

**Westmont High School
Associated Student Body
Constitution**

PREAMBLE

We the Students of Westmont High School, in Order to form a more perfect school, establish a positive school community, insure student participation, provide for the common good, promote the general Welfare, and secure the Blessings of Education to ourselves and our Posterity, do ordain and establish this Constitution for Westmont High School.

OATH

All students must recite the following oath prior to the school year she or he will be in ASB Leadership:

(Hand on Wally Cup/Algebra I Textbook)

"I do solemnly swear that I will faithfully execute the office of _____ of Westmont High School, and will to the best of my ability, preserve, protect and defend the Constitution of Westmont."

OUR MISSION STATEMENT:

Westmont High School's community ensures all students succeed in a rigorous and engaging academic program which leads to post-secondary success

OUR GOALS:

Personal Development: Demonstrated by ethical behavior, personal responsibility and respect for others

Communication Skills: Demonstrated through writing, visuals and oral presentations

Critical Thinking: Demonstrated by solving problems, making decisions and analyzing information

ARTICLE I

Associated Student Body

Section 1. The general student body shall have the power to vote during ASB elections and on amendments.

Section 2. On all matters, the student body cedes legislative power to the ASB Leadership.

Section 3. Robert's Rules of Order shall be adopted as the official reference book and shall influence all matters.

ARTICLE II

ASB Leadership

Section 1. The ASB Leadership shall consist of the Executive Board, Class officers and other specified appointed positions.

Section 2. The powers and duties entrusted to the ASB Leadership shall be the following.

- A. To act as the supreme legislative body of the Associated Student Body; subsequently to propose and pass legislation concerning the student body.
- B. To fully represent the Student Body.
- C. To provide a forum where students may voice opinions and make proposals.
- D. To promote and provide for the sale of ASB cards, yearbooks, and Westmont apparel.
- E. To establish committees deemed necessary.
- F. To oversee the expenditures of ASB money.
- G. To promote a fun, safe, and enthusiastic environment in which students are encouraged to get involved.
- H. To plan and implement spirit weeks, rallies and dances.

Section 3. Each member of the ASB Leadership shall be able to cast one vote in each voting situation.

- A. The presiding officer shall refrain from voting in order to preserve impartiality of the chair, except in a case where his or her vote would break a tie.
- B. The ASB Leadership may overrule the Executive Board with a 2/3 vote of its members.

ARTICLE III

Executive Board

Section 1. The Executive Board shall consist of the ASB President, Vice President, Secretary, Treasurer and Parliamentarian

- A. The executive offices of Student Body President and Vice President shall be filled by a general election
- B. In all cases of appointment, the sole power shall rest with the president vice president and new executive board along with the Director of Activities, but the current ASB Leadership shall be consulted and may advise the president
 - 1. All candidates for an executive position must be an upperclassman for the year of office.
- C. All executive board applicants, including President and Vice President must have served for one full year as a member of the ASB before installation

Section 2. The powers entrusted to the Executive Board shall be the following.

- A. Each member of the Executive Board shall, by obligation, participate actively in the legislative affairs, to interpret objectively the proposals before the Executive Board, and to promote the concepts of democratic student government.
- B. The Executive Board shall act as the chief governing body of the ASB Leadership and shall control all student activities carried out in the name of the school.
- C. Each member of the Executive Board must enroll in the Leadership Class
- D. Each member of the Executive Board shall, by obligation, serve as an honorary member of all committees.

Section 3. The ASB President shall possess the following powers and duties.

- A. To preside over all meetings of the ASB Leadership according to parliamentary procedure at official ASB meetings and whenever necessary
- B. To call special meetings of the ASB Leadership
- C. To plan an agenda for each official ASB meeting

- D. To appoint, in cooperation with the Executive Board and the Advisor, all committee members and chairpersons
- E. To preside over all assemblies of the student body
- F. To act as a communicative intermediary among the ASB Leadership, the student body, the faculty and the administration
- G. To vote on ASB business in cases where this vote would affect the outcome [i. e. to break a tie], and when not presiding over a particular meeting
- H. Inform the ASB Leadership of all executive board decisions and actions in a timely fashion

Section 4. The ASB Vice President shall possess the following powers and duties.

