

**WOODBRIIDGE HIGH SCHOOL  
ASSOCIATED STUDENT BODY CONSTITUTION**

**PREAMBLE**

In response to the need to establish guidelines for our students, to encourage student involvement in school affairs, and to promote a beneficial educational atmosphere, we, the representatives of the Associated Student Body of Woodbridge High School, do hereby establish this Constitution for ourselves and future classes.

**ARTICLE I: NAME**

Sec. 1: The students of Woodbridge High School comprise an organization which shall be known as and heretofore referred to as the Associated Student Body, or ASB.

Sec. 2: The colors of Woodbridge High School shall be red, gold, and white.

Sec. 3: The mascot of Woodbridge High School shall be the Warrior.

**ARTICLE II: PURPOSE**

Sec. 1: The purpose of the Associated Student Body shall be to direct all of its activities within the guidelines of the school district and to promote the interest in and uphold the good name of the school.

**ARTICLE III: MEMBERSHIP**

Sec.1: Any student regularly enrolled in Woodbridge High School shall be considered a member of the Associated Student Body and shall have all constitutional privileges unless otherwise specified.

**ARTICLE IV: STUDENT GOVERNMENT ORGANIZATION**

Sec. 1: The student government of Woodbridge High School shall be made up of the ASB elected members, the ASB appointed members and the four Class Councils.

**ARTICLE V: AMENDMENTS**

Sec. 1: Amendments to this constitution may be proposed by either a two-third majority of the ASB Cabinet or a petition signed by not less than ten percent of the Associated Student Body.

Sec. 2: Amendments may be adopted through ratification by a two-thirds majority of the ASB Cabinet.

**ARTICLE VI: RATIFICATION**

Sec. 1: This constitution shall be adopted immediately following a two-thirds vote in favor cast by the ASB Cabinet.

## **BY-LAWS**

### **ARTICLE I: QUALIFICATION OF OFFICERS**

Sec. 1: Any officer of the Associated Student Body must be currently enrolled as a student at Woodbridge High School and must not have begun their ninth semester of high school.

Sec. 2: All officers must have a GPA of at least a 2.0 in the quarter prior to the election to be eligible to run for a position in Student Government. If an officer's grade point average should fall below a 2.0 or total units earned is less than 20, he/she shall be placed on probation for one grading period. If the officer has already used his probation and in a subsequent grading period does not meet the minimum GPA standards listed above, he/she becomes ineligible for participation in student government for the remainder of the school term. The office may be filled by appointment. In the case of impeachment or dismissal of the President, however, the Vice-President shall become President and the Activities Commissioner shall assume the office of Vice-President.

Sec. 3: All members of the ASB Cabinet (including Class Council Presidents/Vice-Presidents) must enroll in the Leadership Class and will be required to attend regularly. Grades and credits will be given for participation in the class. The district attendance policy will be enforced, including rules for tardies.

Sec. 4: Candidates for the office of the ASB President must have a year of experience on the ASB Cabinet and must be in their final year of school (Senior Class). Candidates for the office of ASB Vice-President must have a year of experience on ASB.

### **ARTICLE II: ASSOCIATED STUDENT BODY CABINET**

Sec. 1: The ASB Cabinet shall consist of the following elected officers: President, Vice-President, Activities Commissioner, Boys' Athletics Commissioner, Girls' Athletics Commissioner, Spirit Commissioner, Senior Class President, Senior Class Vice-President, Junior Class President, Junior Class Vice-President, Sophomore Class President, and Sophomore Class Vice-President.

In addition, the Cabinet shall include the following non-elected officers: Secretary, Treasurer, Performing Arts Commissioner, Visual and Technical Arts Commissioner, Clubs Commissioner, Pep Rally Commissioner, Publicity Commissioner, School Board Representative, Community Service Commissioner, Media Commissioner, Student Outreach Commissioner, Campus Commissioner, Academics Commissioner, Human Relations Commissioner, Freshman Class President, and Freshman Class Vice-President.

For grades 10-12, the appointed members are chosen through a two-step process of application and interview. The interview portion will be conducted by the newly elected ASB President, ASB Vice-President, and Activities Commissioner, and the outgoing ASB President and ASB Vice-President. The appointed positions will be filled by a consensus vote of this panel. The Activities Director and/or an administrator will be present for the interviews and discussion. Two rounds of interviews may be deemed necessary (such as group interviews and then individual interviews) depending on the number of applications received.

