



# **BALLARD HIGH SCHOOL ASB CONSTITUTION**

**Ballard High School  
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# **PREAMBLE**

**We, the students of Ballard High School, establish this Constitution for the purposes of guiding student government and the activities program; to create a unified community; and to enhance communication and cooperation amongst the students, staff, and administration. We believe that students should have the opportunity to become involved in representative student government and have a voice in making decisions.**

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# **ARTICLE I**

## **Name, Membership, and Purpose**

### SECTION 1

The name of this organization shall be the Associated Student body of Ballard High School (ASB).

### SECTION 2

Membership shall consist of all registered students of Ballard High School.

### SECTION 3

The purpose of this organization shall be:

- A. to promote representative student government
- B. to promote school unity, pride, and spirit
- C. to provide members with a yearlong activities program
- D. to provide members with leadership opportunities
- E. to help members create and maintain positive attitudes toward themselves, their school, and their community.

### SECTION 4

The official mascot for this organization shall be Bucky the Beaver

### SECTION 5

The official colors for this organization shall be red and black.

# **ARTICLE II**

## **ASB Officers**

### SECTION 1

The ASB offices shall consist of the President, Vice President, Secretary, Treasurer, and Inter-High Representative and Communications Director.

### SECTION 2

The minimum qualifications that must be met to place a candidate's name on the ballot for an ASB office shall be:

- A. Senior standing, based on credits, for President at the time of taking office.
- B. Junior or Senior standing, based on credits, for Vice President, Secretary, Treasurer, Inter-High Representative and Communications Director.  
at the time of taking office.
- C. the President and Vice President must have completed a minimum of 2 semesters at Ballard High School at the time they take office.
- D. a term GPA of 2.5 or higher earned during the previous grading period as well as earning a minimum of a 2.5 GPA during the grading period of the election. Non-academic classes, such as T.A. or office assistant, shall not count in computing the GPA for this requirement.
- E. possession of a current activity card
- F. be clear of all BHS fines.
- G. completion of the Application for Office including obtaining a minimum of 40 student signatures from the student body and 5 staff signatures of support for their candidacy. The application must be filed by the deadline.

Failure to meet each of these requirements shall result in that candidate being declared ineligible and removed from the ballot.

### SECTION 3

The requirements to be met throughout the term of office for all ASB officers shall be:

- A. maintenance of a 2.5 or higher grade point each grading period.
- B. enrollment in a minimum of 5 full credit, non-T.A. classes on campus. The only exception shall be a Senior who is within 2 credits of graduating. That Senior must take a minimum of 4 full credit classes and on T.A. on campus to be eligible to carry out the duties of their office.
- C. possession of a current activity card through entire term of service.
- D. be clear of all BHS fines.
- E. not being a Class officer or a member of the Cheer Squad during their term of service.
- F. students enrolled in Running Start classes shall be viewed varyingly by grade and credit enrollment at BHS and community college.

## **ARTICLE III ASB Officer Duties**

### SECTION 1

All ASB officers shall:

- A. know, abide by, and enforce this Constitution, its amendments, and any by-laws.
- B. attend Student Senate meetings.
- C. be a member of the Officers Council and attend meetings of same.
- D. partake in the planning of ASB activities with other officers, members of the student body and the Activity Coordinator.
- E. hold a current activity card.
- F. be enrolled in Leadership Class 6<sup>th</sup> period

**IN ADDITION TO THESE DUTIES, OFFICERS SHALL PERFORM THE FOLLOWING:**

### SECTION 2

The ASB President shall:

- A. serve as the chief spokesperson for the student body.
- B. manage all assembly programs.
- C. sign all ASB paperwork authorizing the use of ASB funds through the Fiscal Clerk in the absence of the ASB Treasurer.
- D. perform additional duties as decided by the student body and/or the Activity Coordinator.
- E. attend any necessary administrative meetings and events.

### SECTION 3

The ASB Vice President shall:

- A. assume the responsibilities and duties of the Presidency in the absence of the President.
- B. become President if that office is vacated for any reason.
- C. chair the Officers Council.
- D. perform additional duties as decided by the student body and/or the Activity Coordinator.
- E. preside over Student Senate meetings.
- F. handle student of the month selection process.
- G. conduct student elections.

