

# Constitution of the Associated Student Body Of Dallas High School

## **Article I. NAME, MASCOT AND COLORS**

Section I. The name of this organization shall be the Associated Student Body (ASB) of Dallas High School (DHS)

Section II. The mascot for this organization shall be the Dragon.

Section III. The colors for this organization shall be orange, black, and white.

## **Article II. PURPOSE**

Section I. Provide a democratic forum in which students can address school related issues.

Section II. Maintain a continuous communication channel among the students, faculty, and administration as well as among students at school.

Section III. Offer a year long program of social functions and community involvement projects for students.

Section IV. Promote pride and school spirit at Dallas High School among the students, staff, and community.

Section V. Ensure all students who attend Dallas High School are treated with dignity, respect and equality.

Section VI. Provide for the collection of Associated Student Body dues and the distribution of revenue for the promotion of the general welfare of the Associated Student Body.

## **Article III. MEMBERSHIP AND DUES**

Section I. The membership of the DHS ASB shall consist of all regularly enrolled students of Dallas High School. Each member shall receive an identification card to show membership.

Section II. All DHS ASB members who pay the ASB fee shall be entitled to privileges including free admission to all regular season athletic events and reduced admission to school related activities.

## **Article IV. REPRESENTATION**

Section I. The ASB shall be represented by a Student Body President, Vice President, Secretary, Treasurer, Activities Director, School Board Representative/League Representative, Site Council Representatives (2), Chamber of Commerce Representative, and Public Relations Officer. This group is known as the Executive Board.

Section II. Each class shall be represented by a President, Vice President, Secretary, and Treasurer.

Section III. The ASB officers, class officers, and elected class representatives shall be known as the Student Council. Only elected Student Council members have voting and speaking (unless granted by the acting President) privileges in council sessions.

Section IV. The representation of the Student Council shall be:

1. Representative from a designated class period
2. Officers of the freshman, sophomore, junior, and senior class
3. ASB Executive Board

## **Article V. ELECTION PROCEDURE**

Section I. Election for ASB officers will be held by the third week of April. All ASB members are eligible to vote except graduating seniors. Elections for senior, junior and sophomore class officers, will be held by the fourth week of April. All members of their respective classes are eligible to vote. Elections for incoming freshman class officers will be held at the High School during Freshman Orientation.

Section II. Campaign criteria are specified in the Election Campaign Packet.

Section III. Candidates must meet deadlines to register. No write-ins will be permitted.

Section IV. Campaigning is allowed only for registered candidates.

Section V. In the instance of insufficient applicants each candidate will automatically be declared an officer without a vote. If the number of candidates is lower than the number of vacancies available, the declared officers will meet amongst themselves and with administrative guidance, nominate and select candidates to fill the positions.

Section VI. All individuals who run and are not selected to be on ASB will be given the opportunity to be placed on their respective class ballot automatically.

Section VII. Any student running for the position of ASB or class officer must have a GPA of a 2.5 from the preceding semester.

Section VIII. The ten general positions on the ASB Executive Board will be determined by the entire student body. Specific officers (outlined in Article X, Section IV) of the executive board will be decided by May 1st by the former and newly elected team, supervised by an administrator and the leadership advisor.

Section IX. All class officers will be elected at large (similar to the ASB officers) by their class. Specific offices will be decided by May 1st by the newly elected team, supervised by an administrator/adviser.

## **Article VI. REMOVAL FROM OFFICE**

Section I. A Student Council member (class representative, class officer, ASB officer) may be removed from office for failing to: act in the best interest of DHS students, fulfill their job description, or uphold the extra-curricular code of conduct.

Section II. Method of removal: Removal may occur by a two-thirds majority vote by the remainder of the elected body to which the officer belongs or if the officer fails to maintain eligibility requirements as set forth in the by-laws. (Article X, Section IV)

Section III. Vacancies: Should a vacancy occur within the Executive Board(ASB) or class officers, the groups with the vacancy shall nominate a candidate to be approved by a two-thirds majority vote of their respective group.

