

# **St. Helens High School Associated Student Body Bylaws**

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## **Preamble**

We the Associated Student Body (ASB) of the St. Helens High School, 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 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 committee and subcommittee work. This includes but is not limited to preparing for all spirit and festival assemblies, planning for school dances and royalty courts, philanthropy projects, gathering feedback from the student body, school wide initiatives, and more. 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. Students who do not fulfill these requirements may be removed from office and the class.

### **Section III - ASB Officers:**

ASB Officers are elected by the entire student body to represent the entire student body at SHHS. All Class and ASB officers are expected to **attend all scheduled leadership activities**, including but not limited to student council meetings, assemblies, dances, decoration days, fundraisers, etc. They are asked to serve on committees that help **plan, setup, and teardown all of these events**. They are also expected to be an active member of the leadership class, so as to best represent their school, peers, and leadership as a whole. Class Officers are required to be involved in the process of class skits and other scheduled class-related activities. ASB Officers are encouraged to be involved in activities with their class. Finally, all leadership students are expected to maintain academic eligibility requirements (see Qualifications to Run/Maintain Elected Position).

**ASB Officers** are in charge of handling the planning of **Welcome Back** and **Winter Ball**. The **Freshman Class President and Officers** will serve on a variety of committees throughout the year to learn skills for future events and may be assigned specific events or initiatives based on their shown strengths and dedication. The **Sophomore Class President and Officers** are in charge of handling the planning of **MORP**. The **Junior Class President and Officers** are in charge of handling the planning of **Prom**. The **Senior Class President and Officers** are in charge of handling the planning of **Homecoming**, and will have a variety of **Graduation duties** such as speeches, senior slideshow, and senior assembly.

#### **Clause A - ASB President:**

The ASB President is a highly visible leadership position which works closely with the ASB Vice President, Activities Director, and Principals in planning **school festivals and leadership development** along with **representing ASB and Leadership** during **school hours** as well as many hours **outside the school day**. 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 ASB Vice-President** when asked by SHHS Admin through whatever means the school can provide (social media, audio announcements, video segments, etc...)

#### **Clause B - ASB 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 but are not limited to **facilitating revision and regulation of our 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 through whatever means the school can provide (social media, audio announcements, video segments, etc...)

Clause C - ASB 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** (physical or digital) 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 - ASB 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 current ASB budget and balance 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 a **committee member when organizing and executing Winter Ball** (the dance), since it is the largest ASB fundraiser throughout the year.

Clause E - ASB Public Relations:

The ASB Public Relations officer is expected to monitor updates the electronic **reader board/TVs as needed**, ensure that the **activities website and social media** are up to date with current events and reminders, and write a **report** on the activities 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's activities and events, school wide activities, school sports and other important school related events on our ASB social media pages and communicate when needed with local news media.

#### Clause F - ASB Philanthropy Coordinators:

The ASB Philanthropy Coordinators (maximum of 3 students) requires organization, observation, and responsibility. These students must be good at working alone, with their peers, and with adults. The ASB Philanthropy Coordinators **plan and execute initiatives such as Think Pink Week, Random Acts of Kindness Month, Teacher/Staff Appreciation Weeks, and other initiatives, fundraisers, or events they feel they should take on to support the school and community.** These positions are open to Sophomore, Junior, and Senior applicants and are appointed by the Executive Election Committee.

#### Clause G - ASB Sound Technicians:

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, videos, slide shows, or virtual programming, 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, Junior, or Senior applicants. Students in this position as a Sophomore or Junior can stay in this position through Senior year, with out future application if approved by the ASB Executive Election Committee.

### Section IV - Class Officers:

Class officers are elected by their class (9th, 10th, 11th, and 12th grades) to represent their classes. All Class and ASB officers are expected to **attend all scheduled leadership activities**, including but not limited to student council meetings, assemblies, dances, decoration days, fundraisers, etc. They are asked to serve on committees that help **plan, setup, and teardown all of these events.** They 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 scheduled class-related activities. ASB Officers are encouraged to be involved in activities with their class but are not required. Finally, all leadership students are expected to maintain academic eligibility requirements (see Qualifications to Run/Maintain Elected Position).