- A. To serve as ASB President in the event that the President becomes permanently unable to fulfill the duties of that office
- B. To temporarily assume the duties of the President in his or her absence
- C. To organize, lead and support each of the standing and special committees of the ASB through communication with each committee chair
- D. Organize and promote ASB development opportunities for the ASB including camps, workshops, conferences and retreats

Section 5. The following duties and powers shall be entrusted to the ASB Secretary.

- A. Keep a neat and accurate written account of each ASB meeting in a public location
- B. To provide a record of each official ASB meeting that was held
- C. To attend PTSA Meetings on the first Tuesday of each month

Section 6. The ASB Treasurer shall be entrusted with the following powers and duties.

- A. To keep a complete and accurate record of all receipts and disbursements of the student body funds
- B. To present, upon the request of the President, a report of the state of the student body treasury
- C. To keep accurate profit-and-loss sheets of all ASB functions and to assist classes and clubs in keeping accurate records
- D. To supervise the preparation of the annual budget, which is approved at the beginning of each new school year
- E. To present expenditures to the ASB
- F. To organize and execute general ASB fundraisers
- G. To provide guidance for class fundraisers
- H. To present all student organization fundraising requests to the ASB

Section 7. The following duties and powers shall be vested in the ASB Parliamentarian.

- A. Assist the President in execution of all assemblies according to parliamentary procedure
- B. Educate all ASB Leadership members on parliamentary procedure
- C. To be able to take the place of the ASB President or ASB Vice President if she or he is not able to do her or his duty
- D. Undertake all revisions and/or amendments to the constitution and the bylaws
- E. Act as Sergeant-at-Arms

ARTICLE IV

Class Officers

Section 1. The Presidents of each class shall possess the following powers and duties

- A. To work in close alliance with the assigned Faculty Class Advisor to ensure success of all class activities
- B. To determine a time and place for the execution of class meetings and preside over those meetings
- C. To call special class meetings as needed.
- D. To serve as the chair of all class functions; to oversee and organize all class activities and to promote class participation in all-school activities

Section 2. The Vice Presidents of each class shall possess the following powers and duties

- A. To assist the class president
- B. To represent and voice the ideas of the class
- C. To support the class president in his/her decisions
- D. To help organize class meetings
- E. To assume the responsibilities of the Class President in the case of an absence

Section 3. The Secretary/Treasurer of each class shall possess the following powers and duties

- A. To help organize and run class meetings
- B. To take minutes at class meetings and to preserve them in a class binder
- C. To coordinate class fundraisers
- D. To keep track of the treasury and expenditures
- E. In the ASB Secretary's absence, the Senior Class Treasurer/Secretary shall take minutes at ASB Leadership official meetings

Section 4. The Class Representatives of each class shall possess the following powers and duties

- A. To bring the opinions of the class to meetings
- B. To represent and help make decisions for the class
- C. To chair special committees when needed
- D. To assist and support the class president in all decisions

Section 5. All class officers are required to serve on ASB Leadership committees

Section 6. All class officers are required to be enrolled in the Leadership Class

ARTICLE V

Commissioners

Section 1. The ASB Commissioners will be appointed by the incoming executive board along with the former president and Activities Director

- A. The Commissioners positions shall be filled by an application and interview process, which shall be held before the conclusion of the school year prior to the year of office
- B. All applicants must have academic eligibility at the time of appointment. If an appointed Commissioner's academic eligibility is revoked at the end of the semester, the said Commissioner shall be removed
- C. The Prom Commissioner shall be an upperclassman
- D. All commissioners must be enrolled in the Leadership Class

Section 2. The Commissioners shall consist of the following ASB Leadership

Commissioners: one Publicity Commissioner, one Student Affairs Commissioner, one

Prom Commissioner, two Dance Commissioners, one video coordinator, one audio coordinator, one Teacher Liaison, one Spirit Commissioner and one athletic commissioner, and any other commissioners the Executive Board sees fitting to add.

Section 3. The Publicity Commissioner shall undertake the following.

- A. Supervision of all operations of the publicity committee
- B. Assistance with the supervision and maintenance of all school bulletin boards
- C. Publicity of all school and ASB Leadership activities through a variety of venues
Issuing of press releases about school and student activities to PTSA, Administration, Journalism, Graphic Publications and student body
- D. The organizations of regular poster making meetings and to ensure that all publicity committee members are well trained in poster design
- E. Makes promotional videos for ASB Leadership
- F. Works with multimedia students
- G. Has knowledge of editing and access to a video camcorder

Section 4. The Student Affairs Commissioner shall undertake the following

- A. The organization and execution of all ASB card sales and records
- B. The organization and execution of special ticket sales and item distribution through the activities office
- C. Record keeping of all student organization bylaws approved by the ASB
- D. Participation in any special projects that may arise which require student body representation
- E. The designing of the ASB card for the following year
- F. Responsible for handling, upkeep and engraving of The Owen Hege Wally Cup

Section 5. The Spirit Commissioner shall undertake the following.

