

**Proposed Amendments are due via email to Mr. DiNello by Wednesday, November 30<sup>th</sup>:**

***Item 1: No person shall be president of more than 2 clubs at a given time***

***Item 2: An individual student may propose no more than 1 new club per quarter (per year?)***

## **Constitution of the Associated Student Body of Redmond High School**

Preamble: We, the student body of Redmond High School, for the purpose of giving the student body a form of authority upon the decisions of this educational institution, do ordain and establish this constitution.

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### **Article I      Name & Branding**

The name of this organization shall be the Associated Student Body (ASB) of Redmond High School (RHS). The official school colors of Redmond High School are to be Redmond Green and Vegas Gold. The official Mascot of Redmond High School shall be a mustang.



**Redmond Green**  
PMS 349 C  
CMYK 89 34 100 28  
RGB 13 102 53  
Hex #0d6635



**Vegas Gold**  
PMS 4515 C  
CMYK 13 19 62 28  
RGB 179 163 105  
Hex #b3a369

### **Article II Purpose**

The purpose of the Redmond High School Student Council shall be to:

- A. Organize the affairs of the student body.
- B. Assist in the management of the school.
- C. Encourage student involvement on school matters.
- D. Set an example of student initiative, responsibility, behavior, and school spirit.
- E. Charter school clubs and interest groups.
- F. Maintain communication with the student body.
- G. Promote the general welfare of Redmond High School and the Redmond Community.
- H. Supervise the collecting and dispersing of ASB funds.
- I. Actively attempt to include all students in a variety of extracurricular activities

### **Article III      ASB Membership**

#### **Section 1: Membership**

All students enrolled at Redmond High School are considered members of the Associated Student Body.

A student must purchase an ASB card in order to:

- A. Hold an ASB, Class Officer, or Appointed Position.
- B. Attend home athletic events free of charge.
- C. Participate in Redmond High School Athletics and Level 1 Clubs

### **Article IV      Clubs**

#### **Section 1:      Creation of Clubs**

- A. New clubs can only be proposed during Quarter 1 (for current school year) and Quarter 4 (for following school year)

Steps to create a Club:

- i. Find an RHS staff member who is willing to advise your club
- ii. Email the ASB advisor or the ASB Clubs Coordinator to obtain an online club proposal form
  - 1. The form requires the names of 10 students who will be part of the club
- iii. The club proposal form will be reviewed by the Student Council and voted upon by simple majority
  - 1. Students proposing club may be available to answer questions that arise from discussion
- iv. If the proposal is approved, the students must create a Club Constitution and assemble a board for the club
- v. After sending the ASB Clubs Coordinator a copy of their Club Constitution, the club may begin having meetings.

#### **Section 2:      Club Budgets**

- A. Redmond High School Clubs that fundraise during the school year (Level 1) are responsible for filing a budget for the following school year each Spring with the Activities Coordinator, Clubs Coordinator and Bookkeeper.
  - 1. If the Club has a positive balance in their account they may:
    - i. File to roll-over budget for one more year, noted in the budget form along with a proposal for savings. The savings proposal must include purpose for saving the money and how long the period will be until the money will be spent.

- ii. The Club may opt to put the money back in to the ASB budget at which point the money will be put towards leadership/school wide activities or club advisor stipends.
- iii. If the Club members do not file for a budget for the following year, and have money in their account, their money will automatically go back in the ASB general fund, unless otherwise agreed upon by the AC and Admin.
- 2. If the club is at a zero balance at the end of the year:
  - i. They must still turn in a budget form for the following school year in the spring with projected fundraising income and expenses.
  - ii. They should be encouraged to consider becoming a Level 2 club if this happens for multiple consecutive years.

### **Section 3: Requirements for Clubs**

- A. Must be open to all students (with exception of Honor Society requirements)
- B. Must have a President
  - 1. Responsibilities are leading club meetings, representing the club, and creating meeting agendas.
- C. Must have a Secretary
  - 1. Responsibilities are keeping a club membership list, keeping official club records, and keeping minutes when the club is discussing financial matters (i.e. purchases or fundraising), elections, and amending their constitution.
- D. Must have a Treasurer
  - 1. Only required for Level 1 clubs
- E. Must have an Advisor
  - 1. An adult RHS Staff member who is present for all club meetings and club activities.
- F. Must develop and maintain a club Constitution which includes:
  - 1. Club Purpose
  - 2. Membership requirements
  - 3. Election procedures
  - 4. Board member responsibilities

## **Article V ASB Officers, Class Officers, Appointed Positions, and Student Senators**

### **Section 1 Officer Requirements**

The ASB Representative Officers will be elected by the student body or appointed by the Activities Coordinator (AC) consisting of ASB Officers, Class Officers, and Appointed Positions.

