

**ASSOCIATED STUDENT BODY
CONSTITUTION**



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CONSTITUTION OF BREMERTON HIGH SCHOOL

Preamble

Bremerton High School Constitution

WE, the students of Bremerton High School, in order to form a more respectful student body in our pluralistic high school, will strive to treat each other with dignity and respect without prejudice or discrimination. Our school's code of conduct strives to eliminate statements between students which would be offensive based upon racial, religious, ethnic, or other moral reasons. WE are further committed to resolving conflict between ourselves through open communication and mediation before taking further action. WE endorse and support a smoke free and drug free environment. WE make these convictions based upon the welfare and creation of a positive school climate for all students and patrons who visit our school. - Associated Student Body of Bremerton High School

ASSOCIATED STUDENT BODY

ARTICLE I - BREMERTON HIGH SCHOOL A.S.B.

This organization shall be known as the Associated Student Body of Bremerton High School.

- Section 1. Membership. Active membership in the Associated Student Body shall consist of all students officially enrolled in Bremerton High School.
- Section 2. Division of Government. The Government of Bremerton High School shall be divided into two separate branches. They shall be titled the Executive Branch and The Legislative Branch.

ARTICLE II - BREMERTON HIGH SCHOOL CONSTITUTION

- Section 1. Amendments. A two-thirds majority vote of Student Council or an ASB sanctioned Constitutional Convention will be necessary to amend this Constitution.
- a. An ASB sanctioned constitutional convention will be held every year to update and ratify the constitution. Motions to amend any part of the constitution will be accepted throughout the convention. The convention can last as long as needed depending on topics of discussion.
 - b. During the Constitutional Convention all current ASB officers, class officers and Knight skills representatives and ASB and class officers for the upcoming year will automatically be known as delegates and have voting power during the Convention. Convention delegates also include Student Council alternates.

- c. Bills should be submitted two weeks early so that those persons who have similar bills may have time to collaborate and make one bill rather than having two or more bills of the same topic where by saving time at the Constitutional Convention.
- d. All changes made to the constitution during the school year will be provided to delegates prior to the Constitutional Convention.

Section 2. Distribution of Constitution. A written copy of the Constitution shall be available to any student who wishes a copy. These may be obtained in the Activity Director's office.

ARTICLE III - ELIGIBILITY

Section 1. **ACADEMIC ELIGIBILITY: ASB AND CLASS OFFICERS**

- a. Students participating in ASB must be enrolled in at least five classes. ASB officers may be subject to taking four (4) classes if they make prior arrangements with their ASB advisor. For officers who meet only the minimum of four (4) classes, attendance will be held to a strict standard and will be addressed by executive board and advisor if it becomes an issue. Class officers must be enrolled in four (4) classes. Students must be passing all classes in which they are enrolled to be eligible to participate
- b. Students participating must maintain a minimum of a 2.7 GPA during the current school year with no failing grades and AR's. Officers who drop below a 2.7 GPA or a failing grade will be questioned in an academic trial which may lead to probation. The committee will be composed of selected staff members and must include the students ASB/Class advisor and their counselor.
 - i. Grade checks will be accomplished using semester grades and progress reports, as applicable. Students failing to meet academic standards at the semester or progress ending period will be placed on up to five (5) week probationary period.
 - ii. Student Officers who fail to remove their deficiencies shall be removed from office.
 - iii. Students may appeal their ineligibility within three days of notification.

Section 2. Code of Conduct.

- a. All persons interested in running for election must not have committed any flagrant violations during the current school year, as outlined in the exceptional misconduct section of the student handbook.

- b. All major and minor officers are subject to a responsibility code of conduct. Major and minor officers are subject to the impeachment process put forth in Article X.
- c. Violations of the code of conduct shall be determined by the Impeachment Board for all major and minor officers.

ARTICLE IV - EXECUTIVE BRANCH

Section 1. Purpose. The officers of the Associated Student Body shall constitute the Executive Board, which shall be granted the authority over student affairs as per State Law.