### SECTION 4

The ASB Secretary shall:

- A. record minutes at all Officers Council meetings
- B. distribute one copy of those minutes to each member of the Council in a timely manner
- C. distribute of copy of those minutes to all Class Advisors, the Activity Coordinator and place one in the permanent file. Additionally, one copy should be posted for the student body to read.
- D. record minutes at all Student Senate meetings.

- E. publish same in a timely manner. Once copy goes to each member, to the Activity Coordinator, and into the permanent file.
- F. handle all ASB correspondence.
- G. file non biased evaluations of all ASB sponsored activities.
- H. perform additional duties as decided by the student body and/or the Activity Coordinator.

#### SECTION 5

The ASB Treasurer shall:

- A. keep a ledger account of all ASB monies in the general ASB account (#1000)
- B. chair the student Finance Committee
- C. prepare a monthly report of all ASB monies for the Officers Council.
- D. sign all ASB purchase orders authorizing the use of all ASB funds through the Fiscal Clerk. (this includes all Class, club, and athletic team expenditures)
- E. manage the selling and distribution of student activity and I.D. cards.
- F. work with the Activity Coordinator in establishing a calendar of fundraising events of all classes and clubs.
- G. manage selling of tickets for any student activity led by ASB.
- H. perform additional duties as decided by the student body and/or the Activity Coordinator.

#### SECTION 6

The Inter-High Representative shall:

- A. attend all citywide Inter-High Council meetings as the representative of Ballard High School.
- B. report Inter-High news at the monthly Officers Council and Student Senate meetings.
- C. attend all citywide Seattle Student Senate meetings.
- D. report Seattle Student Senate news at the monthly Offices Council and Senate meetings
- C. perform additional duties as decided by the student body and/or the Activity Coordinator.

#### SECTION 7

The Communications Director shall:

- A. communicate with the appropriate local media concerning positive contributions the ASB makes to the community.
- B. oversee all publicity within and without the building of all ASB events.
- C. manage promotional hallway postings on a timely basis.
- D. oversee school event reader boards, ASB calendars and postings
- E. perform additional duties as decided by the student body and/or the Activity Coordinator.

## **ARTICLE IV**

### **Class Officers**

#### SECTION 1

Each class (freshman, sophomore, junior and senior) shall elect officers who will represent the class for one year. These officers shall be: President, Vice President, Secretary/ Treasurer.

#### SECTION 2

The minimum qualifications for placing a candidate's name on the ballot for election shall be:

- A. current enrollment in a minimum of 5 full credit, non-T.A. classes.
- B. a term GPA of 2.5 or better based on the previous grading period. Non-academic classes, such as T.A. or office assistant, shall not count in computing the GPA for this requirement.
- C. being on track for graduation and be classified at their grade level by credit.
- D. obtaining a minimum of 25 student signatures from their class members and 3 staff signatures of support of their candidacy.
- E. possession of a current activity card.
- F. be clear of all BHS fines.



- H. students enrolled in Running Start classes shall be viewed varyingly by grade and credit enrollment at BHS and community college.

### SECTION 3

The requirements to be met throughout the term of office for all class officers shall be:

- A. maintenance of a 2.5 or higher term grade point each grading period. Non-academic classes, such as T.A. or office assistant, shall not count in computing the GPA for this requirement.
- B. enrollment in a minimum of 5 full credit, non-T.A. classes on campus. The only exception shall be a Senior who is within 2 credits of graduating. That Senior must take a minimum of 4 full credit classes and one T.A. on campus to be eligible to carry out the duties of their office.
- C. possession of a current activity card.
- D. be clear of all BHS fines.
- E. continuing to be on track toward graduation, by credit.

## **ARTICLE V Class Officer Duties**

### SECTION 1

Every Class Officer shall:

- A. know and abide by the ASB Constitution, its amendments and all by-laws.
- B. attend monthly meetings of the officers of their Class
- C. be a member of the Officers Council and attend the meetings.
- D. participate in planning and administering all Class activities and fundraisers in cooperation with other officers, Class members and the Class advisor(s).
- E. purchase an activity card for the year they hold office.
- F. \*be enrolled in Leadership Class 6<sup>th</sup> period (mandatory for seniors only)

**IN ADDITION, OFFICERS WILL ASSUME THE FOLLOWING SPECIFIC DUTIES:**

### SECTION 2

The Class President shall:

- A. serve as the chief spokesperson of their Class.
- B. preside over the monthly meetings of the officers of their Class
- C. perform other duties as determined by the Class, the Advisor and/or the Activity Coordinator.

