

The Constitution of the Associated Student Body of Kentwood High School

Kentwood High School

25800 164th Ave SE

Covington, WA 98042

We, the students of Kentwood High School, in order to form a democratic system within our school for the organization and support of curricular and extracurricular events of cultural, social, recreational, or athletic nature; to make educational programs, athletics, clubs, and all other activities open to all students and apply district and building policies and regulations equally to all members without regard to national origin, race, beliefs, sex, gender identity or sexual orientation; and to provide a proactive environment to accommodate and assist in the benefits of the educational system do hereby constitute ourselves as the Associated Student Body of Kentwood High School.

Article I.

Section 1.

The school by name shall be the Conquerors. The school colors shall consist of Black, Silver, Kelly Green, and White. The school fight song shall be "Praise the Name of Kentwood High School."

Section 2.

- I. **The executive power shall be vested in the Associated Student Body Officers. ASB Cabinet members will have the power to approve or veto all Senate passed legislation.** The Associated Student Body Officers shall consist of elected students occupying the offices of ASB President, ASB Vice-President, ASB Secretary, ASB Treasurer, ASB Public Relations Officer and ASB Club Coordinator. Each office is to be held by no more than one elected student and no student shall hold more than one office. Each officer is required to take two semesters of Leadership the year that they are in office. All officers shall assume office from June 1st of the elected year until the end of the following school year.
- II. The ASB Adviser shall be an employee of Kentwood High School. The adviser will
 - A. Oversee all ASB meetings.
 - B. Act as a liaison between students, faculty, and administration.
 - C. Solicit faculty and administration cooperation with the ASB and Class Officers.
 - D. Have the power to appoint representatives to new and different committees.
 - E. Make recommendations to the ASB and Class Officers for replacements in the case of seat vacancy.
 - F. Lead the ASB and the Senate to the best of his/her ability.
 - G. Inform each officer of what their position entails upon being elected to the office.
- III. Election of ASB Cabinet members will be as follows:
 - A. Elections will be held before May 1st.
 - B. Any student enrolled at Kentwood for the period of time that their term would entail, and meets the requirements for candidacy, is eligible to run for office.
 1. Hold a 2.0 cumulative GPA in the previous grading period—as set by KSD Policy and unable to be amended.
 2. Signed up to take two semesters of Leadership for the period of time that their term would entail.
 - ~~3.~~ Enrolled in at least one class at Kentwood for the period of time that their term would entail.
 4. Has taken Leadership for two semesters in previous years prior to applying for a cabinet position.
 - a. In the case a cabinet position goes unfilled or unapplied for, the leadership requirement may be waived and class officers from the previous year are able to run for cabinet.
 - C. All students who desire to file for office must obtain the proper forms, and file them by the date set by the ASB Adviser and ASB Cabinet.
 - D. Candidates (including Presidential and Vice-Presidential) will campaign separately during the time period set down by the ASB Cabinet and ASB Adviser.
 - E. All Presidential candidates must be a member of the incoming junior or senior class.

- F. Candidates for office will give speeches before the freshmen, sophomore, and junior classes in an assembly or video format during the campaign. Balloting by the student body will take place immediately after campaign speeches. All ASB elections must be done electronically. All staff or faculty members administering student body voting are required to show campaign speeches (in the event they are in a video format) and ensure students adequate time to vote. All ASB elections must be done electronically.
- G. One vote more than fifty percent of the votes cast is required to declare a candidate elected to office. In the event that no candidate receives fifty percent plus one of the votes, a run-off election will be held between the two candidates with the most votes. The person with the most votes after this run-off election will then be officially elected.

Section 3.

