

**A.S.B. CONSTITUTION  
OF  
SQUALICUM HIGH SCHOOL**

**ARTICLE 1  
GENERAL A.S.B.**

- Section 1      The name of this Association is “The Squalicum High School Associated Student Body.”
- Section 2      The purpose of this Association is to promote all student activities in which its members participate.
- Section 3      All students registered at Squalicum High School who have purchased an A.S.B. card are members of the A.S.B. and are entitled to all of the rights and privileges thereof. These privileges include, but are not limited to: Running for A.S.B. or Class office, holding membership in a club, participating in a sport, being admitted to regular season home sports events free of charge, and being allowed to attend post game dances.
- Section 4      In the event that a student is financially unable to purchase an A.S.B. card, arrangements may be made by a Squalicum High School counselor for that student to obtain an A.S.B. card at a reduced price.

**ARTICLE 2  
A.S.B. OFFICERS**

- Section 1      The officers of the A.S.B. are the President, Vice President, Secretary/Treasurer, Public Relations and committee chairs.
- Section 2      The A.S.B. President is in charge of all the activities in which the Senate is involved throughout the year. He or she plans the agenda for the meetings and presides over them. The A.S.B. President may appoint committee chair people to carry out special Senate tasks. The A.S.B. President must attend all House of Representative meetings but may not vote.
- Section 3      The A.S.B. Vice President is required to attend all Senate meetings, chair meetings in the absence of the A.S.B. President, and assist the other officers in the organization and completion of Senate activities. He or she plans the agenda for the House of Representatives meetings and presides over them. The A.S.B. Vice President may appoint committee chair people to carry out special House of Representative tasks.
- Section 4      The A.S.B. Secretary/Treasurer is responsible for being present at all Senate and House of Representative meetings, taking minutes of those meetings, and chairing them in the absence of the A.S.B. President and A.S.B. Vice President. In addition, the A.S.B. Secretary/Treasurer is responsible for any correspondence and/or paperwork involved with A.S.B. activities. The A.S.B. Secretary/Treasurer must be the student liaison with the Business Office and should work with that office to fulfill any obligations of the A.S.B. required by the state.
- Section 5      The public relations officer is responsible for being present at all Senate and House of Reps Meetings. They are to make sure that information from both the senate and the house get to the general student body through the “Eye of the Storm” and posting of the minutes.
- Section 6      The committee chairs will attend both the Senate and House of Representatives meetings. They will head all committees as appointed by the leader of the Senate and the House of Representatives.
- Section 7      Those candidates that ran for A.S.B. office, but were not elected will be eligible to run for the committee chair positions. The senate will determine how many and who will fill these positions at the conclusion of the class elections.

- Section 8 The A.S.B. officers will be involved in planning and implementing major school activities including school elections, homecoming, school assemblies, and community-service projects.
- Section 9 It is mandatory for elected A.S.B. officers to take at least one semester of leadership class during their year in office if they have not yet previously taken a leadership class.

**ARTICLE 3  
CLASS OFFICERS**

- Section 1 Class officer positions consist of President, Vice President, Secretary/Treasurer, Representative Blue, and Representative Silver for each class.
- Section 2 The Class President is in charge of all activities in which the class is involved throughout the year. He or she plans class meetings (preparing an agenda when necessary), chairs class officer meetings and appoints committees to carry out special tasks.
- Section 3 The Class Vice President shall attend all meetings of the class officers, chair meetings in the absence of the Class President, assist the other officers in the organization and completion of class activities. He or she must attend Senate meetings as a voting party.
- Section 4 The Class Secretary/Treasurer is responsible for being present at all class officer meetings. The Secretary/Treasurer takes the minutes of the class officer meetings, keeps records of the class money and chairs meetings in the absence of the Class President and Class Vice President. In addition, the Class Secretary/Treasurer is responsible for any correspondence and/or paperwork involved with the class. He or she must attend all Senate meetings as a voting member.
- Section 5 Representative Blue and Representative Silver are voting members of the Senate. They must attend all class officer meetings and Senate meetings as a voting member. They are a representative of every student of their grade, and thus the positions may be held by anyone.
- Section 6 The Class Officers are responsible for class involvement with Homecoming, fundraising activities, dances, community service projects and similar activities.

**ARTICLE 4  
INTER-HIGH**

- Section 1 The Senate will select one sophomore, one junior and one senior Inter-High Representative.
- Section 2 Inter-High Representatives are voting members of the Senate.
- Section 3 Each Inter-High Representative may hold office for no more than three years.
- Section 4 Inter-High Representatives are responsible for attending Inter-High meetings once a month and sharing any ideas with Class and A.S.B. Officers at their respective meetings when appropriate.
- Section 5 The Inter-High Representatives are responsible for Squalicum High School's involvement in Inter-High activities within our Inter-High Council.

