

Constitutional By-Laws

The Skyline High School Associated Student Body

Article I. ASB Officers

Section 1: Members

- A. The ASB Board shall be comprised of the Executive Board, consisting of seven elected offices, and the Appointed Board, consisting of a minimum of ten appointed positions, and shall be chaired by the ASB President.
- B. The Executive Board shall have seven elected officers: President, Vice-president, Secretary, Treasurer, Director of Communications, Director of Assemblies, and Student Activity Coordinator.
- C. The duties of the appointed ASB officers shall be as suggested below, but not be limited to those items cited. The Board may create new positions, and expand or delete these duties and positions as it sees fit to accomplish its desired goals. (amendment to original By-Laws ratified 4/21/98)

Section 2: Office and Removal

- A. The out-going Director of Elections and the staff Activities Director shall screen all application materials for disqualifying criteria prior to candidate elections and interviews.
- B. Each candidate shall submit an application and shall be subject to both staff and peer evaluations.
- C. ASB officers may be removed by a two-thirds vote of the ASB Board, if:
 - 1. They are suspended from school
 - 2. Their semester GPA falls below the eligibility requirements for co-curricular activities.
- D. The process for removal from office shall be the same as those conditions specified in ARTICLE VI: Officers and Elections, Section 8 of the Constitution.

Section 3: Meetings

- A. Regular meetings of the ASB Board shall be held at least weekly to conduct student government business.
- B. In order for an official meeting to occur, there must be a quorum of at least two-thirds of the voting members of the ASB Board present.
- C. The staff Activity Director or his/her designee must be present at all Board meetings.

SEE JOB DESCRIPTIONS DOCUMENT FOR UPDATED POSITIONS

Section 4: Duties of Elected ASB Officers

A. President: the duties of the ASB President shall be to:

- ◇ Preside as chair at and facilitate at all ASB Board, Student Senate, and Student Council meetings.
- ◇ Prepare an agenda for ASB Board, Student Senate, and Student Council meetings and forward to the ASB Secretary for publication.
- ◇ Appoint special committee chairs to organize upcoming school functions.
- ◇ Oversee chairs of other committees.
- ◇ Oversee co-curricular clubs, insuring that their constitutions are on file and that they are meeting all ASB regulations for successful operation.
- ◇ Act as student signer of ASB purchase orders in the absence of the ASB Treasurer.
- ◇ Act as Judge pro-tem at Traffic Court.
- ◇ Represent the ASB of Skyline High School at all official meetings and activities.

B. Vice President: the duties of the ASB Vice-president shall be to:

- ◇ Assume the responsibilities of the President in his/her absence.
- ◇ Act as parliamentarian at all meetings.
- ◇ Preside over Traffic Court.
- ◇ Serve as ASB Office manager.

C. Secretary: the duties of the ASB Secretary shall be to:

- ◇ Keep and publicize the minutes of all ASB Board, Student Senate, and Student Council meetings, as well as maintain orderly master files of each.
- ◇ Distribute minutes of ASB Board and Student Senate meetings to the Director of Communications for distribution through the Representative branch.
- ◇ Distribute minutes of ASB Board and Student Council meetings to the Legislative branch through each class council secretary.
- ◇ Assume the duties of the Treasurer in his/her absence.
- ◇ Act as Clerk of the Traffic Court.
- ◇ Take roll at ASB Board, Student Senate, and Student Council meetings and keep a record of attendance.

D. Treasurer: the duties of the ASB Treasurer shall be to:

- ◇ Prepare the annual ASB budget.
- ◇ Work with the school bookkeeper to maintain ASB financial records.
- ◇ Present a financial report at each ASB Board meeting.
- ◇ Assume the duties of Secretary in his/her absence.
- ◇ Preside over the budget planning process and meetings.