Section 2. Officers. The officers of this organization shall be President, Vice-President, Secretary, Treasurer, Student Council Chairman, Interhigh Representative, School Board Representative and Student/Faculty Representative. Those running for ASB office must be members of the Junior class at the time of election, members of the Senior class at the time of office, and must not be planning to graduate after the first semester of their Senior year. To run for an ASB position, you must attend at least (5) classes at Bremerton High School. ASB officers may be subject to taking four (4) classes if they make prior arrangements with their ASB advisor. For officers who meet only the minimum of four (4) classes, attendance will be held to a strict standard and will be addressed by executive board and advisor, if it becomes an issue. Vacant positions may only be filled by upcoming Juniors meeting the requirements listed above, if no other upcoming seniors are running for that position.

a. Duties of Members of the Executive Board.

1. To obtain any of the following executive ASB positions, attendance at summer leadership camp is required. Failure to attend will result in forfeit of position.
2. President: The President shall preside over and set the time and agenda for all meetings of the Executive Board and shall be an honorary member of all committees. They shall have the power of appointment in accordance with this constitution.
3. Vice-President: The Vice-President shall be charged with the duties of any ASB officer in case of their absence. The Vice-President will serve as Vice-Chair of the Student Council.
4. Secretary: The Secretary shall keep the minutes of the Executive Board and of the Student Council. They shall also be responsible for keeping all documents and correspondence of the Executive Board.
5. Treasurer: The Treasurer shall work with the District hired ASB Treasurer. They shall assist in the keeping of all incoming and outgoing money of the Bremerton High School ASB in accordance with accepted procedures.

6. Student Council Chairs shall preside over all Student Council Meetings and the Constitutional Convention.

7. Interhigh Representative. This representative will serve as a liaison between other schools and the community in the promotion of good sportsmanship, and may be the chairperson of the sportsmanship committee and all activities related to sportsmanship.

8. Student/Faculty Representative: There is to be a sign-up sheet for all interested parties following the general election in the activities office for interested students to be interviewed for the position. This representative will then be interviewed and appointed by a committee which will include the following staff/student members: ASB Advisor, one department head, at least three (3) incoming ASB officers, current student faculty representative, and one administrator. If there is only one interested student, then they will be selected to serve in the position. The duties of the student/faculty representative shall be to attend BHS staff meetings serving as a liaison between the staff and students of BHS in an effort to build positive relations between staff and students. If the student does not attend at least two meetings by December without prior approval from their advisor, then they will be put on probation from office.

9. School Board Representative: There is to be a sign-up sheet for all interested parties following the general election in the activities office for interested students to be interviewed for the position. This representative will then be interviewed and appointed by a committee which will include the following staff/student members: ASB Advisor, one department head, at least three (3) incoming ASB officers, current school board representative, and one administrator. If there is only one interested student, then they will be selected to serve in the position, providing they meet the academic and behavior requirements. The duties of the School Board Representative shall be to attend the Bremerton School District Board meetings, serving as a liaison between the School Board and the students of BHS. If the student does not attend at least two meetings by December without prior approval from their advisor, then they will be put on probation from office.

b. Term of office. The terms of office for those officers listed in Section 2 shall be one school year.

Section 3. Vacancies: All vacancies in the Executive Council shall be reassigned (if so desired) by vote amongst current ASB Representatives. The remaining open position shall be filled with haste by turning in an officer qualifications form and two (2) letters of recommendation from teachers of BHS. Positions may be filled by upcoming Juniors if they meet all other requirements for election, and no other upcoming Seniors are available to fill the position. Then a committee consisting of current ASB Officers, ASB Advisor, and one administrator shall conduct an interview.

Section 4. Newly elected ASB officers will be inaugurated at an end of the year assembly.

Section 5. All candidates must attend a meeting to prepare for election campaign or meet with the ASB advisor if they can't attend the meeting.

ARTICLE V - LEGISLATIVE BRANCH

The Student Council shall consist of Knight Skills representatives, club presidents, sports and activities captains and elected class officers from each class. All student council members will receive a copy of the associated student body constitution for use in their Knight Skills_class. Extra copies will be available in the Activity Director's office upon request.

Section 1. Student Council.

