Sample Associated Student Body (ASB) Constitutions and Bylaws

Best Practices School Sample ASB Constitution

(Name of School)

(Name of Student Council or Club)

ASB Constitution

Article I – Name of the Organization

The name of the organization shall be the Associated Student Body (ASB) of the Best Practices School.

Article 2 - Objectives and Purpose.

This organization shall have as its objective and purpose the conduct of activities on behalf of the students of the Best Practices School as approved by the principal/school administrator and the governing board of the Best Practices School. These shall include:

• Provide a democratic forum in which students can address school issues that affect their lives.

• Maintain continual communication from students to faculty members and administrators as well as among the students within the school.

• Offer a year-long program of social functions and community involvement projects for students.

• Provide leadership training for student in the duties and responsibilities of good citizenship, using the school environment as the primary training ground.

Article 3 – Organization and Membership

All registered students enrolled in the Best Practices School shall be members of the Associated Student Body. Members shall be entitled to one vote in all student body elections.

Any registered student is eligible for election to the student council according to election procedures.

The election of representatives shall take place the \_\_\_\_ week of the \_\_\_\_\_ term or semester of school. Any member shall be removed if they miss three (3) meetings without presenting reasonable justification.

Article 4 – Executive Board

The executive board shall consist of the following ASB officers:

• President

• Vice-President

• Treasurer

• Secretary

• Historian

• Activities Chair (or Commissioner of Activities)

• Publicity Chair (or Commissioner of Publicity)

• Athletics Chair (or Commissioner of Athletics)

• Academics Chair (or Commissioner of Academics)

The executive board shall have all executive powers. The executive board members shall serve as acting and voting members of the Best Practices School Student Council. The appointed officers and the adviser are non-voting members.

Duties of the executive board members are outlined in the bylaws to the constitution.

The positions on the executive board shall be filled by a general election of the ASB, held annually.

No member of the executive board may hold more than one ASB office or class office.

Executive board members shall hold office for one school year.

Article 5 – Student Council

The legislative powers of the ASB shall be vested in the student council as delegated by the school administration.

All actions of the student council are subject to review and possible veto by the ASB advisor and principal/school administrator.

The student council shall consist of 20 voting members: the ASB executive board and the president, vice president, secretary, and treasurer of each of the three classes (sophomore, junior, and senior).

(Note: The student council voting member number may vary, per desire of ASB.)

The elected, voting members of the student council shall be chosen by election as described in the bylaws.

The term of office for members of the student council shall be one school year.

The principal/school administrator shall appoint a certificated staff member of the district to serve as advisor to manage the club/student council and oversee its projects.

Article 6 – Amendments

Amendments to this constitution may originate:

• In student council

• By petition by 10 percent of the student body

• By ballot

• To represent the student council at all school and school district meetings where this representation is appropriate.

Amendments must be submitted in writing during a regular business meeting and must be posted for reading for 30 days.

Any amendments that do not pass with a two-thirds vote may not be reconsidered during the same school year.

Article 7 – Ratification

The student council shall ratify this constitution and any subsequent amendments through a two-thirds vote of the council.

Best Practices School, Sample Associated Student Body Bylaws of the Constitution

(Name of School)

Associated Student Body Bylaws of the Constitution

Article I – Student Council

It shall be the duty and power of the student council to:

• Be the supreme legislative body of the Associated Student Body.

• Propose and pass legislation that is considered important to the student body.

• Establish the annual student body dues, also known as the price of an ASB Card that will allow students to attend ASB activities at a reduced cost.

• Establish a disciplinary board as the need arises.

• Spend ASB monies.

• Propose and pass amendments to the constitution and bylaws.

Each member of the student council shall be able to cast one vote in each voting situation.

Article II – Executive Board

The ASB president shall have the following duties:

• Preside over all meetings.

• Call special meetings.

• Plan and prepare an agenda for all meetings.

• Appoint all committee members and chairpersons.

• Serve as ex-ofﬁcio member of all committees.

• Represent the student council at all school and school district meetings, community group meetings, and civic organization meetings where this representation is appropriate.

• Preside at all student body assemblies or authorize someone to do so in their place.

• Vote in student council only in cases where their vote would affect the result.

• Coordinate the interview, selection, and performance of committee chairpersons and task forces.

• Act as a facilitator of group discussion by summarizing, clarifying, etc.

• Work closely with the student council advisor on all planning.

• Participate in student council-sponsored activities.

The ASB vice president shall have the following duties:

• Work closely with the president

• Serve as the ASB president if the president becomes unable to fulfill their duties either temporarily or permanently.

• Serve as chairperson of the elections committee and supervise all student body elections.

• Coordinate the work of committees.

• Work with the president and treasurer to prepare the budget and calendar.

• Help the president prepare the meeting agenda.

• Lead the flag salute at all meetings, student body activities and assemblies, or authorize another member to do so in their place.

The ASB treasurer shall have the following duties:

• Maintain complete and accurate record of all ASB receipts and disbursements.

• Prepare monthly reports for the student council on the ASB bank balances and receipts and disbursements to date.

• Serve as chairperson of the finance committee, with the assistance of the student body bookkeeper and a district business staff member.

• Act as co-chair of the fundraising standing committee.

• Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.

• Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.

• Work closely with the president and vice president to prepare an annual budget.

• Authorize purchase orders/expenditure approvals prior to spending

The ASB secretary shall have the following duties:

• Prepare and distribute the agenda for meetings.

• Notify members of upcoming meetings.

• Take attendance at meetings and keep permanent attendance records.

• Maintain accurate minutes of all meetings, including date and place, presiding officer, and business conducted.

• Prepare the minutes in the prescribed format by the next meeting for distribution to all members.

• Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.

• Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.

• Keep copies of activity calendars and special event documentation.

• Produce a membership directory of the group.

• Report, answer and file all necessary correspondence.

The historian shall have the following duties:

• Record annual activities using video, photos, written reports, clippings, and/or other means.

• Prepare an historical document such as a scrapbook, website, slide show or video, DVD or CD.

The activities chair (or commissioner of activities) shall have the following duties:

• Coordinate and maintain the master calendar of all student body activities.

• Serve as chairperson of the activities committee.

• Serve as co-chair of the fundraising standing committee.

The publicity chair (or commissioner of publicity) shall have the following duties:

• Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.

• Issue news releases to the press, radio and television stations.

The athletics chair (or commissioner of athletics) shall have the following duties:

• To initiate and organize the intramural sports.

The academics chair (or commissioner of athletics) shall have the following duty:

• To serve as the representative to the district governing board.

Article III – Standing Committees

The ASB president and the ASB advisor shall appoint committee members and chairpersons to the following committees each year:

• The finance committee

• The elections committee

• The activities committee

The Finance Committee:

• The ASB treasurer shall chair the finance committee.