E. Director of Assemblies: the duties of the ASB Director of Assemblies shall be to:

- ◇ Work with the staff Activity Director and the Assistant Director(s) of Assemblies to plan and schedule school and class assemblies.
- ◇ Oversee the implementation of all aspects of assemblies.
- ◇ Evaluate the assembly process.
- ◇ Develop procedures for selecting Assembly Board members.

- F. Student Activity Coordinator: the duties of the ASB Student Activity Coordinator shall be to:
- ◇ Work with the staff Activity Director to keep the Activities Calendar.
 - ◇ Create and maintain an up-to-date bulletin board reflecting activities at Skyline High School.
 - ◇ Work in conjunction with the staff Activity Director to authorize and schedule all student-related activities.
 - ◇ Assume responsibility for keeping supplies in order and for notifying the staff Activity Director when supplies are needed.
- G. Director of Communications: the duties of the ASB Director of Communications shall be to:
- ◇ Distribute meeting minutes appropriately in conjunction with the ASB Secretary.
 - ◇ Organize a Publicity Committee to oversee all school publicity activities.
 - ◇ Be responsible for the public relations and advertisements of all ASB activities.
 - ◇ Work with the staff Activity Director to write and submit articles to local area newspapers and web pages concerning activities of the Skyline ASB.
 - ◇ Be responsible for the school reader board or signage (as applicable).
 - ◇ Be responsible for school display case assignments and usage.

Section 2: Duties of the Appointed ASB Officers

- A. Assistant Director of Assemblies: the duties shall be to:
- ◇ Work with the elected Assembly Board Chair to plan and implement assemblies.
 - ◇ Coordinate the efforts and directions of the Assembly Committee in planning all school assemblies.
- B. Cheer Liaison: the duties shall be to:
- ◇ Communicate information between the ASB Board and the Cheer staff and Cheer Advisor.
 - ◇ Promote positive school spirit at athletic events, assemblies, and throughout the school.
 - ◇ Plan, organize, and conduct recognition activities in conjunction with the Director of School Recognition for the athletes and the athletic teams.
 - ◇ Assist the Assembly Board in coordinating and conducting quality pep assemblies, which meet the Cheer staff goals and promote positive school spirit.
- D. Community Liaison: the duties shall be to:
- ◇ Equally divide and share the responsibility for attending the Issaquah School District Board, Site Council, Inter-high, Intra-high, Issaquah Community Center, Plateau Youth, and other meetings where a representative of Skyline High School ASB is expected or required.
 - ◇ Represent and communicate the views of the ASB Board and Skyline students to the community.
 - ◇ Promote volunteer efforts between community services and neighborhood merchants and groups.
 - ◇ Serve as a conduit of information between Skyline students and the administration, and the community.
 - ◇ Maintain a file of minutes and records from community groups and associations.
- D. Dance Committee Chair: the duties shall be to:
- ◇ Work with the staff Activity Director in planning and scheduling of all dances.
 - ◇ Determine a method of selecting a dance committee, and preside at all dance committee meetings.
 - ◇ Develop a file of dance themes, vendors, and entertainers, etc.

- ◇ Organize dances, including tickets, music preference, and decorations.
- ◇ Assist Class Councils with the planning and implementation of their annual dances.

E. Director of Diversity Recognition: the duties shall be to:

- ◇ Plan, organize, and implement positive methods of recognizing SHS students and staff diversity.
- ◇ Organize a committee to research and recognize all aspects of diversity, such as race, religion, ethnicity, talents, learning styles, alternative sports, etc.
- ◇ Promote positive activities and speakers which celebrate SHS for its unique distinctions.

F. Director of Elections: the duties shall be to:

- ◇ Plan, promote, and execute elections, including courts and royalty, and student government election processes and/or conventions.
- ◇ Conduct surveys and assess student concerns or attitudes regarding student activities.
- ◇ Be responsible for the distribution of procedure and application information for ASB, Class, Student Senate, and Cheer elections.