- a. Students who attend running start or have a class at OC during Knight Skills will have access to student council meeting minutes.
- b. Knight Skills representatives may bring proposed issues from the classes that they represent for approval or disapproval before voting on the issues in the council. This will be enforced by the Chairman of the Student Council.
- c. The term of office for a representative shall be one year. If a Knight Skills representative is not doing their job, the class can choose to have re-elections.
- d. The Student Council may be divided into committees. The committees may be determined by the ASB executive council as they deem necessary. If a student feels that an issue arises in which a committee is necessary, they may submit their request to the ASB executive council and the ASB will either accept or deny the request. If denied, the student may submit the request to the Student Council to be put to a 2/3 majority vote.
- e. A chairperson may only chair one committee and be a part of one other.
- f. All committee meetings may be attended by every member of the school. Each student wishing to attend a meeting must have approval by the necessary administrative member. Input from students not part of the committee will follow parliamentary procedure concerning 'public input'.
- g. Each committee shall attend to all business required of them by the student council chair and the committee chair shall submit a written report of their activities to the Student Council and the Student Review Board.

Section 2. Procedural Requirements

- a. Duties of the presiding officers.

1. The student council chairperson shall organize the agenda for the scheduled meetings. They shall be responsible for informing all members of the meetings. If an impeachment board is needed, one will be randomly selected from the current classroom Knight Skills representatives. The vice-president shall conduct the meeting in case of absence of the student council chair.
- b. Legislative procedure.
1. Bills or other legislation will be considered in the Student Council. The Student Council shall act on all legislation passed and all recommendations of the Executive Board.
 2. All legislation or recommendations passed by the council and/or changes to the constitution passed at the constitutional convention are subject to review and approval by the high school administration and the Bremerton School Board of Directors.
 3. Any approved legislation or recommendation will be considered law. It will be sent to the Executive Board to be put into effect. The law shall be well presented to the Student Body. If two-thirds or more of the ASB petitions against the law, a special "yes or no:" vote will be taken in Knight Skills by the class representatives on a set date.
 4. All meetings held in accordance to this constitution shall follow parliamentary procedure.

ARTICLE VI - CLASS OFFICE

Section 1. Officers. Each class shall have a President, Vice-President, Secretary, and Treasurer and Student Council Representative. To run for a class office position, you must attend four (4) classes at BHS. Attendance will be held to a strict standard to all classes.

Section 2. Duties of officers.

- a. President: The President shall preside over all class meetings and shall be an honorary member of all committees. They shall have the power of appointment.
- b. Vice-President: The Vice-President shall be charged with the duties of any class officer in case of the officer's absence.
- c. Secretary: The Secretary shall keep the minutes of all class meetings and of all class officer meetings. They shall be responsible for keeping all documents and correspondence of the class.

- d. Treasurer: The Treasurer shall be responsible for the depositing and withdrawing of all class funds. They shall keep records of all incoming and outgoing money of the class in accordance with accepted accounting procedures.
- e. Student Council/Class Representative: There is to be a sign-up sheet for all interested parties following the general election in the activities office for interested students to be interviewed for the Student Council Representative position. This representative will then be interviewed and appointed by a committee which will include the following staff/students members: Class Advisor, one department head, at least three (3) incoming class officers and one administrator. A class officer and Student Council Representative shall be present at one meeting of the ASB Executive Branch per month. They shall also attend each student council meeting.
- f. Student/Faculty Representative: There is to be a sign-up sheet for all interested parties following the general election in the activities office for interested students to be interviewed for the Student/Faculty Representative position. This representative will then be interviewed and appointed by a committee which will include the following staff/student members: Class Advisor, one department head, at least three (3) incoming class officers and one administrator. The Student/Faculty Representative shall be present at one meeting of the ASB Executive Branch per month.

Section 3. Term of office. The term of office for a class officer shall be one-school year.

Section 4. Vacancies. Vacancies in class offices are to be selected by a committee consisting of class officers, class advisor, and the ASB Executive Board. The office of President shall be filled by the Vice-President in case of vacancy. Vacant positions will be posted in the bulletin for one week. Eligible applicants will be interviewed and selected by the afore-mentioned committee.

Section 5. All candidates must attend a meeting to prepare for election campaign or meet with the class advisor, if they can't make the meeting.

Section 6. Teachers or staff interested in advising ASB, Seniors, Juniors, Sophomores or Freshman class officers must submit a letter of interest to be reviewed by the current year's ASB executive board, an administrator and the activities coordinator, as well as incoming ASB executive board. Each class will be appointed their own advisor, where possible.