• The treasurers from each class, the ASB advisor, the ASB bookkeeper, and one faculty member shall serve on this committee.

• The purpose of the committee is to prepare and submit the final budget and approve all requests to spend ASB funds.

The Elections Committee:

• The ASB vice president shall chair the elections committee.

• The ASB advisor and the vice presidents from each class shall serve on this committee.

• The purpose of the committee is to plan, organize, and supervise all student body elections.

The Activities Committee:

• The activities chair shall also serve as the chair of this committee.

• The purpose of the committee is to plan, organize, and supervise all student council activities and to facilitate requests from student clubs for use of school facilities.

Article IV – Succession

If the ASB president cannot fulfill his/her duties because of illness, physical disability or absence, the ASB vice president shall assume and carry out the duties of the president until the President becomes able to resume the duties of his/her office.

If the president is permanently unable to fulfill his/her duties, the ASB vice president becomes the ASB president.

After the vice president, succession to the presidency shall be appointed by the vote of the entire membership of the executive board.

Only ASB officers elected by the general student body shall succeed to the ASB presidency.

Upon the permanent disabilities of any ASB officer other than the president, the corresponding senior class officer shall assume the duties of that office.

Upon the permanent disability of any ASB commissioner, the ASB president shall appoint the opposition runner to that position, if available, until the end of the current semester, when an election may be held.

Article V – Elections and Qualifications for Office

The student council shall hold the annual election of student council officers on the campus of the Best Practices High School. The voting shall take place during homeroom, by secret ballot.

The student council shall hold the elections for class officers at the same time as the elections for the ASB officers.

The candidates for ASB officer and class officer must have a minimum overall grade point average of 2.5 and have satisfactory citizenship and attendance. Candidates must also have the endorsement of their counselor and one other faculty member.

Candidates for ASB president and vice president must have served at least one year on the student council.

Each applicant for candidacy must submit an application to the screening committee. The application must include information on the student’s academic record, school activities, and reasons for desiring to serve as a school officer.

The ASB advisor, four student council members, and two faculty members chosen by the ASB president shall serve on the selection committee. The purpose of the selection committee is to ensure that all candidates for office meet the qualifications.

The Campaign:

• Students may use an unlimited number of bumper stickers and buttons during the campaign.

• Candidates may place eight posters on the campus. The posters may not exceed two feet by two feet.

• The elections committee must approve the content of all posters, bumper stickers, buttons, and other campaign materials in advance.

Counting the Ballots:

• The ASB president and members of the elections committee shall count the ballots on the same day as the election is held. No candidate for office may participate in counting the ballots.

• The ballots shall be counted twice and the results compared. A third count is required if the results of the first and second count are not within one percent of each other.

Article VI – Student Clubs

Each student club must prepare and approve a constitution before it can begin fundraising activities or make expenditures of club funds.

Article VII – Amendments

The student council, whenever it is necessary, shall propose amendments to the constitution. To make such amendments valid, two-thirds of the total student body must approve the proposed amendment in a general election.

Article VIII – Adoption

These bylaws may be adopted by a two-thirds vote of the student council, whereupon they shall go into effect immediately.

Article IX – Finances

The student council must approve all requests for expenditures of all student funds prior to any commitments.

Student clubs must have a positive balance in their club account before the student council may approve an expenditure.

All ASB checks require two signatures. The ASB advisor or the principal/school administrator may sign ASB checks. In addition, at least one district office administrator will be an approved signer.

Article X – Meeting Schedule

The student council shall meet at least once every two weeks during the school year as called by the ASB president or the ASB advisor, unless the club decides by a two-thirds vote to forego this schedule for a particular time period.

Special meetings can be called by the president, the executive committee, the adviser, the principal, or by written request of at least ten (10) members. The purpose of the meeting shall be stated when called. Adequate notice is required for a special meeting to occur.

A quorum consists of two-thirds of the student council members, e.g., 14 members in the standard case of 20 on the council.

The ASB president shall conduct the student council meetings under Robert’s Rules of Order.

All legally elected representatives and officers may vote.

Any member of the student body may attend and participate in discussions, but must have written permission from their teacher if they are missing a class.

Best Practices School, Sample ASB Club Constitution and Bylaws Combined as One Document, Simpler Constitution/Bylaws

(Name of School)

(Name of Student Council or Club)

ASB Constitution and Bylaws

Article I – Name of the Organization

The name of the organization shall be the Associated Student Body (ASB) of the Best Practices School.

Article 2 - Objectives and Purpose:

This organization shall have as its objective and purpose the conduct of activities on behalf of the students of the Best Practices School as approved by the principal/school administrator and the governing board of the Best Practices School. These shall include:

• Provide a democratic forum in which students can address school issues that affect their lives.

• Maintain continual communication from students to faculty members and administrators as well as among the students within the school

• Offer a year-long program of social functions and community involvement projects for students

• Provide leadership training for students in the duties and responsibilities of good citizenship, using the school environment as the primary training ground.

Article 3 – Organization and Membership

All registered students enrolled in the Best Practices School shall be members of the Associated Student Body. Members shall be entitled to one vote in all student body elections.

Any registered student is eligible for election to the student council according to election procedures.

The election of representatives shall take place the \_\_\_\_ week of the \_\_\_\_\_ term or semester of school. Any member shall be removed if they miss three (3) meetings without presenting reasonable justification.

Article 4 – Meeting Schedule

The student council shall meet at least once every two weeks during the school year as called by the ASB president or the ASB advisor, unless the club decides by a two-thirds vote to forego this schedule for a particular time period.

Special meetings can be called by the president, the executive committee, the adviser, the principal, or by written request of at least ten (10) members. The purpose of the meeting shall be stated when called. Adequate notice is required for a special meeting to occur.

A quorum consists of two-thirds of the student council members, e.g., 14 members in the standard case of 20 on the council.

The ASB president shall conduct the student council meetings under Robert’s Rules of Order.

All legally elected representatives and officers may vote.

Any member of the student body may attend and participate in discussions, but must have written permission from their teacher if they are missing a class.

Article 5 – Club Officers

The club officers shall consist of the following:

• President

• Vice-President

• Treasurer

• Secretary

• Publicity Chair

Article 6 – Duties

The club president will have the following duties:

• Preside over all meetings.

• Call special meetings.

• Plan and prepare an agenda for all meetings.

• Act as a facilitator of group discussion by summarizing, clarifying, etc.

• Work closely with the student club advisor on all planning.

• Participate in student club activities.

The club vice president will have the following duties:

• Work closely with the president.

• Serve as the ASB president if the president becomes unable to fulfill their duties.

• Work with the president and treasurer to prepare the budget and calendar.

• Help the president prepare the meeting agenda.

• Lead the flag salute at all meetings or authorize another member to do so in their place.

The club treasurer will have the following duties:

• Maintain a complete and accurate record of all ASB receipts and disbursements.