G. Director of Fund-raising: the duties shall be to:

- ◇ Plan, promote, and initiate new ideas for raising money for the ASB.
- ◇ Coordinate all events that raise money for ASB-related activities.
- ◇ Work closely with the ASB Treasurer to ensure that all money is accounted for.
- ◇ Work with the PTSA and Booster Club representatives, administration, and corporate sponsors, when appropriate, in conducting ASB fund-raisers.
- ◇ Assist in forecasting vending and canteen sales, and ASB card sales and discount programs.
- ◇ Participate in planning and projecting the annual ASB budget.

H. Director of Health Awareness: the duties shall be to:

- ◇ Promote, organize, and implement activities which promote healthy, nutritious, safe, and responsible choices.
- ◇ Meet with school staff and students to assist in identifying concerns about SHS health-related matters, including drugs, fitness, nutrition, safety, and sexuality.
- ◇ Review the vending machine and concessions offerings at school activities and sporting events to insure provision of healthful alternative choices..
- ◇ Work with the chosen SHS food service suppliers, and organize food fairs.

I. Director of New Student Services: the duties shall be to:

- ◇ Serve as host or hostess at Skyline for visitors and students including foreign exchange students at SHS.
- ◇ Be in charge of establishing SHS welcoming procedures and protocol among the student body toward newcomers.
- ◇ Contact new students on occasion and insure that their “stay” at SHS is as pleasant and memorable as possible.
- ◇ Serve as Chair of the New Student Orientation events, as scheduled.

J. Director of School Recognition: the duties shall be to:

- ◇ Plan, promote, and execute school staff recognition activities in conjunction with the ASB Director of Communication, where appropriate.

- ◇ Maintain and update all academic areas, sports teams, clubs, and fine arts accomplishments and schedules in school display cases with the Director of Communication and other ASB Liaison officers as appropriate.
- ◇ Acknowledge and publicize staff and student birthdays, special dates, and accomplishments.
- ◇ Create, plan, and implement events which recognize and celebrate school and educational milestones and anniversaries.
- ◇ Establish plans and themes to encourage school pride, ownership, and loyalty in conjunction with the Director of School Spirit.
- ◇ Create an information network as a means of discovering and publicizing little-known positive accomplishments within the SHS family.

K. Director of School Spirit: the duties shall be to:

- ◇ Promote all spirit competitions and coordinate efforts with the ASB Director of Communication.
- ◇ Develop unique lists and events of spirit competitions and recognition.
- ◇ Work with and chair the Spirit Committee to insure fairness in all spirit competition events and oversee the awarding of prizes.
- ◇ Be responsible for working with all spirit-related organizations at SHS.

L. Director of Technical Communications: the duties shall be to:

- ◇ Be knowledgeable about technical aspects of audio, video, sound, and computer and electrical equipment.
- ◇ Work closely with and advise the ASB Director of Assemblies concerning technical aspects of production, communication, and assemblies.
- ◇ Aid in the development and production of school audio and/or video announcements.
- ◇ Gather the necessary technical equipment and provide emergency technical assistance, as needed.
- ◇ Insure that all ASB technical equipment is in good repair at all times.

M. Historian: the duties shall be to:

- ◇ Establish and implement procedures for selecting and training a group of students to record academic and co-curricular photographs and video footage for the SHS archives.
- ◇ Maintain a scrapbook of all events gathered through various media throughout the year.
- ◇ Solicit audio and visual information concerning SHS staff and students for archival records.
- ◇ Be responsible for maintaining knowledge of established SHS traditions throughout the ASB.
- ◇ Serve as a resource liaison to the yearbook and video yearbook staff and school newspaper.
- ◇ Assist with royalty pictures, voters' pamphlets, student recognition events, news releases, etc.

N. Interhigh Chair: the duties shall be to:

- ◇ Serve as chair, and gather a committee of SHS Interhigh representatives.
- ◇ Take minutes at Kingco Interhigh meetings and share that information with the ASB Board.
- ◇ Attend all Kingco Interhigh activities, as well as exchanges with neighbor or other district schools.
- ◇ Serve as a public relations representative of SHS to other schools.
- ◇ Organize a meeting agenda and program, and host one Kingco Interhigh function yearly at SHS.

