

# The Constitution for the Student Body of Henry M. Jackson High School

REVISED SEPTEMBER 2018

## Preamble

We, the students of Henry M. Jackson High School, in order to promote equal rights for all students, to provide a structure for the Associated Student Body government, to ensure respect between students, teachers, faculty, and the community, and to serve as a mediator for the student body, establish this Constitution for the students of Henry M. Jackson High School.

### **Article I: Name**

Section 1: The name of this school shall be Henry M. Jackson High School and the organization that shall govern over the student body shall be here and after referred to as the ASB of Henry M. Jackson High School.

### **Article II: School's Identity**

Section 1: Henry M. Jackson's school colors shall be forest green, white, and black and the mascot shall be the Timberwolf.

### **Article III: Membership**

Section 1: This Constitution applies to all registered students of Henry M. Jackson High School.

Section 2: All officers, representatives, and members of an ASB sponsored organization must hold a valid ASB card. Any club or athletic program must create a way to check for valid ASB cards.

Section 3: Any registered Jackson student with a valid ASB card is an ASB member.

### **Article IV: Student's Rights**

Section 1: Every student has the right to be respected and treated fairly by all staff and students, regardless of age, gender, nationality, religion, appearance, or personal views.

Section 2: All students have the right to express their opinions about the student government orally or in written form, as long as it conforms to the rules and regulations of Henry M. Jackson High School, and the Everett School District.

Section 3: Any student has the right to participate in any election as long as he/she abides by the ASB Constitution and election rules while also meeting candidacy requirements which include:

- All candidates must have a cumulative GPA of 2.75, Candidates who do not meet the 2.75 GPA have the ability to waive this requirement if they meet with an administrator. The candidate can run for office if an administrator and the ASB Advisor both give their final approval.
- All candidates must be passing all classes they are registered in.
- All candidates will be held to the Athletic Code & ASB Code of Ethics
- All candidates must be ASB card holders
- Candidates may be Sno-Isle and Running Start students
- Must be on the Jackson campus 4 of 7 periods, including ASB
- ASB Leadership class will meet “0” period, therefore, candidates cannot take another “0” period

Section 4a: If a group of students feel they are not being fairly represented by the student government, they may appoint an individual to represent them in the Congress as a member of the Senate. The Senate will vote and if a majority of 50% + 1 approve, then this group will be represented in the Congress and will attend Senate meetings and vote as a member of the Senate.

Section 4b: No student may sign a petition twice. No teacher may sign a petition. All petitions must be submitted to the ASB Executive Cabinet. A student may not sign a petition for two opposing candidates or issues.

Section 5: If any student wishes to have an issue brought up at a Senate meeting, he/she must submit the issue to the President before the agenda is created. They may be present to help promote their issue to the Senate. The Senate would first hear the issue, as according to the ASB meeting structure. (*See Article VI, VII, and XI*).

Section 6: A student body member who has requested to be put on the agenda may present his/her non-financial proposal during new business. A proposal must be passed by a majority of 50% + 1 vote of the Executive Cabinet, and then the Senate. Then must be passed by a majority 50% + 1 vote in the House.

## **Article V: Executive Cabinet**

Section 1: The Executive Cabinet is made up of the Executive Board and the Class officers. Each class will elect a President, Vice President, Secretary, Treasurer, and Activities Coordinator. Each member of the Executive Cabinet, including class officers, is to be enrolled in the ASB Leadership Class. The Freshmen class officers are required to enroll in the ASB Leadership Class following their election in September.

Section 2: The Executive Board consists of elected officials voted on by the entire student body. These officers include the ASB President, Vice President, Secretary, Treasurer, Activities Coordinator, and Public Relations Officer. The Executive Cabinet members agree to attend the Cispus Leadership Conference during the summer. Should an officer resign, be impeached, or is unable to attend, the charge of the Leadership Camp will be assessed the individual leaving the position.

Section 3: The Administration has the final vote on a motion of subject. The only person(s) that has the authority over the Executive Board will be the Principal or his/her designee, and the Activities Director or his/her designee.

## **Article VI: Senate**

Section 1: The Senate shall be made up of ten (10) voting members from each class, and one member from each sport and club.

Section 2: The Senate members can be appointed by Class officers and are required to submit a Congress Application to the ASB class advisor. Any student who would like to go to a senate meeting can freely attend.