• Prepare monthly reports for the student council on the ASB bank balances, receipts and disbursements to date.

• Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.

• Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.

• Work closely with the president and vice president to prepare an annual budget.

• Authorize purchase orders/expenditure approvals prior to spending.

The club secretary will have the following duties:

• Prepare and distribute meeting agendas.

• Notify members of upcoming meetings.

• Take attendance at meetings and keep permanent attendance records.

• Maintain accurate minutes of all meetings, including date and place, presiding officer and business conducted.

• Prepares the minutes in the prescribed format by the next meeting for distribution to all members.

• Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.

• Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.

• Keep copies of activity calendars and special events documents.

• Produce a membership director of the group.

• Report, answer and file all necessary correspondence.

The publicity chair will have the following duties:

• Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.

• Issue news releases to the press, radio and television stations.

Article 7 – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article 8 – Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

Sample ASB Constitution for Associated Students at a Junior/Community College

The Constitution of The

Associated Students of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College

Preamble

We, the students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College, do hereby assume the powers of self-governance delegated to us by the district governing board and do ordain and establish this constitution. The objective is to unite, in one local organization, representatives of students who are registered and attend \_\_\_\_\_\_\_\_ Junior/Community College, in order to coordinate the varying interests and concerns of the student body and to provide a forum for addressing issues of common concern. We, the students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College, in order to promote the general welfare of the students, to guarantee the equality of opportunity among students, to offer experience in moral, aesthetic, social and economic values under an atmosphere of intellectual freedom, to encourage student participation, planning and direction of student activities as permitted under the rules, regulations and policies of the State of California and the Board of Trustees of the \_\_\_\_\_\_\_\_\_\_\_ Junior/Community College District, do ordain and establish this Constitution of the Associated Students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College.

These representatives shall represent the students in shared governance on campus. This body shall consist of active members representing the different student constituencies within the district; these active members’ functions and duties shall be defined in this constitution. Other rules, regulations and constitutions shall not be in conflict with this constitution.

ARTICLE I

Name, Purpose, Membership

SECTION 1 The name of this organization shall be the Associated Students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College.

SECTION 2 The purpose of this student body organization shall be to coordinate the varying interests and concerns of the student body in representing the students in shared governance issues on campus. As a participant in the governance processes, the student body shall:

1. Provide a collegewide body that represents the needs, concerns and viewpoints of all students.

2. Provide a central communication link between students and the rest of the college community.

3. Select student representatives from the student body, upon recommendation of the student trustee, to serve on governance and college committees.

4. Provide an opportunity for students to enhance governance at the college.

5. Provide students an opportunity to enhance their leadership skills.

6. Increase student participation in student governance.

SECTION 3 The primary legislative body of the Associated Students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College shall be the Student Executive Board, and no actions of student groups or organizations shall be in conflict with the rules, regulations, or policies of the Student Executive Board or the \_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College District.

SECTION 4 All currently enrolled students of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College District shall be members of the Association.

SECTION 5 All non-student employees, retired non-student employees, members of the board of trustees, former members of the board of trustees, and former officers of the association shall be recognized as honorary members of the association.

SECTION 6 The purpose of this organization shall be the representation of its membership at the college, in the community, to the State of California and other governments. It shall establish the rules, regulations, and policies by which its members and the organizations they establish may coordinate their activities and participate in the shared governance process. It shall promote student life, activities, and advocacy at the college, in the community, and throughout the state of California.

SECTION 7 The Associated Students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College shall be funded by the student representation fee, which shall be used by the association as governed by the State Education Code and in the Financial Code.

SECTION 8 The Associated Students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College may be funded by additional fees established in a manner approved by the Board of Trustees of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College District. These fees shall be in compliance with the State Student Fee Handbook and shall be used by the association as governed by the State Education Code and in the Financial Code.

SECTION 9 All student groups and organizations shall be governed by the Standard Code of Parliamentary Procedure by Alice Sturgis.

SECTION 10 For the purpose of establishing a quorum in any group empowered by this constitution, one-half (1/2) of the total voting membership rounded up to the next whole number, plus an advisor appointed by the director of student affairs and new student programs, shall be required. If less than two-thirds (2/3) of the total voting membership is present, it shall take a two-thirds (2/3) vote of the group to pass any motion.

ARTICLE II

Rights and Benefits

SECTION 1 All members of the Association shall have the right to vote in any election of the Associated Students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College, the right to hold any elected office, and the right to propose legislation to the student executive board.

SECTION 2 All members of the association who shall choose not to pay the student representation fee shall remain members of the association and retain all the rights of membership and the benefits provided.

SECTION 3 All members of the association who shall choose not to pay additional fees established by the association shall remain members of the association and retain all the rights of membership; however, they shall no longer be eligible for the benefits provided to members.

SECTION 4 All honorary members of the association shall be eligible for the benefits provided to members of the Association.

SECTION 5 All benefits established for members of the association shall be outlined in the Association Benefits Code.

Article III

Meetings

Meetings, necessary to conduct the business of the students, shall be held weekly. The student council board may call additional meetings in accordance with provisions set forth in the bylaws.

All meetings shall be conducted in accordance with California open meeting laws (Ralph M. Brown Act).

Section 1 Regular Meetings

1. Agendas for student body board meetings shall be posted 72 hours prior to the scheduled meeting.

2. All items to be put on the agenda must be submitted to the student body president by a time designated by the president.

3. All minutes should be typed and distributed to the board members before the meeting at which they will be approved.

4. All minutes and accompanying purchase orders and requisitions must be sent to Fiscal Services.

5. No board members shall miss more than three (3) regularly scheduled board meetings in a given semester. Absences exceeding three (3) can result in board disciplinary action and/or removal of that board member. It is the responsibility of the secretary to notify the board when this occurs.

6. In case of absence, a board member may submit a written proxy vote via a board officer.

7. No more than three board members may vote by proxy at any given meeting.

Section 2 Special Meetings

1. The board shall conduct a special meeting in accordance with the Ralph M. Brown Act.

Section 3 Emergency Meetings

1. The board shall conduct an emergency meeting in accordance with the Ralph M. Brown Act.

Section 4 Right to Meet

1. The president, or a majority of the board if deemed necessary in accordance with the Ralph M. Brown Act, may call board meetings at any time.

Section 5 Quorum

1. A quorum for all board and committee meetings shall be established when a simple majority of the respective active voting members are present. A quorum must be in effect before any action can be voted upon.

The following business may take place without a quorum:

Call to order

Roll Call

Open Forum

Officer Reports

Committee Reports

Discussion of New and Old Business

Announcements

Adjournment

Article IV

Board Members

Section 1 Board Membership Requirements.

1. A board member must be currently enrolled in a minimum of six (6) academic units at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Junior/Community College and must maintain enrollment in said minimum number of academic units for the duration of his/her term, or be subject to dismissal from the student council.

