

## ASSOCIATED STUDENT BODIES

An associated student body (ASB) shall be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An associated student body shall be a formal organization of students, including sub-components or affiliated student groups. Each associated student body shall submit a constitution and bylaws to the board for approval. The constitution and bylaws shall identify how student activities become approved as student body activities and establish standards for their supervision, governance and financing. Subject to such approval process, any lawful activity which promotes the educational, recreational or cultural growth of students **as an optional co-curricular activity** may be considered for recognition as an associated student body activity. Any lawful fund raising practices that are consistent with the goals of the district and which do not bring disrespect to the district or its students may be acceptable methods and means for raising funds for student body activities. ~~Elementary schools are exempt from these requirements.~~ The board of directors may act or delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than grade six.

The principal shall designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors shall have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety or ordinarily accepted standards of behavior in the community. When in doubt, advisors shall consult the principal regarding the propriety of proposed student activities. Student activities cannot include support or opposition to any political candidate or ballot measure.

Each ASB shall prepare and submit annually a budget for the support of the ASB program for approval. ~~The budget shall not include private nonassociated student body funds.~~ All property and money acquired by ASBs, except private nonassociated student body funds, shall be district funds and shall be deposited and disbursed from the district's associated student body program fund. **Money acquired by associated student body groups through fund raising and donations for scholarships, student exchanges and charitable purposes shall be private nonassociated student body fund moneys. Solicitation of funds for nonassociated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds and the fact that the district will hold the funds in trust for their intended purpose. Nonassociated student body fund moneys shall be disbursed as determined by the group raising the money.** Private nonassociated student body funds shall be held in trust by the district for the purposes indicated during the fundraising activities ~~and until the student group doing the fundraising requests disbursement of the funds and the accounts of the fund raising are complete and reconciled.~~

~~Money acquired by ASB groups through fundraising and donations for scholarships, student exchanges and charitable purposes, shall be private nonassociated student body fund moneys held in trust by the school district. Solicitation for funds for nonassociated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds and the fact that the district will hold the funds in trust for their intended purpose. Nonassociated student body fund moneys shall be disbursed as determined by the group raising the money.~~

Policy No. 3510  
Students

Cross Reference:	Board policy	6020	System of Funds and Accounts
Legal Reference:	RCW	28A.325.020 28A.325.030	Associated student bodies--Powers and responsibilities Associated student body program fund--Created--Source of funds-Expenditures --Budgeting--Care of other moneys received by students for private purposes
	<del>WAC</del>	<del>392-138-030</del>	<del>Powers--Authority and policy of board of directors</del>
	<b>WAC</b>	<b>392-138</b>	<b>Finance - - Associated student body moneys</b>

Adoption Date: SEP 26 2001  
Orcas Island School District

## ASSOCIATED STUDENT BODY (ASB)

The ASBs in the schools of the district shall operate within the following guidelines:

### Structure

- A. ASBs are mandatory in grades 7 through 12 whenever students engage in money raising activities with the approval and under the supervision of the district. ASBs are not mandatory at the elementary level (K-6). However, any money raised with the approval and under the supervision of the district must be administered in the same way as ASB money. The school principal may be designated to act as the ASB for K-6.
- B. The school board has authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets and warrants.

### Financial Operations

- A. The district must have an ASB program fund budget approved by the school board.
- B. All ASB money is accounted for, spent, invested and budgeted the same way as other public money.
- C. Disbursements may be made either by warrant, imprest bank accounts, **procurement card** or petty cash funds.
- D. **ASB purchases in excess of \$15,000 must comply with state bid procedure as outlined in the district bid requirements policy and procedure. Purchases of the same goods or services for more than one school must be considered together when establishing the purchase amount and applicability of bid requirements.**
- E. All property acquired with ASB moneys becomes property of the school district.
- F. Associated student body groups may raise **private** nonassociated student body fund moneys through fundraising and donations for scholarships, student exchanges and charitable purposes. Such fundraising and donation solicitation must meet the requirements for other ASB fundraising and those requirements specific to nonassociated student body funds, **including clear notice to all donors of the purpose of the fundraising. Students wishing to use district facilities to raise private nonassociated student body funds must comply with district policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private nonassociated student body fund money, the district shall recoup its costs.**
- G. Purposes that directly further or support the school district's ~~educational~~ **co-curricular** program are suitable use for ASB funds, **if the activities are optional for students.**
- H. ASB funds may not be used for gifts or recognition to individuals for private benefit. **Private nonassociated student body funds may be raised for scholarships, student exchanges and charitable purposes, pursuant to district policy and procedure.**

Date: SEP 26 2001

## PURPOSE OF THE ASSOCIATED STUDENT BODY

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

## CONSTITUTION AND BYLAWS OF THE ASSOCIATED STUDENT BODY OF ORCAS ISLAND HIGH SCHOOL

### Preamble

We, the students of Orcas Island High School, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of Orcas Island High School, establish this Constitution and Bylaws of the Student Body of Orcas Island High School.

### Article 1. Name of Organization

Section A. It is resolved that the names of this organization shall be the Orcas Island High School Student Council, Orcas Island High School Associated Student Body (ASB), or Orcas Island High School Student Body.

### Article 2. Purpose

The principle purpose of this organization shall be to:

Section A. Unify all student organizations under one general contract.

Section B. Aid in the Administration of the school.

Section C. Develop an understanding and appreciation of the democratic process.

Section D. Develop in all students a growing understanding of membership in a democracy in the school.

Section E. To promote, in all ways, the best interests of the school.

