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 a 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 employee.
* Act as cochair 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,CD, or cloud-based archive.

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 cochair 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, or website.

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 staff 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 the use of school facilities.

Article IV – Succession

If the ASB president cannot fulfill his/her duties because of illness, physical disability, dereliction or failure to perform, 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 that office.

If the president is permanently unable to fulfill their duties, the ASB vice president becomes the ASB president.

After the vice president, succession to the presidency shall be appointed by a 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 disability 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 staff 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 staff 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 day 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 counts are not within one percent of each other.

Article VI – Student Clubs

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

Inactive Club:

* A club is considered inactive when it has no active membership or meetings for 18 consecutive months. The student council shall make this determination.
* Once the student council determines a club is inactive, any remaining funds (positive or negative), upon student council approval, shall be transferred into the general ASB account or as directed by the club bylaws. If the bylaws direct the club balance to be transferred to another club, the recipient club must formally accept the funds and record and approve the acceptance in the club’s minutes.

Carryover Balance:

* To another year is 20% of total club revenues earned (or expended) in that school year. Any amount in excess of 20% shall be budgeted for use in the subsequent school year. (Note: choose between 20% of revenues or expenditures)

Negative Club Balance:

* All club funds earned and spent shall be sufficiently monitored such that at the end of the school year there is no negative club balance. A club balance may be zero or positive, but not negative.

Article VII – Amendments

Whenever necessary, the student council shall propose amendments to the constitution. To make such an amendment 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 advisor, the principal/school administrator, 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.