2. Board members or petitioners must have a minimum GPA of 2.0 or higher (per semester and cumulative). Board members on academic or progress probation, either in the previous semester or during their term, are ineligible to serve.

3. Failure to comply with the above mentioned requirements will result in the board member being removed from office. Board members must be notified privately and will be given one week before automatic removal. Appeals must be discussed with the advisor by the end of the one-week grace period. If at any time during the semester a student drops below the six-unit minimum, they may appeal their eligibility with the advisor.

Section 2 Board Members Shall:

1. Be a voting member and attend all meetings, mandatory retreats and workshops of the board. (Failure to attend a mandatory retreat or workshop shall be the equivalent of two (2) unexcused absences for that semester.)

2. Hold three (3) office hours per week with the exception of finals week, spring break, and summer session. If a holiday falls on one of the regularly scheduled office days, these hours should be made up during that same week. Participation on committees or at committee meetings does not count toward office hours. Participation in student body-sponsored activities can be counted towards a maximum of two (2) weekly office hours, at the discretion of the student body president and advisor.

3. Submit office hours to the vice president and advisor to be posted on student body office door and bulletin boards no later than the second week of the semester.

4. Become familiar with and comply with parliamentary procedure.

5. Become familiar with associated students fiscal matters and provide input on requests, proposals, and petitions presented to the student body board.

6. Provide oral and/or written reports to the board and constituency regarding committee activities, collegewide committee activities, board members’ current activities, and varying interests and concerns of the student body.

7. Participate in special projects or perform duties as outlined in the constitution, bylaws, Election Code, or as specified by the student body president or vice president.

8. Board members will not make contractual agreements on behalf of the student body board without prior consent of the board and student body advisor.

9. Participate in a self-evaluation at the end of each semester in office by completing a self-evaluation form; meeting with advisor and student body president to go over the evaluation; and determining an appropriate plan of action for future goals.

10. Maintain all requirements of a board member, unless overridden by the constitution or bylaws.

11. Not concurrently hold more than one student body officer position.

12. Hold their elected office for one year.

13. Maintain all requirements of an officer as outlined in the constitution.

14. Upon completion, the board member will turn over to the successor and the advisor any fiscal records or other materials pertaining to the office.

15. Sign purchase requests as necessary.

16. Submit an oral and/or written officer report to the secretary at all regular student body meetings.

Section 3 The Board Shall:

1. Appoint representatives and alternates to internal/external committees as needed.

ARTICLE V

Associated Students Student Board Officers

SECTION 1 The Student Board officers shall be comprised of the following: President, Executive Vice President, Vice President of Programs, Vice President of Organizations, Vice President of Committees, Vice President of Membership and Marketing, Vice President of Advocacy, and Vice President of \_\_\_\_\_\_\_\_\_\_ Campus. Each is entitled to one vote.

SECTION 2 All meetings of the Student Board shall fall under the provisions of the Ralph M. Brown Act.

SECTION 3 Meetings of the Student Board shall take place biweekly and the location of each meeting shall alternate between the college’s different campuses.

SECTION 4 All members of the Student Board shall participate in leadership training in the application of the Ralph M. Brown Act, the Standard Code of Parliamentary Procedure by Alice Sturgis, and the Associated Students Constitution and Codes as specified in the Election Code.

SECTION 5 All members of the Student Executive Board shall take an oath of office as specified in the Election Code.

SECTION 6 The order of succession of the Executive Board shall be: Associated Student President, Executive Vice President, Vice President of Programs, Vice President of Organizations, Vice President of Committees, Vice President of Membership and Marketing, Vice President of Advocacy, Vice President of \_\_\_\_\_\_\_\_\_\_\_ Campus.

ARTICLE VI

Elected Officers

SECTION 1 Associated Students President:

1. Preside as chair of the Student Executive Board and vote only to make or break a tie.

2. Preside as chief administrative officer of the Association, directing and coordinating all policies of the Associated Students.

3. Set the agenda for the Student Executive Board ensuring that the advisor signs and dates the agenda.

4. Report to the board of trustees on behalf of the Associated Students.

5. Attend meetings of, or send a designee to, the programs committee.

6. Authorize and sign all expenditures of the Student Executive Board.

7. Appoint members to vacant positions or remove members, with the approval of the student executive board.

8. Perform other duties that pertain to the office, to include the making of policies not in conflict with the constitution or codes. Such duties and policies shall be reviewed by the Student Executive Board.

SECTION 2 Executive Vice President:

1. Assume the duties of the president during their absence and succeed to the office upon the vacancy of the presidency.

2. Preside as vice chair of the Student Executive Board.

3. Serve as assistant administrative officer of the association as directed by the president.

4. Ensure that the president has posted the agenda and that the advisor has signed and dated it.

5. Attend meetings of the board of trustees on behalf of the Student Executive Board.

6. Track and report all expenditures of the Associated Students.

7. Carry out the provisions of the Financial Code.

8. Preside as chair of the Budget Committee.

9. Ensure that the officers of the Student Executive Board maintain clear channels of communication and work effectively toward their shared goals.

SECTION 3 Vice President of Programs

1. Preside as chair of the Programs Committee.

2. Serve as assistant administrative officer of the association as directed by the president.

3. Set the agenda for the Programs Committee, ensuring that the advisor signs and dates the agenda.

4. Carry out the provisions of the Programs Committee Code.

5. Authorize and sign all program expenditures.

6. Confirm the appointment of student ambassadors selected by the Programs Committee to conduct events and activities on campus.

SECTION 4 Vice President of Organizations:

1. Be responsible for the coordination and operation of clubs and organizations.

2. Carry out the provisions of the Inter-Club Council Code.

3. Work collaboratively with the chair of each Inter-Club Council.

4. Act as a liaison between clubs and the Student Executive Board.

5. Organize all records of club status to ensure continuity.

SECTION 5 Vice President of Committees:

1. Appoint students to the collegewide committee system, with the ratification of the Student Executive Board.

2. Maintain records of student involvement in the collegewide committee system.

3. Carry out the provisions of the Shared Governance Code.

4. Report to the academic and classified senate as a representative of the Student Executive Board

5. Recruit and interview students wishing to sit on active collegewide committees.

SECTION 6 Vice President of Membership and Marketing:

1. Carry out the provisions of the Association Benefits Code.

2. Coordinate communication regarding media and outreach to members of the association.

3. Promote the association benefits program so that new students are aware of the program before class registration begins.

4. Administer the association benefits program.

5. Be responsible for recruiting new members in a timely fashion, ensuring that there is a stable membership base to fund each semester.

6. Meet with the student affairs accountant to review the financial standing of the benefits program.

SECTION 7 Vice President of Advocacy:

1. Serve as the representative of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College at the regional meetings of the Statewide Student Executive Board.