## **Article VII. AMENDMENTS PROCESS**

Section I. Amendments may be processed by a majority vote of the elected student council, or by a petition with the signatures of at least one ninth of the officially enrolled student body.

Section II. A three quarter majority vote of the Student Council is necessary to adopt an amendment.

Section III. Constitutional amendments must be approved by the Principal.

## **Article VIII. POWERS OF THE STUDENT COUNCIL**

Section I. All the powers of the Student Council are delegated to it by the school administration. Therefore, the principal has the right to veto any act of the Student Council or to revoke any of the powers held by it. The Student Council may seek relief from an administrative veto by appealing to the School Board.

Section II. The Student Council reserves the power to make legislation for the betterment of the Student Body, make resolutions, and peacefully petition with a majority vote. The powers of the Student Council extend solely to the Associated Student Body and do not supersede the powers of the administration. Therefore, this body cannot affect curriculum or make staffing decisions.

Section III. The Associated Student Body reserves the right to enter into agreements with other organizations through the approval of Student Council and the Principal. All such agreements--once established with another party--are to be binding beyond the powers of the Principal and are restricted in duration by a time clause spanning no longer than two years. Re-approval of the agreement may occur at this time through a process equal to that required for the first passage.

## **Article IX. FINANCES**

Section I. The ASB Treasurer will work directly with the school bookkeeper and be responsible for all Student Council funds.

Section II. The Student Council will be responsible for the control of the operating budget and ASB Student Council funds.

Section III. All Student Council funds shall be deposited with the school bookkeeper. Approval for disbursement of funds shall be approved by a voting majority of Student Council. Under emergency circumstances, a voting majority of the Executive Board may be used with administrative approval.

Section IV. A funds request form must be completed and signed by an ASB officer, advisor, and administrator to authorize spending funds for daily operations.

Section V. Any individual or organization seeking funds from the ASB Student Council account needs to follow the designated procedure as stated in the requisition attachment form.

## **Article X. BY-LAWS**

Section I. All Business meetings shall be conducted using an adapted form of Parliamentary Procedure defined by the operating procedures attachment.

Section II. Eligibility requirements for Student Council:

1. Must maintain a 2.5 grade point average throughout tenure in office (similar to the ASB/class officer guidelines).
2. Elected to represent a designated class.

Section III. Duties of ASB The Executive Board:

1. Be enrolled in leadership seminar class for the entire year(effective April 1, 2001)
2. Complete 10 hours of community service each semester
3. Must be a Junior or a Senior
4. Must maintain the standards set forth in the Extra-Curricular Code of Conduct
5. Must be enrolled in at least five classes
6. Must maintain a 2.5 GPA throughout their tenure in office. Grades will be checked periodically by the group's adviser. If below a 2.5 GPA the individual will be placed on probation and will have to attend study table and maintain a communicator with each of their teachers until their grade is raised. After being placed on probation, the student will have 2 days to meet the grade standard. If they fail to meet these requirements, the advisor, an administrator, two peers, a teacher or teachers in whose class they are having difficulty will meet to determine whether the student should be removed from office.

#### Section IV. Specific Duties of the ASB Executive Officers:

1. The duties of the President shall be to:
  - a. Preside at the meetings of the Student Council
  - b. Prepare agendas for Student Council meetings and ASB Team meetings
  - c. Supervise the carrying out of the actions of the Student Council
  - d. Responsible for working with the administration and the student body to ensure that the recommendations and decisions of Student Council are implemented.
  - e. Appoint committees at his/her discretion
  - f. Represent the Council and/or appoint representatives in all cases where such representation is called for
  - g. Preside over and organize Student forums
  - h. Interpret and enforce the Constitution of the Associated Student Body
  - i. Assist the ASB Treasurer in preparing an annual budget
2. The duties of the Vice President shall be to:
  - a. Assume all presidential duties in the absence of the ASB president
  - b. Assist clubs in meeting the requirements to maintain their charter
  - c. Responsible for arranging the location, set-up and equipment for Student Council meetings
  - d. Assist the President in carrying out all council actions
3. The duties of the Secretary shall be to:
  - a. Maintain complete records in the form of written minutes of all proceedings and transactions of the Executive Committee and the Student Council
  - b. File all documents, letters or other records of Student Council
  - c. Distribute copies of all Student Council agendas to the ASB Team, Class Officers, Administration and Activity Advisor
  - d. Keeps minutes of meetings on file in the Leadership Room and have copies available