- I. The ASB President will:
 - A. Call and preside over all meetings of the Associated Student Body Officers and Class Officers;
 - B. Coordinate all events planned and organized by the ASB Cabinet and Class Officers;
 - C. Oversee all meetings of the Associated Student Body;
 - D. Call special meetings of the Student Senate with the approval of the Principal;
 - E. Submit legislation for Senate passage;
 - F. Sign financial forms in cases where the Treasurer's office is temporarily vacant;
 - G. Suggest and carry out fundraising procedures when deemed necessary and proper;
 - H. Interpret and enforce the Constitution of Kentwood High School;
 - I. Represent ASB to his or her full capacity at all times.
- II. The ASB Vice President will:
 - A. Call and preside over all meetings of the Student Senate;
 - 1. The ASB Vice-President will have no vote in the Senate when serving as President of the Senate unless it is to break a tie.
 - B. Attend all ASB Cabinet meetings;
 - C. Assume the duties and responsibilities of the President in case of his or her absence;
 - D. In the case there is no club coordinator, vice president will assume the duties listed under the club coordinator section.
 - E. Responsible for updating the weekly newsletter or tv display in the commons
 - F. Represent the ASB to his or her full capacity at all times.
- III. The ASB Secretary will:
 - A. Attend all ASB Cabinet and Student Senate meetings;
 - B. Keep an accurate record of all meetings of the ASB Cabinet, and general ASB meetings;
 - C. Be responsible for transcribing the minutes of each ASB meeting and distributing them to all ASB Cabinet, and Class Officers in a timely fashion;
 - D. Notify ASB Cabinet of any meetings;
 - E. Assume the duties and responsibilities of the Vice-President in case of his or her absence;
 - F. Represent ASB to his or her full capacity at all times.
- IV. The ASB Treasurer will:
 - A. Act as Chairperson of the budget review;
 - B. Approve and sign all vouchers, purchase orders, and check requests for ASB funds and finalize their disbursement;
 - C. Coordinate all financial proceedings of the Senate and ASB;
 - D. Be responsible for all financial reports to the ASB Cabinet and to clubs and other activities upon request;
 - E. Attend all ASB Officer, Student Senate meetings, and ASB Class Officer meetings of the class they will advise.
 - F. Assume the duties and responsibilities of the Secretary in case of his or her absence;
 - G. Represent ASB to his or her full capacity at all times.
- V. The ASB Public Relations Officer will:
 - A. Coordinate efforts of senior, junior, sophomore, and freshmen Class Officers;
 - B. Consult with faculty and administration in assistance with the ASB Adviser
 - C. Integrate class ideas with those of ASB Cabinet in assemblies and dances;

- D. Attend all staff meetings when necessary;
- E. Represent ASB to his or her full capacity at all times.
- F. Be in charge of and run the Kentwood High School social media accounts (Facebook, Twitter, and Instagram) only for the use of promotion, recognition and to inform the Kentwood community.

IV. The ASB Club Coordinator will:

- A. Oversee all club activities;
- B. Maintain a log of actively meeting clubs;
- C. Develop a system for clubs to draft a Constitution prior to chartering;
- D. Educate the student body about clubs at the school;
- E. Measure student interest about bringing chapters of nationally, statewide or locally organized organizations to Kentwood.

Section 4.

- I. Officers may be removed from office by resignation, failure to attend three scheduled ASB meetings or ASB activities, removal by administrative sanction or removal from office by a 2/3 majority vote of all ASB and Class Officers.
 - A. When notified by proof of minutes recorded by the ASB secretary that if a member of cabinet misses their third unexcused meeting, they will be notified by the ASB advisor and removed.
 - B. Let excused absences be defined as sickness, family emergency, personal issues, or a pre-discussed absence communicated in *advance* to the ASB Advisor and secretary
 - C. Let it be noted that if you are a member of cabinet, an excused absence would not apply to other sporting, work, or club events. If you are a member of cabinet that is your main priority.
- II. In cases where ASB Cabinet are removed from office, the runner-up in the elections will be offered the position. If they decline, ASB Cabinet will fill the position as outlined below:
 - A. One week of open nominations;
 - B. Subsequent deliberations and possible interviews with applicants;
 - C. Replacement will be chosen by a simple majority vote of the ASB and Class Officers;
 - D. Replacement meets the qualifications for the vacated office.
 - E. Replacement officers shall deliver a speech in an assembly or video format to the constituency he or she represents.

Section 5.

- I. ASB Funds will be raised through normal procedures including, but not limited to, the purchase of ASB cards, the purchase of parking passes, and other revenue raised through events.

Article II.

Section 1.

- I. Principle responsibility for running of ASB activities shall be vested in the Class Officers. Each class (Senior, Junior, Sophomore, Freshmen) shall have seven Class Officers to serve as their representatives. Each officer must take two semesters of Leadership. All officers shall assume office from June 1st of the elected year until the end of the following school year.
- II. Election of Class Officers will be as follows:
 - A. Elections shall be held after ASB Cabinet Elections.
 - 1. Those not elected to ASB Office are eligible for a Class Office.
 - 2. Freshmen Class Officer Elections shall be held before October 31st.
 - B. Any student enrolled at Kentwood for the period of time that their term would entail and meets the requirements for candidacy is eligible to run for office.
 - 1. Hold a 2.0 cumulative GPA in the previous grading period—as set by KSD Policy and unable to be amended.
 - 2. Enrolled in at least one class at Kentwood for the period of time that their term would entail.
 - C. All students who desire to file for office must obtain the proper forms, a copy of the Kentwood Constitution and a description of the ASB/Leadership class from the Activities Office, the ASB President, or ASB adviser, and file them by the date set down by the ASB Adviser and ASB Cabinet.
 - D. Candidates for office will give speeches before the class in which they are representing in an assembly or video format during the campaign. Balloting by the student body will take place immediately after campaign speeches, electronically.