- A. All ASB and Class Officers as well as appointed positions must be registered members of the Leadership 2 Class the year of their service.
- B. No student may be elected to hold more than one ASB or Class Office position at a time.
- C. All ASB and Class Officers must act as an official representative of the Redmond High School ASB.
- D. The ASB and Class Officers must work under guidelines set forth in Article VIII.
- E. All student holding ASB positions (Executive, Class, or Appointed) must be enrolled in classes on the RHS campus at least halftime (three periods) for the duration of their tenure.
- F. The ASB President and Vice President have served at least one year in a student council or appointed position in the ASB/Leadership class.

## **Section 2      ASB Officers & Duties**

The Executive Board of Redmond High School consists of the ASB Officers: President, Vice-President, Treasurer, Secretary, Public Relations Officer, and Clubs Coordinator.

Duties of the ASB Officers:

### **A. Duties of the ASB President:**

1. Prepare meeting agendas and preside at all Executive Board, Leadership Class, and Student Senate meetings.
2. On a regular basis, monitor each committee member's designated responsibilities and duties, and determine whether the individual is completing their tasks. If the committee member is not meeting expectations, then the President shall conduct a meeting with that student and, if necessary, the Activities Coordinator.
3. Require oral reports from all committees concerning the progress of their responsibilities.
4. Have a voting option to determine whether the Leadership Class, the Student Senate, or the entire ASB shall vote upon any ASB voting matters. If the Student Council disagrees with the President's determination on voting matters, it may overturn his/her decision with a two-thirds majority vote.
5. Officiate the Leadership Class in conjunction with the Activities Coordinator daily.
6. Have the authority to approve any posters that will be displayed around the school.
7. Make public executive decisions with oversight from the Activity Coordinator when deemed necessary.
8. Act as the communication liaison to administration and the Activities Coordinator.

### **B. Duties of the ASB Vice-President:**

1. Work in tandem with the President and Activities Coordinator.
2. Assume the responsibilities of the President or other officers in their absence.
3. Require oral reports from all committees concerning the progress of their particular responsibilities.
4. Have the authority to approve any posters that will be displayed around the school.

### **C. Duties of the ASB Secretary:**

1. Record minutes and class notes of all the Student Senate meetings, Executive Board meetings, Leadership Class meetings, and Administrative meetings.
2. Send minutes to appropriate person(s) necessary.
3. Maintain an attendance record of all the Student Senate and Leadership Class meetings.
4. Maintain and organize all Leadership, ASB, and Student Senate files and paperwork involving correspondence, minutes, and major events.
5. Keep detailed records of any ASB Officer information that is deemed important for future ASB Class Officers.
6. Organize Student Senators, and keep an up-to-date list of their contact information.

### **D. Duties of the ASB Treasurer:**

1. Be ready to report monthly to the ASB/Class Officers or the Student Senate on the current financial standings of the ASB.
2. Work with the Bookkeeper to maintain an accurate financial record for the ASB.
3. Approve all requests for funds, even before being voted upon by the Leadership Class.
4. Monitor the funds needed for Leadership Class and student body activities.

5. Educate and work closely with the Class Treasurers to ensure proper financial protocol/paperwork is completed.
- E. Duties of the ASB Public Relations Officer
1. Help the school, students, parents, and community be better informed about Redmond High School events.
  2. Have the authority to approve all posters that will be displayed around the school.
  3. Manage any social networking sites, i.e. Instagram, for Redmond High School with oversight and approval from the Activities Coordinator.
  4. Have the authority to override any Public Relations decisions made by the Class Public Relations Officers.
  5. Assist the ASB and Class Public Relations Officers in keeping the school's student and staff informed about Redmond High School events.
  6. Be in contact with Leadership class committee heads to make any visual announcements needed.
- F. Duties of the ASB Clubs Coordinator:
1. Be the official liaison between all RHS Clubs and the Leadership class.
  2. Plan and coordinate Club Jamboree and events where clubs participate.
  3. Plan and coordinate any meetings of club presidents/advisors.
  4. Keep an updated roster of club officials, advisors, and meeting information for every club.
  5. Collect and archive minutes for every club at the end of second semester.
  6. Inform and enforce ASB Club guidelines (financial processes, district policies, ASB law).
  7. Monitor all changes to club constitutions.
  8. Work with students interested in the formation of a new RHS clubs.