For incoming 9<sup>th</sup> graders (Freshman Class President and Freshman Class Vice-President), the appointed members are chosen through a two-step process of application and interview. The interview portion will be conducted by the newly elected ASB President, ASB Vice-President, Activities Commissioner, Senior Class President, and Senior Class Vice-President. The appointed positions will be filled by a consensus vote of this panel. The Activities Director and/or an administrator will be present for the interviews and discussion. Two rounds of interviews may be deemed necessary (such as group interviews and then individual interviews) depending on the number of applications received.

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Sec. 2: The incoming ASB President shall vote to break at tie.

Sec. 3: The duties of the ASB Cabinet shall be as follows:

## **Elected Positions:**

**The following ASB positions are determined by a school-wide election in the spring.**

### ***ASB President (Senior with at least 1 year experience on ASB)***

- Serve as Chief Executive Officer and the official representative of the ASB to all inter-school activities
- Serve as chairman and direct the activities of the ASB Cabinet
- Preside over all meetings of the ASB Cabinet
- Establish the agenda for each weekly meeting
- Ensure all events are well staffed and thoroughly planned
- Appoint committees of ASB Cabinet as necessary
- Work to improve all school communication between students, staff, administration, parents, and community
- Organize special meetings of the ASB Cabinet as deemed necessary
- Serve as the major peer motivator of the ASB cabinet
- Act as liaison between ASB and Activities Director, as well as with other schools
- Check in with ASB members on a regular basis to ensure they are doing their duties
- Preside as IPSF student representative; attend meetings when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

### ***ASB Vice-President (Junior or Senior with at least 1 year experience on ASB)***

- Run and organize all ASB elections, including but not limited to:
  - Freshman Class Council
  - Homecoming Court
  - Winter Formal Court
  - ASB Elections
  - Class Council Elections
  - Prom Court
- Oversee and carry out all election-related materials and procedures
- Run the ASB meetings in the absence of the President
- Will ascend to presidency in the case that the President can no longer fulfill their duties
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

### ***Activities Commissioner (Junior or Senior with at least one year of ASB or Class Council Experience)***

- Plan and organize major ASB activities and events, including but not limited to:
  - Homecoming halftime show and coronation ceremony
  - Homecoming dance
  - Spring Dance
  - Lunchtime activities
- Procure all equipment, materials, paperwork, and facilities needed for activities
- If Vice-President ascends to Presidency, will assume the role of Vice-President
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

### ***Boys' Athletics Commissioner (Junior or Senior Male with at least 1 year on a WHS sports team)***

- Represent all Woodbridge High School sports teams and encourage good sportsmanship
- Work closely with Girls' Athletics Commissioner
- With Girls' Athletics Commissioner, choose and publicize Game of the Week schedule
- Advertise athletics news through publicity; update ASB on athletic-related events
- With Girls' Athletics Commissioner, plan schoolwide tournaments
- With Spirit Commissioner and Girls' Athletics Commissioner, plan and execute all aspects of student section for athletic events
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

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***Girls' Athletics Commissioner (Junior or Senior Female with at least 1 year on a WHS sports team)***

- Represent all Woodbridge High School sports teams and encourage good sportsmanship
- Work closely with Boys' Athletics Commissioner
- With Boys' Athletics Commissioner, choose and publicize Game of the Week schedule
- Advertise athletics news through publicity; update ASB on athletic-related events
- With Boys' Athletics Commissioner, plan schoolwide tournaments
- With Spirit Commissioner and Boys' Athletics Commissioner, plan and execute all aspects of student section for athletic events
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Spirit Commissioner (Junior or Senior)***

- Plan all spirit weeks, including spirit days, class competitions, and lunchtime activities
- Promote good sportsmanship and positive cheering for all Woodbridge athletics programs and other events
- Work to encourage a greater sense of school unity and spirit
- With Boys' and Girls' Athletics Commissioners, plan and execute all aspects of student section for athletic events
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Senior Class President (must have at least 1 year on ASB or Class Council)***