### SECTION 3

The Class Vice President shall:

- A. assume the responsibilities and duties of the Presidency in the President's absence.
- B. become President if that office should become permanently vacant for any reason.
- C. perform other duties as determined by the Class, the Advisor and/or the Activity Coordinator

### SECTION 4

The Class Secretary/Treasurer shall:

- A. take minutes at the monthly meetings of the officer of their Class and publish same in a timely manner. One copy shall go to each officer of the Class, the Class Advisor, the Activity Coordinator, the permanent file and be posted for the Class members to see.
- B. handle all Class correspondence.
- C. handle all the monies generated by the Class. This includes deposit of same with the Fiscal Clerk and keeping a ledger account of the total balance.
- D. prepare a monthly Treasurer's report for distribution at the monthly Class officer meetings.
- E. perform other duties as determined by the Class, the Advisor and/or the Activity Coordinator

## **ARTICLE VI**

### **ASB and Class Officer Elections**

#### SECTION 1

All Class and ASB elections shall be conducted in the spring of the school year. Those candidates elected at that time will assume office at the conclusion of that year and shall serve the following year. The only exception shall be for the incoming Freshman Class. Those elections shall be held by the end of the second month of the start of school in the fall. If there are any unfilled ASB or other Class offices at that time, a special election for those will be held in conjunction with the Freshman Class elections. If there are still unfilled positions after that election, the members of the Officer's Council, in concert with input from the Activity Coordinator and/or Class Advisor, may appoint a qualified student to assume that officer for the year.

#### SECTION 2

All Class and ASB elections shall be conducted under the direction of ASB Vice President. For spring elections, this committee will be composed of all outgoing Senior Class officers and all outgoing Senior ASB officers. For fall elections, the committee will be composed of the presiding ASB officers.

#### SECTION 3

Prior to the filing date, the Activity Coordinator shall poll the staff for recommendations of possible candidates. These students shall then be encouraged to run for an office.

#### SECTION 4

All qualified students must file for office by the announced deadline set by the election committee. No write-in candidates shall be allowed.

#### SECTION 5

All campaign materials to be used by candidates must be approved, in writing, by the Class Advisor for Class candidates or the Activity Coordinator for ASB candidates, prior to their use.

#### SECTION 6

All candidates shall abide by the election rules of this Constitution as well as all others set by the election committee.

#### SECTION 7

All candidates shall run for election as a single candidate, not as part of a ticket or slate. If there are two candidates running for the same office, they may agree to serve as co-officers for the year.

#### SECTION 8

There shall be a primary election if there are more than 3 candidates running for a single office. The primary shall be held no less than 3 days prior to the final vote. The two candidates with the highest number of votes in the primary shall proceed to the final election, unless one candidate receives 70% or more of the vote. In that case, that candidate shall be declared the winner of the election and no further action shall be taken.

If a final election is necessary, and there is a tie primary vote for the 2nd position on the final ballot, both candidates will advance along with the candidate who earned the most votes.

#### SECTION 9

Any candidate in an uncontested race shall be declared the winner and no election for that office will be held.

#### SECTION 10

There will be some type of presentation to the voters by all candidates. This may be done in an assembly or electronically. This will include speeches given by all candidates regardless of whether they are running opposed or not. All candidates shall be given equal time to speak.

### SECTION 11

For ASB elections, all members of the student body except graduating Seniors will be allowed to cast a ballot. For Class elections, only members of that Class will be allowed to cast a ballot. The election committee shall determine how the election is conducted and monitored with input from the Activity Coordinator.

### SECTION 12

The election committee shall count ballots immediately after the conclusion of the polling period. There shall be an automatic and immediate recount if the margin of difference between the winner and runner-up is 10 votes or less in a Class race, 20 votes or less in an ASB race.

Results shall be posted in a public place for the student body to see. These results shall include only the winner's name, not the number of votes each candidate received.

All ballots and tally sheets shall be kept on file with the Activity Coordinator for one calendar year following the election.