ARTICLE VII – STUDENT GOVERNMENT DUTIES

Section 1. **ASB Officers' Duties:** The ASB Officers' duty is to fairly represent the entire student body. They will be in charge of Homecoming festivities, including the dance and football half-time show. They will also have the duty of organizing and executing all spirit weeks, pep-assemblies and talent shows unless they have given prior approval to another school

club/organization to host themselves (i.e. the Spring Talent Show is often executed by the Choir). They will also be in charge of maintenance of the Student Recognition Center.

Section 2. Senior Class Duties: The Senior Class officers' duty is to fairly represent the senior class. They will be in charge of all aspects of the Prom. They will conduct speaking and performance tryouts for graduation and Senior Tea. They will arrange for graduation announcements, cap and gowns, etc. to be able to be ordered by Seniors through a professional company. The officers will collaboratively choose a gift to donate to the school. They will also be in charge of the third floor hallway decorating.

Section 3. Junior Class Duties: The Junior class officers' duty is to fairly represent the junior class. They will be in charge of conducting tasks specified by the ASB and Senior class officers to assist with Homecoming Coronation, Senior Tea, Prom, and Graduation. They may organize a spring function and are to head the concession stands. The officers will decorate the second floor.

Section 4. Sophomore Class Duties: The Sophomore class officers' duty is to fairly represent the sophomore class. They will be responsible for decorating the first floor hallway.

Section 5. Freshman Class: The Freshman class officers' duty is to fairly represent the freshman class. The officers will be in charge of decorating the freshman hallway.

Section 6. It is the responsibility of all elected officers to enact the impeachment process if any of their fellow officers are not fulfilling their responsibilities.

ARTICLE VIII- ORGANIZATIONS AND CLUBS

Section 1. Organizations shall include all groups that receive ASB funding for co-curricular activities.

Section 2. Clubs include all groups not receiving ASB funds. To run for a club president position you must attend at least three classes at Bremerton High School.

a. All clubs should keep track of a list of what activities performed and how successful they were.

b. All students who participate in off-campus club activities supported by ASB funds may be asked to purchase an ASB card. However, all students may participate in on campus club activities regardless of whether they have purchased an ASB card.

c. All club's monies shall be deposited with the ASB and may be withdrawn through accepted procedures.

d. Any new club or organization must present a written constitution to the Executive Board for approval before being accepted as an official organization. The

Executive Board must meet with the intention to pass or fail this constitution at the next student council meeting.

e. All advertisements for clubs must be approved by the club advisor prior to being displayed in the school or community.

ARTICLE IX - VOTING

Section 1. Voting for all ASB and class elections shall take place on a date chosen by the executive board in accordance with any time restrictions related to the vote. The executive board will determine the method of distributing and collecting the ballots. The faculty shall count the ballots to determine the outcomes.

Section 2. Those students who know they will be absent for an excused reason and can show proof of their absence, shall be granted an absentee ballot. The absentee ballot must be turned in before the election takes place.

Section 3. Election procedures. The following are to be official election procedures:

- a. A candidate's campaign will not exceed \$50.00
- b. Each candidate will submit an expense account at the close of his/her campaign upon request of the ASB advisor.
- c. There will be no campaign demonstrations during class time.
- d. Adhesive backed stickers may only be used on personal property.
- e. No signs may be larger than 36" by 36", excluding commons.
- f. Signs are allowed anywhere as long as they don't cause damage, are a distraction to learning or a safety hazard.
- g. Signs must be school appropriate and may contain information about the candidate. However, the posters may NOT contain any vulgar images, profanity, or anything else considered rude and inappropriate. All students running for office must have their posters approved and signed by the Dean of Students and the ASB advisor prior to hanging them. Signs may be posted up to seven (7) school days before the election and must be removed by 2:30 pm the day before the election. If the candidate fails to do so, they may be removed from the running.
- h. Any intentional violation of election procedures will possibly result in disqualification.

- i. Each candidate for an ASB position or class position must return an officer qualification form, and have two (2) letters of recommendation. With at least one (1) teacher recommendation.
- j. Only those candidates who have returned completed applications by the designated deadline date shall enjoy the privilege of giving a video speech and of having their name printed on the official ballot.
- k. Any student may run for office if he/she is eligible under co-curricular eligibility guidelines.
- l. The Executive Board shall determine the date of the primary election.
- m. No supplies purchased with ASB Funds may be used in candidates' campaign.