- A. The organization of all school spirit meetings
- B. The organization of year-long class spirit competitions
- C. Leadership and promotion of school spirit
- D. Communication of potential school spirit activities to the ASB Leadership class
- E. Organization and execution of all rally activities and meetings
- F. Maintaining fair records of Wally Cup competition

Section 6. The Prom Commissioners shall undertake the following:

- A. The organization of all Prom meetings and fundraisers under the condition that the whole profit of the said fundraisers goes toward the Prom funds.
- B. The recruiting and training of all Prom Committee members.
- C. Organizing and executing the Annual Westmont High School Senior/Junior Prom; including bid sales, invitations, party favors, memory books, photography, dance hall, dinner, guest list, decorations, and the DJ.
- D. The reporting of the Committee's progress to ASB Leadership.
- E. Management of the Prom budget.
- F. Organize and executing the Annual Fashion Show

Section 7. The Dance Commissioners shall undertake the following:

- A. The organization and execution of all dances [excluding Prom as stipulated in Section 6A of Article V], which shall entail ticket sales preparation, ticket design, decoration, promotion, guest list, DJ and cleanup.
- B. The recruiting and training of all Dance Committee members
- C. The organization and execution of all Dance Committee meetings.

- D. Communication of all Dance Committee activity to ASB Leadership
- E. Assistance to the prom committee in preparation of the prom

Section 8. The Teacher Liaison shall undertake the following:

- A. The organization and execution of all Teacher Appreciation events and activities, including: Teacher Lip Sync, luncheons, gifts, etc.
- B. The recruiting and training of all Teacher Appreciation Committee members.
- C. Communication of all Teacher Appreciation Committee activity to ASB Leadership.

Section 9. The Athletics Commissioners shall undertake the following:

- A. Publicizing all Westmont High School athletic events
- B. The management and delegation of ticket sales for all athletic events.
- C. Recognizing athletic achievements
- D. Communicates with coaches regarding ASB and rally activities
- E. Must assist Rally Commissioner in planning and organizing rallies
- F. Shall submit timely and accurate bulletin announcements/videos

Section 10. The Audio-Visual Coordinators shall undertake the following:

- A. Operating and maintaining all ASB sound and video equipment.
- B. Setting up and operating the sound and video equipment for all ASB sponsored events
- C. Keeping all sound equipment clean and in operating order.
- D. Coordinating the use of sound equipment by school groups.
- E. Playing and coordinating music for school assemblies and rallies.
- F. Providing appropriate music for lunchtime activities.
- G. Making appropriate promotional videos for ASB Leadership.
- H. Working with multimedia students.
- I. Having knowledge of video editing and access to a video camcorder.

ARTICLE VI

Standing Committees

Section 1. The ASB Leadership shall retain only the following standing committees throughout the school year: Dance/Prom and Publicity.

- A. All committee members must be enrolled in the ASB Leadership
- B. The Executive Board shall appoint all committee members including the senior leaders
- C. All commissioners will be subject to the same code of conduct and impeachment restrictions as the other members of the ASB Leadership
- D. All standing committees may draft and approve constitutions of their own so long as they do not conflict with the ASB Bylaws or Constitutions. These constitutions may dictate membership requirements and codes of conduct

Section 2. The Student Affairs Committee shall undertake the following.

- A. All ASB card sales, 2-for-1 card sales, special ticket sales, and the bookkeeping thereof
- B. Cooperation with the Yearbook staff for the annual distribution
- C. Creation of new student organizations
- D. Promotion of general student activity throughout the school year

Section 3. Rally Committee shall undertake the following.

- A. School wide support for the athletics program
- B. Promotion of general school spirit
- C. Organize and oversee all school rallies

Section 4. The Prom Committee shall undertake the following.

