

**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 appointed 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 a committee made up of: the newly elected ASB President, ASB Vice-President, and Activities Commissioner, and the outgoing ASB President and ASB Vice-President (subject to change at the discretion of the committee and advisor). 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 by the committee (such as video interviews and then individual interviews) depending on the number of applications received.

For incoming 9th 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 (subject to change at the discretion of the committee and advisor). The appointed positions will be filled by a consensus vote of this panel. The incoming Freshman Class Advisor, Activities Director, and/or an administrator will be present for the interviews and

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discussion. Two rounds of interviews may be deemed necessary by the committee (such as video interviews and then individual interviews) depending on the number of applications received.

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 chairperson 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' ASBs
- 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
- Speaking role in Senior Graduation ceremony
- 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 and appointments, including but not limited to:
 - Freshman Class Council Appointed Interviews
 - Homecoming Court
 - Winter Formal Court
 - ASB Elections and Appointed Interviews
 - Class Council Elections and Appointed Interviews
 - Prom Court
- Oversee and carry out all election- and appointed-related procedures; update all candidate materials
- Communicate with Activities Director and candidates
- 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
 - Clash of the Classes
 - Spring dance
 - Regular lunchtime activities; with Spirit Commissioner, plan lunchtime activities during spirit weeks
- 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 with at least 1 year on a WHS Boys' 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 and Athlete of the Month recognition
- Advertise athletics news through publicity; update ASB on athletic-related events

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- 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

Girls' Athletics Commissioner (Junior or Senior with at least 1 year on a WHS Girls' 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 and Athlete of the Month recognition
- 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 and class competitions. With Activities Commissioner, plan spirit week 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; assist with Freshman Class Council appointed processes
- Speaking role in Senior Graduation ceremony
- 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; assist with Freshman Class Council appointed processes
- 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 with Junior Class Council
- 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 with Junior Class Council
- 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
- With Class Advisor and Activities Director, 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
- With Class Advisor and Activities Director, 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 ASB business meeting
- Organize communication and reminders within ASB
- Maintain attendance records of ASB Cabinet members at ASB and school events
- 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)

- Lead Treasurer's Report at weekly ASB meetings, with ASB Accounts Technician
- Become familiar with proper ASB accounts procedures and help to educate ASB Cabinet (e.g., internal controls, improper spending, etc.)
- Review, sign, and date all ASB financial paperwork, checking for proper signatures; identify any questionable activity, and consult with the ASB Accounts Technician
- 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 (Sophomore, 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, including Artists of the Month
- 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 (Sophomore, 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, including Artists of the Month
- 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 (Sophomore, 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 a current, public list of WHS clubs
- Collect minutes from all clubs on a regular basis
- Inform ASB of club activities
- Organize Club Drives and Food Fairs; encourage student involvement in clubs
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Publicity Commissioner (Sophomore, Junior, or Senior)

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

School Board Representative (Sophomore, 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, with report approved by Activities Director and/or Administration
- Act as WHS Liaison to other IUSD meetings and committees 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 (Sophomore, 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
- With Media Commissioner, communicate regarding technical aspects of planning and execution of rallies; communicate closely with Warrior TV for rallies
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Media Commissioner (Sophomore, Junior, or Senior. Previous experience with WHS Media including Warrior TV, Golden Arrow, and/or Yearbook is preferred but not required)

- Work to support the vision of all WHS media groups, including but not limited to Warrior TV, Golden Arrow, and Yearbook
- Develop systems to communicate regularly between media groups and ASB
- Regularly update content on the "Students" pages of the WHS Website
- Help create graphics and videos for ASB publicity and events, working closely with ASB Publicity and Campus Commissioners
- Conduct quarterly Media Committee meetings with media student leaders and advisors
- Work with Pep Rally Commissioner in the technical aspects of planning and execution of rallies; communicate closely with Warrior TV for rallies
- Learn how to run ASB-owned audio/visual equipment (e.g., projector, portable audio systems, gym microphones, etc.); set up and clean up audio/visual equipment when needed; train others and find suitable replacement when absent
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Student Outreach Commissioner (Sophomore, Junior, or Senior)

- Promote unity and connections on campus among all students
- Advocate for the voices of new students
- Organize weekly connection activities for ASB Cabinet to engage with student body (i.e., during break, lunch, Homeroom, before school), including but not limited to music, lunch buddies, small handouts, informal surveys, etc.
- When needed, communicate with Link Crew Advisor and Super Crew, including attending meetings
- Create regular opportunities for students to share opinions with ASB Cabinet, including but not limited to surveys and forums
- 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)