ARTICLE X- IMPEACHMENT

Student Council may remove any ASB & Class officers from office for incompetence (inability to perform duties), negligence (failure to perform duties), or for violating the code of conduct set forth in Article III, Section 2. If over half of the Student Council members sign a list of charges against an officer, they shall be brought to trial in front of the Impeachment board. The impeachment board will consist of three students from each grade and the current ASB Executive Officers. If the Student Council chairman is indicted, the Vice President of the ASB shall preside. If two-thirds of the Impeachment Board votes guilty, the officer shall be removed and replaced in line with Constitutional guidelines. Only one officer may be tried at a time. If an officer is removed from office they will be put on a one year probationary suspension where they will be unable to run for another position.

Under special circumstances, the activities coordinator, ASB advisor and an administrator shall have the authority to remove an officer from their position. Special circumstances include: a. More than 25 unexcused class periods in a six week grading period. b. Unexcused absence at more than three (3) meetings. If there is a conflict, the officer is to make prior arrangements with their advisor. c. Suspension or expulsion from school. d. Facing criminal charges. Officers shall be placed on probation until the outcome of the criminal charge is determined. If the officer is found guilty, they are removed from office immediately. If the charges are dropped or the officer is found not guilty, they may remain in office after going through the impeachment board.

Impeachment of club officers will be for that respective club to decide.

ARTICLE XI- RIGHT TO PETITION

After all other avenues to resolve a problem have been exhausted or students would like to originate a new procedure, the petition process will be used.

- Section 1. Any member of the Associated Student Body of Bremerton High School has the right to originate a petition.
- Section 2. Forms will be available at the Activities Office.
- Section 3. Petitions will be checked by the Student Council for verification of signatures.
- Section 4. A petition concerning the ASB needs to consist of at least one-third of the student body's signatures.
- Section 5. Petitions concerning the class must consist of as least one-third of the signatures of the class.
- Section 6. Any petition may be vetoed by the Student Council if a two-thirds vote is attained.
- Section 7. Once the petition has been signed and verified it will go to the appropriate governing body of action. Any action is subject to review and approval by the high school administration.

ARTICLE XII- SCHOOL COLORS, MASCOT, AND EMBLEM

- Section 1. Colors. The colors of this school shall be royal blue and gold.
- Section 2. The mascot shall be a Knight.
- a. Requirements. For requirements, see Bremerton High Knight Requirement Policy (#79-80-001).
- b. The selection board for the Knight shall be: the outgoing Executive Board, ASB Advisor, and the current Knight.
- Section 3. The official emblem will be a Knight on a horse carrying a lance surrounded by a major arc with Bremerton High School written upon it. The official school spirit symbol shall be a spirit stick. The second place symbol will be a spirit shield.
- Section 4. The remaining class funds from the graduating class will revert to the ASB account in two years.
- Section 5.* On Spirit Week color war days, Freshman are to wear white, sophomores are to wear gold, juniors are to wear blue, and seniors are to wear blue and gold. Only seniors will be permitted to wear crowns and tutus.
- Section 6* In the case of a lost or damaged spirit award, the class that received it is responsible for replacing it.

ARTICLE XIII - OFFICIAL LETTER

- Section 1. The official athletic varsity letter of Bremerton High School shall be a block "B". The official letter for other competitive extra-curricular activities shall be a script "B". Each shall be a gold letter with a royal blue background.
- Section 2. An official varsity block letter shall be given for all varsity sports. For the purposes of awarding an official varsity block letter, the definition of a varsity sport is: a competing extra-curricular activity which is not a credited class and whose participants comply with BHS Athletic Policies.
- Section 3. Each Head Coach/Advisor shall state in writing at the beginning of the activity the requirements to receive the official varsity letter or symbol in the activity.
- Section 4. Managers will receive the letters MGR after participation as a manager for a varsity sport.
- Section 5. The cost of all letters and symbols shall be deducted from the athletic general fund. The cost of any awards shall be deducted from the activity budget awarding them.

ARTICLE XIV MURALS

All murals inside or outside of the Bremerton High School building except for senior class gift shall first be presented and approved by the Student Council with a two-thirds majority vote. The Principal and School Board must also approve. If approved, Student Council shall work with Administration for an appropriate space.

