets and ASB funds
- Organize ASB fundraiser dinners
Pasta Feed
Potato Feed
- Inform the Building Treasurer of all ASB supply purchases two weeks in advance
- Submit documents to Administrators for approval
- Bring budget to Executive council once a month
- Report purchases over \$500 in Den of Representatives meetings

Part 5.

Executive Council Activities Commissioner

- Communicates with Executive Council Club Advisors and Athletic Coaches
- Gathers club and sport event results and celebrations
- Continues communication with clubs on how to keep members involved
- Communicates with Club Leadership
- Coordinates Den of Clubs meetings twice a year

Part 6.

Community Relations Officer

- Keeps the Sedro-Woolley Chamber of Commerce informed of SWHS events
- Keeps SWHS informed of city events
- Organizes community service projects (a minimum of 3 per year)
- Organizes Cub Conversation topics and speakers (2 per month)
- Gets local businesses involved with SWHS events

Part 7.

School Board Representatives

- Attends all School Board meetings
- Keeps the School Board members informed of SWHS events
- Keeps SWHS informed of district news
- Relays current events for the school to the board
- Organizes the School Board Appreciation Dinner
- Plans regular Staff Appreciation efforts (1 per month)
- Plans the Staff Appreciation Week
- Visit all schools within the district
- Report news and information from the School Board meetings to the Executive Board

Part 8.

Cultural Ambassador

- Meets with foreign exchange students (once per month)
- Plans positive “Campus Climate” activities and facility enhancements
- Plans diversity celebrations (1 per month)
- Works with counseling office to welcome new students

SECTION II
Qualifications

All ASB officers must be fulltime students at Sedro-Woolley High School. All ASB officers must sign and adhere to the Activities Code of Conduct.

Part 1.

During the year in which they serve, the Executive Council President shall be a senior, all other Executive Council members must have sophomore or junior standing in order to run for office. These candidates must also be passing all classes. Executive Council officers must be enrolled in the Leadership Class for the fall semester. All Executive Council officers must be passing all of their classes at all times during their time in office. If they receive a failing grade at any time they will meet with the Leadership Advisory Team and be placed on probation until grades improve. If grades do not improve by next grading period, the student will be dismissed from office. Senior class president will be asked to fill the position. If the senior class president cannot fill the position, the junior class president will be asked to fill the position.

All must have a signed Code of Conduct on file. All ASB officers face disciplinary action as described in the Sedro-Woolley High School Student Handbook and Code of Conduct for any infractions.

Part 2.

ASB officers must possess a current ASB card in order to participate in their respective office.

Part 3.

Executive Officers are required to attend the Summer Leadership Camp unless excused by illness, injury, or other extenuating circumstances.

SECTION III **Term of Office**

The term of ASB elected officers will be for one year commencing on May 1 of the year of election and ending on April 30 the following year. The Student Board Representative term commences on September 1 of the election year and ends on June 1.

SECTION IV **Succession**

Should any office become vacant, the Executive Council shall appoint a replacement to fill his/her vacated position. An office may become vacant if a review hearing of the Principal, ASB Administrator, and ASB advisor determine that there has been a failure on the part of the officer to carry out duties of office. If an officer receives a school discipline violation as defined by the student handbook or violates the code of conduct signed prior to entering office, a review hearing will be held to determine if the student will remain in office.

ARTICLE V **Class Officers**

Class officers:

- Represent their class
- Organize/promote its activities
- Shall consist of a president, vice president, secretary
- Must possess a current ASB card in order to participate in their respective office

ARTICLE VI **Meetings, Quorums, Revisions**

All official meetings that are held by members of the Executive Council shall be run according to Robert's Rules of Order and a record of all business shall be made by the ASB Secretary. In addition the minutes of all shall be distributed to authorized delegates shortly after the meeting date.

SECTION A. Meetings

Executive Council meetings shall be held no less than once a week, unless otherwise requested by the executive board.

Den of Reps meetings will be held monthly.

SECTION B. Quorums
Executive Council Meetings:

Two-thirds of the Executive Council membership must be present to constitute a quorum. A quorum is necessary before any voting can take place. To approve any item brought to Executive Council, two-thirds of members in attendance must vote in favor of voting item.

Den of Reps Meetings:

In the case of a Constitutional Amendments and/or By-laws changes there must two-thirds of the Executive Council present and two-thirds of the Den of Reps membership present to constitute a quorum before voting can take place.

SECTION C. Revision

The constitution shall be reviewed no less than every 3 years by the Executive Council

ARTICLE VII
Elections

The Executive Council shall also set all dates for the elections in compliance with the constitution and its members shall remain unbiased in all elections. The Executive Council will also establish the location of the election. The ASB Secretary shall maintain an alphabetical list, separated by classes (9, 10, 11), of all students of SWHS. All voting shall be by secret ballot. The Executive Council shall be responsible for ensuring that all votes are counted, and publicizing the results. If any member of the Executive Council is running for office, he/she shall not participate in election management.