- A. All fundraising endeavors in preparation for the annual Junior/Senior Prom
- B. Organize and execute the Annual Westmont High School Junior/Senior Prom, including bid sales, invitations, party favors, memory books, photography, dance hall, dinner, guest list and the DJ

Section 5. The Dance Committee shall oversee and undertake the following.

- A. Planning, decorating and cleaning up for all dances excluding Prom
- B. Choosing themes for various dances
- C. Establishing ticket prices

Section 6. The Publicity Committee shall be entrusted with the following.

- A. Planning, organizing, and supervising all student body publicity
- B. Advertising all pertinent student body events via media available on the school grounds
- C. Promoting student involvement around campus

ARTICLE VII

Special Committees

Section 1. The Student Council shall convene special committees as necessity arises

Section 2. The ASB President, with the council of the Executive Board and the advisor, shall appoint the constituents of such committees, as well as the chairperson(s).

ARTICLE VIII

Impeachment

Section 1. The following offenses shall result in a public discussion of removal from ASB Leadership including removal from the Leadership Class:

- A. Suspension or expulsion from Westmont High School
- B. Theft on or off campus
- C. Possession or use of drugs, including alcohol, on or off campus
- D. Absence from 3 mandatory activities that were not excused with previous approval or not made up for; mandatory activities must be published in writing to the class 2 weeks in advance to be considered mandatory
- E. Unexcused absence from 10 ASB class days
- F. Revocation of academic eligibility; less than 2.0 grade point average

Section 2. All members of the ASB Leadership shall be subject to impeachment for the following:

- A. Neglect of office

Section 3. In the event that the ASB President or Vice President face impeachment, the process shall carry the following stipulations.

- A. Two-thirds of the ASB Leadership class can vote to impeach any member for just reasons.
- B. However, the call for impeachment of the ASB President/Vice-President must be submitted in writing to the ASB Leadership Advisor, and

Section 4. All impeachment proceedings shall be conducted in the following manor:

- A. The principal will run the meeting or in his/her absence, the vice-principle
- B. The principal shall conduct the meeting in accordance with Parliamentary procedure
- C. Immediately following the impeachment motion, the member getting impeached shall be given 5 minutes to state his/her case.
- D. Following the opening speeches, the class will entertain discussion mediated by the principle until the motion to previous question passes with a 2/3 vote
- E. All voting in the matter of impeachment shall be conducted by secret ballot
- F. Counting of the votes shall be conducted by no less than 2 administrators, the activities director, and the president. In the event that the impeachment motion concerns the ASB President, the ASB Vice-President shall oversee the counting.

Section 5. Appeal Process: In the event that a member of the ASB Leadership is impeached or removed, the following appeal processes may take place

- A. If a member of the ASB Leadership is impeached by a 2/3 vote of the ASB Leadership, he or she can be reinstated by obtaining 350 signatures of the student body who are in support of his/her appeal.
- B. If a student is removed for committing any offenses listed in Article VIII, Section 1, she or he has the option to challenge her or his removal by appealing to the ASB Leadership
 - 1. The student who has been removed will be given five minutes to plead her or his case to the ASB Leadership in an official ASB meeting
 - 2. There will be a vote following the 5 minute plea. If Two-thirds of the ASB Leadership vote to reinstate the student who has been removed, she or he is immediately reinstated into ASB Leadership

ARTICLE IX

Succession

Section 1. If the ASB President cannot fulfill his/her duties because of illness, physical disability or other inevitable absence, the ASB Vice President shall assume the duties and responsibilities of the President until such time the president may return to office.

Section 2. If the President is rendered permanently unable to fulfill the duties of the said office, the Vice President shall then succeed to the Presidency

- A. When the Vice President fills the position of ASB President, all voting members of ASB leadership shall elect a new Vice President from the present ASB Leadership
- B. The vacancy left by the successor to the Vice Presidency shall be filled immediately by appointment by the Executive Board

Section 3. If, for unavoidable reasons, both the Student Body President and the Vice President simultaneously become indisposed to fill their offices, the President and Vice President of the Senior Class shall serve as acting executives until such time the ASB Leadership may elect permanent replacements from the present ASB Leadership

Section 4. If the ASB Vice President becomes permanently unable to fulfill the duties of the office, the Senior Class President shall assume the duties until ASB Leadership may elect a new Vice President from the present membership of the ASB Leadership

Section 5. If a vacancy occurs in any of the appointed Executive positions, the remainder of the Executive Board shall fill the vacancy by appointment. However, the successor to that vacancy must be from the present ASB Leadership