### **Section 3      Class Officers & Duties**

The Class Office consists of the President, Vice-President, Secretary, Treasurer, and Public Relations Officer. All Class Officers must be registered members of the Leadership 2 Class the year of their service. Class officers are expected, along with their Advisor, to plan at least two fundraisers and one social event during the course of the school year.

Duties of Class Officers:

- A. Duties of the Class President:
1. Create agendas for each Class meeting.
  2. Take responsibility for planning Class appropriate activities
  3. Communicate directly with the Class Advisor
- B. Duties of the Class Vice President:
1. Assist the Class President with all of his/her duties.
  2. Fill in for any Class Officers when necessary.
- C. Duties of the Class Secretary:
1. Take accurate minutes of all Class meetings and maintain physical/digital records of these minutes for future review
  2. Keep records of any information that is deemed important for future Class Officers or Class projects.
- D. Duties of the Class Treasurer:
1. Responsible for all Class funds.

2. Must monitor and maintain records of all withdrawals and deposits within the Class fund.
  3. Maintain active communication with the Bookkeeping Office to ensure that Class Officers have updated knowledge of all withdrawals and deposits in the Class fund.
  4. Be ready to make a financial report on the Class fund at each Class Officer meeting.
  5. Obtain ASB Treasurer approval for any financial matters.
- E. Duties of the Class Public Relations Officer:
1. Work to inform the Student Body about upcoming events through approved social media, the Video Production class, posters, and announcements
  2. Work closely with the other Public Relations Officers to advertise school-wide events.
  3. Obtain ASB PR approval for class PR decisions

#### **Section 4      Senior Class Officers**

- A. All Senior Class Officers shall work together to plan and execute activities specific to their graduating class with guidance from their Senior Class Advisor. All officers shall actively participate in upholding the duties of a committee head, and planning of Leadership events.
- B. Duties of the Senior Class President:
1. Be responsible for organizing Prom and Prom activities.
  2. Work with Redmond High School administration and staff to organize graduation activities.
  3. Be in charge of organizing class reunions.
  4. Conduct all Senior Class meetings.
  5. Communicate with the Senior Class Advisor(s) during the school year.

#### **Section 5      Freshmen Class Officers**

- A. Freshmen class officers will be elected at the middle school during their 8<sup>th</sup> grade year. Each feeder school (RMS and TMS) will elect two freshmen representatives to RHS. These representatives will not run for a specified title.

#### **Section 6      Appointed Officers**

- A. Appointed Officer positions are at the discretion of the Activity Coordinator and will be open to all students through an application process.
1. Positions may be grade or job specific and can change from year to year.
  2. The AC is subject to change certain roles as deemed necessary.
- B. Positions will not only fulfill the necessary roles outlined, but also contribute fully as a committee head, and participate on committees throughout the school year.
- C. C. Positions may be appointed following class elections.

#### **Section 7      Student Senate**

- A. The RHS Student Senate shall be the official legislative body of the students at Redmond High School. One representative and one alternate will be elected from each homeroom class. Student Council members may not serve as Homeroom Senators unless no other student volunteers.
- B. Student Council and Homeroom Senators will meet once per month or as determined by the ASB Executive Board. If a senator is unable to attend, the alternate is expected to fill in.

- C. Following each Student Senate meeting, Senators are responsible for reporting the ASB Secretary's minutes back to their homeroom classes. Senators shall establish communication between the Student Senate and their class. The homeroom teacher shall be notified if his/her class is not represented at a Senate meeting.
- D. If a senator fails to attend two senate meetings, the alternate will be promoted to homeroom senator, and a new alternate shall be elected.
- E. The ASB Student Senate must have a quorum of two-thirds of the Representatives in order to officially meet.
- F. The voting members of the Student Council shall be the Student Senate Representatives, and all ASB Officers except the ASB President.
- G. The Student Senate shall make every attempt to use parliamentary procedure (Robert's Rules of Order) to improve the efficiency of the meetings.

