

Watsonville High School Associated Student Body

ASB Constitution

Revised September 2004



Article 1. Organization

a. Name of organization:

- Watsonville High School Associated Student Body a.k.a. WHS ASB
- Mascot: "Willie the Wildcat"
- Student Name: "Wildcatz"
- School Colors: Black and Gold

b. Purpose and means of accomplishment:

- WHS ASB will conduct business in connection with student activities, promote participation in student activities, and give students experience in democratic government.

c. Time, place, and frequency of meetings of officers

- Executive Council meetings will be held as needed and determined by the ASB officer team and/or Activities Director
- House of Representatives meetings will generally be held each month in the WHS Cafeteria at a time to be announced in the bulletin

Article 2. Membership/eligibility for membership

- All students enrolled in WHS shall be members of the Associated Student Body.
- Trustees of the PVUSD School Board, the Administrative staff of WHS, and WHS staff members shall be honorary members of the ASB

Article 3. Officers and Elections

a. Titles and Duties of Officers:

- **ASB Officer Team**
 - To serve as the official representatives of the ASB
 - To oversee and coordinate all student activities
 - To be an ex-officia member of all committees
 - To develop agendas and preside over all Executive Council and House of Representatives meetings
 - To preside over assemblies, rallies and other student functions
 - To provide leadership and direction for the students and school
 - Oversee ASB and class officer elections
 - Take minutes of all ASB meetings and provide copies to the Activities Director and Account Specialist
 - Handle incoming and outgoing ASB correspondence
 - Sign and approve fundraising requests, budgets, and check requests
 - Report budget and fiscal matters to the House of Representatives
- **Class Officer Team**
 - Oversee the organization of all class activities
 - Serve as a liaison between the class and the ASB
 - Support school-wide activities
 - Conduct fundraisers to support class activities
 - Facilitate class meetings
 - Provide direction and leadership for the class members
 - Attend all class sponsored activities
 - Attend all Executive Council and House of Representatives meetings
 - Prepare agendas and take minutes for all class meetings
 - Sign and approve all budgets and check requests
 - Maintain financial records
 - Senior Class Officer Team works with Administration to plan and coordinate the Graduation ceremony and end-of-year activities
 - Junior Class Officer Team facilitates Homecoming activities, Fall Ball and Prom
 - Sophomore Class Officer Team facilitates the King of Hearts Dance
 - Freshman Class Officer Team facilitates the Sadie Hawkins Dance
- **Commissioners: Rally, Athletic, Elections, Scholarcatz, Club**
 - Rally: plan, organize, and execute all rallies and assemblies
 - Athletic: approve and sign budget and check requests for the Athletic Director. Be a member of a WHS sports team
 - Elections: facilitate all ASB elections
 - Scholarcatz: facilitate the academic assembly
 - Club: act as a liaison between the club and ASB
 - Assist with ASB activities
- **Site Council members**
 - Attend all Site Council meetings

b. Election of Officers

- Elections of ASB, Senior, Junior, Sophomore officers and Site Council members will be held in the Spring
- Elections of Freshman Officers will be held during the first six weeks of school
- Voting will take place by secret ballot during lunch in the Quad
- Winners will be determined by simple majority (one vote)
- Results will be posted by 3:00 pm on election day and announced in the bulletin

c. Appointment of Commissioners

- Upon completion of application, ASB commissioners will be appointed by the ASB Officer Team and Activities Director to specific commissions on an as needed basis

d. Appointment of Chairpersons and Committees

- Selection will be made by the ASB officer team and/or Executive Council

e. Executive Council

- ASB and Class officers, commissioners, and Site Council members will constitute the Executive Council

f. Term of Office

- All elected and appointed officers will serve a one year term

g. Eligibility Requirements

- At the time of application for office or commission a candidate must:
 - Achieve passing grades of D or better in five/six or six/seven subjects at the end of the most recent grading period
 - Achieve a minimum current and cumulative 2.0 GPA
 - Maintain acceptable discipline and attendance as determined by the Activities Director and/or Administration
 - Attend WHS for one semester immediately prior to applying (Freshmen excepted)
 - Be a member of the class for which they are applying
 - Complete and submit the official petition form by the established deadline (no write-in candidates will be allowed)
 - Abide by the guidelines as described in the petition form

h. Removal/Resignation from ASB, Class, or Club Office/Commission

- Failure to maintain academic requirements will result in a one quarter suspension from office or commission
- Failure to maintain academic requirements after a one quarter suspension will result in the removal from office or commission
- Failure to maintain acceptable attendance or discipline will result in a one quarter suspension from office or commission

- Failure to perform duties required of office or commission
- Suspension or expulsion from WHS will result in immediate removal from office or commission
- Any officer or commissioner removed from office has the right to appeal the decision. An Appeal Board consisting of one ASB officer, two House of Representatives, the Activities Director, and one Administrator will convene within ten days and make a decision on the status of the position

Article 4. House of Representatives

a. Method of selection

- One representative from each period one class will be elected at the beginning of each semester

b. Term of Office

- Representatives will serve for one semester unless re-elected

c. Duties of the House of Representatives

- Propose and pass legislation governing activities, propose amendments and by-laws, fix prices of ASB cards and admission prices, approve budgets, check requests, club affiliations, and the master calendar
- Report information to the students in their first period class
- Make recommendations or present proposals from members of their first period class

Article 5. Clubs

a. purpose of clubs

- Promote involvement in student activities outside of the scheduled classroom period
- Develop leadership on campus and within the community

b. Method of Organization

- Charters or constitutions must be on file with the Activities Director
- Club affiliation forms must be completed each year
 - Failure to submit required forms will render a club “inactive”
 - “Inactive” club balances will be transferred to the general surplus of the ASB fund
- Minutes of meetings must be kept on file with the Account Specialist

c. Removal from ASB

- A club may be removed by the House of Representatives or Administration for any violation of the Catz Code or policies established by PVUSD, ASB, or the Education Code

Article 6. Financial Accounting Guidelines

a. Budgets

- Proposed budgets must be submitted to the House of Representatives and/or the ASB Officer Team
- Final budgets must be submitted by September 30
 - This budget becomes the working financial document of the ASB

b. Revenues

- Lottery, games of chance, raffles, and other forms of gambling are prohibited by the Penal Code
- Money collected must be handled and processed according to the guidelines in the Advisor/Coach Handbook

c. Disbursements

- All disbursements must be made in accordance with the guidelines in the Advisor/Coach Handbook

Article 7. Amendments to the Constitution

a. Method of origination

- Any member of the ASB may propose amendments in writing with the signatures of at least 25% of the ASB attached

b. Requirements for adoption

- Proposed amendments will be read at the House of Representatives meeting, placed for discussion by members of the ASB, published in the bulletin, and posted on campus
 - Two-thirds of the ASB voting will be required to amend this constitution

Any interpretation or clarification concerning the wording of this constitution will be decided by the ASB Officer Team and Activities Director, and with approval of the Administration