**Article 4B  
SITE COUNCIL**

- Section 1 Squalicum High School Site Council including students, parents, and community members work collaboratively in a forum format to promote/implement an educational program which allows every student to excel/succeed.

- Section 2 Squalicum High School Site Council will solicit information for and make decisions which will create/maintain a School Improvement Plan.
- Section 3 Squalicum High School Site Council representatives shall be selected through an election process (parents elect parents, students elect students, etc.; Principal shall be exempt from process). Elections will be held each Spring; new representatives take office at the next meeting following election.
- Section 4 Squalicum High School Site Council representatives will serve either one- or two-year terms.

## ARTICLE 5 SENATE

- Section 1 The Senate is comprised of the A.S.B. President, A.S.B. Vice President, A.S.B. Secretary/Treasurer, A.S.B. Public Relations, the Class Officers and Silver and Blue Representatives from each class, the committee chairs, and the three Inter-High Representatives.
- Section 2 The Senate shall have charge of all student body money and appropriations and will represent the student body to the school faculty, administration, and School Board.
- Section 3 The A.S.B. President presides over the Senate and shall be a non-voting, non-partisan member of the Senate. In the case of a tie vote, the President shall vote to break the tie.
- Section 4 The Senate shall meet once a month or as necessary at the discretion of the President. There shall be a faculty advisor present at all meetings. The faculty advisor shall be appointed by the principal.
- Section 5 There must be a simple majority (50%+1) of members of the Senate present at a meeting to conduct any official business.
- Section 6 In the absence of the A.S.B. President, the A.S.B. Vice President presides over Senate meetings. The A.S.B. Secretary/Treasurer presides over Senate meetings in the absence of both the A.S.B. President and A.S.B. Vice President. The A.S.B. Public Relations Officer presides over the Senate meetings in the absence of the A.S.B. President, A.S.B. Vice President, and the A.S.B. Secretary/Treasurer.
- Section 7 In the absence of the A.S.B. President, A.S.B. Vice President, A.S.B. Secretary/Treasurer and the A.S.B. Public Relations Officer, the Senate shall select one of the Senior Class Officers to preside over the Senate meeting or postpone the meeting.
- Section 8 The A.S.B. Secretary/Treasurer keeps the minutes of all Senate meetings and is in charge of posting them in the school and delivering them to: the A.S.B. Vice President to be discussed in the House of Representatives, the Senate Advisor to be kept in the Senate records, and the A.S.B. Business Office to be used in allocation of money.
- Section 9 The Senate will approve a budget for each A.S.B. activity in the spring for the following year. Any request for funds which exceeds the budgeted amount must be accompanied by a budget revision and approved by a two-thirds vote from the Senate.
- Section 10 A member of the Senate shall be dismissed from the Senate if:
1. The officer is absent from two Senate meetings without excuse.
  2. His/her grade point average drops below 2.5 for any semester during his/her term in office.
  3. He/she ceases to be a member of the student body.
  4. He/she does not meet the criteria as outlined in this document for their A.S.B. position.
- Section 11 The Senate may delegate responsibilities to other student groups at any time they feel it to be appropriate.

**ARTICLE 6**  
**HOUSE OF REPRESENTATIVES**

- Section 1 The House of Representatives shall consist of one representative from each class, club, activity, and sport. Each class must elect a representative and, if necessary, must elect a new representative if the semester has changed and moved the old representative to different class. A club, activity or sport may elect a representative of their choosing; however, they may opt out.
- Section 2 The President of the House of Representatives shall be the A.S.B. Vice President.
- Section 3 The Vice President of the House of Representatives shall be the A.S.B. President.
- Section 4 Meetings of the House of Representatives shall follow each senate meeting, no more than 1 week later.
- Section 5 There shall be a faculty advisor present at all meetings. This advisor shall be appointed by the principal.
- Section 6 The House of Representatives shall approve all proposed club constitutions before the proposed club can be affiliated with or request funds from the A.S.B.
- Section 7 The President of the House of Representatives shall be a non-voting, non-partisan member of the House of Representatives. In the case of a tie vote, the President shall vote to break the tie.
- Section 8 The quorum shall be 2/3 of the Representatives.
- Section 9 It shall take a quorum of the House of Representatives to override the decision of the Senate.
- Section 10 A member of the House of Representatives may be dismissed and replaced for any of the following reasons:
1. Ill-conduct
  2. More than two unexcused absences from a House of Representatives meeting. An unexcused absence is one that does not fit the following situations: a test, absent the day of the meeting, contracted absence, school-related trips (examples: Field Trip or music tour) or attending Running Start classes. Late arrival, early dismissal, and negligence are not excusable.
  3. More than two unexcused absences from assigned committee meetings called by the committee chairman.
  4. Necessary withdrawal from the House.
- Section 11 A Representative shall be given only one warning by the President of the House for ill-conduct. Upon the second incident of ill-conduct, the President shall call a meeting of the House officers. If, between all the officers, there is a majority vote for dismissal, the representative shall be dismissed from the House of Representatives.
- Section 12 In the event a Representative to the House is deemed unable to serve, the class alternate shall replace them and their first period class shall elect a new alternate.
- Section 13 In the case that a selected class has a grievance with their Representative, they will make their concerns known to the President of the House of Representatives.
- Section 14 The House President shall provide each Representative to the House a description of his/her responsibilities as a Representative.