2. Be informed of statewide legislation and issues affecting students and student government.

3. Be responsible for the coordination of statewide efforts involving the association.

SECTION 8 Vice President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus:

Be responsible for representing student issues and concerns of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus to all branches of the Student Executive Board

Serve on the Student Executive Board Budget Committee.

Serve on the Programs Committee.

4. Work collaboratively with the chair of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inter-Club Council.

ARTICLE VII

Programs Committee

SECTION 1 The Student Executive Board shall establish a programs committee which shall serve as an advisory body responsible for proposing and outlining implementation of events and activities for student learning, enrichment, and enjoyment.

SECTION 2 The Programs Committee shall be composed of the vice president of programs, vice president of \_\_\_\_\_\_\_\_\_\_\_ Campus, two student members at-large, one representative of the Academic Executive Board, one representative of the Classified Senate, and one representative of the management team appointed by their constituent groups. Each is entitled to one vote. The associated student president, or designee, shall serve on the committee as an ex-officio member.

SECTION 3 The Programs Committee shall abide by the Programs Committee Code.

ARTICLE VIII

Inter-Club Council

SECTION 1 The Student Executive Board shall establish one Inter-Club Council for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus and one for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus. These groups shall be responsible for the recognition, activation, and coordination of all clubs and organizations present at each respective campus.

SECTION 2 Each Inter-Club Council shall be composed of a representative for each club or organization recognized by that council. Each is entitled to one vote.

SECTION 3 Each meeting of an Inter-Club Council shall fall under the provisions of the Ralph M. Brown Act.

SECTION 4 Each Inter-Club Council shall abide by the Inter-Club Council Code.

SECTION 5 Each Inter-Club Council shall elect a chair from among the representatives sitting on that body.

ARTICLE IX

Budget

SECTION 1 The Student Executive Board shall establish a Budget Committee. That committee shall serve as an advisory body responsible for generating a budget proposal. This proposal shall be based on the previous year’s expenditures and income in addition to recommendations made by the college community.

SECTION 2 The Budget Committee shall be comprised of the Executive Vice President, the Vice President of the \_\_\_\_\_\_\_\_\_\_\_\_\_ Campus, and the Vice President of the \_\_\_\_\_\_\_\_\_\_\_ Campus. Each is entitled to one vote.

SECTION 3 The Budget Committee shall abide by the Budget Committee Code.

ARTICLE X

Elections

SECTION 1 The Student Executive Board shall appoint a student election coordinator who shall be responsible for the implementation of the Election Code.

SECTION 2 The Student Election Coordinator shall ensure that all polling places are open and fully staffed during the elections and that the ballots are counted promptly after the polling places close.

SECTION 3 The Student Election Coordinator shall have an advisor appointed by the Director of Student Affairs and New Student Programs. This advisor shall not be responsible for executing any of the duties of the Student Election Coordinator.

ARTICLE XI

Initiative, Referendum and Recall Measures

SECTION 1 An initiative measure may be proposed by a petition signed by a number of members equal to one-third (1/3) of the votes cast in the last Associated Students election. The Student Executive Board shall schedule an election to be held during the semester of receipt of a valid petition. Approval of an initiative measure shall require a two-thirds (2/3) majority of the votes cast. Any initiative approved shall go into effect on the first day of the academic year following the elections.

SECTION 2 Any measure may be submitted to referendum by a two-thirds (2/3) vote of the Student Executive Board. The Student Executive Board shall schedule an election to be held during the semester in which the measure is to be submitted to referendum. Approval of a referendum measure shall require a two-thirds (2/3) majority of the votes cast. Any referendum approved shall go into effect immediately following the election.

SECTION 3 A recall may be proposed by a petition signed by a number of students equal to one-half (1/2) of the votes cast on the last Associated Students election. The Student Executive Board shall schedule an election to be held not more than fifteen (15) instructional days after receipt of a valid petition. Approval of the recall measure shall require a two-thirds (2/3) majority of the votes cast.

Instructional days are Monday through Friday during the semester, as designated by the college according to state reporting guidelines.

ARTICLE XII

Amendatory Systems and Provisions

SECTION 1 Amendments shall be designated as those items which directly or indirectly affect either the intent or scope of those articles within the main body of the Constitution.

No amendment to the constitution may conflict with federal laws, the Education Code or laws of the State of California, or the regulations of the \_\_\_\_\_\_\_\_\_\_\_\_\_ Junior/Community College District.

Initiative proposals to amend this Constitution must meet the requirements as prescribed in Article IX, Section 1.

Ratification of an amendment shall require two-thirds of all votes cast at a special or general election.

Amendments from general elections shall go into effect on the first day of the academic year following the elections.

Copies of proposed amendment(s) must be made available to all registered students at least twenty (20) instructional days prior to being voted upon.

SECTION 2 A code shall be designated as an area of activity deemed necessary to perpetuate and comply with the purposes of this constitution. It shall contain only ratified statutes.

All codes shall be separate from, but subordinate to, this constitution.

The establishment or amendment of a code shall require at least a one-week postponement and then a simple majority vote of the Student Executive Board for action.

ARTICLE XIII

Enabling Clause

SECTION 1 This constitution shall become effective when approved by a simple majority of the Associated Student Constitution Committee, a simple majority of the Associated Student Executive Board, and two-thirds (2/3) of the votes cast by the Associated Students in the general election, and shall be deemed operational not later than the first day of the summer session, 20\_\_\_.

Sample ASB Club Constitution at a Community College (Basic)

Club Constitution

Junior/Community College

ARTICLE I

The club shall be called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARTICLE II

The purpose of the Club shall be to

ARTICLE III

Any College student shall be eligible for membership.

There shall be no restrictions. Membership shall begin when a person signs the club roll.

ARTICLE IV

The club shall elect a president by a simple majority vote of members present.

The club shall appoint a representative to the Inter-Club Council, in addition to an alternate for that position.

The club may elect any other officers it deems necessary by a simple majority vote.

There may also be various members appointed to be in charge of various tasks as the need arises.

All officers shall serve for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Officers may be removed when a 2/3 vote of the members present at any meeting decides to remove them, whereupon only a simple majority will be needed to elect the new officers.

ARTICLE V

The club shall meet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_. Other meetings shall be held if sufficient need exists in the opinion of the members.

Parliamentary authority shall be Sturgis’ Standard Code of Parliamentary Procedure.

ARTICLE VI

This constitution shall be amendable with the consent of 2/3 of the members present at a regular meeting. Any amendment the majority decides on shall be considered an amendment, and the constitution shall reflect that change.

ARTICLE VII

This constitution becomes effective upon the acceptance of a majority of the members present at the first meeting.