## **Article VII: How A Motion Becomes Final**

Section 1: A 50% + 1 majority vote is needed by the Executive Cabinet is necessary for a motion to be finalized. A 50% + 1 majority vote is needed by the Executive Cabinet and Senate is necessary for a motion to be finalized on non-monetary proposals, which will be discussed at all Senate meetings.

Section 2a: All issues are first brought to the Executive Board, unless it is a new club. If it is a new club seeking admittance to ASB, the Executive Cabinet has to make a motion and pass it by 50% + 1. The Executive Board is only allowed to pass motions if the cost is below the sum of one thousand dollars.

Section 2b: Only motions that exceed the sum of one thousand dollars must be brought let known to the Senate and House of Representatives.

Section 3: A motion will not pass if the number of abstentions could sway the vote either way; the motion will be revisited.

## **Article VIII: Officers and Their Duties**

### **Executive Board**

#### **Section 1a: ASB President**

The duties of the ASB President are as follows: to preside over the Executive Board, Executive Cabinet, the Senate, and the House of Representatives; to report the status of the meetings to the Principal; to report the status of main issues to the associated student body; to be, along with the Vice President, a reference on the Henry M. Jackson Constitution. He/she will also represent Jackson High School at LASC Interhigh meetings; he/she must report to the ASB Executive Board, Cabinet, and both Houses of Congress on LASC Interhigh news and be actively involved in the activities of the LASC Interhigh. He/she has the deciding vote in both Senate and House meetings when there is not a 50% + 1 majority. If there is no tie in voting, the President does not vote, (except in ASB Executive Board meetings). He/she also agrees to attend and lead both Senate and House meetings in an unbiased manner.

#### **Section 1b: ASB Vice President**

The duties of the ASB Vice President are as follows: he/she should be prepared to assume the duties of President at any time; he/she can vote at any of the Executive Board or Senate meetings; he/she is the authority on the Henry M. Jackson Constitution, and along with the President should serve as a reference to it; he/she is in charge of the revision process of the Constitution. He/she also agrees to attend both Senate and House meetings.

#### **Section 1c: ASB Secretary**

The duties of the ASB Secretary are as follows: to keep minutes at all meetings of the Senate, House, Executive Cabinet and Executive Board. At the beginning of each meeting the Secretary will read the minutes from the previous meeting. The Secretary will distribute a typed copy of the minutes to the officers at least three (3) days after the meeting. He/she must keep attendance records at meetings and

include it in the minutes. The ASB Secretary, is responsible for compiling and distributing written Class Reports, Activities Reports, and Treasurer's Reports at each House of Representatives. He/she also agrees to attend both Senate and House meetings and he/she creates and distributes the Agenda prior to each Senate and House meeting. He/she also is in charge of preserving all records and passes them down for future preservation.

#### Section 1d: ASB Treasurer

The duties of the ASB Treasurer are as follows: has a working knowledge of the financial position of the Executive Board, Executive Cabinet, and both houses of Congress; he/she understands school and district policies regarding the use of school funds; he/she makes sure that all projects and activities are cost efficient. The ASB Treasurer advises on the availability of funds for activities. He/she will report the financial status of the ASB account at the beginning of each Senate and/or House meeting and will give a typed copy of the Treasurer's report to the ASB Secretary. He/she also agrees to attend both Senate and House meetings.

#### Section 1e: ASB Activities Coordinator

The duties of the ASB Activities Coordinator are as follows: he/she is in charge of planning and coordinating activities; he/she works with the ASB Treasurer planning fundraisers; works closely with the Activities Director to carry out the schedule of Activities on the ASB calendar. He/she also agrees to attend both Senate and House meetings.

#### Section 1f: ASB Public Relations Officer

The duties of the ASB Public Relations Officer are as follows: he/she is in charge of making daily announcements; he/she works with clubs and sports as the liaison for recognition. He/she also agrees to attend both Senate and House meetings.

#### Section 1g: Technical Enhancement Officer

A technical enhancement officer may be appointed to ASB by the executive board through an interview process. They will assist ASB with sound and lighting if needed, as well as other technology-related duties. They can voice their opinions on issues in the class and are a voting member.

### **Executive Cabinet-Class Officers**

#### Section 2a: Class President

The duties of the Class President are as follows: to speak on behalf of the Class at ASB Senate meetings and to chair Class meetings. He/she agrees to attend ASB Senate meetings. He/she is also responsible for providing reports to the Senate.