- Preside over and prepare agenda for all regularly held Senior Class Council meetings
- Meet with Senior Class Advisor on a regular basis
- Meet with Senior Class Vice-President on a regular basis
- With Senior Class Vice-President, plan all Senior activities and performances for the school year
- Promote Senior class spirit
- Mentor Freshman Class Council when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Senior Class Vice-President***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Senior Class Advisor on a regular basis
- Meet with Senior Class President on a regular basis
- With Senior Class President, plan all Senior activities and performances for the school year
- Promote Senior class spirit
- Mentor Freshman Class Council when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Junior Class President (must have at least 1 year experience on ASB or Class Council)***

- Preside over and prepare agenda for all regularly held Junior Class Council meetings
- Meet with Junior Class Advisor on a regular basis
- Meet with Junior Class Vice-President on a regular basis
- With Junior Class Vice-President, plan all Junior activities and performances for the school year
- Promote Junior class spirit
- Plan Prom
- Fundraise for Junior Class
- Mentor Freshman Class Council when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

### ***Junior Class Vice-President***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Junior Class Advisor on a regular basis
- Meet with Junior Class President on a regular basis
- With Junior Class President, plan all Junior activities and performances for the school year
- Promote Junior class spirit
- Plan Prom
- Fundraise for Junior Class
- Mentor Freshman Class Council when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

### ***Sophomore Class President***

- Preside over and prepare agenda for all regularly held Sophomore Class Council meetings
- Meet with Sophomore Class Advisor on a regular basis
- Meet with Sophomore Class Vice-President on a regular basis
- With Sophomore Class Vice-President, plan all Sophomore activities and performances for the school year
- Promote Sophomore class spirit
- Fundraise for Sophomore Class
- Choose Prom venue
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

### ***Sophomore Class Vice-President***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Sophomore Class Advisor on a regular basis
- Meet with Sophomore Class President on a regular basis
- With Sophomore Class President, plan all Sophomore activities and performances for the school year
- Promote Sophomore class spirit
- Fundraise for Sophomore Class
- Choose Prom venue
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

## **Appointed Positions:**

**The following ASB positions are determined by an interview process in the spring.**

### ***ASB Secretary (Sophomore, Junior, or Senior)***

- Take minutes at ASB business meetings and keep organized records for audit
- Take notes during non-meeting sessions, such as brainstorming ideas, committee lists, etc.
- Secure a substitute secretary in case of absence to read minutes and take minutes at Wednesday business meeting
- Organize communication within ASB
- Recognize and celebrate ASB Cabinet member birthdays
- With Treasurer, plan monthly ASB teambuilding activities
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

### ***ASB Treasurer (Sophomore, Junior, or Senior)***

- Sign and date all ASB financial disbursements, checking for proper signatures; pull out any questionable disbursements and check with the ASB Accountant
- Organize any ASB fundraisers
- Promote and organize ticket sales for all ASB events
- Keep an up-to-date inventory of ASB supplies
- Coordinate deposit process of club funds for large fundraisers (such as food fairs) with Clubs Commissioner
- Establish ASB budget (with Activities Director) in beginning of year and update throughout the year
- With Secretary, plan monthly ASB teambuilding activities
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Performing Arts Commissioner (Junior or Senior with at least 1 year experience in a WHS Performing Arts Program)***

- Work closely with Visual and Technical Arts Commissioner to promote all arts on WHS campus
- Recognize important performing arts achievements
- Serve as liaison between ASB and performing arts teachers
- Communicate with WHS organizations about performing arts accomplishments
- Assist Arts departments in planning of Fine Arts Day
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Visual and Technical Arts Commissioner (Junior or Senior with at least 1 year experience in a WHS Visual or Technical Arts Program)***

- Work closely with Performing Arts Commissioner to promote all arts on WHS campus
- Recognize important visual/technical arts achievements
- Serve as liaison between ASB and visual/technical arts teachers
- Communicate with WHS organizations about visual/technical arts accomplishments
- Assist Arts departments in planning of Fine Arts Day
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Clubs Commissioner (Junior or Senior)***

- Communicate with all WHS clubs
- Preside over the Inter-Club Council
- Oversee yearly club application process and end-of-year re-charter
- Maintain an up-to-date list of WHS clubs
- Collect minutes from all clubs on a regular basis
- Inform ASB of club activities
- Organize Club Drives and Food Fairs
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Publicity Commissioner (Junior or Senior)***

