

St. Helens High School Associated Student Body Bylaws

Created: 05.17.2017

Revised 03.09.2020

Preamble

We the Associated Student Body (ASB) of the St. Helens High School and ex officio members thereof, in order to establish proper strategy, function, and responsibility, and to ensure the future success and growth of this organization, do hereby ordain and establish these bylaws for the Student Government of the St. Helens High School.

Article I - Description of Bylaws

The purpose of these bylaws is to extend declarations made within the ASB Constitution. This document is to contain all formal processes, requirements, and functions allocated to ASB and affiliated officers by consent of the student body and faculty administration.

Article II - Organization:

The Associated Student Body is sectioned into five representative groups: the four student grade levels, and the school at large. These officers are expected to abide by a number of academic policies, and are given a number of individual responsibilities. These officers are given an academic period in which governmental work may be accomplished. These officers will be guided by a representative student council.

Section I - Leadership Period:

The leadership period is a scheduled class that all class and ASB Officers are required to take to maintain their position. This class period is dedicated to, first and foremost, completing all leadership and subcommittee work. This includes preparing for all spirit and festival assemblies, planning for school dances, discussing the feedback of these activities, and planning and preparing for community and school district activities. This is a graded class, and there are assignments that all members are required to submit in order to receive a passing grade.

Section II - Expectations:

All ASB leadership students are required to maintain a 3.0 or above GPA. All Class Officers are required to maintain a 2.5 GPA or above. The leadership students are also expected to have moderate public speaking skills, and follow through with class assignments and responsibilities. All elected and appointed officers are expected to maintain a positive attitude, inside and outside of the classroom and events, and work well with others. They are also expected to be a good role

model for their peers, be trustworthy, committed, driven, and willing to handle challenges as they come.

Section III - ASB Officers:

All class and ASB officers are expected to **attend**

all scheduled leadership activities, including student council meetings, assemblies, dances, decoration days, fundraisers, etc. You are asked to serve on committees that help **plan, setup, and teardown all of these events**. You are also expected to be an active member of the leadership class, so as to best represent your class, peers, and leadership as a whole. Class Officers are required to be involved in the process of class skits and other class-related activities. ASB Officers are encouraged to be involved. Finally, all leadership students are expected to maintain academic eligibility requirements (see Qualifications to Run/Maintain Elected Position).

Clause A – President

The ASB President has the responsibility of **representing ASB and Leadership** during **school hours** as well as many hours **outside the school day**. This position works closely with the Activities Director and Principal. This person must **stand behind decisions** made collectively by Leadership and **preside over student council meetings** to address those decisions as well as other agenda, school events, and concerns regarding ASB. The president must effectively communicate at the small scale and large scale level with skills such as problem-solving, public speaking, and organization. It is their responsibility to **maintain a connected and positive environment** within the leadership classroom and attempt to create that same school environment for all students. The ASB President shall also **announce school activities and news with the**

Vice-President when asked by SHHS Admin for daily or weekly video announcements.

Clause B - Vice President:

The ASB Vice President is a highly visible leadership position which works closely with the ASB President, Activities Director, and Principals in planning **school festivals and leadership development**. This position not only requires a high level of charisma and mediation between students and faculty, but also in-the-moment problem solving that is essential when activities do not occur as planned. The specific duties of the ASB Vice President include **facilitating revision and regulation of bylaws and**

constitutions with support from the president and consent from other acting officers, writing agendas for and **scheduling monthly student council meetings** with approval from the acting president, **co-directing student council meetings and assemblies** with the acting president, regularly **communicating with governmental committees** regarding school projects and festival preparation, and working with the ASB President and Activities Director to plan and **coordinate leadership development and strategic planning sessions before and after each major school event.** The ASB Vice-President shall also **announce school activities and news with the ASB President** when asked by SHHS Admin for daily or weekly video announcements.