ARTICLE XV - ASB CARDS

- Section 1. Each school year, members of the Bremerton High ASB, including all class officers and any student wishing to letter in any activity (i.e. athletics, music, academics, etc.) must purchase an ASB sticker for their ID card in order to participate in co curricular activities funded by ASB.
- Section 2. Non-members (***Home school and Running Start***) who wish to participate in co curricular activities at Bremerton High School must pay a user fee in the amount of one-half the cost of the ASB card. The fee must be paid for each activity in which the non-member wishes to participate; however, the total fees charged in one school year shall not exceed the cost of an ASB card.
- Section 3. Participants who are not financially able to meet the requirements of this article should see the coach and/or counselor.

Section 4. Students that do not purchase ASB cards must obtain a student identification card provided by the school. Students shall be required to bring school I.D. or ASB cards to purchase dance tickets and attend dances.

ARTICLE XVI - FINANCE

Section 1. All money raised by the ASB or by organizations receiving funds from the ASB shall be put into the ASB accounts.

Section 2. Funds can only be withdrawn by a requisition signed by the ASB Advisor, Club Advisor, Club President, the ASB Treasurer or President and the Athletic Director or Dean of Students. In the absence of the ASB President or Treasurer, the Vice-President may sign the requisition in their place.

Section 3. All funds collected shall be deposited to the school district business office through the Bremerton High School Office, in accordance with approved accounting procedures.

Section 4. All purchases made by ASB or organizations receiving funds must be approved by the ASB Treasurer before the purchase. Failure to do so will exempt the Bremerton High School ASB from paying that bill, thus resulting in the responsibility of payment for the purchase going to the advisor of that organization.

Section 5. All fundraiser proposals must appear before the ASB Executive Board for approval at least two weeks prior to the date of the fundraising activity.

Section 6. Budget: All activities requesting funds from the ASB will submit a budget to the ASB Treasurer in March. In subsequent meetings, the coach/advisor may be called in for oral explanation.

Section 7. Any club or activity that wishes to borrow money from ASB to fund an event, fundraiser, etc. must make a proposal in which the club advisor and president will present it to the current ASB officers and advisor. The club must pay back ASB for the total amount of money borrowed as soon as possible.

ARTICLE XVII - PARKING LOT

The parking lot shall be open for all ASB students regardless of class as long as they have proof of insurance and their vehicles display Bremerton High School student parking stickers, which will cost \$10 with ASB and \$15 without an ASB card. Students may not park in spaces reserved for cafeteria workers.

There shall be assigned parking in the student parking lots. Juniors, Sophomores and Freshman can only park in the upper parking lot.

Seniors will receive a gold sticker. Other students will be issued a blue sticker.

ARTICLE XVIII – DAILY BULLETIN

Every student has the right to read or see the announcements.

ARTICLE XIX - CLASS RANKING

Section 1. Each year the top student (1st in class) in the senior class will be named the valedictorian of the senior class and will reserve the right to give the valedictory (farewell speech) at graduation. Each year the student of the second highest rank in the senior class will be named the salutatorian of the senior class and will reserve the right to give the salutatory (welcome) at graduation.

Section 2. To determine the valedictorian and salutatorian only, the top 5% of the graduating class will be diagnosed on a 5.0 scale (where an A in an AP class will count as 5.0 points, a B 4.0 points, etc.)

If there is more than one student ranked first or second in the senior class, a board consisting of the department heads and the principal will review the students' transcript and academic achievements only taking into account difficulty of the student's current and past classes as well as the grades received. If the students being considered have similar academic achievement records, the students ranked first in the senior class will undergo an interview relating to the students' academic plans and academic achievements. The board will then select the senior class valedictorian and the salutatorian.

ARTICLE XX - CORONATION

Voting for homecoming court shall be cast by seniors only, and only seniors may be on the ballot. 10 girls and 10 boys with the highest votes, as counted by the administrators, shall be named to homecoming court as "Lords and Ladies." Of those 20 students, seniors will vote again for 5 girls and 5 boys. Those 10 members of court will be named "Princes and Princesses". The boy and girl with the highest amount of votes from that ballot shall be named King and Queen at the Coronation Assembly.

The boy and girl who are elected as Homecoming King and Queen may NOT be elected as Prom King and Queen.

ARTICLE XXI – KNIGHTING

Information to be added by upcoming & incoming ASB officers.