- Coordinate and direct all online publicity for ASB activities
- Advertise major school events through a variety of channels
- With Campus Commissioner, regularly meet with event leaders to discuss promotional plans
- Read Pledge of Allegiance and announcements every Homeroom
- Update WHS ASB social media on a regular basis with upcoming events
- Maintain ASB presence online in a professional manner
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***School Board Representative (Junior or Senior)***

- Attend all IUSD School Board meetings (Bi-weekly on Tuesdays, 6:30 p.m. at district office)
  - Report to Board on WHS activities, awards
- Act as WHS Liaison to other IUSD meetings as needed
- Find suitable replacement when unable to attend a meeting
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Community Service Commissioner (Sophomore, Junior or Senior)***

- Plan and execute campus-wide community service activities or charity drives
- Work with service-oriented WHS clubs to help promote their activities
- Partner with clubs to do community service projects
- Plan one schoolwide service project per quarter
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Pep Rally Commissioner (Junior or Senior)***

- Organize and execute all aspects of pep rallies, including but not limited to:
  - Coordinating with performance groups and film class
  - Planning all logistics for pep rally set up and clean up
  - Holding auditions for and working with pep rally hosts
  - Involving the student body, such as pep rally games
  - Run rehearsals in days leading up and morning of pep rally
- Write pep rally scripts and plan pep rally minute-by-minute
- Communicate with all advisors involved in each rally
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Media Commissioner (Junior or Senior concurrently enrolled in Warrior TV, with a year of previous experience in Warrior TV)***

- Work to support the vision of Warrior TV
- Communicate between Warrior TV and ASB
- Work closely with FilmEd Academy of the Arts
- Participate in the Film Production Class
- Regularly update content on the "Students" pages of the WHS Website
- Help create graphics and videos for ASB events
- Meet deadlines for videos as needed by ASB and Activities Director
- Serve as ASB liaison to other student media, including Golden Arrow and Yearbook
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Student Outreach Commissioner (Junior or Senior)***

- Organize and implement the freshman/new student orientation program (involves planning over the summer)
- Organize, select, and train orientation leaders
- Organize social events throughout the year to encourage new student involvement
- Promote unity on campus among all students
- Develop ways to reach all parts of the student body
- Advocate for the voices of new students
- Give tours of campus for new students (as needed)
- Plan school unity event and/or week with Human Relations Commissioner
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Human Relations Commissioner (Sophomore, Junior, or Senior)***

- Promote unity on campus among all students
- Develop ways to reach all parts of the student body
- Promote cultural clubs on campus
- Serve as liaison between staff and ASB
- Organize Staff Appreciation Week and other staff appreciation activities
- Plan school unity event and/or week with Student Outreach Commissioner
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Academics Commissioner (Sophomore, Junior, or Senior)***

- Recognize and provide assistance to academic programs on campus
- Publicize academic events, competitions, and student achievements
- Serve as Liaison between Counseling Department and ASB
- Support students in academics and balancing mental health (such as Destress Fest)
- Attend Leadership Team meetings as student representative (Wednesdays, monthly, 2:30 p.m.)
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Campus Commissioner (Sophomore, Junior, or Senior)***

- Coordinate and direct all on-campus publicity for ASB activities
- With Publicity Commissioner, regularly meet with event leaders to discuss promotional plans
- Update kiosks and displays on campus with important information
- Connect ASB to larger community
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

**Freshman Positions:**

**The following ASB positions are determined by an interview process in the spring.**

***Freshman Class President***

- Preside over and prepare agenda for all regularly held Freshman Class Council meetings
- Meet with Freshman Class Advisor on a regular basis
- Meet with Freshman Class Vice-President on a regular basis
- With Freshman Class Vice-President, plan all Freshman activities and performances for the school year
- Promote Freshman class spirit
- Fundraise for Freshman class
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Freshman Class Vice-President***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Freshman Class Advisor on a regular basis
- Meet with Freshman Class President on a regular basis
- With Freshman Class President, plan all Freshman activities and performances for the school year
- Promote Freshman class spirit
- Fundraise for Freshman class
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Sec. 4: Legislation shall be defined as any decision reached by the Cabinet unless otherwise specified.