Clause C - Secretary:

The ASB Secretary shall be in charge of **recording events, as well as information** about these events, such as taking and publishing notes at student council meetings. This person must keep a **book of records** of general relevant information regarding class discussions, meetings, and other important discussions as well as monitor the content and needs of the **website**. They must have the Activities Director review this information on a regular basis. Additionally, the ASB Secretary shall be in charge of the **annual Blood Drives for SHHS and may be eligible to receive scholarships specific to running the blood drive.**

Clause D - Treasurer:

The ASB Treasurer has the main responsibility of **approving all spending and reimbursements for Student Council/class accounts.** They must craft and keep detailed records of the **budget**, and then **report the ASB budget at each Student Council meeting.** A minimum of **one fundraisers** must be organized and executed by the ASB Treasurer within the school year term. The ASB Treasurer must be **in attendance at each and every ASB related event in which funds are being collected** (i.e. dances, fundraisers, etc.). The ASB Treasurer is also responsible of serving as the **chair member when organizing and executing Winter**

Ball (the dance), since it is the largest ASB fundraiser throughout the year.

Clause E - Public Relations:

The ASB Public Relations officer is expected to update the electronic **reader board weekly**, ensure that the **activities**

board is up to date, and write a **report** on the business and happenings of St. Helens High School, to be presented **each month at the public school board meeting.** The PR officer must have moderate public speaking skills and be able to work with others to discuss various

events. The PR officer will also promote SHHS leadership, activities, sports and events on our ASB Facebook Group pages, Twitter, Instagram, etc... and communicate when needed with local news media.

Clause F - PBIS Coordinator & Co-coordinator:

The ASB PBIS (positive behavior intervention systems) Coordinator and Co-Coordinator is a position that requires organization, observation, and responsibility. This person must be good with people, and aware of what is going on in the world around them, as well as remain optimistic through strenuous times. The ASB PBIS co-coordinator will aid the ASB PBIS Coordinator in **planning and executing Think Pink Week, Random Act of Kindness Month, Teacher/Staff Appreciation Weeks, and other initiatives they**

feel they should take on to support the school and community. They will also plan and complete any assignments or events that the Activities Director asks them to complete. The co-coordinator position is open to Sophomore and Junior applicants.

Clause G - Sound Technician

The ASB Sound Technicians (maximum of 2 students) have the responsibility for **setting up, running, and coordinating all sound**

and video components for any ASB or whole-school event, including assemblies, dances, video announcements, slide shows, program videos, etc. This person must have strong technological skills, depth of knowledge regarding the setup and use of sound systems, speakers, microphones, mixing boards, video editing software, and other technologies as needed. This individual must be responsible and able to work independently and with others. This position is open to Sophomore and Junior applicants.

Section IV-Class Officers:

All Class and ASB officers are expected to **attend all scheduled leadership activities**, including student council meetings, assemblies, dances, decoration days, fundraisers, etc. You are asked to serve on committees that help **plan, setup, and teardown all of these events.** You are also expected to be an active member of the leadership class, so as to best represent your class, peers, and leadership as a whole. Class Officers are also required to be involved in the process of class skits and other class-related activities. Finally, all leadership students are expected to maintain academic eligibility requirements (see Qualifications to Run/Maintain Elected Position).

Clause A - President:

The Class President has the responsibility of **representing their class members.** The president must effectively communicate at the small scale and large scale level with skills such as problem-solving, public speaking, and organization. It is their responsibility to maintain a

connected environment within their class officers to produce great quality for their classmates. The President **must create class skits and dances with other officers** for festivals and **hold class meetings** to inform classmates about upcoming events.

The **Sophomore Class President and Officers** are in charge of handling **MORP**.

The **Junior Class President and Officers** are in charge of handling **Prom**.

The **Senior Class President and Officers** are in charge of handling **Homecoming, Graduation duties** such as speeches, senior slideshow, and senior assembly.

Clause B - Vice President:

The Class Vice President is a leadership position which works closely with the Class President and other Class Officers in planning class activities such as **commons decorations, class skits, class games, and class service projects**. This position not only requires a high level of charisma and mediation between students and faculty, but also in-the-moment problem solving that is essential when class activities do not occur as planned. The specific duties of the Class Vice President include **writing agendas for and scheduling monthly class council meetings** with approval from the Class President, **co-directing class council meetings** with the Class President, directing all **class communication via posters, announcements, and social media platforms**, and working with the Class President to plan and **coordinate leadership planning and debrief** sessions before and after each major class activity.

The **Sophomore Class President and Officers** are in charge of handling **MORP**.