- E. The ASB President, three appointed seniors and the ASB Adviser will tally votes.
 - 1. If the ASB Adviser is absent, an administrator shall accompany the ASB President and the appointed seniors while the votes are tallied.
- F. The seven candidates with the most votes shall be elected to office.
 - 1. In the case that there are not seven candidates, candidates who have applied and meet the criteria will be selected
- G. ASB Cabinet and Class Officers will be required to take the ASB class.

Section 2.

- I. Class Officers shall:
 - A. Attend all meetings of the class and Senate. Not attending must be approved by the ASB/Class Adviser;
 - B. Equally plan and run meetings;
 - C. Equally participate in all class and ASB events and activities;
 - D. Keep minutes of class meetings and turn in a copy to the ASB Adviser after the meeting and keep a copy for their class. This task shall rotate by meeting to each officer;
 - E. Abide by the Code of Conduct (Appendix A);
 - F. Represent ASB and class to his or her fullest capacity.
- II. In the event a Class Officer seat remains vacant, or there are fewer than-seven Class Officers for each class, the newly elected Class Officers or ASB Cabinet will nominate qualified members of the student body to fill the vacant position to the ASB Adviser.

Section 3.

- I. “Officers may be removed from office by missing three or more unexcused ASB meetings or ASB activities, removal by administrative sanction, removal from office by a 2/3 majority vote of class representatives, or resignation. “
 - A. Removal of Class Officers is subject to approval by the ASB Cabinet and school administration.
- II. In cases where Class Officers are removed from office, the runner-up in the elections will be offered the position. If they decline, Class Officers of the class in question will fill the position as outlined below:
 - A. One week of open nominations;
 - B. Subsequent deliberations and possible interviews with applicants;
 - C. Replacement will be chosen by a simple majority vote of the Class Officers;
 - D. Replacement meets the qualifications for the vacated office.
 - E. Replacement officers shall deliver a speech in an assembly or video format to the constituency he or she represents.
- III. Three Class Officers of a single grade may initiate an Executive Review if a Class Officer of the same grade is not fulfilling his or her duties as a Class Officer. Officers may be reviewed for missing meetings, not fulfilling tasks (with reasonable proof), making decisions against the majority of the group, actively being a catalyst of negativity and discord and hindering the progress and the groups through verbal or physical methods. The Executive Review Process is as follows:
 - A. ASB Cabinet will interview the Class Officer in question and review involvement in ASB.
 - B. If a vote for removal is unanimous, the Class Officer is removed from office.

Article III.

Section 1.

- I. The legislative power of this body shall be vested in the Associated Student Body Senate (“Senate”). They shall have the power to pass legislation concerning all matters within the scope of the Association. The Senate shall consist of one student from each third period class, who is not an ASB Cabinet or Class Officer, a representative from the various clubs, and all ASB Cabinet and Class Officers.
- II. The Election of Senators will be as follows:
 - A. Third period classes shall elect a member and, if it is approved by the teacher, then they shall be the representative for that class. However, if no student wants to hold the position, the teacher would then select a student of proven leadership ability to represent the class.
 - 1. No person will be chosen who does not attend Kentwood for at least three periods each semester and who does not regularly attend third period.

2. Each third period will have one assigned alternate delegate.
3. Third period is used to assign senators when the leadership class is scheduled third period. If the leadership class hour changes the representative class hour will change.

Section 2.

I. Senators shall:

- A. Attend quarterly meetings coordinated by the ASB Cabinet. ASB Officers will advertise when and where monthly meetings will take place in order for Kentwood students to attend and speak their opinions during these gatherings;
- B. Act as a liaison between their class and the ASB and Class Officers;
- C. Sponsor amendments proposed by their class and attend the Constitutional Convention during Convention Years;
- D. Advise the ASB and Class Officers and possess full voting power during Senate meetings and during the Constitutional Convention;

Section 3.