## **ARTICLE VI Elections**

### **Section 1 Qualifications**

- A. ASB, Class Officers, and Leadership Class Students
  - 1. All candidates for ASB or Class office shall have at least a 2.75 cumulative high school GPA and the student must maintain a 3.0 GPA grade point during his/her term of office or the student will be subject to removal. Unless otherwise specified or approved by the AC and Administrative team.
  - 2. The ASB President must be enrolled in at least 5 full time classes on the Redmond High School campus.
  - 3. All candidates must hold a valid ASB card during the term of office.
  - 4. All candidates for Class Office must be members of the graduating class for which they have filed.
  - 5. All candidates and their parents must sign the ASB Conduct Code form to be submitted with their Election Packet at the time they announce their candidacy.

### **Section 2 Elections of ASB and Class Officers**

- A. ASB Officers and Class Officers shall be elected in the spring preceding their term of office.
  - 1. ASB Elections are to be held before the Class Elections in the spring.
  - 2. All Election proceedings will be overseen by the Activities Coordinator or his/her designee.
  - 3. All homerooms must have at least 10 minutes of time designated to voting.
- B. All Candidates will file for office at the time and place specified, and advertised by the Activities Coordinator and Executive Board.
  - 1. If filing paperwork is not completed correctly or on time the student may not be allowed to run for office.
- C. All offices will be elected by a method established by the Elections Committee.
  - 1. A run-off election will be conducted in the instance of a tie (a tie is considered when there is less than 1 point difference in total scores and more than two candidates run). If only two candidates, there will be a winner unless total scores are exactly the same at which point there will be a revote.

- 2. A schedule needs to be approved by Administration ahead of time in case this occurs.
- D. Prior to voting, an assembly of the Student Body or graduating classes will be held, and all candidates will be required to give a campaign speech during this assembly.
- E. All campaign activities (i.e. posters, speeches) will follow regulations as set forth in the Election Packet designed by the Election Committee, By-Laws of this Constitution, and the Student Handbook.
- F. The Freshman class shall have four officers. Two Officers shall be former students of Redmond Middle School, and two Officers shall be former students of Timberline Middle School. Officers shall be selected through procedures determined between the middle school and high school Activities Coordinators.
- G. All students running for elected or appointed positions are subject to immediate dismissal on grounds of AC/Admin concern for: inappropriate behavior, actions, negligence, admittance to running for humor and attention instead of desire to fulfill position etc. This ground for removal is solely at the decision of the AC and Admin team. Exec board will be involved if necessary.
- H. All students running for positions are considered for a follow-up interview or secondary meeting with Admin and AC if the student does not pass the interview stage of the election process.

### **Section 3 Posters & Advertising**

- A. The ASB Elections Committee will allot candidates paper for posters.
- B. Approved posters will be signed by the Activities Coordinator, ASB Public Relations Officer, Administration, or ASB President.
- C. Campaigning on a social network site is limited to Instagram and Twitter. Use of these sites will be permitted during campaigning as long as there is no slandering of opponents. Media must be public and will be monitored by ASB. Any misuse of the media will be grounds for disqualification from the election process.
- D. Posters may be placed in individual classrooms with the consent of the staff occupant of that room.
- E. Candidates are responsible for their own campaign posters and must remove them the day after the election.
- F. The Elections Committee and leadership class will remove unauthorized posters.
- G. Direct or indirect negative campaigning of any kind will be grounds for disqualification of a candidate.

### **Section 4 Election Speeches**

- A. Candidates must prepare a video speech to be given to the student body or class depending upon the office they are running for.
- B. Speeches must be limited to two minutes or less.
- C. The candidate shall be the only person to speak, address, or present to the assembly.
- D. Speeches must be approved by the AC/Admin team in order to be presented to the student body
- E. Candidates must present as themselves and may not impersonate or personify others (i.e. fellow students, celebrities, etc.)
- F. Election videos may not contain edits or special effects other than subtitles.

### **Section 5 Endorsements**



- A. Present or recently-elected ASB Officers cannot, in any way, endorse any candidate for ASB or Class Office.
- B. ASB or Class Officers may not act as campaign managers or in any other way, campaign for someone else for office.

**Section 6      Modifications or Additions**

- A. The Executive Board or Activities Coordinator may make reasonable additions or changes to these Campaign Regulations, as long as they are decided upon and announced prior to the election process.