**ASB Officers** are in charge of handling the planning of **Welcome Back** and **Winter Ball.**

The **Freshman Class President and Officers** will serve on a variety of committees throughout the year to learn skills for future events and may be assigned specific events or initiatives based on their shown strengths and dedication. The **Sophomore Class President and Officers** are in

charge of handling the planning of **MORP**. The **Junior Class President and Officers** are in charge of handling the planning of **Prom**. The **Senior Class President and Officers** are in charge of handling the planning of **Homecoming**, and will have a variety of **Graduation duties** such as speeches, senior slideshow, and senior assembly.

#### 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 facilitate the creation of class skits and dances with other officers** for festivals and **hold class meetings** to inform classmates about upcoming events.

#### 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 meetings** with approval from the Class President, **co-directing class 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.

#### 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** (physical or digital) 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.

#### 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.).

## **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, all team captains, five elected representatives from each class (9th, 10th, 11th, and 12th grades), and designated representatives from school wide Enrichment/Homeroom classes.

### **Clause B - Appointment:**

#### **Club Presidents:**

Club rush will occur in September/early October. Once clubs have applied, leaders of these clubs will be asked to represent their clubs in Student Council.

#### **Class Reps:**

At the beginning of the school year, self nominations for Class Reps will be collected and a ballot for each class (9th, 10th, 11th, and 12th) will be sent to each class for a vote. Up to 5 students from each grade will be selected from that ballot to serve on Student Council for the year.

#### **Enrichment/Homeroom Reps:**

Once Class Rep selection has been completed each Enrichment/Homeroom class teacher will be asked to nominate an individual to serve as an Enrichment/Homeroom rep in the Student Council if that class would like to have additional representation on Student Council. These nominees must be approved by the homeroom instructor, and by the homeroom class via popular vote or appointment.

#### **Team or Activity Captains/Leaders:**

As each season (fall, winter, spring) progresses captains from each team will be identified and then invited to represent their team and serve on Student Council for the remainder of the school year.

### **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 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 minimum amount of thirty members of Student Council must be present at any Student Council meeting for a quorum. Without a quorum, the meeting shall be rescheduled.

#### 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 special voting meetings or presentations.

#### Process 1 - Regular Meeting:

Regular meetings shall have a set agenda. The ASB President shall call the meeting to order. The ASB Treasurer and Class Treasurers shall then present their budget reports, Student Leadership committees and subcommittees 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. Meetings and voting will be run using Robert's Rule of Order.

#### Process 2 - Voting:

All voting will be done using Robert's Rules of Order with a motion, second, discussion, amendments if needed, and a majority vote of "Yay or "Nay". Motions can also be tabled or moved to committee for further examination/planning before being taken off the table or moved for a vote at a future meeting.

### **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 Committee, will screen application materials, interview applicants, select finalists, and appoint positions as outlined in these bylaws.

### **Section I - ASB Office:**

All those running for an ASB office (elected and appointed) shall fill out an application, and be interviewed by the Executive Elections Committee. After all interviews have concluded, the Executive Elections Committee will hold a closed-door session to score and select the top two candidates for each available position. These candidates will then proceed to campaign. Following campaigns, all ASB candidates for elected positions will be required to participate in a town hall meeting/assembly with the student body. After the town hall meeting, voting via ballot be conducted. Appointed positions will be announced along with the winners of elected positions.

#### Clause A - Application:

The application will include short answer questions and one essay question along with asking for the applicant's cumulative GPA and the number of days absent the semester prior to elections. Students must also include at least two adult references such as former teachers or coaches. These references will be contacted by the Activities Director with specific questions (the same for all candidates) and those references will be shared with the committee. Applications will be screened by the Executive Elections Committee and scored using a rubric.

#### Clause B - Interview:

All ASB applicants will be interviewed by the Executive Elections Committee. This interview will follow a strict outline. The Executive Elections Committee will construct a list of questions to ask each candidate, and all candidates will be asked the same questions. After all questions have been asked the committee can ask follow-up questions of their choice to the candidate. The candidate will then be allowed to ask the committee questions before the interview concludes. The interviews will be graded using a rubric with a scale of 1-5. 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 C - 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 (11x17 in 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 by the designated deadline. Candidates who do not submit their materials by the deadline may be disqualified from running for office. Guidelines pertaining to where posters can be hung and where they should and should not be printed is to be given to candidates prior to campaign week in a letter outlining the rest of the election process.