#### Section 2b: Class Vice President

The duties of the Class Vice President are as follows: to represent the Class at ASB Senate meetings and to be prepared to take over for the President in an emergency or in his/her absence. He/she agrees to attend ASB Senate meetings.

#### Section 2c: Class Secretary

The duties of the Class Secretary are as follows: to take minutes at all Class meetings; to read the minutes from the previous meeting; to keep an accurate record of past minutes; to give the ASB Secretary a copy of the minutes by the following ASB Senate meeting; to include any pertinent information in the class report at the ASB Senate meetings or in the written House class reports; and to keep accurate attendance record. Attendance must be recorded in the minutes of the meeting. This attendance is then given to the ASB Secretary. He/she is also jointly responsible for working with their Class President to provide written class reports to the ASB Executive Board before every monthly House of Representative meeting. He/she agrees to attend ASB Senate meetings.

#### Section 2d: Class Treasurer

The duties of the Class Treasurer are as follows: to know the financial position of the Class; to work with the Activities Coordinator in planning fundraisers; to make sure that all projected activities are cost efficient; to know and understand school and district policy regarding the use of school funds and to provide a Treasurer's Report to the ASB Treasurer no later than one school day after a Class meeting; to fill out purchase order forms and fundraising intent forms. He/she agrees to attend ASB Senate meetings.

#### Section 2e: Class Activities Coordinator

The duties of the Class Activities Coordinator are as follows: to be in charge of planning class activities; to work with the Treasurer in planning fundraisers and to work closely with the ASB Activities Coordinator and Activities Director. He/she agrees to attend ASB Senate meetings.

### **Article IX: Order of Succession**

Section 1: If the ASB or Class President is unavailable (due to impeachment, resignation, injury, vacation or any other case not aforementioned) the Vice President will take his/her place. If the Vice President were to become unavailable for any reason then the Secretary would take the job of President. If this were to be a long-term situation, the positions of Vice President and Secretary would be appointed (*See Section 4*).

Section 2: If the Vice President were to become unavailable and the President was still in office, the Secretary would keep his/her office and take over the office of Vice President. If this were a long-term arrangement, a new Secretary would be appointed (*See Section 4*).

Section 3: If any other officer were to become unavailable, that office would be filled by the process of application by asking the previous candidates of that position first, and appointment (*See Section 4*).

Section 4a: The process of application and appointment is as follows: students that wish to fill the void in the student government would have to complete the application process. Applications would be reviewed by an election committee and voted upon by said committee. This committee will consist of the ASB Executive Board, one person from each class of the position being filled, and the ASB advisor. The ASB Advisor will not cast a vote in the committee.

Section 4b: A qualified applicant for an open ASB position is the runner(s) up for the position or any class position. If there are no willing runner up(s) to fill the position, a member of that class's Congress may apply for the position.

## **Article X: Elections**

Section 1: Elections for the subsequent school year are to take place no later than six (6) weeks prior to the end of the school year. Freshman elections will take place within the first four weeks of the first semester unless other plans have been made by the previous Executive Board and both houses of Congress. The Class elections will take place no later than 2 months after Executive Board elections. Petitions for Class Congress will be available immediately following Class elections from the Executive Board.

Section 2a: Each designated class representative, activity, club, and sport will select one representative and/or the treasurer and/or the president from their respective organization for representation. House of Representatives elections will take place the first month of school each year and may be repeated at the end of first semester. If a club, sport, or activity, entering second semester, have different officers, the selection process will repeat. The House of Representatives members will meet approximately once a month.

Section 2b: It is noted that prior to the 2004-2005 school year, Henry M. Jackson operated on a 4-period day, and representatives were elected from second period classes. A change was made to third period representation to best fit the new six-period day system. The Executive Board, along with the ASB Advisor and administrators, may in the future change the period in which class

representatives are elected in order to best correspond to any future scheduling system. Be it also noted that Break time, introduced to Henry M. Jackson in the 2006-2007 school year, falls just before third period, and representatives shall be selected from each second period class.

Section 3: Executive Cabinet or Congress members may not be third period representatives, but can report to their respective third period class if the representative cannot.

Section 4: The Officer's term begins in the end of May and ends in the end of May of the following year. Officers will still need to attend ASB until school year ends for attendance reasons. An officer can hold the same position for up to four (4) terms. He/she must go through the election process each time. He/she can be elected to another office during elections and start serving their new term after they have completed one (1) to three (3) terms. No officer can hold more than one office at a time.