**Section 7      Elections of Student Senators**

- A. Candidates for student senate shall be elected by a simple majority in their homeroom class. If election cannot take place during homeroom, Student Senators shall be elected during the period designated by the Activities Coordinator and Executive Board. During this time, an alternate representative shall also be elected.
- B. The classroom teacher will hold an election in class at a time and with a method designated by the Activities Coordinator at the beginning of the year.
- C. Elections of senators shall be held each semester regardless of class length.
- D. Chosen senators will be confirmed over email between the Homeroom Teacher and the ASB Secretary.

**ARTICLE VII Removal of ASB/ Class Officers, Appointed Officers & Senators**

**Section 1      Grounds for Removal**

Any ASB Officer or Student Council member may be removed from office for failure to:

- A. Regularly attend board meetings. Missing more than two meetings is grounds for dismissal.
- B. Carry out all the constitutional duties of his/her position.
- C. Follow all behavior expectations as outlined by the RHS Handbook at school and school-related events.
  - 1. Serious violations, including short and long-term suspensions, will be grounds for immediate removal from office.
  - 2. Consequences for violations of a lesser degree will be handled by a case basis by the Activities Coordinator and the Administration.
- D. Follow the expectations outlined in the ASB Code of Conduct.

**Section 2      Administrative & Student Initiated Removal**

- A. Administration has the authority at any time to remove ASB Officers, Class Officers, Student Senators, or appointed Leadership Class students from their position and/or Leadership Class with proper cause.
- B. Students have the authority to give a written statement proposing removal of an individual from office. The written statement giving the reason for removal shall be provided to the Activities Coordinator who in turn will distribute to the Principal, Executive Board, and the individual involved in the removal action. If deemed necessary, the ASB President shall call a Special Session of the Student Senate for removal of an ASB Officer or Leadership class member.
- C. The Homeroom class has the authority to remove a Student Senator with a simple majority vote.

## **ARTICLE VIII Vacancies**

- A. If an officer resigns or is removed from office, the AC, Executive Board and/or Leadership class shall be empowered to fill the vacancy.
- B. If filled by the AC, this position will be appointed, and agreed upon by AC and Admin.
- C. If deemed necessary by the ASB Executive Board, the Student Senate shall vote on holding a special ASB election or class election to fill the vacant position. During the vacancy, the Activities Coordinator shall designate an individual from Leadership class to fill the vacant position. If the ASB Executive Board decides a special election is not necessary, then the designee chosen by the Activities Coordinator shall hold the vacant position until the following election.
- D. In the case of the President resigning or being removed from office, the Vice-President shall become President, and an ASB Executive Board meeting with the Activities Coordinator will decide the replacement of the ASB Vice President.
- E. If a student senator resigns or is removed, the alternate shall fill the vacancy and a new alternate shall be elected.

## **ARTICLE IX Committees**

- A. The Leadership Class shall be headed by the ASB President. The class shall consist of elected ASB and Class Officers, and other students selected for the class. They shall be responsible for:
  - 1. Planning and presenting all assemblies, dances and certain other suggested activities.
  - 2. Determining the ways and means whereby funds shall be raised for the benefit of the student body.
- B. Committee Heads shall be appointed by the Activities Coordinator and ASB Exec Board within the leadership class when certain projects need to be organized (Prom, Homecoming, etc.) Committee Heads must regularly report to/update the ASB President on progress; failure to do so is grounds for removal from Committee.
- C. Committee Members will be filled within the leadership classes.
  - D. An Elections Committee shall be a council of appointed seniors approved by the Leadership Class. The Election Committee shall be responsible for:
    - 1. Managing and reevaluating the elections process to determine if changes are necessary along with the Activities Coordinator. The Elections Committee will report any changes to the Activities Coordinator and Administration.
    - 2. Organizing and maintaining all elections paperwork.

## **ARTICLE X Interhighs**

- A. The Leadership Class shall participate in KingCo Interhigh events.
- B. Method of appointment for Interhigh and/or district/county council meetings will be by the Activities Coordinator with assistance from the ASB President.

## **ARTICLE XI Amendments**

- A. This constitution may be amended by a two-thirds majority of the Student Senate provided that the amendment has been presented and discussed at the previous Student Senate meeting.

**ARTICLE XII Referendum**

- A. Students shall, at their discretion, submit ASB business for approval or disapproval of the Leadership Class.
- B. If a simple majority on an issue is reached, it shall be declared passed. No further action shall be taken upon it by the ASB.