Sample Budgets

Sample Budget for Large High School

Name of School

Proposed ASB Budget

Fiscal Year 20xx–20xx

| **Account** | **Account Description** | **Budget** |  |
| --- | --- | --- | --- |
|  | Net Beginning Fund Balance |  | $168,488.18 |
| **Revenue** | **Estimated Income** |  |  |
| 4000 | Boys’ Basketball Income | $8,800.00 |  |
| 4001 | Football Income | 9,066.00 |  |
| 4003 | Girls’ Basketball Income | 4,275.00 |  |
| 4004 | Championship Playoff Income |  |  |
| 4020 | Yearbook Income Advertising | 17,500.00 |  |
| 4021 | Yearbook Income Sales | 48,000.00 |  |
| 4031 | Talent Show Income | 1,380.00 |  |
| 4033 | ASB Discount Cards | 9,756.00 |  |
| 4034 | Misc. ASB Fundraising | 3,000.00 |  |
| 4045 | Copy Machine Income | 100.00 |  |
| 4046 | Inactive Clubs |  |  |
| 4052 | Spring Musical Income |  |  |
| 4053 | ASB Dance Income | 6,500.00 |  |
| 4054 | Homecoming Dance Income | 13,667.00 |  |
| 4900 | Student Store Sales | 1,247.00 |  |
| 4950 | Snack Bar Sales | 64,000.00 |  |
|  | **Total Sales and Income** |  | **187,291.00** |
|  | **Total Income and Beginning Fund Balance** |  | **355,779.18** |
|  |  |  |  |
|  | **Estimated Expenses** |  |  |
| 5000 | Baseball Expense | 6,500.00 |  |
| 5001 | Boys’ Basketball Expense | 8,800.00 |  |
| 5002 | Girls’ Basketball Expense | 6,500.00 |  |
| 5003 | Football Expense | 9,800.00 |  |
| 5004 | Golf Expense | 500.00 |  |
| 5005 | Boys’ Tennis Expense | 100.00 |  |
| 5006 | Girls’ Tennis Expense | 100.00 |  |
| 5007 | Track Expense | 1,500.00 |  |
| 5008 | Wrestling Expense | 1,500.00 |  |
| 5009 | Boys’ Soccer Expense | 2,000.00 |  |
| 5010 | Girls’ Soccer Expense | 2,000.00 |  |
| 5011 | Softball Expense | 1,500.00 |  |
| 5012 | Swimming Expense | 500.00 |  |
| 5013 | Cross Country Expense | 1,000.00 |  |
| 5014 | Boys’ Volleyball Expense | 700.00 |  |
| 5015 | Girls’ Volleyball Expense | 1,500.00 |  |
| 5016 | Water Polo Expense | 600.00 |  |
| 5017 | Championship Playoff Expense | 0.00 |  |
| 5018 | Athletic Equipment Supply Expense | 5,000.00 |  |
| 5019 | Athletic Trophy Expense | 2,000.00 |  |
| 5021 | Athletic Awards Program | 500.00 |  |
| 5022 | Athletic Letter Expense | 2,500.00 |  |
| 5023 | CIF League Dues Expense | 1,500.00 |  |
| 5030 | Band and Music | 4,500.00 |  |
| 5031 | Cheerleader Expense | 685.00 |  |
| 5032 | Choir Expense | 7,000.00 |  |
| 5050 | ASB Dance Expense | 5,000.00 |  |
| 5054 | Spring Musical Expense | 0.00 |  |
| 5055 | Homecoming Dance Expense | 9,896.00 |  |
| 5056 | Talent Show Expense | 1,500.00 |  |
| 5061 | Yearbook Expense | 63,000.00 |  |
| 5063 | Bad Debts | 0.00 |  |
| 5100 | Academic Team Expense | 3,144.00 |  |
| 5101 | Audio Visual Expense | 1,000.00 |  |
| 5102 | Other Award Expense | 500.00 |  |
| 5103 | Armored Car Service Expense | 1,850.00 |  |
| 5104 | Cash Over and Short Expense | 0.00 |  |
| 5105 | Commencement Expense | 500.00 |  |
| 5106 | Bookkeeper’s Office Expense | 1,250.00 |  |
| 5107 | Photocopy Machine Expense | 500.00 |  |
| 5108 | Community Service Expense | 700.00 |  |
| 5109 | Conference Expense | 5,000.00 |  |
| 5111 | Equipment and Supply Expense | 8,000.00 |  |
| 5112 | Miscellaneous Expense | 100.00 |  |
| 5113 | Form and Printing Expense | 1,000.00 |  |
| 5114 | Graphic Art Expense | 200.00 |  |
| 5115 | Homecoming Expense | 600.00 |  |
| 5117 | Improvement of Gym Bleacher Expense | 20,000.00 |  |
| 5120 | Crew Expense | 4,000.00 |  |
| 5121 | Postage Expense | 250.00 |  |
| 5122 | Debate Team Expense | 5,000.00 |  |
| 5123 | Productive Advertising | 300.00 |  |
| 5124 | Publicity and Spirit Expense | 2,500.00 |  |
| 5126 | Student Activities Expense | 2,750.00 |  |
| 5128 | Student Government Expense | 5,200.00 |  |
| 5129 | Speaker Expense | 2,500.00 |  |
| 5130 | Student Leader Award Expense | 200.00 |  |
| 5132 | Substitute Expense | 400.00 |  |
| 5133 | Transportation Expense | 2,135.00 |  |
| 5910 | Student Store Purchases | 4,000.00 |  |
| 5912 | Student Store Change | 0.00 |  |
| 5913 | Student Store Taxes | 100.00 |  |
| 5964 | Snack Bar Expense | 4,500.00 |  |

|  |  |  |
| --- | --- | --- |
| Total Estimated Expenses |  | 226,360.00 |
| Estimated Ending Fund Balance |  | 129,419.18 |
| Total Estimated Expenses and Fund Balance |  | $355,779.18 |
| Estimated Operating Loss for Year | (39,069.00) |  |
| Summary Net Gain or (Loss) | ($39,069.00) |  |

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

We certify that this request has been approved by ASB or Student Council:

Club Advisor:

Signature, Title and Date

Principal/School Administrator:

Signature, Title and Date

Verified by ASB Bookkeeper:

Signature, Title and Date

Recorded in ASB Student Council Minutes on:

Date

Presented to ASB on:

Date

Sample Fundraising Summary — Budget-to-Actual Performance

Name of School

Fundraising Summary: Budget to Actual Performance

Fiscal Year 20xx–20xx

| Account | Account Description | Budget |  | Actual |  | Better | Worse |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Net Beginning Fund Balance |  | $168,488.18 |  | $168,488.18 |  |  |
| Revenue | Estimated Income |  |  |  |  |  |  |
| 4000 | Boys’ Basketball Income | $8,800.00 |  | $8,830.00 |  | $30.00 |  |
| 4001 | Football Income | 9,066.00 |  | 9,066.00 |  | 0.00 |  |
| 4003 | Girls’ Basketball Income | 4,275.00 |  | 4,275.00 |  | 0.00 |  |
| 4004 | Championship Playoff Income |  |  | (141.00) |  |  | $141.00 |
| 4020 | Yearbook Income Advertising | 17,500.00 |  | 17,887.75 |  | 387.75 |  |
| 4021 | Yearbook Income Sales | 48,000.00 |  | 54,055.00 |  | 6,055.00 |  |
| 4031 | Talent Show Income | 1,380.00 |  | 1,380.00 |  | 0.00 |  |
| 4033 | ASB Discount Cards | 9,756.00 |  | 10,886.00 |  | 1,130.00 |  |
| 4034 | Misc. ASB Fundraising | 3,000.00 |  | 3,013.50 |  | 13.50 |  |
| 4045 | Copy Machine Income | 100.00 |  | 83.17 |  |  | 16.83 |
| 4046 | Inactive Clubs |  |  | 7,212.63 |  | 7,212.63 |  |
| 4052 | Spring Musical Income |  |  | 1,030.00 |  | 1,030.00 |  |
| 4053 | ASB Dance Income | 6,500.00 |  | 10,728.95 |  | 4,228.95 |  |
| 4054 | Homecoming Dance Income | 13,667.00 |  | 13,667.00 |  | 0.00 |  |
| 4055 | Talent Show Income |  |  | 680.14 |  | 680.14 |  |
| 4900 | Student Store Sales | 1,247.00 |  | 1,423.80 |  | 176.80 |  |
| 4950 | Snack Bar Sales | 64,000.00 |  | 58,725.10 |  |  | 5274.90 |
|  | Total Sales and Income |  | 187,291.00 |  | $202,803.04 | $20,944.77 | $5,432.73 |
|  | Total Income and Beginning Fund Balance |  | $355,779.18 |  | $371291.22 |  |  |
| Expense | Estimated Expenses |  |  |  |  |  |  |
| 5000 | Baseball Expense | 6,500.00 |  | 6,649.76 |  |  | 149.76 |
| 5001 | Boys’ Basketball Expense | 8,800.00 |  | 7,305.29 |  | 1,494.71 |  |
| 5002 | Girls’ Basketball Expense | 6,500.00 |  | 5,739.77 |  | 760.23 |  |
| 5003 | Football Expense | 9,800.00 |  | 12,592.50 |  |  | 2,792.50 |
| 5004 | Golf Expense | 500.00 |  | 524.75 |  |  | 24.75 |
| 5005 | Boys’ Tennis Expense | 100.00 |  | 120.00 |  |  | 20.00 |
| 5006 | Girls’ Tennis Expense | 100.00 |  | 42.48 |  | 57.52 |  |
| 5007 | Track Expense | 1,500.00 |  | 1,573.26 |  |  | 73.26 |
| 5008 | Wrestling Expense | 1,500.00 |  | 1,739.00 |  |  | 239.00 |
| 5009 | Boys’ Soccer Expense | 2,000.00 |  | 179.80 |  | 1,820.20 |  |
| 5010 | Girls’ Soccer Expense | 2,000.00 |  | 2,589.20 |  |  | 589.20 |
| 5011 | Softball Expense | 1,500.00 |  | 1,856.00 |  |  | 356.00 |
| 5012 | Swimming Expense | 500.00 |  | 90.00 |  | 410.00 |  |
| 5013 | Cross Country Expense | 1,000.00 |  | 653.00 |  | 347.00 |  |
| 5014 | Boys’ Volleyball Expense | 700.00 |  | 685.00 |  | 15.00 |  |
| 5015 | Girls’ Volleyball Expense | 1,500.00 |  | 1,402.00 |  | 98.00 |  |
| 5016 | Water Polo Expense | 600.00 |  | 574.40 |  | 25.60 |  |
| 5017 | Championship Playoff Expense | 0.00 |  | 276.81 |  |  | 276.81 |
| 5018 | Athletic Equipment Supply Expense | 5,000.00 |  | 5,384.64 |  |  | 384.64 |
| 5019 | Athletic Trophy Expense | 2,000.00 |  | 1,472.72 |  | 527.28 |  |
| 5021 | Athletic Awards Program | 500.00 |  | 251.33 |  | 248.67 |  |
| 5022 | Athletic Letter Expense | 2,500.00 |  | 1,358.56 |  | 1,141.44 |  |
| 5023 | CIF League Dues Expense | 1,500.00 |  | 1,579.85 |  |  | 79.85 |
| 5030 | Band and Music | 4,500.00 |  | 4,461.25 |  | 38.75 |  |
| 5031 | Cheerleader Expense | 685.00 |  | 791.57 |  |  | 106.57 |
| 5032 | Choir Expense | 7,000.00 |  | 7,162.81 |  |  | 162.81 |
| 5050 | ASB Dance Expense | 5,000.00 |  | 6,907.92 |  |  | 1,907.92 |
| 5054 | Spring Musical Expense | 0.00 |  | 1,137.58 |  |  | 1,137.58 |
| 5055 | Homecoming Dance Expense | 9,896.00 |  | 10,202.48 |  |  | 306.48 |
| 5056 | Talent Show Expense | 1500.00 |  | 514.17 |  | 985.83 |  |
|  |  |  |  |  |  |  |  |
| 5061 | Yearbook Expense | 63,000.00 |  | 82,859.48 |  |  | 19,859.48 |
| 5063 | Bad Debts | 0.00 |  | 13.00 |  |  | 13.00 |
| 5100 | Academic Team Expense | 3,144.00 |  | 3,413.15 |  |  | 269.15 |
| 5101 | Audio Visual Expense | 1,000.00 |  | 214.93 |  | 785.07 |  |
| 5102 | Other Award Expense | 500.00 |  | 356.17 |  | 143.83 |  |
| 5103 | Armored Car Service Expense | 1,850.00 |  | 1,462.20 |  | 387.80 |  |
| 5104 | Cash Over and Short Expense | 0.00 |  | 249.50 |  |  | 249.50 |
| 5105 | Commencement Expense | 500.00 |  | 215.27 |  | 284.73 |  |
| 5106 | Bookkeeper’s Office Expense | 1,250.00 |  | 1,386.34 |  |  | 136.34 |
| 5107 | Photocopy Machine Expense | 500.00 |  |  |  | 500.00 |  |
| 5108 | Community Service Expense | 700.00 |  | 679.36 |  | 20.64 |  |
| 5109 | Conference Expense | 5,000.00 |  | 1,706.50 |  | 3,293.50 |  |
| 5111 | Equipment and Supply Expense | 8,000.00 |  | 5,704.46 |  | 2,295.54 |  |
| 5112 | Miscellaneous Expense | 100.00 |  |  |  | 100.00 |  |
| 5113 | Form and Printing Expense | 1,000.00 |  | 203.41 |  | 796.59 |  |
| 5114 | Graphic Art Expense | 200.00 |  |  |  | 200.00 |  |
| 5115 | Homecoming Expense | 600.00 |  | 192.87 |  | 407.13 |  |
| 5117 | Improvement Gym Bleacher Expense | 20,000.00 |  | 22,789.26 |  |  | 2,789.26 |
| 5120 | Crew Expense | 4,000.00 |  | 4,364.44 |  |  | 364.44 |
| 5121 | Postage Expense | 250.00 |  | 66.00 |  | 184.00 |  |
| 5122 | Debate Team Expense | 5,000.00 |  | 4,900.00 |  | 100.00 |  |
| 5123 | Productive Advertising Expense | 300.00 |  |  |  | 300.00 |  |
| 5124 | Publicity and Spirit Expense | 2,500.00 |  | 847.53 |  | 1,652.47 |  |
| 5126 | Student Activities Expense | 2,750.00 |  | 3,064.18 |  |  | 314.18 |
| 5128 | Student Government Expense | 5,200.00 |  | 4,363.31 |  | 736.69 |  |
| 5129 | Speaker Expense | 2,500.00 |  | 1,840.45 |  | 659.55 |  |
| 5130 | Student Leader Award Expense | 200.00 |  | 911.50 |  |  | 711.50 |
| 5132 | Substitute Expense | 400.00 |  |  |  | 400.00 |  |
| 5133 | Transportation Expense | 2,135.00 |  | 2,594.75 |  |  | 459.75 |
| 5910 | Student Store Purchases | 4,500.00 |  | 2,198.05 |  | 1,801.95 |  |
| 5912 | Student Store Change | 0.00 |  | 53.71 |  |  | 53.71 |
| 5913 | Student Store Taxes | 100.00 |  | 99.09 |  | 0.91 |  |
| 5964 | Snack Bar Expense | 4,500.00 |  | 4,514.00 |  |  | 14.00 |
|  | Total Estimated Expenses |  | 226,360.00 |  | 237,080.81 | 23,020.63 | 33,841.44 |
|  | Estimated Ending Fund Balance |  | 129,419.18 |  | 134210.41 |  |  |
|  | Total Estimated Expenses and Fund Balance |  | $355,779.18 |  | $371,291.22 |  |  |