#### Clause D - Town Hall Meeting:

All ASB candidates are required to participate in a town hall meeting with the student body. The structure of this meeting is as follows: Each candidate will give a speech introducing themselves to the student body and stating why they want to be elected. This speech will be a max of 2 mins. Then all candidates will be asked two questions. One question they will have seen in advance and one they will have not seen and will need to answer on the spot. They will be given 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 they react under pressure. This meeting could be held in-person, via video livestream, or pre-recorded depending on school facilities and calendar.

#### Clause E - Voting:

Voting shall follow the delivery of the last of the ASB candidate speech. The votes will be collected via ballot on either paper or electronic form. All SHHS students are eligible to vote for ASB Officers. Ballots will be tallied by the Executive Elections Committee soon after the ballots close. Voting is majority rules. In the case of a tie, the Executive Elections Committee will hold a closed-door session to discuss the most effective tie-breaking option.

### **Section II - Class Office Elections:**

All those running for a class office shall fill out an application and will complete an interview with the Executive Elections Committee. After all interviews have concluded, the Executive Elections Committee 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. In the case of necessity to deliver speeches in a pre-recorded format (due to facilities, or social distancing) all candidates will be required to pre-record and submit a speech. All 9th Grade candidates will film a video speech that will be presented to their class at St. Helens Middle School. After the speeches/videos have concluded, a vote will be conducted via paper or electronic ballot.

#### Clause A - Application

The application will include short answer questions and one essay question along with asking for the applicant's cumulative GPA and the number of days absent the semester prior to elections. Students must also include at least two adult references such as former teachers or coaches. These references will be contacted by the Activities Director with specific questions (the same for all candidates) and those references will be shared with the committee.

#### Clause B - Interview:

All class officer applicants will be interviewed by the Executive Elections Committee. This interview will follow a strict outline. The Executive Elections Committee 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 standard questions, with clarifying and follow-up 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 C - Campaign:

Class officer campaigns are to take place the week following the announcement of selected candidates, leading up to the election. 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 (11x17 in maximum), digital posters for social media, 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 and by a designated deadline. Students who do not submit by this deadline may be disqualified from continuing to run for office. Guidelines pertaining to where posters can be hung and where they should and should not be printed is to be given to candidates prior to campaign week in a letter outlining the rest of the election process.

#### Clause D - Speeches:

Candidates for 10th-12th grade President and Vice President must give a speech in front of their class prior to election day. This could be done in person during a class election meeting, or via video show to members of their class depending on current facilities and school calendar. Speeches must be no longer than two minutes. Candidates for Secretary and Treasurer are not required to give a speech but will be introduced if the class election meeting is in-person or may be asked to provide a pre-recorded speech if speeches are being delivered via video.

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 and introductions shall be submitted to and reviewed by the Activities and Leadership Director for approval or revision by a designated deadline. Any revisions that need to be made will be communicated with the candidates before the speech is to be given. If this deadline is not met candidates may be disqualified.

Clause E - Voting:

Voting shall follow the delivery of the last candidate speech. The votes will be collected via ballot on either paper or electronic form. All SHHS students are eligible to vote for their Class Officers, and their Class Officers only. Ballots will be tallied by the Executive Elections Committee soon after the ballots close. Voting is majority rules. In the case of a tie, the Executive Elections Committee will hold a closed-door session to discuss the most effective tie-breaking option.

#### **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:**

To update and amend these bylaws a proposal of the suggested changes and additions must be submitted to the Activities Director and ASB officers. This proposal is to include the following sections: purpose, description, and expectation.

Clause A - Revisions:

If a revision to the bylaws is being requested a submission of current language and proposed new language must be submitted for review.

Clause B - New Amendments:

If proposing new rules/sections for these bylaws the new language along with the impact of inclusion of the new language must be submitted for review.

## **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 the revisions or amendments are 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 revisions or amendments being proposed are 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.