Section 6. In the event that the ASB Secretary or Treasurer becomes unable to serve the full term, the senior class Secretary/Treasurer shall serve as an acting Executive for that office until the remaining Executive Board appoints a successor

Section 7. In the event of a vacancy among the Commissioners, whether caused by impeachment, resignation, or as the aftereffect of succession, it shall be filled immediately by appointment. In the appointment process, the Executive Board may choose, at its discretion, the following course:

A. The Executive Board may open the position to new applicants, and repeat the interview process.

Section 8. In the event of a vacancy in an elected Class Office, the Class President shall convene a meeting of the Class ASB Representatives. These representatives shall then elect a successor to the vacant office

A. If the Class President becomes indisposed to finish the term, the Vice President shall succeed to the Class Presidency and a meeting of the Class ASB Representatives shall be convened immediately by the Executive Board to elect a new Vice President

B. The successor to such vacancies discussed in this section must be a member of the present ASB Leadership

C. Such an election must be held within a week of the vacancy

Section 10. In the event of a vacancy in an appointed Class Office or Publicity Committee, for example, the Executive Board may fill it by appointing a Class ASB Leadership member; in this case, the Executive Board may allow the vacancy at its discretion

ARTICLE X

Elections

Section 1. Both ASB elections and class elections, with the exemption of incoming freshmen, shall be held in April preceding the year in office, before the conclusion of the school year.

Section 2. An Elections Committee must be convened by the Executive Board at least a month before the scheduled elections

A. The duties of the ASB President include ex officio membership in all committees convened within ASB, including the Elections Committee

B. This committee shall monitor all campaign activity. However its purpose shall be to plan, observe and to report. All final decisions pertaining to the elections shall rest with the ASB Leadership

C. The applications must include the ASB code of conduct and each applicant must sign her or his agreement to the code before she or he may become a candidate.

D. Once a candidate declares his/her candidacy and turns in the completed application, he/she may not change his/her original deceleration

Section 3. Preliminary screening shall be executed in the following manner for all elections.

A. All candidates for both general and class elections shall be screened for eligibility in the following criterion

1. An overall GPA of at least 2.5 or better
2. Satisfactory citizenship

B. Candidates for the office of ASB President and ASB Vice President must be upperclassmen for the of service, and Pres and VP must have served at least one year prior in Westmont ASB Leadership (Need not be the current year)

Section 4. Freshmen will be appointed by Executive Board in the summer before entering Westmont High School.

A. Seven or eight officers shall be appointed by the Executive Board.

B. Applications will be available to any eighth graders from any school planning to attend Westmont High School.

C. Completed applications will be due no later than the end of the student's eighth grade school year to the Westmont Activities Director.

D. Applications will include two Teacher Recommendations, a completed application form provided by Westmont ASB Leadership, and a written statement. The application must be submitted by the due date or it will not be accepted.

E. These officers shall take part in ASB Leadership's summer activities

F. If necessary, the Executive Board may appoint additional freshmen officers.

1. Applicants for these two slots may be from any middle school.

2. This application process shall be consistent with that used to appoint other ASB Leadership members.

G. If necessary, the Executive Board will assign the current freshmen officers official positions consisting of: president, vice president, secretary/treasurer, and class representatives before the first spirit week.

Section 5. In all elections, campaigning shall be encouraged by the ASB Leadership However, aside from the few stipulations below, the Elections Committee shall have full authority to regulate the methods of campaigning from year to year.

A. The committee shall ensure that all forms of slander be punished accordingly

B. The guidelines should also prohibit lavish monetary expenditures during campaigning

C. All decisions made in committee shall be subject to the approval of the advisor and then are final.

Section 6. Enforcement of campaign guidelines set by the elections committee shall be executed in the manner outlined below

Section 7. The secret ballots shall be counted by two senior representatives of the Elections Committee and the current ASB President and the Activities Director

Section 8. The newly elected officers may be required to attend ASB functions with their respective predecessors as part of their training

ARTICLE XI

Student Clubs

Section 1. All clubs must have on file in the Student Activities Office a club constitution or charter approved by the Student Council and Principal before any financial transactions are made.

Section 2. If a club conducts an unapproved fundraiser or activity on or off the campus, the following penalties shall be levied.