Article II. Student Council

Section 1: Members

- A. Each class shall have ten voting members in their Class Council. The Student Council shall be comprised of the elected and appointed officers of each of the Class Councils, and shall be chaired by the ASB President.
- B. Each Class Council shall have four elected officers: President, Vice-president, Secretary, and Treasurer, and six appointed Representatives.
- C. The incoming Freshman Council shall initially elect ten representatives (of a corresponding ratio from the entering middle schools), and shall later designate appropriate officer titles and duties among the representatives.

Section 2: Office and Removal

- A. Class officers and the Class Advisor shall screen all applications for disqualifying criteria prior to interviewing the candidates.
- B. Each Class Council shall have six appointed representatives, selected from submitted applications and interviews by the elected officers, an ASB officer, and/or the corresponding Class Advisor.
- C. Class Council members may be removed by a two-thirds vote of the Council if:
 - 1. They are suspended from school.
 - 2. Their semester GPA falls below the eligibility requirements for co-curricular activities.

Section 3: Meetings

- A. Regular meetings of the Student Council shall be held at least once per month, or as often as necessary to conduct mutual business.
- B. Regular meetings of the Class Councils shall be held at least once per month, or as often as necessary to conduct class business.
- C. In order for an official meeting to occur, there must be a quorum of at least two-thirds of the voting members of the student Council or Class council present (as applicable).
- D. The staff Activity Director or his/her designee(s) must be present at all Council meetings.

Article III. Student Senate

Section 1: Members

- A. The Representative Branch of the ASB shall be comprised of three parts: the Student Senate, the ASB Board, and Administration.
- B. The Student Senate shall be overseen by the ASB President, and shall consist of representatives from each fourth period class.
- C. Each fourth period class shall elect one Senator and one alternate from the members of the class at the beginning of each semester.

Section 2: Office and Removal

- A. Student Senate candidates shall submit applications to their fourth period instructor for consideration.
- B. The instructor shall present the slate of nominees to be voted upon by ballot in class.
- C. Senators may be removed by the instructor, if:
 - 1. They are suspended from school
 - 2. Their semester GPA falls below the eligibility requirements for co-curricular activities.

- D. The process for removal from office shall be the same as those conditions specified in ARTICLE VI: Officers and Elections, Section 7, Item C of the Constitution.

Section 3: Meetings

- A. Regular meetings of the Student Senate shall be held once a month, or as often as necessary to conduct business.
- B. In order for an official meeting to occur, there must be a quorum of at least two-thirds of the voting members of the Senate present.
- C. The staff Activity Director or his/her designee must be present at all Student Senate meetings.

Section 4: Duties of the Student Senate

The duties of the ASB Student Senators are to attend Senate meetings, share information to and from the ASB Board with their classmates, and to represent the interests and concerns of their respective fourth period class. The alternate shall do these tasks if the Senator is unable to do so.

Article IV. Administration/Judicial Branch

Section 1: Members

- A. The Administration/Judicial Branch of the student government is identified here to clearly explain the communication loop expected and required for the best performance of the school-wide governance system.
- B. The Administration portion of the Representative Branch comprises one part of the Judicial Branch of the student government, and consists of representatives from the principal, staff, the PTSA, and each Booster Club.
- C. Other members of the Judicial Branch include the ASB Board, Student Senators, and Class Representatives to the Site Council.
- D. Further members of the Judicial Branch include the staff/parent advisors for each student activity.

Section 2: Duties

- A. The Judicial Branch does not meet regularly. Its main responsibility, when called upon, is to act as a review board of proposed actions and/or programs within the student government prior to principal or Administrative veto.
- B. The representatives cited above are identified as the exchange points for information between the student government and the staff/parent community.

Article V. Student Government Representatives: Site Council

The Site Council will include five student representatives with four votes. Each Class Council will have one vote. The ASB Community Liaison shall attend as a non-voting member.