### SECTION 13

In case of a tie vote for any office on the final ballot, the members of the Student Senate shall break the tie. The tied candidates shall have an opportunity to address the Senate, after which a secret ballot shall be taken. The winner of the election shall be the candidate with the most votes from the Senate.

## **ARTICLE VII Probation of Officers**

### SECTION 1: Academic Probation

An officer (ASB or Class) will be put on academic probation if their term GPA is below the required 2.5 at the end of any official grading period, i.e. quarter. The probation period will last 5 school weeks not counting breaks or excused absences. During this time, the officer may not discharge any duties of their office.

At the end of the probation period a grade check shall be conducted reflecting the grades the officer is earning at that time. If the grades meet the 2.5 minimum requirement, the officer is reinstated until the check at the end of the next grading period. If the grade check at the end of the probation period shows that the grades do not meet the minimum 2.5 GPA, the officer will be removed from office for the remainder of the year.

### SECTION 2: Non-Academic Probation

An ASB or Class officer may be put on probation if the officer is not fulfilling the duties of the office for which they are elected and/or if the officer has been suspended from school duties as decided by the Activity Coordinator. In the case of school suspension, the officer may be removed from office if the Activity Coordinator determines that the action that led to the suspension is serious enough to warrant such action.

A written warning shall be required prior to the probation being instituted for non-performance of duties. The warning shall come from the Class Advisor or Activity Coordinator and include the offenses and what is required to prevent probation, along with a timeline for correction. If those terms are not met, the probation will be imposed.

Non-academic probation will last 5 weeks. During that time, the officer may discharge the duties of their office. At the end of the probation period, if the performance has improved, the officer will be allowed to continue in that office. If this is not the case, the officer will be removed from office for the remainder of the year. This decision will be made by the Activity Coordinator with input from the other ASB/Class officers and Advisors.

### SECTION 4

An officer who has been twice removed from office due to not fulfilling their duties will not be allowed to run for any office again in the future.

## **ARTICLE VIII**

### **Recall and Replacement Procedures**

#### SECTION 1

An ASB officer may be subject to recall by a presentation at Student Senate of charges of malfeasance or failure to perform the duties of their office. The charges will be discussed at the meeting and the Senate will conduct a vote to determine whether the charges merit further consideration. If that vote results in 51% or greater of those voting in favor, the recall will continue. If not, the matter is dropped.

If the Senate votes to continue the process, the members are to return to their constituents, explain the charges, discuss them, and return to the next meeting prepared to vote on recall. A 2/3 majority of the Senate must vote for the recall to remove the officer from office.

#### SECTION 2

A Class officer may be subject to recall by petition by a member of that Class. A petition to do so must list the reasons for recall and be signed by a minimum of 33% of the total number of Class members. Once completed, the petition shall be turned in to the ASB officers. They shall validate that all signatures on the petition are those of students in the appropriate group.

#### SECTION 3

If the petition is judged valid, a recall election shall be held under the direction of a specially formed committee of 5-10 members of the Student Senate.

#### SECTION 4

Before the recall election is held, the petitioned officer shall have the opportunity to defend her/himself before the electorate.

#### SECTION 5

For an officer to be recalled, 2/3 majority of the Class must vote in the affirmative, i.e. must be for recall.

#### SECTION 6

If the Presidency of any Class or ASB is vacated for any reason, including recall, the Vice President shall assume the office and duties of the President for the remainder of the term of office.

#### SECTION 7

If any office other than the Presidency is vacated, a special election committee shall be formed from the Officers Council to conduct an election for the vacated office. If no qualified candidates come forward for election, a qualified student may be appointed to this office by the Officers Council. The only exception will be if the vacancy occurs during the 4th quarter of the year. In that case, the office will remain unfilled.

#### SECTION 8

If an office remains unfilled, the duties of that office shall be divided amongst the remaining officers for the remaining of the year.

## **ARTICLE IX**

### **Officers Council**

#### SECTION 1

Membership of the Officers Council shall consist of all elected and/or appointed ASB officers and all elected and/or appointed Class officers.

#### SECTION 2

The presiding officer shall be the ASB Vice President,

### SECTION 3

The responsibilities and duties of the Council shall be:

- A. to assist the Activity Coordinator in constructing and maintaining the activity and fundraising calendars.
- B. to share goals and plans of each Class and the ASB throughout the year.
- C. to charter all student clubs.
- D. to act as the student Finance Committee.
- E. to perform other duties as determined by the Council, Student Senate, the Activity Coordinator and/or the Administration.