Section 3. To charter a student organization, one must observe the procedure stipulated below

- A. Obtain an application from the Activities Office consisting of a general information form and a club constitution template.
- B. Fill out the general information form, which requires the signatures of five prospective members as well as the signature of the prospective club advisor, and submit it to the Student Council for review.
 1. The five prospective members of the proposed club must be enrolled students of Westmont High School, maintaining a GPA of 2.0 or higher
 2. The prospective advisor must be a faculty member of Westmont High School
- C. The proposed club must bear a name and present a scope of activities that are in compliance with Westmont High School's code of behavior
- D. The proposed club may not already exist at Westmont High School
- E. ASB Leadership shall inform the applicants of its decision within 2 weeks of receiving the application
- F. The club advisors and founders must sign to acknowledge having read this section of the bylaws

ARTICLE XII

Financial Policy

Section 1. All expenditures of the Associated Student Body must be approved by ASB Leadership

- A. Expenditures may be approved any time the ASB meets officially

Section 2. Clubs must have a positive balance in their accounts by the end of the year. No refund checks may be approved for clubs with a negative balance

Section 3. Necessary expenditures to activate a fundraising activity, which might result in a negative balance in the ASB or miscellaneous club account or budget item, the ASB Treasurer will request special action for the expenditure from the Administration.

Section 4. The annual budget shall be approved by ASB Leadership at the beginning of each new school year.

Section 5. All expenditures must be approved in writing by the majority of the class officers and the ASB Treasurer

ARTICLE XIII

Lettering in Sports

Section 1. Lettering policies in sports shall be the responsibility of the coaches of the individual Westmont High sports teams and the Westmont Athletic Director

- A. The coach of each team and the Westmont High School Athletic Director shall have final say on who receives a letter

Section 2. ASB Leadership shall never endorse awarding varsity letters to students who have done the following:

- A. Earned below a 2.0
- B. Violated any major school rule

C. Denigrated any activity intended for the whole school put-on by ASB Leadership or any official Westmont club

ARTICLE XIV

Lettering in Competition and Performance Based Organizations

Section 1. A performance or competition based organization is one which performs for or represents Westmont High School. These organizations include but are not limited to, Speech and Debate, Drama, and Dance Team.

Section 2. All performance and competition based organizations may provide a WHS block letter to their members after having completed the following requirements.

A. The recipient of the letter must be a member in good standing for one full year or one full competition season

B. The member must represent Westmont in at least one performance or competition in the years or seasons in which the member receives the letter

C. Additional requirements for lettering eligibility are left at the discretion of the advisor of the organization

Section 3. All clubs will be required to pay in full for the WHS block letters to be distributed to its qualifying members. The ASB Leadership will aid the organization in obtaining the block letter but will not absorb any costs for the purchase of the letters.

Section 4. All requests for lettering from any organization are subject to the approval, or rejection, of the ASB Leadership. While the ASB Leadership may recognize the organization, it may not consider the said organization as competition or performance based.

Section 5. All letters distributed to performance or competition based organizations will contrast distinctly from letters obtained for sports in that such letters shall not be used to grant lifetime passes. Although letters received in sports are identical to the letters received in performance or competition based organizations, the ASB Leadership acknowledges that they are inherently different.

ARTICLE XV

Amendments

Any amendment to these bylaws shall require a three-fourths vote of the Student Council meeting, and may be proposed by any member of the Associated Student Body. All amendments to the bylaws will not come into effect until two weeks after the motion is approved.

**Westmont High School
Associated Student Body
2009-2010
Appointed Positions**

PROM COMMISSIONERS (2)

1. Organization of all prom meetings and fundraisers under the condition that the whole profit of the said fundraisers goes toward the Prom funds
2. Recruiting and training of all Prom Committee members
3. Year-long endeavor of organizing and executing the annual Westmont High School Senior/Junior Prom
4. Communication of all prom committee activity to ASB Leadership
5. Assistance to Dance Committee in preparation for all school dances year-long
6. Organize and execute The Annual Fashion Show

DANCE COMMISSIONER (1)

1. Organization and execution of all dances (excluding prom) which shall entail ticket sales preparation, ticket design, decoration, promotion, guest list, DJ and cleanup
2. Recruiting and training of all dance committee members
3. Organization and execution of all dance committee meetings
4. Communication of all dance committee activity to ASB Leadership
5. Assistance to the prom committee in preparation of the prom

PUBLICITY COMMISSIONER (1)