Sec. 5: The executive powers of the student government shall be vested in the ASB Cabinet. The Cabinet will be in charge of:

(a) Execution of any legislation created by the student government.

(b) Maintenance of a high standard of interscholastic relations.

(c) ASB meetings.

(d) ASB activities.

(e) Appointments to the ASB Cabinet.

(f) Enforcement of eligibility rules in regard to all student officers.

(g) Expenditures of all ASB funds.



(h) All student and school organizations must submit a disbursement request stating the amount of money needed and the reason for the expenditure. This request will be reviewed by the ASB Cabinet without the presence of a representative from the organization in attendance.

(i) Following a discussion, a vote may be taken or the measure tabled for further discussion at a later date when a representative from the organization may be present to clarify the request. This is an opportunity for the club or organization to speak directly to the Cabinet and a right which must be extended to all groups.

(j) Following the representatives' departure, discussion will ensue and a vote will be taken and shall remain confidential. The secretary will be responsible for recording the number of yes and no votes in the minutes of the meeting. These minutes are available to all interested parties.

Sec. 6: A quorum will consist of two-thirds of the ASB Cabinet, including at least one of the following: President, Vice-President, or Senior Class President. A quorum must be present for the Cabinet to enact any legislation.

### **ARTICLE III: CLASS COUNCILS**

Sec. 1: The President and Vice-President of each class shall be elected separately by the class, and eight (8) additional Class Council members will be elected to each class (in the case of the Freshman class, these initial ten members are appointed by a committee). Up to ten (10) more members may be appointed by the Class Council officers, for a total of 20. Each Class Council may elect offices within Class Council such as Secretary, Treasurer, Activities Coordinator, and any other office as deemed necessary by the class advisors. These advisors are members of the faculty appointed by the Principal.

Sec. 2: The duties of the Class Council officers (aside from the Class Presidents and Vice-Presidents) are suggested as follows:

(a) The Treasurer will keep the Class Council posted on all budgeting matters by preparing a weekly report for regular meetings. The Treasurer will be responsible for all paperwork regarding deposits, reimbursements, purchase orders; checks for services rendered and cash box requests.

(b) The Secretary shall be responsible to take accurate and complete minutes at every meeting or appoint a substitute in case of absence. The Secretary shall take attendance at every meeting. A weekly report shall be given on previous week's minutes.

(c) The Publicity Chairman shall be responsible to put meeting reminders in the weekly bulletin. The Publicity Chairman will also be required to publicize any Class Council activities and fund-raisers through weekly bulletins, marquee, posters or whatever possible means.

(d) The Pep Assembly Coordinator shall be responsible for designing, organizing and purchasing all materials for Pep Assembly decorations. The Pep Assembly Coordinator shall prepare a report to share at meetings when appropriate.

It should be understood by all executive officers on Class Council that their performance should be exemplary and that their effort and dedication should be a primary interest among their other extra-curricular activities.

Sec. 3: The Class Council shall be responsible for all class business and for coordinating activities for the Amended 2/8/21

ASB Cabinet.

Sec. 4: The Class Councils may set up committees in whatever form necessary.

Sec. 5: The size of the Class Councils shall be limited to a maximum of ten elected members (unless a tie vote occurs) and ten appointed members. The appointed positions are optional, and appointment will be made by the elected council members and the class advisor.

Sec. 6: Class Council Attendance Policy:

(a) A Class Council member shall attend all regularly scheduled meetings on school campus, as well as all activity workdays scheduled in advanced.

(b) A Class Council member who misses a meeting will be responsible to obtain minutes from the secretary as soon as possible before the next meeting.

(c) An excused absence shall consist of illness, doctor/dentist appointment or any other reason that is deemed acceptable and excused by the Class Council advisor prior to the meeting.

(d) A Class Council member who accumulates more than five unexcused absences will voluntarily resign from Class Council. Not more than three unexcused absences may accumulate during a one-semester period.

(e) A Class Council member who accumulates more than ten excused absences during the term of office will voluntarily resign.

(f) A total of three unexcused tardies shall equal one unexcused absence.

(g) A Class Council member who is not present when the Class Council President officially begins a meeting shall be considered tardy.