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

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

### Article 3. Student Council shall have powers to:

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

- Student Council.
- Social Activities.
- Assemblies.

- Preservation of school and personal property.

Section B. Grant charters to clubs and organizations.

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

Section D. Approve all student body financing and spending.

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

#### **Article 4. Membership**

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

Section B. Student Council shall be comprised of five executive members, plus class representatives and one ASB Advisor.

Section C. The executive council shall consist of the following:

- President
- Vice President
- Treasurer
- Secretary
- Public Relations

#### **Article 5. Duties of Student Council Members**

Section A. Duties of the ASB president:

- Enforce the constitution.
- Veto an issue with reason.
- Receive committee reports.
- Appoint committees.
- Be a rep. at school related community functions.

Section B. Duties of the ASB Vice President:

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

Section C. Duties of the ASB Secretary:

- To keep accurate and up-to-date minutes of all regular and special student council and executive meetings.
- To make copies of the minutes for all members of Student council and the faculty office.
- To be responsible for all correspondence from student council and the faculty.

- To supply members with the agenda prior to meetings.

Section D. Duties of the ASB Treasurer:

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

Section E. Duties of Public Relations

- To advertise and make posters for the student body activities and events throughout the school.
- To assist in student body activities.

**Article 6. Student Council Positions**

Section A. Major Officers:

- President (elected).
- Vice President (elected).
- Treasurer (elected).
- Secretary (elected).
- Public Relations (elected).

Section B. Intermediate Offices:

- Class Officers.

Section C. Minor Offices:

- Class representatives.
- Club representatives.
- Club non-representative officers.

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

**Article 7. Eligibility of Student Council Members**

Section A. All Student Council officers must have and maintain a cumulative 3.0 GPA or higher.

Section B. The offices of President and Vice President must be held by Seniors during their period of service and the offices of Secretary, Treasurer, and Public Relations may be held by Sophomores, Juniors, or Seniors during their period of service.

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

**Article 8. Jurisdiction over Vacant Offices**

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

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

Section C. In the event of permanent vacancy of the President:

- The Vice President will take over the duties of the President and become the new President.
- The new Vice President will be decided on by appointment by a majority vote of all major officers, based on an application and interview process. In the case of a tie, the ASB Advisor will make the final decision.

Section D. In the event of permanent vacancies in offices for Vice President, Secretary, Treasurer, Public Relations, and intermediate and minor officers:

- Any students wanting to become either Vice President, Secretary, Treasurer, or Public Relations must apply and be interviewed by major officers, and will be decided on a majority vote. In case of a tie, the ASB Advisor will make the final decision.
- Intermediate and minor officers will be re-elected by the group they represent.

#### **Article 9. ASB Card**

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

#### **Article 10. Student Council Voting**

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

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

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

#### **Article 11. Meetings**

Section A. The Student Council will hold meetings every Monday in room 602, starting at 12:45 pm, unless otherwise noted by the ASB Advisor or President.

Section B. All major officers and both class officers from each class must attend the meetings, unless excused prior to the meeting.

#### **Article 12. Meetings Absences**

Section A. In the absence of a class representative, any student from that class may attend in the place of the absent class representative.

Section B. Major officers can not be replaced by anyone else, and the meeting will proceed without them.

Section C. If the President is absent, the Vice President will fulfill the President's duties for that meeting.

### **Article 13. Elections**

Section A. All ASB officers must fulfill their duties from the time they are elected or appointed, continuing until the next inauguration.

Section B. Any student who wishes to run for an office may do so by filling out the application form, including 20 approval signatures from Orcas Island High School students, and then turning the application form into the office. Applications must be turned in before speeches are given.

Section C. A student may run for only one major office each year.

Section D. All Students enrolled in Orcas Island High School have the right to vote in the ASB officers, their specific class' officers, and their specific class' representatives elections.

Section E. Voting for officers will be held in May of each year.

### **Article 14. Amendments to Student Body Constitution.**

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

Section B. The amendment must be posted for a minimum of one week around campus.

Section C. In order to pass, the amendment must carry by a three-fourths majority of the student body and is subject to approval by the Principal.

### **Article 15. Changing This Constitution and Bylaws.**

This Constitution and Bylaws can be changed with the following requirements:

Section A. All major officers must agree to new revision and sign the Change of Constitution and Bylaws of Orcas Island High School Agreement Form.

Section B. The Principal and ASB Advisor must also sign the Change of Constitution and Bylaws of Orcas Island High School Agreement Form.

Section C. The Chair of the Orcas Island School District Board of Directors must give the final signature of approval on the Change of Constitution and Bylaws of Orcas Island High School Agreement Form.

**CHANGE OF CONSTITUTION AND BYLAWS OF ORCAS ISLAND HIGH SCHOOL  
AGREEMENT FORM**

**Agreement:**

In signing this official document, you agree to the changes made to the Constitution and Bylaws of the Orcas Island High School Student Council. You also agree that these changes will benefit the Orcas Island High School Student Council, and, if approved, you will follow these rules.

**Signatures of all major officers:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: Christopher Boyd Date: 9/20/11

Secretary: Uba Zvonik Date: 9/20/11

Treasurer: [Signature] Date: 9/20/11

Public Relations: Pailey Johnson Date: 9/20/11

**Signatures of Principal and ASB Advisor:**

Principal: [Signature] Date: 9/20/11

ASB Advisor: [Signature] Date: 9/20/11

**Signature of the Chair of the Orcas Island School District Board of Directors (sign last):**

x [Signature] Date: 10/27/11  
(Chair of the Orcas Island School District Board of Directors)