1. Supervision of all operations of the publicity committee
2. Assistance with supervision and maintenance of all school bulletin boards
3. Publicity of all school and ASB Leadership activities through a variety of venues
4. Issuing of press releases about school and student activities to PTSA, Administration, Journalism, Graphic Publications and student body
5. Organization for regular poster making meetings and to ensure that all publicity committee members are well trained in poster design
6. Makes promotional videos for ASB
7. Works with multimedia students
8. Has knowledge of editing and access to a video camcorder

THE STUDENT AFFAIRS COMMISSIONERS (1)

1. Organization and execution of all ASB card sales and records
2. Record keeping of all student organization approved by ASB and the distribution of applications for ASB approval of all student organizations
3. Participation in any special projects that may arise which require student body representation

4. Designing the ASB card for the following year
5. Supervision of the constitutions of all clubs and organization of Westmont High School
6. Responsible for handling, upkeep and engraving of The Owen Hege Wally Cup

THE SPIRIT COMMISSIONER (1)

1. Organization and execution of all school spirit activities and meetings
2. Organization of long year class spirit competitions
3. Leadership and promotion of school spirit
4. Communication of all school spirit activities and meetings to the ASB Leadership
5. Organization and execution of special ticket sales and item distribution through Wally Mart
6. Maintaining fair records of Wally Cup competition

COMMISSIONER OF ATHLETICS (1)

1. Promotes interest of school athletics at Westmont
2. Communicates with coaches regarding ASB and rally activities
3. Must assist Rally Commissioner in planning and organizing rallies
4. Shall submit timely and accurate bulletin announcements/videos
5. Shall perform other duties as assigned by the ASB Leadership
6. Helps plan, organize and implement the powder puff football games
7. Responsible for organizing intramural events
8. Responsible for recognizing athletic achievements
9. Responsible for updating the Westmont High School athletic record boards

AUDIO-VISUAL COORDINATOR (1 Audio and 1 Visual)

1. Able to operate and maintain all ASB sound and video equipment
2. Sets up and operates the sound and video equipment for all ASB sponsored events
3. Keep all sound equipment clean and in operating order
4. Coordinates the use of sound equipment by school groups
5. Responsible for recording and playing music for rallies and assemblies
6. Provides appropriate music for lunchtime activities
7. Having knowledge of video editing and access to a video camcorder.
8. Making appropriate promotional videos for ASB Leadership.
9. Working with multimedia students.

TEACHER LIAISON (1)

1. The organization and execution of all Teacher Appreciation events and activities, including: Teacher Lip Sync, luncheons, gifts, etc.
2. The recruiting and training of all Teacher Appreciation Committee members.
3. Communication of all Teacher Appreciation Committee activity to ASB Leadership.

CLASS REPRESENTATIVES

1. Must bring the opinions of the class to meetings
2. Must represent and help make decisions for the class
3. Must chair special committees when needed
4. Must assist and support the class president in all decisions

**Westmont High School
Associated Student Body
Officers Duties & Responsibilities**

ALL ASB and CLASS OFFICERS

1. Must have and maintain a cumulative grade point average of 2.5 or higher throughout his/her term
2. Must have and maintain an acceptable citizenship record throughout the term
3. Must be enrolled in Leadership
4. Must dress up for all spirit days

ASB PRESIDENT (MUST BE IN ASB ONE YEAR PRIOR TO RUNNING)

1. Must preside over all meetings of the ASB Leadership according to parliamentary procedure when necessary
2. Has the power to call special meetings of the ASB Leadership
3. Plans an agenda for each student council meeting
4. Appoints, in cooperation with the Executive Board and the Advisor, all committee members and chairpersons
5. Presides over all assemblies of the student body
6. Acts as a communicative intermediary among the ASB Leadership, the student body, the faculty and the administration
7. Votes on ASB business in cases where this vote would affect the outcome [i. e. to break a tie], and when not presiding over a particular meeting
8. Informs the ASB Leadership of all executive board decisions and actions in a timely fashion
9. Serves as “exec-in-charge” of any standing and/or special committee

ASB VICE PRESIDENT (MUST BE IN ASB ONE YEAR PRIOR TO RUNNING)

1. Serves as ASB President in the event that the President become permanently unable to fulfill the duties of that office
2. Temporarily assumes the duties of the ASB President in his or her absence
3. Organizes, leads and supports each of the standing and special committees of the ASB through communication with each committee chair
4. Organizes and promotes ASB development opportunities for the ASB including camps, workshops, conferences and retreats
5. Serves as “exec-in-charge” of any standing and/or special committee