- e. Assist the president in developing and publishing the Student Council Agenda
4. The duties of the Treasurer shall be to:
  - a. Work with the school bookkeeper to keep accurate records of the ASB and Leadership financial transactions
  - b. Prepare a financial report for each Student Council meeting
  - c. Propose an annual budget
  - d. Prepare and sign vouchers issued for approved expenditures
5. The duties of the School Board Representative shall be to:
  - a. Attend regularly scheduled board meetings, budget meetings and other meetings at the discretion of the School Board
  - b. Act on any board committees as needed and appointed by the Chairman of the Board
  - c. Make a brief report to the School Board on activities and events going on at the high school
  - d. Make a brief report of the business conducted at each meeting to the Student Council
  - e. Keep minutes of all meetings on file in the Leadership Room in the Student Council notebook
  - f. Act as the League representative
6. The duties of the Activities Coordinator shall be to:
  - a. Prepare the activity calendar in the Spring, for the following school year
  - b. Oversee and coordinate all student activities including, Homecoming, Sno-ball, and Doernbecher week
  - c. Organize and conduct all ASB and class elections in accordance with Student Council policy
  - d. Oversee the planning of all school assemblies
  - e. Act as a liaison between rally and Student Council
7. The duties of the Site Council Representatives (2) shall be to:
  - a. Attend all regularly scheduled Site Council meetings and other meetings at the discretion of the Site Council
  - b. Two Site Council Representatives shall serve
  - c. Act on any board committees as needed and appointed by the Chairman of the Site Council
  - d. Make a brief report of the Site Council on activities and events going on at the high school
  - e. Make a brief report of the business conducted at each meeting to the Student Council
  - f. Keep minutes of the meetings on file in the Leadership Room in the student Council notebook
  - g. Act as a member of the School Improvement Council
8. The duties of the Chamber of Commerce Representative shall be to:

- a. Attend regularly scheduled board meetings, and other meetings at the discretion of the Chamber of Commerce
  - b. Make a brief report of the business conducted at each meeting to the Student Council
  - c. Make a brief report to the Chamber on all activities and events going on at the high school
  - d. Keep minutes of meetings on file in the Leadership Room in the Student Council notebook
  - e. Encourage the interaction between the high school and the Chamber of Commerce
  - f. Act on any board committees as needed and appointed by the Chairman of the Chamber of Commerce
9. The duties of the Public Relations Officer shall be to:
- a. Provide publicity for all Student Council activities
  - b. Advertise school activities on all reader boards
  - c. Coordinate announcements for the daily bulletin
  - d. Maintain communications between the local newspapers, including the Itemizer Observer, the Statesman Journal, and Eye of the Dragon
  - e. When appropriate inform local cable and media (Falcon Cable and DTV)
  - f. Organize inter-school district events
  - g. Maintain communications with all school in the district
  - h. Make brief reports to the Student Council when necessary
  - i. Act as liaison between faculty and Student Council.

