

COLUMBIA HIGH SCHOOL ASSOCIATED STUDENT BODY CONSTITUTION

PREAMBLE

We the students of Columbia High School, with the intent of establishing a workable student government representative of all members of our student body, do ordain the following document as the established constitution of Columbia High School.

THE CONSTITUTION

Article I Individual Membership

All students enrolled at Columbia High school are members of the Associated Student Body. All students are allowed the privilege of obtaining an ASB card, which provides special benefits to the cardholder.

Any student who is enrolled at Columbia High School for athletics only is not considered a full member of the ASB, and cannot hold an ASB office or vote in any ASB election. ASB cards must be paid for; therefore the cardholder is entitled to all of the card discounts at dances, games and other social events.

Any student who attends running start or Tri-Tech may hold an ASB office, though the student must have at least one class at Columbia High School. A student may not hold an ASB office if they attend four or more classes at an alternative school.

Article II Representatives

- A. Executive Committee shall be the Associated Student Body President, Vice President, Secretary, Treasurer, Public Relations Officer, Spirit Commissioner and the ASB advisor or high school administrator. The executive committee will carry out the daily functions of student government.
- B. The Student Council shall consist of the ASB advisor or a high school administrator, the six ASB officers, the President of each class, the President or designee of each club or organization recognized by the ASB, and any commissioners.

Article III Nomination and Requirement Procedures for ASB Positions

Requirements for an ASB Officer position shall be as follows:

1. The declaring candidate shall obtain a petition of nomination, and will submit the petition along with the official application packet to the executive committee.
2. The declaring candidate shall give a campaign speech at the ASB nomination convention. Endorsement speeches are not permitted.
3. The declaring candidate must have a 2.5 grade point average based on the cumulative grades prior to the election date.
4. For the position of President, the candidate must be an upcoming senior.
5. For the position of Vice President, the candidate must be an upcoming junior or senior.

6. All declaring candidates must have attended Columbia High School for one complete semester or more prior to the election date.

Article IV Election of ASB Positions

- A. The election of ASB officers shall take place on an arranged date by the incumbent executive council in conjunction with the Walla Walla County Elections officer by mid-May.
- B. The election shall be held in accordance with the guidelines established by the Walla Walla County Auditor's office.

Article V ASB Officer Responsibilities

- A. The ASB President shall be scheduled for at least five classes per day, while all other officers need only be scheduled for four.
- B. All of the ASB officers shall be enrolled in the Leadership class. If there is a conflict in scheduling this class, the ASB Advisor may waive this requirement.
- C. The ASB President is responsible for leadership of the Executive Committee and Full Council. The President is also responsible for development of meeting agendas and committee appointments. The President will also accept the responsibilities assigned by the ASB Advisor or a High School Administrator.
- D. The Vice President is responsible for the leadership of various student committees, and shall preside over the Executive Committee and Full Council the absence of the President. The Vice President will also accept the responsibilities assigned by the ASB Advisor or a High School Administrator.
- E. The Secretary is responsible for the agenda for the council meetings and recording the minutes for council meetings and committee meetings involving the executive committee. The Secretary will also accept the responsibilities assigned by the ASB Advisor or a High School Administrator.
- F. The Treasurer is responsible for the approval of all ASB expenditures, budget development and reporting for all ASB organizations, and helps in maintaining the financial management process for all ASB organizations. The Treasurer will also accept the responsibilities assigned by the ASB Advisor or a High School Administrator.
- G. The Public Relations Officer is responsible for keeping current publications of ASB activities. The Public Relations Officer will also accept the responsibilities assigned by the ASB Advisor or a High School Administrator.
- H. The Spirit Commissioner is responsible for encouraging a positive, spirited atmosphere on campus, and is the main planner for pep assemblies or rallies. The Spirit Commissioner will also accept the responsibilities assigned by the ASB Advisor or a High School Administrator.

Article VI The Removal or Resignation of ASB Officers

- A. The officers of the ASB will be removed from office for conviction of a violation of any State Law or ASB Code of Conduct deemed serious enough by a Full Council and the ASB Advisor or High School Administrator. The Full Council with a 2/3's vote or the ASB

Advisor or a High School Administrator will decide if the alleged accusations are deemed serious enough.

- B. The officers of the ASB will be removed if their GPA falls below a 2.0 cumulative in any semester during their service to the student body. However, extraordinary situation will be taken under the advisement of the Executive Committee, and they may act accordingly.
- C. ASB Officers may officially resign their position by writing a letter of resignation and presenting the letter to the Executive Committee.

Article VII Replacement of ASB Officers

- A. In the case of the removal or resignation of the President, the Vice President shall assume the duties of the presidency. In the case of removal or resignation of both President and Vice President, Full Council with the approval of the ASB Advisor or High School Administrator, shall appoint an acting president from the remaining ASB Officers until such time as a general election can be held to elect a new president.
- B. In the event of removal or resignation of the Vice President, Secretary, Treasurer, Public Relations Officer or Spirit Commissioner, the student body shall be informed of the vacant positions. The Executive Committee will then accept applications from students wanting to fill the vacant position(s) interview the candidates and, with the approval of the ASB Advisor or a High School Administrator, use a majority vote to elect an individual to fill the vacant ASB Officer position.
- C. In the event where no candidate applies, or no candidate is elected from the replacement pool, the current executive council may, upon approval of the ASB Advisor or a High School Administrator, appoint a student that meets all requirements of the vacant ASB office.