ASB TREASURER (Appointed)

1. Keeps a complete and accurate record of all receipts and disbursements of the student body funds

2. Presents, upon the request of the ASB President, a report of the state of the student body treasury
3. Maintains accurate profit-and-loss sheets of all ASB functions and assists classes and clubs in keeping accurate records
4. Supervises the preparation of the annual budget, which is approved at the beginning of each new school year
5. Presents expenditures to the ASB
6. Organizes and executes general ASB fundraisers
7. Provides guidance for class fundraisers
8. Presents all student organization fundraising requests to the ASB
9. Serves as “exec-in-charge” of any standing and/or special committee

ASB SECRETARY (Appointed)

1. Keep a neat and accurate written account of each ASB meeting in a public location
2. To provide a record of each official ASB meeting that was held
3. Serves as “exec-in-charge” of any standing and/or special committee

PARLAIMENTARIAN (Appointed)

1. Assist the President in execution of all assemblies according to parliamentary procedure
2. Educate all ASB Leadership members on parliamentary procedure
3. To be able to take place of ASB President ASB Vice President if she or he is not able to do their duty
4. Undertake all revisions and/or amendments to the constitution and the bylaws
5. Acts as “Sergeant-at-Arms”

CLASS PRESIDENTS (1from each class)

1. Works in close alliance with the assigned Faculty Class Advisor to ensure success of all class activities
2. Determines a time and place for the execution of class meetings and presides over those meetings
3. Calls special class meetings as needed.
4. Serves as the chair of all class functions; oversees and organizes all class activities and promotes class participation in all-school activities

CLASS VICE PRESIDENTS (1 from each class)

1. Assists the class president
2. Represents and voices the ideas of the class
3. Supports the class president in his/her decisions
4. Helps organize class meetings
5. Assumes the responsibilities of the Class President in the case of an absence

CLASS SECERTARY/TREASURER (1 from each class)

1. Helps organize and run class meetings
2. Takes minutes at class meetings and preserves them in a class binder
3. Coordinates class fundraisers

4. Keeps track of the treasury and expenditures
5. In the ASB Secretary's absence, the Senior Class Treasurer/Secretary shall take minutes at ASB Leadership official meetings

On this date, May 4, 2010, we, the ASB Leadership of Westmont High School, sign into law the 2010 version of the Westmont High School Constitution as law for the Westmont High School Associated Student Body

ASB President, Ben Neves

Freshman Class Representative, Keren Hendel

ASB Treasurer, Miles Witthaus

Freshman Class Representative, Kelly Ploshay

ASB Parliamentarian, Michelle Chow

ASB Vice President, Drew Messer

Senior Class Vice President, Habon Nur

ASB Secretary, Alana Garibaldi

Senior Class Secretary, Ubah Dimbil

Senior Class President, Nikita Bedi

Junior Class President, Riki Newton

Senior Class Treasurer, Chau Tran

Junior Class Treasurer, Matt Fernandes

Senior Class Representative, Sara Sears

Junior Class Representative, Kimya Behrouzian

Junior Class Vice President, Jedan Garcia

Sophomore Class Vice President, Eva Dunn

Junior Class Secretary, Sneha Thengapally

Sophomore Class Secretary, Keahi Diez

Sophomore Class President, Michaela Jose

Sophomore Class Representative, Brittany Bolden

Sophomore Class Treasurer, Cameron Baker

Freshman Class Representative, Rickie Arellano

Sophomore Class Representative, A-K Brajkovich

Freshman Class Representative, Jasmine Ardalan

Freshman Class Representative, Laurel Hamon

Freshman Class Representative, Petrina Picariello

Freshman Class Representative, Carly Rodgers

Student Affairs Commissioner, Sammie Thompson

Prom Commissioner, Summer Anderson

A/V Commissioner, Matt McGill

Athletic Commissioner, Natalie Garland

Teacher Liaison, Ashley Arancio

Activities Director, Matthew E. Kolda

Dance Commissioner, Caitlin Ceaser

Prom Commissioner, Karli Willenborg

A/V Commissioner, Yvonne Vo

Athletic Commissioner, Ian Harvel

Spirit Commissioner, Taylor Reed