Section V. Duties of the Officers of the Freshman, Sophomore, Junior, and Senior Class:

1. Determined by each class as set forth in this constitution the offices should be equivalent to: a president, vice president, secretary, treasurer and two representatives at large.
2. Must maintain a 2.5 GPA throughout their tenure in office. Grades will be checked periodically by the group's adviser. If below a 2.5 GPA the individual will be placed on probation and will have to attend study table and maintain a communicator with each of their teachers until their grade is raised. After being placed on probation, the student will have 20 days to meet the grade standard. If they fail to meet these requirements, the advisor, the administrator, two peers, a teacher, or teachers in whose class they are having difficulty, will meet to determine whether the student should be removed from office.
3. Elected each sprint to serve the following school year
4. Report class activities to student council when necessary
5. Responsible for organization of class floats and various homecoming activities
6. Work with class to implement decisions and activities of the student council
7. Bring class concerns and proposals to student council for discussion and action
8. Serve on assigned ASB committees
9. Enroll in Leadership classes for one semester

10. Participate in ten hours of community service (to be fulfilled during your enrollment in the class)

#### Section VI. Specific Class Officer Duties:

1. Senior Class Officers:
  - The Senior class officers coordinate all of that having to do with the senior class. They organize fundraisers and encourage input from their classes as they organize and plan the senior trip, senior sign, graduation, and reunions.
2. Junior Class Officers:
  - The Junior class officers organize activities that directly affect the junior class. In addition to organizing and running these activities, the junior class officers spend a majority of their time on prom that is held in the spring of each year. The officers are responsible for organization of fundraisers. They encourage input from members of junior class and select a location, theme, and other essentials to ensure that prom is success.
3. Sophomore Class Officers:
  - The Sophomore class officers organize activities that directly affect the sophomore class. In addition to organizing and running these activities, they spend time organizing fundraisers to build their class account in preparation for Prom.
4. Freshman Class Officers
  - The Freshman class officers organize activities that directly affect the freshman class. In addition to organizing and running these activities, they spend time organizing fundraisers to establish a class account for future activities.

Section VII. Floor Committees may be appointed by the PResident when he/she feels that a subject requires more investigation. Findings shall be presented at the next Student Council meeting.

#### Section VIII. Court Eligibility:

1. Students may be elected to one court per year (Homecoming, Sno-ball, or Prom)
2. Must have at least a 2.5 GPA
3. Must be a good citizen according to Dallas High School standards by having no suspensions in the current of preceding semester of the same year.
4. Each student may vote for King and Queen (Homecoming and Sno-ball).  
Individual classes vote for their representatives for royal attendants (Homecoming and Sno-ball)
5. Any senior that meets court eligibility requirements may be elected King or Queen of Homecoming, Sno-ball, or Prom.
6. All court candidates will be screened prior to the development of the ballot

#### Section IX: Screening Procedure for court selection:



1. Verify GPA and enrolled in 5 classes
2. To prevent duplication, check with Activities Director for list of previous court participants

#### Section X: Voting Procedure:

1. Homecoming:

The Homecoming court shall consist of one boy and one girl per class, excluding the senior class. The class representative will be selected by a vote from their respective class. The senior class will be represented by five boys and five girls selected by a vote from their class. The King and Queen will be selected by vote of the entire student body.

2. Snoball:

The Snoball court shall consist of one boy and one girl from each class (freshman, sophomore, junior). The class representatives will be selected by a vote of their respective class. The senior class will be represented by five boys and five girls selected by a vote from their class. The King and Queen will be selected by a vote of the entire student body.

3. Prom:

Prom court shall consist of 5 senior boys and 5 senior girls. The senior representatives will be selected by a vote of their class. The King and Queen will be selected by vote of the people attending the dance.

#### Section XI. Counting and Announcement Procedures:

1. A faculty advisor or an administrator must be present at the actual counting of ballots
2. All ballots will be counted and stored in the Main Office safe until that school year in completed. After the school year the ballots will be destroyed.
3. In the instance of a tie, a runoff election is required
4. Court selections and royal attendants must ve announced the week prior to the event. King and Queen will be announced at a ceremony during the special week of events (except for Prom King and Queen, which will be announced at the event).

## **Article XI. Signature Approval**

We, the ASB Executive officers of 2018, approve this Constitution as passed by the Student Council in session. We hope that it provides a guiding light for future officers by promoting leadership and supporting students.

**Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Jessica Lowry**

**Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Julie Schneidecker**

**President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Steve Spencer**