- Advocate for diversity, equity, and inclusion on campus
- Support and promote all students' personal belonging and connections on campus
- Develop connections with clubs and other campus organizations whose mission statements promote diversity, equity, and inclusion; quarterly check-ins with said organizations; help publicize their efforts to larger student body
- Promote activities of cultural clubs on campus; support the development of schoolwide cultural competency
- When needed, serve as student representative on school committees related to diversity, equity, and inclusion
- Serve as liaison between staff and ASB; regularly communicate ASB activities and news to staff and administration
- 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 and teams on campus
- Publicize academic events, competitions, and student achievements
- Support students' academic performance
- When needed, serve as liaison between Counseling Department and ASB
- Support students in balancing academics and mental health, by planning activities including but not limited to 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 and Media Commissioners, regularly meet with event leaders to discuss promotional plans
- Update kiosks and displays on campus with important information
- 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) Proper fundraising and expenditures of all ASB Cabinet funds.

(h) Proper fundraising and expenditures within all ASB accounts (ASB, Athletic Teams, Clubs, or any other Programs with ASB accounts, etc.).

All student and school organizations with ASB accounts must submit the proper documentation in advance: preauthorization forms, fundraising request forms, and disbursement requests, stating the amount of money needed and the reason for the expenditure. These requests will be reviewed by the ASB Cabinet without the presence of a representative from the organization in attendance. 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 provide more information 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 individual Cabinet members' votes 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.

Any request to preauthorize more than \$200 to an individual for reimbursement requires the signature of an administrator.

Sec. 6: A quorum will consist of two-thirds of the ASB Cabinet, including at least one of the following: President, Vice-President, or Activities Commissioner. 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 or appoint offices within Class Council such as Secretary, Treasurer, Activities Coordinator, and any other office as deemed necessary by the class advisors. These advisors are certificated members of the faculty appointed by the Activities Director and/or Administration.

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, webstore needs, and/or communication with the ASB Accounts Technician and Class Advisor.

(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. The Secretary shall keep records of every meeting's minutes to make available to the Class Council and Class Advisor.

(c) The Publicity Chairman shall be responsible to publicize any Class Council activities and fundraisers through announcements, bi-weekly bulletins, marquee, posters or other possible means,

with the approval of the Class Advisor.

(d) The Pep Rally Coordinator shall be responsible for designing, organizing and purchasing all materials for Pep Rally decorations, with approval from the Class Advisor. The Pep Rally Coordinator shall prepare a report to share at meetings when appropriate.

It should be understood by all Class Council members 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 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

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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 and all election guidelines.

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

(d) All ASB Cabinet candidates (Elected, Appointed, and Class Council Presidents and Vice-Presidents) must obtain 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. At the discretion of the election committee, other public speeches may be added, such as including the speech video on the ballot, conducting live speeches, etc.

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, except in the case of emergency.

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 term shall be filled by appointment except in the case of emergency, in which case the duties of said office may be assumed by the ASB Cabinet.

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 must re-charter each year. Clubs with the same general purpose may be asked to join at the discretion of the ASB Cabinet.

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

- (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 fundraising 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.

Sec. 4: If a club has been inactive for an entire school year, and if they still have not re-chartered by the beginning of the following school year, all of the club's unused club funds will be used at the discretion of the ASB Cabinet.

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.

ARTICLE VII: CONDUCT OF OFFICERS

Sec 1: ASB Cabinet and Class Council 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. Disciplinary violations, coupled with requests from school officials to adhere to school rules, may be 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 may result in immediate resignation or removal from their office, even if their term has not yet begun. Decisions regarding student officer misconduct and the following consequences will be handled by the Activities Director, Class Advisor, and/or Administration.

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: Dance Courts and Royalty are meant to honor exemplary students on campus. The ASB Cabinet, presided over by the ASB Vice-President, establishes the procedures and timeline for nominating and

voting on Dance Courts and Royalty.

- (a) Homecoming Court (Grade 12): Any Senior may be nominated by any student. Nominees are selected to comprise the court on the basis of merit, through an application scoring process on a rubric. All students may vote to elect the Homecoming Royalty.
- (b) Winter Formal Court (Grades 9-12): Any student may be nominated by any staff member. Nominees are selected to comprise the court by a vote of their class. All students of their class may vote to elect the Winter Formal Royalty.
- (c) Prom Court (Grade 12): Any Senior may be nominated by any student. Nominees are selected to comprise the court by a vote of the student body. All students may vote to elect the Prom Royalty.

Sec. 2: 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. 3: 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 venue 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 tickets 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 ASB President and/or 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 their position.