Article VI. Eligibility: Offices, Activities, and Parking

Section 1:

Any and all candidates for ASB offices, Student and Class Council offices, Student Senate, Cheer staff members, students in Music, or students seeking any co-curricular involvement shall purchase an ASB card prior to applying for candidacy, representation, or membership. Any student who wishes to

purchase an ASB card may not do so if he/she has any outstanding school-related fines at the time of the card purchase.

Section 2:

Any and all students seeking an authorized parking space at Skyline High School are required to purchase an ASB card prior to applying for parking. Students who ignore this requirement will be asked to forfeit their parking space, and no refund will be given.

Section 3:

All ASB officers, Student Senators, Class Council members and Cheer staff members must have and maintain an accumulative GPA of 2.5 or above. (amendment to original By-Laws ratified 3/11/98)

Section 4:

Students may not hold both an ASB, Student Council, Student Senate, and/or Cheer staff position during the same term (amendment to original By-Laws ratified 1/15/02 strikes the words “and/or Cheer staff position”).

Section 5:

Each member of the ASB Board shall be of the two highest class standings, except the President, who shall be of the most senior class standing.

Section 6:

Members of the ASB Board shall be enrolled in the Leadership For Officers class during their term of office. Class Presidents and/or Vice Presidents, and Cheer captains shall be enrolled in the Leadership For Officers class as well.

Article VII. Student Organizations

Section 1:

- A. All clubs must have a constitution (in special cases, a handbook may be submitted in lieu of a constitution) that has been approved by the ASB Executive Board and the staff Activities Director.
- B. In the case where any ASB Executive Board member is also a member of a proposed club, he/she must remove him/herself from approval consideration of that club. In his/her stead, the order of substitution for the approval process shall be the Senior Class Council President, then Vice-president, then Secretary, then Treasurer. Should those officers stand in possible conflict of interest, the order of substitution shall follow the same descending order in the Junior Class Council, then Sophomore Class Council, then Freshman Class Council.

Section 2:

All clubs must have an identified faculty and/or adult advisor. In some instances, shared advisors may be permitted.

Section 3:

All clubs must have at least ten members and at least one officer, preferably a President, who shall represent the Club to the ASB Board when it is deemed necessary by the ASB Board.

Section 4:

All clubs must submit a written financial statement to the ASB Board clearly stating their expected income and expenditures by October 1 (consisting of amendments and revisions to the club budget) and May 1 each year, or on such dates and times as directed by the ASB Budget Committee for preparation of the annual ASB budget.

Section 5:

Only approved clubs shall be eligible for financial assistance from the ASB Budget Committee, and only approved activities shall be permitted to operate or publicize within the school. Clubs must be in existence for more than one year before obtaining funds from the ASB General Fund (amendment to the original By-Laws ratified 5/1/00).

Section 6:

The funds of any ASB-approved club or activity belong to the ASB and go into the general ASB fund in that club's or activity's account.

Section 7:

Any club or activity, with approval of the faculty advisor(s), a designated ASB Executive Board member, and the staff Activity Director, can submit an amount for a purchase order, which does not exceed its current account balance, without special ASB appropriation. Any club or activity that exceeds its allocated amount in the ASB budget will be called before the ASB Executive Board for prompt settlement of any concern.

Section 8:

A club or activity may dissolve itself at any time, provided that it has no debts owed to the ASB.

Section 9:

Any club or activity needing to apply for approval must do so and must then gain ASB Board approval before any of the following may occur:

- A. On-campus promotion
- B. Use of school facilities and personnel
- C. Use of ASB equipment and resources
- D. Off-campus promotion or action affiliating said activity, directly or indirectly, with the SHS student body, or subgroups thereof.

Failure to apply for and gain approval shall result in cancellation of the activity or other restrictions as determined by the ASB Executive Board.

Section 10:

Any appeal of ASB processes within this section shall be addressed first to the ASB Executive Board for consideration, and then to Site Council for resolution.