### SECTION 4

Meetings shall be held at least once a month. They should be held on a day prior to the Student Senate meeting for that month.

## **ARTICLE X Student Senate**

### SECTION 1

The Student Senate shall consist of 2 elected/appointed representatives from each homeroom including offices and T.A.'s.

### SECTION 2

Student Senate shall have the following responsibilities:

- A. to serve as the communication link between the ASB officers and the student body.
- B. to serve as the Senate for expression of student concerns brought by the representatives.
- C. to act as the legislative branch of the student government.
- D. to perform other duties as determined the Activity Coordinator and/or the Administration.

### SECTION 3

The presiding officer of the Student Senate shall be the ASB President.

### SECTION 4

The Student Senate shall hold monthly meetings. They shall be governed by the modified Robert's Rules of Order, Newly Revised, which are not inconsistent with this Constitution, all amendments, all by-laws and any special rule of order that the Student Senate may choose to accept.

### SECTION 5

For a binding vote of the Student Senate to be taken, there must be a minimum of two-thirds of the members present. For a measure to pass, it must gain a simple majority of those voting, unless otherwise specified in this document or in the motion being voted upon. Each homeroom is granted one vote.

## **ARTICLE XI Student Clubs**

### SECTION 1

All official student clubs within the school must be chartered through the Officers Council. To be granted a charter, a group must:

- A. apply, in writing, to the Officers Council for chartership.
- B. demonstrate student interest in forming such a club by providing signatures of a minimum of 10 students who will participate in the club.
- C. at the time of application, the group shall state its purpose and goals.
- D. acquire a staff member to be the Advisor of the club, as show by their signature on the application.

E. membership to any chartered student club may not be denied on the basis of sex, race, or creed.

#### SECTION 2

The completed required paperwork shall be submitted to the Officers Council for consideration. If approved, the club shall hold a public meeting at which time officers shall be elected. If chartership is denied, the applicant group has the right to appeal to the Student Senate for reconsideration. To be chartered through the Student Senate, the application must obtain a favorable vote of 75% of those voting.

#### SECTION 3

Under State and Federal law, if Ballard High School charters one co-curricular club that is not tied to a curriculum department, it must charter all clubs as long as they meet the minimum requirements spelled out in Section 1 of this Article.

#### SECTION 4

Each chartered club may apply for inclusion on the fundraising and activity calendar. Any and all monies generated by the club must be deposited in their ASB account kept by the Fiscal Clerk and must be used in accordance with District and State regulations and laws.

#### SECTION 5

At the beginning of each school year, each chartered club will hold elections and report the results, in writing, to the Officer Council.

#### SECTION 6

The Officers Council has the right to revoke the charter of any club that fails to meet its goals or in which membership drops below 10 students. Any club which has had its charter revoked may apply for rechartering at any time of the school year.

#### SECTION 7

Any chartered club may choose to dissolve itself at any time, as long as there are no outstanding ASB debts. If there are outstanding debts to the ASB; the club members will be responsible for reimbursement.

## **ARTICLE XII Cheer Squad**

#### SECTION 1

Cheerleaders are amongst the most visible representatives of the student body and leaders within the school. As such, they are to be held to the same eligibility standards as other leaders, i.e. Class/ASB officers.

#### SECTION 2

Separate Varsity and Junior Varsity cheer squads may be formed, providing there are enough qualified candidates to do so. Squad size is limited to up to 24 members, split between Varsity and Junior Varsity Squads. The delineation between squads is based on scores received during tryouts.

#### SECTION 3

Minimum eligibility requirements for tryout shall be:

- A. achievement of a 2.5 or better term GPA based on the previous grading period.
- B. enrollment in a minimum of 5 full credit, non-T.A. classes at the time of tryout.
- C. completion and return of all required forms for tryout, including the athletic packet.
- D. possession of a current activity card.

#### SECTION 4

If two squads are formed, the Varsity squad shall cheer at fall and winter varsity sports. The Junior Varsity squad shall cheer at fall and winter J.V. sports.

#### SECTION 5

Tryouts shall be held in the spring and be open to any qualified members of the incoming Freshman, Sophomore and/or Junior Class. Since this is an elected student body position, no individual may be on the cheer squad and hold an ASB/Class officer during the same year.