The **Junior Class President and Officers** are in charge of handling **Prom**.

The **Senior Class President and Officers** are in charge of handling **Homecoming, Graduation duties** such as speeches, senior slideshow, and senior assembly.

Clause C - Secretary:

The Class Secretary shall be in charge of **recording events, as well as information about these events**. This person must keep a **book of records** of general relevant information regarding class discussions, meetings, and other important discussions. They must have the Activities Director review this information on a regular basis.

The **Sophomore Class President and Officers** are in charge of handling **MORP**.

The **Junior Class President and Officers** are in charge of handling **Prom**.

The **Senior Class President and Officers** are in charge of handling **Homecoming, Graduation duties** such as speeches, senior slideshow, and senior assembly.

Clause D - Treasurer:

The Class Treasurer has the main responsibility of **approving all spending and reimbursements** for class accounts. They must craft and keep detailed records of the **budget**, and then **report the class budget at each Student Council and class meeting**. A minimum of **one fundraiser** must be organized and executed by the class treasurer within the school year term, for your class. The Class Treasurer must be **in attendance at each and every Class related event in which funds are being collected** (i.e. dances, fundraisers, etc.).

The **Sophomore Class President and Officers** are in charge of handling **MORP**.

The **Junior Class President and Officers** are in charge of handling **Prom**.

The **Senior Class President and Officers** are in charge of handling **Homecoming, Graduation duties** such as speeches, senior slideshow, and senior assembly.

Section V - Student Council:

The purpose of the Student Council is to provide the SHHS Student Government and associated officers with student feedback and input for school festivals, and major events. In addition, the Student Council serves as a center for information regarding school festivals and major events. All members of this council must uphold mutual respect and consideration for their peers.

Clause A - Membership:

The Student Council shall be composed of all active ASB and Class Officers, all club presidents, and one or more students nominated from each homeroom class (AAP) at the St. Helens High School.

Clause B - Appointment:

At the beginning of an active school year, each homeroom class is expected to nominate a total of two individuals to serve as class representatives in the Student Council. These nominees must be approved by the homeroom instructor, and by the homeroom class via popular vote.

Clause C - Removal:

Removal of students from Student Council may be proposed to the Activities Director for review by all active ASB Officers, the Activities Director, and the Principal. A meeting must be scheduled between the individual in question and the above reviewers, in order for a case to

be presented. Removal shall be approved by a two-thirds vote of all ASB Officers, and agreement by the Activities Director and Principal.

Clause D - Quorum:

A total of thirty students from homeroom classes, and a simple majority of ASB and Class Officers and club presidents must be present at any student council meeting in order for the meeting to proceed. Without a quorum, the meeting shall be rescheduled.

Clause E - Petition:

[Describe the procedure for a parliamentary or constitutional petition to start within student council, to be opened for vote by the student body. May allocate veto powers to faculty administration, or to the acting president.]

Clause F - Authority:

[Describe the executive, legislative, and judicial authority that is bestowed to student council.]

Process 1 - [...]:

[Describe the specific process by which the first authority given to student council can be achieved.]

Process 3 - [...]:

[Describe the specific process by which the third authority given to student council can be achieved.]

Clause G - Assembly:

There are a variety of reasons for which the Student Council may be called to meet. Student Council meetings shall be scheduled by the ASB President and the ASB Vice President. Regular Student Council meetings are to be scheduled once per month during the active school year. Other forms of meeting may be scheduled when deemed necessary by the ASB Officers, including voting meetings, and constitutional approval meetings.

Process 1 - Regular Meeting:

Regular meetings shall begin with the pledge of allegiance. The ASB President and Vice President shall call the meeting to order, and report news about school events. The ASB Treasurer shall then present a budget report, Student governmental sub-committees shall present an overview of committee projects and progress. Time at the end of each meeting shall

be set aside for questions and comments from the student body.

Process 3 - Voting Meeting:

[Describe the process by which an information meeting will be coordinated and directed, including a generic agenda, participating officer responsibilities, and voting procedures.]

Process 4 - Constitution Approval Meeting:

[Describe the process by which a constitution approval meeting will be coordinated and directed, including a generic agenda, participating officer responsibilities, and voting procedures.]

