

THE CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF OLYMPIA HIGH SCHOOL

PREAMBLE

We, the students of Olympia High School, in order to administer effectively the student affairs stated herein, do ordain and establish this constitution of the Associated Student Body of Olympia High School.

I. NAME OF ORGANIZATION

The name of the organization shall be the Associated Student Body (ASB) of Olympia High School (OHS).

II. ASB DEFINITION AND MEMBERSHIP

The ASB shall be the formal organization of: (1) all students in registered attendance at OHS; (2) all clubs, athletic teams, classes (seniors, juniors, sophomores and freshmen) and other organizations formed with the approval of the ASB Leadership class.

III. PURPOSE OF ASB

The purpose of the ASB is to encourage student involvement and participation in optional school district extracurricular events of an athletic, cultural, recreational, or social nature.

IV. ASB FINANCE

- A. The ASB of OHS shall be the only authorized student organization to receive, collect or engage in any money raising or fee-charged activities at OHS from students or non-students as a condition to their attendance at any optional non-credit school district extracurricular event of an athletic, cultural, recreational or social nature.
- B. The ASB funds may not be raised or expended as gifts or grants for scholarship purposes in accordance to the ASB Finance Law.
- C. The ASB shall have the power to purchase or rent non-real property within the confines of allocated funds. All property of a non-supply nature becomes the property of School District #111 at the time of acquisition.
- D. Dues, fees, and charges shall be established by ASB Leadership within the guidelines approved by the School District Officers of the individual activities are responsible for determining if dues, fees, or charges are required.

V. ASB OFFICERS

- A. The ASB Officers shall consist of a President, Vice President, Secretary and Treasurer.
- B. The President shall be a senior enrolled full time at Olympia High School with at least one year's experience in the OHS ASB Leadership class or with pending approval from the Activities Coordinator and will be elected by securing 50% plus one of the votes by members of the student body.
- C. The Vice-President shall be a senior or junior enrolled full time at Olympia High School with at least one year's experience in the OHS ASB Leadership class or with pending approval from the

Activities Coordinator and will be elected by securing 50% plus one of the votes by members of the student body.

- D. The ASB Secretary shall be chosen by ASB Leadership from a list of candidates supplied by the English Department.
- E. The ASB Treasurer shall be chosen by ASB Leadership from a list of candidates supplied by the Business Department.
- F. Duties of the ASB Officers
 - a. President
 - i. Provide leadership to promote student involvement as outlined in this Constitution.
 - ii. Provide leadership for the development of goals and objectives of the ASB.
 - iii. Responsible for intra and inter-school communications concerning ASB.
 - iv. Responsible for representation as necessary at school and community affairs and functions, speaking engagements, leadership conferences, etc.
 - v. Selecting ASB Leadership Class. (see article VI,B)
 - b. Vice President
 - i. Assume all duties of the President in case of the President's absence.
 - ii. Perform all duties assigned by the ASB President.
 - iii. Assist in preparing an annual budget for ASB Leadership.
 - iv. Plan and execute ASB, class, and dance (Homecoming & Prom) elections as outlined in this Constitution. (see Article VII)
 - c. Secretary
 - i. Keep and maintain a record of minutes and attendance for all ASB meetings, as well as Student Council Meetings
 - ii. Responsible for publication of ASB meeting minutes to school in a convenient form.
 - iii. Assist President in organization of administration of ASB Leadership.
 - d. Treasurer
 - i. Approve purchase orders and credit card usage.
 - ii. Assist in preparing the annual ASB budget.
 - iii. Lead project manager for the annual Canned Food Drive.

VI. ASB LEADERSHIP

- A. Purpose of ASB Leadership
 - a. Research and develop proposals and ideas generated by the class or student body.
 - b. Assist President in executing tasks.
 - c. Prepare annual ASB budget.
 - d. Serve student body by producing student activities including, but not limited to Homecoming activities, formals, dances, recreational opportunities, etc.
- B. ASB Leadership Selection Process and Membership
 - a. The President shall create an application for membership in ASB Leadership and make it available to the entire school, except incoming departing 12th graders.
 - b. The President and the other ASB officers shall conduct interviews of applicants after review of applications. (Traditionally, each applicant has been assigned an interview time)

- c. Final choice of ASB Leadership members shall be determined by the ASB President, ASB advisor, and other ASB officers. (It is recommended that the applicants chosen to join the class are a diverse group of students that are representative of the student body as a whole.)
 - d. ASB Leadership shall include the ASB President, Vice-President, Secretary, Treasurer, and Senior Class President
- C. ASB Leadership Meetings
- a. ASB Leadership shall meet daily for one period and the ASB Leadership members shall be responsible for attending any other meetings necessary for the performance of their duties.
- D. ASB Leadership Responsibilities (Entire Class)
- a. ASB Leadership forms a committee responsible for the following:
 - i. Clubs and Charters - reviewing constitutions and/or charters of clubs.
 - b. The Budget is built by the Activities Coordinator, Athletic Director, ASB Treasurer, and the school's fiscal officer and will be submitted for approval by the voting portion of ASB Leadership.
 - i. The voting body is the class period in which the ASB Officers participate.
 - c. ASB Leadership holds a responsibility to run dances, homecoming, prom, canned food drive, assemblies, and any other activities that would benefit the school.
 - i. ASB Leadership may form committees to accomplish this.
 - d. ASB Leadership holds a responsibility to communicate extra-curricular activities that pertain to the student body of Olympia High School.