#### SECTION 6

If a squad member quits the year for a non-emergency reason or is removed due to violation of the code of conduct, they will not be allowed to try out again in subsequent years. The final decision for that will be made by the Head Coach. Appeals may be made to the Activity Coordinator and Administration.

### **ARTICLE XIII** **Staff Advisors**

#### SECTION 1

All student groups under the umbrella of the ASB must have at least one staff advisor.

#### SECTION 2

When the advisor is not specified by applicable collective bargaining agreements, the Principal and/or designee shall either select the advisor in consultation with that student government body, or all the student government body to select its own advisor.

#### SECTION 3

The Principal and/or designee shall have the power to remove any advisor in a manner that is in accordance with law and all applicable collective bargaining agreements.

### **ARTICLE XIV** **Student Representatives and Building Level Decision-making**

#### SECTION 1

Student representatives may be full-fledged members of building level decision-making bodies. This includes, but is not limited to, Site Council and The Building Leadership Team.

#### SECTION 2

The number of student representatives on each body shall be commensurate with the number of parent/guardian representatives. If a decision-making body does not have position(s) for a parent/guardian representative, these shall also be no position for student representative(s).

#### SECTION 3

Student representatives may also be members of building level hiring committees, except in cases where such participation is contrary to the Collective Bargaining Agreement between the Seattle School District and its employees. If a student of such a committee violates the need for confidentiality, they will be removed and not be allowed to serve on any other building-level decision-making body during their career at Ballard.

#### SECTION 4

To be a member of any building decision-making body, a student must have a minimum of a 2.5 accumulative GPA (not including T.A. grades) and be on track, by credit, toward graduation. Additionally, the student must be enrolled in and attending classes full time on the Ballard High School campus. If a student is enrolled and attend class on the campus only part-time, they are not eligible to serve in this capacity.

## SECTION 5

It will be the duty of the ASB Officers, with the input of the Officers Council, to appoint student representatives to any building decision-making body. At the appropriate time, the ASB officers will solicit recommendations of potential representative from their fellow students and building staff. Once a list has been established, it shall then be determined by the Activity Coordinator whether each candidate meets the minimum qualifications. Any candidate who does not meet those requirements will be removed from the list.

The list will then be returned to the ASB Officers who will contact each candidate to determine their level of interest and willingness to commit to the duties of the job, i.e. attend all meetings, maintain confidentiality, be able to do the work, etc. Any candidate who has not interest and/or is not able to commit to the job shall have their name removed from the list.

The final list will then be presented to the Officers Council for their input. Once that has been given, the ASB Officers will make the final decision of who to appoint to which body. For a student to be appointed, at least 51% of the ASB Officers must agree to do so,

## SECTION 6

A person who is a Class/ASB Officer or a member of the Cheer Squad is not automatically prohibited from being considered as a student representative to a building level decision-making body.

## SECTION 7

If it becomes necessary, the Officers Council shall be the body that oversees a removal of a student representative to any building level decision-making body. Removal can occur only if it is shown that the student representative has not complied with the expectations and responsibilities required of the committee members, and/or has not maintained regular attendance at meetings of the committee, and/or has not been prepared to participate fully, and/or does not work constructively with other members of the committee.

Members of the student body, the Officers Council, the decision-making body itself, or of the staff shall present their case as to why a student representative is to be removed. The student representative shall have an opportunity to answer the charges against them before a decision is made. This hearing shall take place in front of the full Officers Council.

Once all sides have been heard and any and all necessary investigation have been completed, the members of the Officers Council shall vote. For a student representative to be removed from their position, a minimum of 51% of the Officers Council must vote in favor of that removal. Anything less than 51% will result in the student representative retaining their position.

Only in cases of exceptional circumstance may the Principal, their designee, or any other staff member remove a student representative from any decision-making body. Exceptional circumstances shall include, but not be limited to, instances in which a student representative has committed an offense of exceptional misconduct under the District's Code of Prohibited Conduct and/or when a student representative is no longer a full time student on the Ballard High School campus.

# **ARTICLE XV**

## **Student Complaints of Violations**

### SECTION 1

Any ASB sanctioned organization or its members has the right to file a complaint if they believe that a District employee is acting in a manner that violates the student government's ability to rightfully govern and/or interferes with a student representative carrying out their job on a building based decision-making committee.