Article III-Elections:

All elections process at St. Helens High School will be started in early February and must be completed by the first Friday in May. A board consisting of all ASB Officers, the Leadership and Activities Director, and a minimum of one administrator, hereby known as the Executive Elections Panel, will screen application materials, interview applicants, and select finalists and appoint positions as outlined in these bylaws.

Section I -Class Office Elections

All those running for a class office shall fill out an application and will complete an interview with the Executive Elections Panel. After all interviews have concluded, the Executive Elections Panel will hold a closed-door session to select the top two candidates applying for each position. The selected candidates will then proceed to campaign. 10th through 12th Grade President and Vice President candidates will give a speech in front of their respective class, while Secretary and Treasurer candidates will be introduced and recognized. 9th Grade candidates will film a video speech that will be presented to their class. After the speeches/videos have concluded, a vote will be conducted via paper or electronic secret ballot.

Clause 1-Application

The application will include short answer questions and one essay question. The application will also ask for the applicant's cumulative GPA and the number of days absent the semester prior to elections. The application will ask for the recommendation of at least two St. Helens High School teachers or coaches. These recommendations signify that the student is a worthy candidate in the eyes of these adults.

Clause II - Interview:

All class officer applicants will be interviewed by the Executive Elections Panel. This interview will follow a strict outline. The Executive Elections Panel will construct a list of questions to ask each candidate and the candidate will then be allowed to ask the panel questions before the interview concludes. All candidates will be asked the same questions, with clarifying questions asked if needed. After the interview each candidate will be discussed by the panel. The interviews will be graded on a one through five scale in 4 separate categories: communication, teamwork, problem solving, and organization. This rubric, along with the candidates applications, will be used to determine the top two candidates. These candidates will then continue on to campaign.

Clause III- Campaign:

Class officer campaigns are to take place the week following the announcement of selected candidates. The goal of class officer campaigns is to make the candidates known, and allow the respective class to ask questions and begin the process of selecting a candidate. The goal of these campaigns is NOT to excessively sway votes or belittle other candidates. The allowed campaign materials are: 30 small posters (8.5x11 in maximum), 10 large posters (11x17in maximum), a digital poster, wristbands, buttons and shirts.

Candidates running for 10th-12th grade offices can also choose to create a video ad that can be shared on social media and school video announcements, and may also promote posters and share campaign messaging using school sponsored and private social media accounts (at their own risk).

Candidates running for 9th grade offices can submit materials to be posted on school sponsored social media accounts only and may not post or share on private accounts. 9th grade candidates are not allowed to create video ads, but will be pre-recording their speech. See below.

All campaign materials, regardless of grade, including posters, videos, and social media posts, must be approved by the Activities and Leadership Director in advance of posting. Guidelines pertaining to where posters can be hung and where they should and should not be printed is to be given to candidates the Friday prior to campaign week in a letter outlining the rest of the election process.

Clause IV- Speeches

Candidates for 10th-12th grade President and Vice President must give a speech in front of their class prior to election day. Class meetings will be scheduled for this election meeting. Speeches must be no longer than two minutes.

Candidates for 9th grade positions must create a video speech, to be played in classes at the middle school instead of giving a live speech. Speeches must be no longer than 2 minutes.

A rough draft of all speeches shall be submitted to and reviewed by the Activities and Leadership Director for revision before the date the speech is to be given. Any revisions that need to be made will be communicated with the candidates before the speech is to be given. Candidates for Secretary and Treasurer will be introduced at this meeting but will not give a speech.

Clause V - Voting:

Voting shall follow the last of the class candidate speeches, and shall take place before the first Friday in May. The votes will be collected via secret ballot on either paper or electronic form, and will be tallied by the Executive Elections Panel soon after the class candidate speeches. Voting is majority rules. In the case of a tie, the Executive Elections Panel will hold a closed-door session to discuss the most effective tie-breaking option.

Section II - ASB Office

All those running for an ASB office shall fill out an application, and be interviewed by the Executive Elections Panel. After all interviews have concluded, the Executive Elections Panel will hold a closed-door session to select the top two candidates. These candidates will then proceed to campaign. Following campaigns, the ASB candidates will be required to participate in a town hall meeting/assembly with the student body. After the town hall meeting, voting will be conducted.