Article VIII. Student Traffic Court

Section 1:

It shall be the purpose of the Student Traffic Court to screen all traffic cases involving students of Skyline High School which are referred to it by the Issaquah District Court or other law enforcement bodies. It shall then be the option of the Student Traffic Court to try the cases it feels are best suited to its jurisdiction.

Section 2:

The Student Traffic Court shall consist of a Judge, a Judge pro-tem, a Clerk, and three representatives from each of the Sophomore, Junior, and Senior classes.

Section 3:

The Judge, Judge pro-tem, and Clerk shall be the ASB Vice-president, President, and Secretary, respectively.

Section 4:

The selection of new jurors shall be from the Freshman class at the end of each school year. The selection shall be made by the current judge, clerk, and advisor. The term of office is three years.

Section 5:

If a juror has three unexcused absences from court sessions in one year, he/she will be replaced by an alternate chosen by the judge, clerk, and advisor.

Article IX. Election Procedures

Section 1: Elections

The ASB Director of Elections, working in conjunction with the staff Activity Director, shall have jurisdiction over all elections.

Section 2: Election Duties

The ASB Director of Elections shall have jurisdiction over all ASB, Class, and special elections such as royalty, Homecoming courts, etc. He/she shall work with the staff Activity Director to:

- A. Set dates for elections.
- B. Update, revise, and print application packets.
- C. Issue petitions.
- D. Update, revise and publicize campaigning and disqualification criteria.
- E. Verify signatures, grade points, and attendance at required procedure meetings.
- F. Arrange for interview schedules.
- G. Record percentage scores, where applicable.
- H. Arrange for the voting process to occur with convenience for the student body and security and confidentiality of results uppermost in mind.
- I. Arrange for the counting of ballots and reporting of official results to the student body.

Section 3: Rules and Regulations

The ASB Director of Elections, working with the staff Activities Director, shall publicize the specific election or appointment procedures and timeline required for each student government position. These may include, but are not limited to:

- A. Campaigning.
- B. Public speeches or skits.
- C. Petitions.
- D. Staff evaluations.
- E. Written applications.
- F. Interviews.
- G. Vote tallies.

Section 4: Voting Procedures

- A. All eligible members of the Associated Student Body shall be permitted to vote for all Executive ASB offices.
- B. All eligible members of a Class shall be permitted to vote for all officers in their Class.
- C. All eligible members of a club or activity, or Student Senate class, shall be permitted to vote for their respective officers or Senator as applicable.
- D. A candidate in a race with three or more people must win by five (5) percent of the total votes cast, and if the percentage is less, a run-off between the top two candidates will occur. In the run-off, the candidate with the majority vote will win. (amendment to original By-Laws ratified 3/11/98)
- E. In races with two candidates or fewer, a majority vote will determine the winner. (amendment to original By-Laws ratified 3/11/98)

Section 5: Elections

- A. All ASB, Class, and Co-curricular elections shall occur outside of class time, except as noted below.
- B. Student Senate elections shall occur as deemed appropriate by the instructors in fourth period classes. Such elections are to be completed promptly within a published time frame and upon a call for results by the ASB Director of Elections.

Article X. Amendments

Section 1:

Proposed amendments to these By-Laws shall be submitted in writing to the ASB Secretary for presentation to the ASB Executive Board.

Section 2:

Upon review, proposed amendments shall be presented by the Executive Board to the Student Council, which may choose to take action or to refer the matter to the Student Senate for a general student vote, as deemed appropriate.

Section 3:

Proposed amendments require a vote of two-thirds of the Student Council to be ratified, or if referred to the Student Senate, Article VII:3 of the Constitution shall apply to the By-Laws as well in each case.

Section 4:

An amendment ratified by the ASB shall be effective immediately.

Ratified by ASB Board adoption and a general vote of the Skyline High School student body, and approved by Faculty and Site-Base Council votes. May 2002