

**Whitney High School
Associated Student Body Constitution**

We, the executive board of Whitney High School, vote to approve and ratify this constitution on this 30th day of November 2006.

Article I – Name and Purpose

- Section 1. The name of the organization shall be the Associated Student Body of Whitney High School.
- Section 2. This organization shall have as its purpose, the conduct of activities on behalf of the students of Whitney High School as approved by the school principal and the governing board of the Rocklin Unified School District.
- Section 3. It shall be the duty of the Associated Student Body to approve and spend all student body monies.

Article II – Membership

- Section 1. All Students enrolled at Whitney High School shall be members of the Associated Student Body. Members shall be entitled to one vote in all student body elections.

Article III – Executive Board Structure

- Section 1. The Executive Board shall consist of the following officers:
- ASB President
 - ASB Vice-President
 - ASB Secretary
 - ASB Treasurer
 - ASB Director of Rallies
 - Commissioner of Dances
 - Commissioner of Publicity
 - Commissioner of Athletics and Recognition
 - Commissioner of Community Service
 - Commissioner of X-Factor
 - Commissioner of Fundraising
 - Commissioner of Clubs
 - Commissioner of Audio/Visual Effects
- Section 2. The Student Council shall have executive powers. The Student Council shall consist of the Executive Board and the students in the leadership class. These members shall serve as acting and voting members of the Whitney High School Associated Student Body.
- Section 3. The duties of the members of the Executive Board are outlined in the By-laws of the Constitution. The positions of ASB President, ASB Vice-President, ASB Secretary, ASB Director of Rallies and ASB Treasurer on the Executive Board shall be filled by a general election of the ASB held annually. If there is no candidate for a position, one may be appointed by the Activities Director.
- Section 4. No member of the Executive Board may hold more than one ASB office or class office. Executive Board members shall hold office for one school year.

Article IV – Legislative Powers

- Section 1. The legislative powers of the ASB shall be vested in the Executive Board.

Article V – Constitutional Amendments

- Section 1. Amendments to this constitution may originate in the executive board or by petition of 10 percent of the student body. The Executive Board shall ratify this constitution and any subsequent amendments through a two-thirds vote of the Executive Board.

**Whitney High School
Associated Student Body By-Laws**

Article I – Duties of the Executive Board as a Whole

- Section 1. It shall be the duty and the power of the Executive Board to be the supreme legislative body of the Associated Study Body, propose and pass legislation that is considered important to the student body, establish the annual student body dues, establish a disciplinary board as the need arises, spend Associated Student Body monies, propose and pass amendments to the constitution.
- Section 2. Each member of the Executive Board is required to be enrolled in the leadership class.

Article II – Executive Board Specific Duties of Elected Officers

- Section 1. The ASB president shall have the following duties: preside over all meetings of the student council, maintain records of all student activities, appoint and oversee the committees, be the student school board representative by acting as a liaison between the Whitney High School Student Body and the Rocklin Unified School District (RUSD) Board of Trustees by attending board meetings of the RUSD and comment on board agenda items as appropriate.
- Section 2. The ASB vice-president shall have the following duties: serve as ASB president if the president becomes unable to fulfill his or her duties either temporarily or permanently, and supervise all student body elections.
- Section 3. The ASB secretary shall have the following duties: maintain accurate minutes of each student council meeting, complete the minutes in a prescribed format in a timely manner, record and distribute an agenda for each student council meeting.
- Section 4. The ASB treasurer shall have the following duties: maintain an accurate record of all receipts and disbursements, create and maintain budgets for the Associated Student Body, and prepare purchase requisitions for the business meetings.
- Section 5. The ASB director of rallies shall have the following duties: create and develop all rally agendas, coordinate all rallies, and participate in school spirit events.

Article III – Removal From Office

- Section 1. Any elected student body officer will be removed from office for either of the following offenses: failure to perform his/her duties as outlined in this constitution or by not abiding by the district's policies outlined in the student handbook.
- Section 2. Any officer found to be in possession of or involved in the use of alcohol or drugs while attending school or at any Whitney High School sponsored activity will be immediately removed from office.
- Section 3. The Administration reserved the right to remove any officer from his/her office for any disciplinary action that may lead to suspension or expulsion.

Article IV – Three Strike Rule

- Section 1. If an officer does not attend scheduled meetings, or needs to leave for other obligations, a strike will be counted against the said officer. Approval from the Activities Director prior to the activity will not count as a strike against the student.
- Section 2. The first offense will result in Strike One and a verbal notification.
- Section 3. The second offense will result in Strike Two and written notification.
- Section 4. The third offense will result in Strike Three and the officer's resignation.
- Section 5. The three strike rule will apply to all elected and appointed officers.