## SECTION 2

The complaint must be made in writing to the building Principal and will initiate an investigation. The only exception will be in any case where the complaint is being lodged against the Principal. In that case, the complaint shall be made to the Principal's immediate supervisor.

## SECTION 3

The Principal or supervisor shall determine if the complain(s) is/are warranted within 15 business days of receipt of the complaint. The investigator shall compile a full written report of the results of the investigation for the Superintendent. No later than 15 days after the report has been complete, the Superintendent shall respond to the complainant stating:

- Seattle Public Schools denies the allegations: or
- Seattle Public Schools confirm the allegations and outlines the corrective measures that SPS and BHS intent to take.

# **ARTICLE XVI**

## **Finances**

### SECTION 1

The Officers Council shall act as the Student Finance Committee, which will be chaired by the ASB Treasurer.

### SECTION 2

The cost of the activity card shall be determined by the student Finance Committee with input from the Activity Coordinator and the Fiscal Clerk and within the limits, if any, set by the Seattle School District. The student Finance Committee shall also determine the cost of a replacement activity card.

### SECTION 3

All students holding an elected or appointed office (including that of Clubs and all cheer squad members) shall be required to purchase an activity card.

# **ARTICLE XVII**

## **Amendment Procedures**

### SECTION 1

Any proposed amendment or change to this Constitution must be presented in written form to the Student Senate. The proposal must be accompanied by a supporting petition signed by a minimum of 10% of the student body. (The only exception are amendments and/or other modifications required by changes in School and District policies or operations, i.e. credits, etc. In these cases the required changes will be made by the ASB Officer in power at the time and approved by the Officer Council.)

### SECTION 2

Once a petition is submitted, Student Senate shall determine that all signatures are valid and that the proposed amendment does not conflict with Building, District and/or State policies.

### SECTION 3

Once validated, Student Senate shall sponsor a public meeting where the amendment/change is read, explained, and discussed. This meeting shall be adequately publicized as to allow members of the student body to attend.

### SECTION 4

Following the open public meeting, the student body will vote on the proposed change. The student Senate shall decide the process of how this vote is to be taken.

SECTION 5

To gain adoption, 51% or more of the student body must vote. The amendment/change must earn a simple majority of yes votes to pass.

SECTION 6

If passed, the amendment/change shall immediately become an integral part of this Constitution, unless otherwise specified in the action. The Activity Coordinator is charged with updating this document.

**ARTICLE XVIII  
Relationship With The Administration**

SECTION 1

The Activity Coordinator shall be the advisor to the ASB officers, the Student Senate and the Officers Council.

SECTION 2

The Class Advisors shall aid their respective classes in their projects and activities.

SECTION 3

All actions of all branches of the ASB student government are subject to review, change, and possible veto by the Activity Coordinator, Class Advisor(s), and/or school Administration. In that case, the affected branch will have the right to appeal to the Principal or the appropriate District level person.

SECTION 4

The ASB shall uphold a positive supportive and professional relationship with the administration.

**ARTICLE XIX  
Enablement**

This Constitution goes into effect upon the electronic signatures of the current (2011-2012) ASB Officers, the Activity Coordinator and the Principal. It invalidates all previous ASB Constitutional documents including all by-laws.

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**THIS DOCUMENT HAS BEEN ADPOTED IN ITS ENTIRETY BY THE STUDENT SENATE OF BALLARD HIGH SCHOOL. BY MY HAND, I SIGN IT INTO EFFECT ON JUNE 1, 2011.**

*Jamie Thelen*

*Mallory Cummins*

**Jamie Thelen, ASB President**

**Mallory Cummins, ASB Vice President**

*Amy Billroth-Maclurg*

*Kyra Calnan*

**Amy Billroth-Maclurg, ASB Secretary**

**Kyra Calnan, ASB Treasurer**

*Nick Megrey*

**Nick Megrey, ASB Senior Inter-High Rep**

*Gustavo Gutierrez*

**Gustavo Gutierrez, ASB Junior Inter-High Rep**

*Maya Voelk*

**Maya Voelk, ASB Communications Director**

*Carrie Burr*

**Carrie Burr, Activity Coordinator**

*Keven Wynkoop*

**Keven Wynkoop, Principal**