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

We certify that this request has been approved by ASB or Student Council:

Club Advisor:

Signature, Title and Date

Principal/School Administrator:

Signature, Title and Date

Verified by ASB Bookkeeper:

Signature, Title and Date

Sample ASB Balance Sheet – Large High School

Associated Student Body  
Balance Sheet

As of June 30, 20xx

|  |  |  |
| --- | --- | --- |
| Description | Balance | Total |
| CA Bank and Trust, Acct XXX | $9,092.65 |  |
| CA Bank and Trust, Acct XXX | 108,423.06 |  |
| CA Bank and Trust, Acct XXX | 186,511.59 |  |
| Wells Fargo, Acct XXX | 54,522.57 |  |
| Wells Fargo, Acct XXX | 25,666.32 |  |
| Total Cash Accounts |  | $384,216.19 |
| Change Fund | 78.50 |  |
| Inventory Student Store | 282.14 |  |
| Total Other Assets |  | 360.64 |
| Total Assets |  | $384,576.83 |
| Total Class Accounts | 17,930.01 |  |
| Total Student Club Accounts | 49,560.52 |  |
| Total Student Body Accounts |  | $67,490.53 |
| Total General Liabilities | 7,786.31 |  |
| Total Scholarship Accounts | 25,466.32 |  |
| Total Other Trust Accounts | 29,256.42 |  |
| Total Deferred Income Accounts | 90,289.00 |  |
| Total Clearing Accounts | 23,549.91 |  |
| Total Trust and General Liability Accounts |  | $176,347.96 |
| Student Body Reserve, July 1 | 168,488.18 |  |
| Net Loss for Year | ($27,749.84) |  |
| Fund Balance as of June 30 |  | 140,738.34 |
| Total Liabilities and Fund Balance |  | $384,576.83 |

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

We certify that this request has been approved by ASB or Student Council:

Club Advisor:

Signature, Title and Date

Principal/School Administrator:

Signature, Title and Date

Verified by ASB Bookkeeper:

Signature, Title and Date

Sample Summary Financial Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Trial Balance | | Income Statement | | Balance Sheet | |
| Account Group | Account Name | Debit | Credit | Debit | Credit | Debit | Credit |
| Assets | Cash – Checking | $9,092.65 |  |  |  | $9,092.65 |  |
|  | Cash – Savings | 375,123.54 |  |  |  | 375,123.54 |  |
|  | Change Fund | 78.50 |  |  |  | 78.50 |  |
|  | Inventory Student Store | 228.14 |  |  |  | 228.14 |  |
| Liabilities and Trust | Student Body Accounts |  | $67,490.53 |  |  |  | $67,490.53 |
|  | Scholarship Accounts |  | 25,466.32 |  |  |  | 25,466.32 |
|  | Other Trust Accounts |  | 29,256.42 |  |  |  | 29,256.42 |
|  | Deferred Income Accounts |  | 90,289.00 |  |  |  | 90,289.00 |
|  | Other Liability Accounts |  | 31,336.22 |  |  |  | 31,336.22 |
| Fund Balance | Fund Balance |  | 168,488.18 |  |  |  | 168,488.18 |
| Income | ASB Cards |  | 10,886.00 |  | $10,886.00 |  |  |
|  | Yearbook Sales |  | 54,001.00 |  | 54,001.00 |  |  |
|  | Yearbook Advertising |  | 17,887.75 |  | 17,887.75 |  |  |
|  | Interest Income |  | 16,760.13 |  | 16,760.13 |  |  |
|  | Other Income |  | 109,742.09 |  | 109,742.09 |  |  |
| Expenses | Yearbook | 82,859.48 |  | $82,859.48 |  |  |  |
|  | Gym Bleacher Project | 22,789.26 |  | 22,789.26 |  |  |  |
|  | Other Expenses | 131,432.07 |  | 131,432.07 |  |  |  |
|  | Total | $621,603.64 | $621,603.64 | $237,080.81 | $209,276.97 | $384,522.83 | $412,326.67 |
|  | Profit or (Loss) for Year |  |  |  | 27,803.84 |  |  |
|  | Total |  |  | $237,080.81 | $237,080.81 |  |  |
|  | Change to Fund Balance |  |  |  |  | 27,803.84 |  |
|  | Total |  |  |  |  | $412,326.67 | $412,326.67 |

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

We certify that this request has been approved by ASB or Student Council:

Club Advisor:

Signature, Title and Date

Principal/School Administrator:

Signature, Title and Date

Verified by ASB Bookkeeper:

Signature, Title and Date