Article V – Requirements to run for office and Voting

- Section 1. No student may run for an office with more than one “no mark” and under a 2.0 grade point average on their report card during the last grading period.
- Section 2. The Student Council shall hold the annual election of student council officers on the campus of Whitney High School. The voting shall take place by secret ballot.
- Section 3. The Student Council shall hold elections for class officers at the same time as the elections for the ASB Officers.
- Section 4. Candidates for ASB President shall meet the following qualifications: served at least one year in the student council and entering the 12th grade.
- Section 5. Candidates for ASB Vice-President, ASB Secretary, and ASB Treasurer shall meet the following qualification: entering the 11th or 12th grade.
- Section 6. Each applicant for candidacy must submit an application to the Activities Director prior to the dead line. Each applicant must meet the qualifications for the office in which they are running.
- Section 7. The Activities Director must approve the content of all campaign materials. Students must abide by all campaign rules as listed on the campaign applications.
- Section 8. The ASB President and the Activities Director shall count the ballots on the same day the election is held. No candidate for office may participate in counting the ballots.
- Section 9. All elections will be decided by the popular vote (the candidate with the most votes wins) of the student body.

Article VI – Standing Committees

- Section 1. The ASB President and Activities Director shall appoint committee members and chairpersons to the following committees each year: audio/visual, publicity, dance, spirit, X-factor, fundraising, recognition, clubs, and community service.
- Section 2. The ASB Secretary shall plan, organize, and supervise all student body elections. The ASB President and the Activities Director shall serve on this committee.
- Section 3. The Dance Committee shall plan, organize, and coordinate all student body dances. The Commissioner of Dances shall serve as the chair for this committee.
- Section 4. The X-Factor Committee shall plan, organize, and coordinate all student body spirit group activities. The Commissioner of Wildcat Pack shall serve as the chair for this committee.
- Section 5. The Publications Committee shall carry out all communication between the ASB, the student body, and the community. The Commissioner of Publicity shall serve as the chair for this committee.
- Section 6. The Spirit Committee shall plan, organize, and coordinate all school rallies. The ASB Director of Rallies shall serve as the chair for this committee.
- Section 7. The Community Service Committee shall plan, organize, and coordinate the community service activities. The Commissioner of Community Service shall serve as the chair for this committee.

Article VII – Succession

- Section 1. If the ASB President cannot fulfill his/her duties the ASB Vice-President shall assume and carry out the duties of the President until the President becomes able to resume the duties of the office. In the case of a President becoming permanently unable to fulfill his/her duties the ASB Vice-President shall become the ASB President.
- Section 2. After the Vice-President, succession to the presidency shall be appointed by the vote of the entire membership of the Executive Council.

- Section 3. Only ASB officers elected by the general student body or appointed by the Activities Director shall succeed to the ASB presidency.
- Section 4. Upon permanent disabilities of any elected ASB officer other than the President, the corresponding senior class officer shall assume the duties of that office.
- Section 5. Upon permanent disabilities of any appointed commissioner the Activities Director shall appoint a new individual to the specified position for the remainder of the year.

Article VIII – Student Clubs

- Section 1. Each student club shall prepare and submit a constitution to the Student Council and have the constitution approved before the club can begin any fundraising activities or make expenditures of club funds.
- Section 2. The club must be approved by a majority vote of the Student Council.
- Section 3. Each club shall prepare a yearly budget and submit it to ASB.

Article IX – Finances

- Section 1. The student council must approve all requests for expenditures of all student funds prior to any commitments.
- Section 2. All ASB checks shall require two signatures from the following: Activities Director, WHS Assistant Principals, or WHS Principal.
- Section 3. All financial procedures should follow the rules and regulations outlined by the California Association of School Business Officials (CASBO).
- Section 4. All fundraisers, cashbox requests, and purchase requisitions need to follow the rules and guidelines set forth in the Whitney High School Associated Student Body Accounting Manual.

Article X – Legislative Meetings

- Section 1. The Student Council shall meet at least once every two weeks and for special sessions as called by the ASB President or the Activities Director.
- Section 2. A quorum shall consist of 50% + 1 of the executive board.
- Section 3. The ASB President shall be the presiding officer of the student council meetings.
- Section 4. The newest version of Robert's Rules of Order shall be the official manual of the student council meetings.