I. Legislation is defined as Senate Resolutions, Senate Bills, Senate Organic Bills, or Senate Orders.

- A. Resolutions of student opinion shall originate in the Senate and shall stand as the official opinion of the Association.
 1. The Senate may bestow recognition upon any individual or group on behalf of the Association in the form of a Resolution.
 2. All Resolutions shall take effect upon approval by the Senate and shall remain in effect unless the Cabinet exercises its right to refer, amend, or veto the Resolution.
 3. The Senate may override the veto of Cabinet by a two-thirds vote.
- B. The Senate may adopt a Senate Bill making policy recommendations to ASB regarding any aspect of ASB operations or in any other area in which ASB is empowered to act.
 1. Upon approval by the Cabinet, the Senate Bill shall remain a recommendation of the Senate for the ASB Cabinet
 2. Upon approval of a majority of the ASB Cabinet, or the Class Officers for whom the legislation pertains to, the Senate Bill shall become binding.
- C. Any matter internal to the Senate and under the full control and discretion of the Senate may be considered through an Organic Act.
- D. Any matter affecting the Association that the Senate is empowered to act on its own shall be considered through a Senate Order.

- II. The Senate shall submit all passed legislation to the ASB Cabinet. The ASB Cabinet will either approve the legislation, at which point it will take effect, or veto it and return it to the Senate with recommendations for revision. The Senate may override the ASB Cabinets veto with a two-thirds majority vote.

Article IV.

Section 1.

Certified Student Organizations (“Clubs”) must begin with the chartering procedures. Charter must be reviewed yearly and meet administrative approval. Proposals for chartering may be repeated. ASB failure to approve shall be based on repetition of activity organization, inappropriate school activity, or improper chartering procedures. All Clubs must operate in accordance with the Preamble.

Section 2.

Fundraising for Clubs shall follow student government organization guidelines. Fundraising must not interfere with school academics. Fundraising may be vetoed by the ASB Officers if the fundraising is done in poor taste, if the fundraising is repetitious (hereby defined as “the same as another group’s that was previously established”), and/or if fundraising is in violation of Article I, Section 5.

An officer and adviser must attend at least one meeting on proper fundraising procedures (in September). Failure to do so will result in the organization being unable to raise or spend funds.

Section 3.

All ASB Cabinet, Class Officers, and members of athletic teams and clubs must purchase an ASB card. Members of clubs who do not use ASB funds should not require their members to purchase an ASB card.

Article V.

Section 1.

- I. A member of the ASB/Class Officers or the Senate may propose amendments to the Constitution.
- II. After a simple majority approval of a proposed amendment by all ASB and Class Officers, the proposed amendment shall be brought before the Senate. Adoption of the Amendment requires a 2/3 majority approval of the Senate.

Section 2.

- I. In order to keep the Associated Student Body operating to its fullest capacity, this document shall be re-examined by a Constitutional Convention every school term ending in an odd number year after ASB Cabinet elections and before Class Officer Elections. The ASB Cabinet shall determine the date of the Convention within this time period.
- II. The Convention shall consist of these delegates with full voting powers:
 - A. All current and incoming ASB Cabinet;
 - B. All current Class Officers;
 - C. All Senators;
 - D. A Parliamentarian;
 - E. Ten Delegates by Application;
 - F. A Chairperson (the current ASB Vice-President).
- III. The Convention shall also consist of these delegates with non-voting powers:
 - A. The ASB Adviser;
 - B. Any members of the press/media;
 - C. Guest Speakers, or other invited guests;
 - D. Convention Stenographer.
- IV. The person who writes/ submits an amendment section, part, or clause, may be able to speak twice; once while proposing their amendment and again to better explain, debate or rebuttal.

Section 3.

This Constitution shall be made available to all students in the Activities Office and school website. The Constitution shall be emailed to all students at the beginning of the school year (and explained during Conk Time or w/Student Handbook).

Amendment I.

Clubs: clubs may charter beginning in the month of October. Clubs may be established at any time during the school year; however, recognition and ASB monies will not be available until the following year after establishment.

New Clubs must be approved the Senate. If approved during the current school year, the Club will be able to raise funds, but they will not be able to spend any ASB monies until the following year. A spending plan must be submitted by each Club in May in order to spend ASB monies in the following year.

Amendment II.

Court: A student on Homecoming Court cannot be voted to Prom Court in that same year. Once any person is voted to Homecoming Court, they cannot be elected to Homecoming Court again until their senior year.

Amendment III.

Seating at Athletic Contests: Students dressed in Kentwood colors/attire have priority in the first five rows of the student section. Students not in Kentwood colors/attire may not sit in the first five rows at all athletic events.

APPENDIX A: Code of Conduct.

As an elected ASB or Class Officer, I agree to the following:

1. Attend Leadership Camp in the summer devoted to team building, planning activities for the following school year and developing leadership skills (required for ASB Cabinet, only an additional 11 slots open for Class Officers).
2. Maintain at least a 2.0 GPA with **NO** failing grades during the term of office.
3. ASB Cabinet and Class officers must Be enrolled in at least one class at Kentwood High School.