Elections

Part 1.

Executive Council President and Class President will occur first. Each student interested in a position will apply for their desired office and complete an application for the position. Elections will be decided based upon student body majority vote for executive council president and specific class vote for class presidents.

Part 2.

Only currently enrolled freshman, sophomores, and juniors will vote in the Presidential General Election.

Part 3.

The remaining Executive Council and Class positions will go through an election process after the initial Presidential election, except for the student board rep positions. These two positions will go through an application process, interview with the school board, and then selected by the school board. Each student interested in a position will apply for their desired office and complete an application for the position. Elections will be decided based upon student body majority vote for executive council positions and specific class vote for other class offices.

Part 4. Ties

In case of a tie, for any office, the office will be re-voted by the appropriate section of the student ASB dependent upon position when there were more than two candidates running for the position. If there were only two candidates running for office and a tie occurs, there will be a vote of the executive council members to break the tie.

Part 5. Installation and Term

The term of Executive Council and Class Officers will be for one year commencing on May 1 of the year of election and ending on April 30 the following year. The Student Board Representative term commences on September 1 of the election year and ends on June 1 the following year.

Section I **Royalty Election**

Homecoming: Each senior shall vote for two girls and two boys from their grade. The top four boys and girls will be the Homecoming Court Princes and Princesses. The couple with the highest votes shall be King and Queen. The King and Queen shall be revealed at the Coronation. The other grades shall vote for two boys and two girls from their grade. The top boy and girl from each class will also be in the Homecoming Court, deemed as Lord and Lady. Underclassmen may only be Lord and/or Lady once in their high school career up until their Senior year. Royalty members cannot have a level 2 or above discipline infraction on their record.

Chickenfest/ TOLO: The students shall vote for two boys and two girls from their class. The top boy and girl from each class will be in the TOLO Court. Students may only be on TOLO Royalty Court once in their high school career. Royalty members cannot have a level 2 or above discipline infraction on their record.

Prom: Each Senior Class member shall vote for one boy and one girl on the nomination list for their Prom Royalty (excluding Homecoming and TOLO Royalty members from that year). The two students with the highest votes shall be King and Queen. The couple will be announced and crowned at Prom. Royalty members cannot have a level 2 or above discipline infraction on their record.

Student Eligibility: Every student has the right to be nominated but can only be a royalty member once between freshman and junior year. During senior year, all past royalty has the ability to be any royalty--including prom--but can only be on royalty once that year.

Section II

During the year in which they serve, the ASB President shall be a senior, and all other ASB executive council members must be a junior or senior, in order to run for office. These candidates must also be passing all classes. All must be enrolled as full time Sedro-Woolley High School students. Executive Council officers must be enrolled in the Leadership Class for the fall semester. All Executive Council officers must be passing all of their classes at all times during their time in office. If they receive a failing grade at any time they will meet with the Leadership Advisory Team (Principal, ASB Administrator, and ASB Advisor) and be placed on probation until grades improve. If grades do not improve by next grading period, the student will be dismissed from office. The Executive Council shall appoint a replacement to fill his/her vacated position.

All must have a signed Code of Conduct on file. All Executive Council officers face disciplinary action as described in the Sedro-Woolley High School Student Handbook and Code of Conduct for any infractions.

ARTICLE VIII

Amendments

Amendments are changes to legislation already stated in the ASB Constitution. Amendments can be proposed by any member of the ASB.

- 1) The proposed amendment(s) must be submitted in writing to the Den of Representatives, and if approved by a two-thirds majority vote when a quorum is present, shall be passed on the Executive Council for voted approval. If approved by the Executive Council, then the student body will vote on the amendment.
- 2) If the proposed amendment is turned down by the Executive Council and/or the Den of Representatives, a petition may be presented to the Council requesting that the issue be brought before the student body. If the petition is signed by 25% or more students, the amendment will automatically be voted upon by the students.

If a simple majority vote is met of the proposed amendment (50%+1 in favor), then the amendment takes effect immediately.

ARTICLE IX **Finance**

1) No bill shall be contracted from the ASB except by requisitions. All money from the student body association activities shall be placed in a general student association fund, provided that complete and separate accounts shall be kept for each activity to determine financial gain or loss of several student associations activities. Then money from the general fund can be transferred to other accounts with the Executive Council's approval.

2) ASB cards—Since ASB cards are the primary source of income to the association, it is necessary to establish some regulations concerning who is required to purchase them. It is fitting that all people who use facilities and funds of the association should finance it. Therefore:

a) All persons participating in school athletics of any kind must hold a valid ASB card. It shall be the responsibility of the coaches of each sport to see that participants have ASB cards before they play in any games. A list of all players shall be given to the ASB Activities Coordination before the first game of any sport. After it has been established that all players have ASB cards, a list shall be filed in the ASB office.

b) A list of all members of each club or organization shall be given to the Activities Coordinators no later than November 1st of each year. All students that belong to clubs and organizations which receive money from the ASB shall buy an ASB card. This shall be the responsibility of the club advisor to see that all participants have a valid ASB card, before the transfer of money from the ASB fund is made.

c) All ASB officers, class officers must hold a valid ASB card.

d) Students who are financially unable to purchase an ASB card may present their case to the administration who may reduce or waive the fee or provide an opportunity to substitute school service for the fee.