(h) A letter will be sent home, informing parents of the attendance or tardy problem when a class council member accumulates three unexcused or five excused absences.

#### **ARTICLE IV:**

##### **ELECTION OF ASB CABINET AND CLASS COUNCIL OFFICERS**

Sec. 1: All students wishing to run for an office must adhere to the following regulations. A candidate must:

(a) Complete an application.

(b) Comply with school policy.

(c) Be eligible as outlined in Article I of the By-Laws of this Constitution.

(d) Obtain the signatures of students wishing to nominate the candidate.

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(e) All ASB Cabinet candidates (Elected, Appointed, and Class Council Presidents and Vice-Presidents) must obtain three positive teacher recommendations, at least two from academic classes. Candidates must receive no more than one "Below Average" score on teacher recommendation forms.

Sec. 2: Prior to the election, all elected candidates will make a speech recorded by the ASB, in conjunction with the film class. The election speeches will be shown to the student body on the designated Election Day.

Sec. 3: The determination of election winners shall be as follows:

- a) The candidate that receives the majority of the votes cast will be determined the winner. Positions will be elected separately. In the case of a tie, a run-off election will be held within one week from the first election.

Sec. 4: If there are no candidates for a given office, the ASB Cabinet installed by that election wherein one office had no candidates shall fill the office by appointment at the same time that the other appointed officers are selected.

Sec. 5: No student shall hold more than one office in the student government simultaneously.

Sec. 6: The election and appointment of officers shall take place during the spring semester of the academic year prior to the term of office.

Sec. 7: Any office other than President and Vice-President left vacant during the first half of the term shall be filled by appointment.

Sec. 8: The departing Vice-President shall preside over ASB and Class Council elections while the newly-installed Vice-President shall preside over the Freshman class interviews. In the case of the Vice-President's absence, the ASB Cabinet shall delegate the duty of presiding over elections to another of its members.

Sec. 9: Eligible voters in the ASB election will be members of the Junior, Sophomore, and Freshman classes. Seniors will not vote. In class elections, each class shall vote only for the candidates on the ballot for their respective class.

## **ARTICLE V: CLUBS AND ORGANIZATIONS**

Sec. 1: Any group of Woodbridge High School students wishing to be chartered by the ASB Cabinet shall submit an application, constitution, roster, and budget to the Club Commissioner. The Club Commissioner must then submit the request to the Cabinet, and the Cabinet must approve the club by a two-thirds vote prior to the club's becoming active on campus. The Club Commissioner and ASB have the authority to question the intent and purpose of the club. Clubs with the same general purpose must join, reorganize and/or re-submit their request

Sec. 2: Any organization that limits its membership must submit the following items annually to the Cabinet for approval:

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(a) Rules and regulations of the group.

(b) Qualifications necessary for becoming a member.

(c) Criteria for selection.

Sec. 3: All clubs will have the opportunity to participate in ASB sponsored fund-raising club events (i.e., food fairs). All clubs have the opportunity to conduct fundraisers individually, providing they get approval from ASB to conduct such fundraisers.

## **ARTICLE VI: IMPEACHMENT**

Sec. 1: Any member of the student government may be impeached.

Sec. 2: Any actions of an officer deemed unfit by the constituents are cause for impeachment.

Sec. 3: Before impeachment procedures begin, the officer shall be given an opportunity to resign from his office.

Sec. 4: Impeachment procedures for ASB Cabinet and Class Council officers are as follows:

(a) A petition stating the reason(s) that the undersigned feel the officer named should be removed from office, and signed by one-third of the officer's constituents, must be submitted to the ASB Cabinet.

(b) Upon receiving this petition, the Cabinet shall call a special meeting wherein the representative of a "prosecuting party" shall present its reasons favoring removal of the impeached officer from his position. A representative of a "party for the defense" shall be allotted an equal amount of time to present arguments in favor of the officer's retaining his position. The impeached officer may be the representative for the defense.

(c) After hearing both sides of the issue, the Cabinet shall report to the constituents involved. This report shall be impartial.

(d) A vote shall then be taken of the constituents to decide whether to remove the officer from office.

(e) If a majority of the constituents are in favor of removal, the officer shall be immediately dismissed and replaced by appointed.