Clause I - Application:

The application will include short answer questions and essay questions. The application will also ask for the applicant's cumulative GPA and the number of days absent the semester prior to elections. The application will ask for the signatures of two St. Helens High School staff members. These signatures signify that the student is a worthy candidate in the eyes of the staff. These applications will be reviewed by the Executive Elections Panel, and graded on a one through five scale. The applications will be used with the interview scoring rubric to determine the top two candidates.

Clause II - Interview:

All ASB applicants will be interviewed by the Executive Elections Panel. This interview will follow a strict outline. The Executive Elections Panel will construct a list of questions to ask each

candidate, and the current ASB officer in the respective position will be allowed to ask a maximum of three questions to the candidate. The candidate will then be allowed to ask the Panel questions before the interview concludes. The interviews will be graded on a one through five scale in 4 separate categories: communication, teamwork, problem solving, and organization. This rubric, along with the candidates applications, will be used to determine the top two candidates. These candidates will then continue on to campaign.

Clause III - Campaign:

ASB candidate campaigns are to take place the week following the announcement of selected candidates. The goal of ASB candidate campaigns is to make the candidates known, and allow the student body to ask questions and begin the process of selecting a candidate. The goal of these campaigns is NOT to excessively sway votes or belittle other candidates. The allowed campaign materials are: 30 small posters (8.5x11in maximum), 10 large posters (11x17in maximum), wristbands, buttons and shirts. Candidates can also choose to create a video ad that can be shared on social media and school video announcements. All materials must be approved by the Activities and Leadership Director. Guidelines pertaining to where posters can be hung and where they should and should not be printed is to be given to candidates the Friday prior to campaign week in a letter outlining the rest of the election process.

Clause IV - Presentation:

All ASB candidates are required to participate in a town hall meeting with the student body. The structure of this meeting is as follows: all candidates will be asked two questions. They will be give two minutes to answer each question. The goal of this style of meeting is to allow the student body to better understand where the candidates stand, and how the react under pressure. All candidates will be given a list of possible questions, but the selection of the questions is completely random, and done in front of the student body. There will be no videos in this process.

Article IV - Revision:

These bylaws are to be reviewed and revised a minimum of once per active school year this organization operates. Revisions to these bylaws may include additions, modifications, and deletions. All revisions to these bylaws must serve to efficiently accomplish the goals and mission of this organization.

Section I - Proposal:

In order to begin the proposal process, an addition or modification to these bylaws is to be summarized in a written proposal, submitted to all active ASB Officers. The purpose of this

proposal is to succinctly outline the causation and nature for revisions to these bylaws. This proposal is to include the following sections: purpose, description, and expectation.

Clause B - Description of Revision:

The second section in a revision proposal shall be a description of all specific changes in word choice and organization to these bylaws. All changes to word choice must be specifically cited by article, section, clause, and process number, and must be quoted in the final format in which such changes will appear.

Clause C - Expectation of Revision:

The final section of a revision proposal shall be an analysis of the future effects, repercussions, and improvements that are to be expected as a result of this revision. All specific changes to structure and function are to be analyzed separately and compared to the mission of this organization.

Section II - Approval:

In order to begin the approval process, a meeting is to be scheduled with all active ASB Officers and the Activities Director, in which a revision proposal is to be thoroughly discussed and analyzed. The purpose of this meeting to ensure the relevancy and necessity of this revision. This meeting is to include the following sections: review, motion, and voting.

Clause A - Review of Proposal:

In the first section of this meeting, a copy of the revision proposal is to be distributed to all members of this meeting. Each section of the revision proposal is to be read and discussed for clarity, accuracy, and necessity.

Clause B - Motion to Approve:

After a comprehensive discussion of the revision proposal, any member of this meeting may pose a motion to approve the revision proposal. Another member of this meeting may second this motion. Both a motion and a second must be performed in order to proceed to voting.

Clause C - Voting:

Once the revision proposal has been thoroughly discussed, a motion has been posed, and a second supporting that motion has been made, all members of the meeting will vote to approve the revision proposal. In order to approve the proposal, a two-thirds majority of votes is required. Otherwise, the revision proposal will be considered denied, and may not be considered for reapproval until the following active school year.