VII. ASB ELECTION

- A. The general election shall elect the ASB President and Vice-President, as well as all Senior, Junior, and Sophomore class officers. Freshman class officers shall be elected by the end of September. Elections are to be handled electronically, and the electorate shall consist of all registered students attending OHS the following year who are present the day of the election.
- B. All school clubs shall be responsible for the election of the officers; names shall be submitted to the ASB President and ASB Leadership before the end of September or within one month of forming, and a required submission of officer names one week after elections.
- C. In the case that more than two people run for a position and no candidate is able to secure 50% plus one of the votes, a runoff election will take place.
 - a. The top two candidates that secured the most votes will enter in the runoff election
 - b. Same election guidelines followed as outlined in Article VII. Section A.
 - c. The Vice-President maintains power to reasonably modify guidelines in order for elections to run as efficiently as can be.
- D. In the case a President is removed, the Vice-President will take their place and a special election for Vice-President will occur. All other positions will need to be replaced via special election.
 - a. Procedures for special elections:
 - i. Elections shall follow the same guidelines outlined in Article VII. Section A.
 - ii. The Activities Coordinator will be in charge of running or delegating responsibilities of the Special Elections.

VIII. ASB EXTRA-CURRICULAR ACTIVITIES

- A. The ASB recognizes the following extracurricular activities: Baseball, Basketball, Bowling, Cheer, Cross-Country, Dance/Drill, Debate, Drama, Fastpitch/Fastpitch, Football, Golf, Gymnastics, Knowledge Bowl, Soccer, Swimming, Tennis, Track and Field, Volleyball, Wrestling, and Unified.
 - a. The ASB Leadership class holds the right to add or remove teams and activities as approved.
- B. The ASB recognizes all clubs and organizations with current officers and constitutions on file with the ASB Leadership class.
- C. Procedures for establishing new clubs:
 - a. Submit the following information to ASB Leadership:
 - i. Constitution (includes purpose, officers and membership)
 - ii. Advisor
 - b. ASB Leadership approval
 - c. Administrative approval

IX. ASB CLASSES (SENIOR, JUNIOR, SOPHOMORE, AND FRESHMAN)

- A. The purpose of the class organization is to organize student participation and production of class-sponsored activities.
- B. The officers of each class shall be President, Vice-President, Secretary, and Treasurer.
- C. Class activities (including but not limited to):
 - a. Senior: Homecoming activities, Sadie Hawkins Dance, Senior Class Banquet, announcement selections, fund-raising, Senior gift (optional), graduation activities and other senior social activities.
 - b. Junior: Homecoming activities, fundraising, and other junior class activities.
 - c. Sophomore: Homecoming activities, fundraising, and other sophomore class activities.
 - d. Freshman: Homecoming activities, fundraising, and other freshman class activities.
- D. Senior Class Advisor(s) shall be chosen by the administration and shall meet each year to review performance of advisor and class officers.
- E. Freshman, Sophomore, and Junior class advisors shall be a group comprised of the Activities Coordinator and the ASB officer team.

X. REMOVING OFFICERS

- A. Class officers may be removed from office by their Class Advisors if any of the following offenses occur:
 - a. Failure to follow Olympia High School student code of conduct
 - b. Failure to meet expectations previously stated in Article IX. Section C.
- B. Procedures for removal:
 - a. Unanimous approval to remove by Class Advisors
 - b. Submit following information to Administration
 - i. Name and position of Class Officer
 - ii. Reason(s) for removal
 - iii. Signature of all Advisors
 - c. Unanimous approval by administration to remove officer
- C. ASB officers may be removed from their positions by the Activities Coordinator if any of the following offenses occur:

- a. Failure to follow Olympia High School student code of conduct
- b. Failure to meet expectations previously stated in Article V. Section F.
- D. Procedures for Removal:
 - a. Activities Coordinator submits the following information to Administration:
 - i. Name and position of officer
 - ii. Reason(s) for removal
 - iii. Signature of Activities Coordinator
 - b. Unanimous approval by Administration to remove officer
- E. In the case of any officer removal, see Article VII. for process on special elections.

XI. APPEALS AND HEARINGS

- A. A removed Officer may request an appeal of the decision within three (3) school days.
 - a. A Written statement must be presented to the Principal within three (3) school days of initial decision.
 - b. Statement must include:
 - i. Name and position of Officer
 - ii. Reason for removal by administration
 - iii. Reason for appeal
 - iv. Signature of Officer
- B. Procedures for appeal hearing:
 - a. Hearings will be held without public notice to protect the privacy of the student.
 - b. Participating members of the hearing will include:
 - i. Student in question
 - ii. Principal
 - iii. Any other parties deemed relevant to the situation by the Principal.
 - c. The Principal will inform the student, in writing or orally, of the decision within three (3) school days.

XII. STUDENT COUNCIL

- A. The Student Council shall serve as an advisory body representing the ASB in the areas of student affairs as are outlined herein and work directly with the Olympia Community Council.
- B. The Student Council shall consist of all class officers and remain open for other students to participate.
- C. Duties of the Student Council Facilitators
 - a. The ASB President and Vice-President shall be the facilitators (presiding officers) of the Student Council
 - b. The ASB Secretary will be in charge of keeping the minutes of the meeting
 - c. Responsible for calling all meetings
 - d. Communicate with activities coordinator all information gathered
 - e. Form Special task committees as needed

XIII. AMENDMENT AND RATIFICATION

- A. Amendment
 - a. This constitution must be amended by a $\frac{2}{3}$ vote of ASB Leadership
- B. Ratification
 - a. This constitution shall be binding and effective when duly accepted by the following:

- i. $\frac{2}{3}$ ASB Leadership majority
- ii. Olympia High School Principal