**ARTICLE 7**  
**CONGRESS**

- Section 1 Congress will consist of all members of both the House and Senate.

- Section 2 The A.S.B. President and Vice President will preside over the meeting and follow the procedures of the House and Senate.
- Section 3 The Congress minutes will be included in both the House and Senate Secretaries' notes.
- Section 4 Congress will meet at the beginning of each semester to project and plan school wide activities for the semester.

**ARTICLE 8  
ELECTIONS**

- Section 1 The purpose of the Spring Election is to elect the A.S.B. Officers, Class Officers, and advertise the office of Inter-High Representative and Site Council for the following school year. Freshman Class Officers shall be elected in the Fall Election.
- Section 2 All election timelines shall be approved by the Senate.
- Section 3 A.S.B. President, A.S.B. Vice President and A.S.B. Secretary/Treasurer and A.S.B. Public Relations Officer shall be elected by the student body. Their respective classes shall elect Sophomore, Junior, and Senior Class Officers. The Senate through application shall select the Sophomore, Junior, and Senior Inter-High Representatives.
- Section 4 The A.S.B. President, Vice President, A.S.B. Secretary/Treasurer and Public Relations Officer must have the appropriate number of credits at the beginning of the fall term following the election to be a member of either the Junior or Senior class. All Class Officers and Inter-High Representatives shall have the number of credits at the beginning of the fall term following their election to be members of their respective classes.
- Section 5 A.S.B. Officer candidates shall require a nomination petition signed by at least 5% of the A.S.B. at large. Class Representative and Inter-High Representative candidates shall require a nomination petition signed by at least 15% of their respective classes.
- Section 6 Each candidate shall have his or her speech approved by a designated faculty member before it will be allowed in an election assembly. All A.S.B. Officer candidates shall present their speeches in an all school assembly. All Class Officer candidates shall present their speeches in a class assembly.
- Section 7 Elections shall be held in a timely fashion after the election assembly.
- Section 8 The candidates receiving the plurality of votes cast shall be declared elected. If there is a tie in the general election for the plurality of votes, there shall be a run-off between those candidates on the next available day.
- Section 9 No member of the A.S.B. may hold more than one of the following positions at the same time: A.S.B. President, A.S.B. Vice President, A.S.B. Secretary/Treasurer, Class Officer, Inter-High Representative or Officer of the House of Representatives.
- Section 10 All members of student government must sign and have their legal guardian sign the co-curricular activities code before they assume office.
- Section 11 Any officer mentioned in Article 9 Section 9 of this Constitution found negligent in the performance of his/her duties may be recalled by a vote of the Senate and House of Representatives.
- Section 12 An officer shall relinquish his or her office if expelled from school, cited on drug or alcohol violations or arrested by law enforcement.
- Section 13 Vacancies in the offices of the A.S.B. President, A.S.B. Vice President, A.S.B. Secretary/Treasurer, Class Officer, House Senator or Inter-High Representative may be filled by a special election at the discretion of the Senate. If a current officer is elected, they automatically step down from their previous position and another election will be held to fill their office.

- Section 14 Running Start students are ineligible for holding an office excluding being a member of the House of Representatives.
- Section 15 Seniors will not vote in the spring election.

**ARTICLE 9**  
HANDLING OF A.S.B. FUNDS

- Section 1 The Secretary/Treasurer shall approve all bills presented for payment to the A.S.B. Business Office.
- Section 2 The Secretary/Treasurer shall keep a set of books which shall be audited by the A.S.B. Business Office at least once a year.
- Section 3 No one shall buy goods or contract for the same in the name of the A.S.B. without first having obtained a properly approved purchase order.
- Section 4 A purchase order is invalid if it is not fully signed.
- Section 5 The Secretary/Treasurer is authorized to pay only bills that are accompanied by a fully signed purchase order or those items listed on the budget that do not require a purchase order.
- Section 6 All bills shall be paid by check.

**ARTICLE 10**  
AMENDMENTS TO THE CONSTITUTION

- Section 1 Amendments to this Constitution must be presented and passed by a majority vote in the Senate. They must then be presented to the House of Representatives and pass by a 2/3 vote.

## **A.S.B. Election COVID-19 Accommodations**

Running Start students are allowed to run for office.

ASB Card purchases are not required at the time of election due to temporary cessation of sales of ASB cards.

Elections for class officers will be held in Fall 2020.

Candidate speeches will be recorded and available for viewing.

Signature petitions will not be required.