## **ARTICLE VII: Zero Tolerance Policy and Conduct**

Sec 1: ASB Cabinet, Class officers and members are expected to be knowledgeable about school rules and regulations pertaining to student conduct and to set the proper example for other students to follow. A history of disciplinary violations, coupled with requests from school officials to adhere to school rules is

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grounds for removal or suspension from their office. Possession or use of alcoholic beverages or any controlled substance on campus or at any school function will result in immediate resignation or removal from their office, even if their term has not yet begun.

## **ARTICLE VIII:**

### **REFERENDUM**

Sec. 1: If an action by the student government displeases the student body, any member of the student body may circulate a petition demanding a specific course of action, and upon securing the signatures of one-third of the student body, may present the petition to the ASB Cabinet.

Sec. 2: The Vice-President must present the issue to the ASB for a vote within ten school days of the date of presentation of the petition to the Cabinet.

Sec. 3: The phrasing of the question on the ballot shall be identical to the motion presented to the Cabinet as recorded in the official minutes.

Sec. 4: If the student body passes the measure proposed by the petition by a two-thirds vote, the student government shall be obligated to follow the prescribed course of action.

## **ARTICLE IX:**

### **AMENDMENT OF BY-LAWS**

Sec. 1: The By-Laws may be amended by a two-thirds majority vote of the ASB Cabinet.

Sec. 2: The proposed change must be read at a meeting prior to the vote.

## **ARTICLE X: OTHER PROCEDURAL POLICIES**

Sec. 1: A person elected to a position on the court (such as Homecoming, Winter Formal, etc.) shall reign in that position for the remainder of the school year in which elected and shall not be able to run for any additional position on another court until the following school year. A person running for a court will be advised prior to the election of the above requirement.

Sec. 2: The Junior/Senior prom responsibility shall be solely maintained and organized by the Junior Class. The Junior Class is also responsible to pay the deposit (in the sophomore year) on the room where the prom will be held if a deposit is required. The Junior Class will pay the balance of the prom's expenses (entertainment, balance of the cost for the room, refreshments, and other expenses). The Junior Class will sell bids for the prom and use that money to fund the dance.

In financial or other emergencies, ASB agrees to contribute the money and time necessary to organize an acceptable prom.

## **ARTICLE XI: ASB CABINET ATTENDANCE POLICY**

Sec. 1: An ASB Officer will attend all regularly scheduled meetings unless otherwise stated.

(a) An officer who has an excused absence to a meeting will be responsible for reviewing the minutes of the missed meeting and checking assigned tasks.

(b) An officer who is not present when the ASB President officially begins a cabinet meeting will be considered tardy.

(c) Absences are excused only through the approval of the Activities Director prior to the meeting.

Sec. 2 All ASB members are required to be a part of the Leadership class and are required to attend their leadership period. District and Woodbridge Attendance Policy will be enforced.

(a) All ASB members who have missed class are responsible for checking assigned tasks

(b) Any candidate who cannot take the Leadership class must forfeit his/her position, and a replacement shall be appointed by the ASB Cabinet.

## **PROCEDURES FOR SELECTION OF HOMECOMING COURT AND QUEEN**

1. Any senior may make application to the Homecoming Court. These applications will be made available at least three (3) weeks (15 school days) prior to Homecoming. The deadline for completion shall not be sooner than five days from the day the applications were made available.

2. All applications received by the deadline will be considered. Applications will be scored on a holistic scale by a committee, to be determined by the Activities Director, and the ASB Vice-President or designee. All applications will have names removed before paper screening takes place to ensure that applications are scored solely on quality and content.

3. Scores will be determined by tabulation of the paragraph scoring, grade point average, and activity participation points as delineated in the application. Based on these scores, the top four candidates for each gender will be chosen for the first all-school election.

4. The eight Homecoming finalists shall be placed on the ballot in alphabetical order as candidates for Homecoming King & Queen. All members of the student body will be eligible to vote in an all-school election. The boy and girl who receive the most votes in the final election shall be the Homecoming King & Queen.

5. The Homecoming Queen will be crowned by the reigning Queen. In the event the reigning Queen is not able to attend the coronation, an alternate will be named by the Activities Director. The Homecoming King will be crowned by a designee of the ASB Cabinet.