Article VIII Meetings

- A. Full Council meetings may be held quarterly or as needed for pertaining business. The ASB President with the approval of the ASB Advisor or a High School Administrator may call Full Council meetings when deemed necessary.
- B. Executive Committee meetings should be held twice monthly, or as needed for pertaining business.
- C. Full Council or Executive Committee meetings shall be canceled by a majority vote of the Executive Committee with the approval of the ASB Advisor or a High School Administrator.
- D. At each meeting of the Full council and the Executive Committee, parliamentary procedures will be followed throughout the business portion of the meeting, in accordance with the Basic Parliamentary Procedure document as attached to the Constitution.

Article IX Club Membership

All Clubs and Organizations at Columbia High School must be a member of the Columbia High School ASB.

For clubs or organizations to obtain membership in good standing with the ASB they must:

- A. Submit a statement explaining the purpose of the club, i.e., club goals that should be school related.
- B. Submit the name of the club advisor. The club advisor should be a Columbia High School Staff member, but may be a responsible adult approved by the ASB Advisor or a High School Administrator.
- C. Submit a Constitution written by their own hand or a Constitution that is written in accordance with national affiliate guidelines.
- D. The club must be accepted by a 2/3's vote of the Full Council's members.
- E. Upon acceptance by the Full Council, a club representative will be seated on the council and the club will be assigned an ASB account number for financial transactions.

Article X Amending the Constitution

- A. A petition with the wording of the proposed amendment to the Constitution shall be circulated among the student body. The petition will be deemed open for 15 business days and must receive signatures equivalent to more than 50% of the student body population.
- B. The petition shall be submitted to the Full Council and the language of the amendment must be approved by 2/3s of the members of the Full Council
- C. The Constitution shall be revised periodically to update the Constitution, such as five years. The associated student body will review proposed changes and additions from Full Council. The associated student body may propose changes and additions to the Full Council for review. Proposed changes and additions will require an affirmative vote of 2/3 of the Full Council in order to take effect.



Columbia High School
Associated Student Body
Constitutional Amendments

Amendment 1 (September 27, 2010) – voting rights of members

The Associated Student Body advisor is responsible for overseeing the election of the six Executive Council members; ASB President, Vice President, Treasurer, Secretary, Spirit Commissioner and Public Relations Officer. Each enrolled student of Columbia High School is a full member of the Associated Student Body and is entitled to all of the privileges related to being so. Voting rights: each ASB member is entitled to vote for one candidate for each ASB Executive office.

Amendment 2 (September 27, 2010)

Each of the Executive Council members has equal voting rights with respect to all ASB purchases, expenditures, amendments and ASB sponsored activities. In any purchasing, expenditure, amending or ASB sponsored activity matter, a majority vote (over 50%) of executive council members present at the voting will be required to authorize approval. Any measure receiving 50% or fewer votes will not be authorized.

Amendment 3 (September 27, 2010)

No subsidiary account within the ASB will be allowed to have a monetary balance in the negative. Any request for expenditure that could potentially place an activity's budget in the negative will be rejected

Amendment 4 (September 27, 2010)

If, at any time, the Associated Student Body of Columbia High School is to be dissolved, once all debts are covered all remaining funds should be paid to: The Burbank Grange #630, located at 208 S. 4th in Burbank WA, to be used at their discretion in an effort to continue their mission of supporting the patrons of the Burbank area.

This constitution was recognized by the District Board of Directors.

Signature of President of District Board of Directors

Date

Basic Parliamentary Procedure

Official meetings for any ASB recognized clubs must be function under the conventions of basic Parliamentary Procedure. It is important to review and practice; each member needs to be fully informed and equipped to participate effectively in meetings.

- President, or designee in his/her absence, calls meeting to order
- The Secretary, or designee, records minutes of the meeting. Minutes from prior meeting should be approved at the beginning of each meeting.
- Only those who get recognized by the chair may speak during a meeting which has “come to order.”
- Side conversations are not allowed; if someone wants to speak, it should be to the whole group (unless someone gets permission from the president to have a small side conversation for the purpose of furthering the meeting)
- In order to discuss something the group needs to vote on, someone other than the president has to make a motion or proposal (“I move that...”)
- The president or designee facilitates the conversations, seeking input from all members
- The minutes need to reflect who makes motions, who seconds them and what exactly the motions are. The secretary may ask for clarifications at any time
- If there is no second, the motion will not be discussed
- If there is a second, the president calls on people to speak for or against the motion
- If someone who supports the basic motion wants to suggest a change within the motion, he/she may make a “friendly amendment” in the form of a new motion. If they do not agree with the motion, they may express disagreement and recommend it not be approved.
- The motion to make a friendly amendment either gets a second and the newly altered motion gets discussed or it dies and discussion returns to the original motion.
- The president usually sets a time limit for consideration of a motion and may ask speakers to
 - wrap up their point soon and/or
 - only speak if they have new thoughts on the topic
- If a motion is seconded, it then proceeds to a vote
- Once a vote is taken by eligible voting members, the secretary announces the number of votes “for” and “against”
- The president then gives directions or requests that appropriate action is taken by whoever is responsible to act on the motion that has been “passed.”
- At the end of the meeting, the president adjourns

Of significance:

- All conversations are directed by the president or his/her designee.
- All participants communicate with one another in an extraordinarily polite manner.
- Any potential expense or potential fundraiser **MUST** be approved through the motions/voting process and be documented in club minutes!
- Minutes are typed by the secretary or designee, and distributed to other board members. Minutes must be approved at the following meeting.
- All club minutes are turned over to the ASB Executive Council, and are kept on file along with theirs