ARTICLE X

Official Designations

Colors

The official colors of Sedro-Woolley High School will be royal blue and white.

Name of Organization

The Name of this organization shall be the Associated Student Body of Sedro-Woolley High School.

Mascot

The mascot of Sedro-Woolley High School shall be the CUBS. The official name of the mascot is Victor E Cub.

ARTICLE XI

Fund Raisers

All fund raisers held by clubs and organizations at Sedro-Woolley High School must be approved by the Executive Council before they can be initiated and a fund raiser form must be filled out.

ASB Finances

SECTION A ASB Club funding requests will be brought to the Executive Council for review if they are asking for money beyond their budget. In order for a request to be considered all club members must have a valid ASB Card and fundraising must have occurred.

SECTION B If a funding request is made by an ASB recognized club, that club must raise at least half of the total amount requested.

SECTION C The annual ASB Budget must be approved by the Executive Council in May of each year for the next fiscal year with a brief explanation as to why each club had received the funds they did.

ARTICLE XII

Clubs

SECTION A New clubs may be established by request to the Executive Council. The Executive Board shall review all requests to establish new clubs and hold a vote for approval.

SECTION B In order to be considered an “active” club or activity, an up-to-date constitution must be on file with the ASB Secretary each year. New clubs must present a constitution to the Executive Council to gain status as an official ASB club/activity. All clubs must have a faculty advisor.

SECTION C All clubs/activities must comply with state and district fundraising regulations or risk losing their “active status”.

SECTION D When a club is declared inactive, its constitution will be brought before the Student Council for review. If the Council so chooses, it may revoke the membership of any club in Student Council by two-thirds majority vote of the entire Student Council. Funds of inactive clubs will be placed in the General Fund.

ARTICLE XIII

ASB Budget

SECTION All Student Body fund receipts will be deposited intact on a daily basis in a designated depository and transferred to the Skagit County Treasurer.

SECTION B Disbursements shall occur only upon presentation of properly prepared vouchers that the school district office shall decide. The supporting documentation of the vouchers shall bear evidence of student approval.

SECTION C The annual ASB Budget must be approved by the Executive Council in May of each year for the next fiscal year with a brief explanation as to why each club had received the funds they did.

ARTICLE XIV

Private Monies

All private monies accepted by ASB are subject to all the same guidelines as all other ASB funds.

ARTICLE XV

State Law

Washington State Law and State Board of Education Administration codes supersede any part of this constitution. The Executive Board, with majority vote of the Student Council, may make any necessary additions or deletions to the constitution or By-laws to conform to law, without invalidating the entire document.

ARTICLE XVI

Executive Council Advisor & Administrators

The Advisor must be able to administer and implement district policies and procedures in a manner which protects the welfare of students. The Administrators and Advisor do not have voting privileges, but do have the right to overrule a student government idea/decision based on: financial responsibility, student protection, district policy, calendar conflicts, negative representation of Sedro-Woolley High School, and/or disruption of the educational process. The Executive Council Advisor's role is to provide direction, counseling, guidance, and supervision at all Executive Council meetings and activities.

ARTICLE XVII

Membership

SECTION A

All ASB office holding members are required to have an ASB card.

SECTION B

All Executive Council members shall be full time SWHS students.

SECTION C

It is mandatory that all Executive Council members be enrolled in the Leadership Class for the fall semester that they are in office. Spring semester is not required, but advised. This newly instated rule will be applicable to the elected Executive Council of 2016-2017 and beyond.

SECTION D

This Associated Student Body does not discriminate against its members on the basis of sex, race, religion, sexual orientation, or handicapping conditions.

ARTICLE XVIII
Leadership Class

For the first semester, after the term of 2015-2016, it is mandatory that all Executive Council members and Class Presidents are in the Leadership Class. The Leadership students will participate in the planning and execution (but not limited to) events determined and outlined by the Executive Council and Leadership teacher. The Leadership Class is open to any students wanting to be more involved.

ARTICLE XIX
Inter High

It is required that Sedro-Woolley High School participates in an Inter High. The members will include a member from each class and an overall representative. The assigned members will be overseen by the Inter High advisor and will apply and interview during their eighth grade year. The overall representative will apply and interview every four years starting in March of 2017. The Inter High members will report to the Executive Council at the preceding Executive Council meeting following the Inter High meeting. A representative will also report to the Den of Representatives meeting. Each representative will serve for all four years of their high school career. Inter high members cannot have a level 2 or above discipline infraction on their record and must be passing all classes. Inter high members must also be full time SWHS students.

Adopted: 2003-2004 ASB

Revised by: 2015-16 ASB; 6.13.16 Board Approved