Section 5: The ASB Advisor will oversee the elections, but the election process will be conducted by the students.

Section 6: All campaign signs must be removed within 24 hours following an election. Signs may not be visible around the polling place on Election Day. Candidates are responsible for all signs and campaign materials bearing their name.

Section 7: In the event an election is compromised a) either due to a discrepancy in voter numbers and ballot numbers equaling 5% or more of total ballots cast; or b) due to excessive pressuring in support of a particular candidate by polling workers, a re-vote will be held. The re-vote for either ASB or Class elections will be held one (1) week after the original compromised election. Candidate speeches will not be held again, however candidates will be allowed to continue their campaign until the end of the day of the re-vote.

## **Article XI: Meetings**

### **Senate**

Section 1a: The Senate consists of the Executive Board, all Class Officers, the appointed Class Congress members, and sports and club representatives. The Senate meets every other Thursday morning before school, but the Executive Board can cancel meetings due to a sparse agenda and call for more meetings if so required.



Section 1b: Quorum for the Senate is 4/6 of the Executive Board, 3/5 of Class Officers, and 7/10 Class Congress members. Leadership representatives do not vote, and only present to the Senate if they wish.

Section 1c: A motion will not pass if the number of abstentions could sway the vote either way; the motion will be revisited. A motion must first be made to vote on a proposed bill, and then that motion must be seconded in order for a vote to take place in the Senate.

Section 1d: The Executive Cabinet is heavy in debate. This allows for a review of all issues presented to the Senate. The Senate's purpose is mainly that of a review board. Material and motions presented to the Senate are to be fine-tuned and deemed acceptable before approval, and any motion considered unacceptable, inappropriate, or inadequate should be voted down or modified.

Section 1e: If a motion is approved by the Senate, it is not yet final. Approval by the Senate only allows for that motion to be presented to and voted on by the House of Representatives.

### **House of Representatives**

Section 2a: The House of Representatives consists of a representative from each designated third period class, club, sport and activity and is presided over by the ASB Executive Board. The House of Representatives will meet approximately once a month. The Executive Board can call for more meetings if so required.

Section 2b: Quorum for the House of Representatives is 2/3 of all representatives from each sport, club, activity, and class representatives. Leadership representatives do not vote, but must present to the House.

Section 2c: The ASB Executive Board runs the House meetings and presents to the House the motions that have already been approved by the Senate. Representatives of the motions (i.e. the presenters of new clubs, proposed recipients of funds, etc.) should also attend. After they have presented to the House, the Executive Board and representative of the bill or motion then answer all questions of House members.

Section 2d: If a motion is made (and seconded) to approve a bill, the House votes. If the motion is successfully approved, the bill is finalized. If it is struck down in the House, the bill fails. All attempts to re-present the bill with changes must start in the Senate.

Section 2e: After the House of Representatives meeting is adjourned, second period representatives are to report back to their third period classes and present to their classmates the following: The Class Reports, the Activities Report, and the general goings-on of their meeting and what was discussed and/or accomplished in that House meeting.

Section 2f: After the House of Representatives meeting is adjourned, representatives from each sport, club, activity are to report back to their respective group. Leadership representatives do not vote.

### **General**

Section 3: The students must have at least two (2) days notice before a meeting is held except when an emergency meeting is called.

Section 4: Agendas will be in the following order:

- Call to Order
- Attendance
- Reading of Prior Minutes
- Class/Committee Reports (may be delivered in print)
- Activities Report (may be delivered in print)
- Treasurer's Report (not required)
- Leadership Report (mandatory at House only)
- Old Business
- New Business
- Final Announcements
- Adjournments

Section 5a: Class Congress must consist of at least 10 members, but can consist of more. However, there are only 10 voting members of each Class Congress at each Senate meeting. The removal of class Congress members is decided upon by the class officers.

Section 5b: An unexcused absence will be hereafter known as follows: an absence taken without prior notice and reasonable cause given for the purpose of said absence to fellow officers, alternate representative, Executive Board or Congress.

Section 6: If a House member has an unexcused absence from a House meeting, they are to be warned of the consequences of missing another meeting. If a House member has two unexcused absences from House meetings, they are to be

replaced by an alternate club, sport, activity or class representative. The ASB Executive Board monitors absences and informs representatives of their removal.

Section 7: If an officer is to report to more than one meeting at the same time, the officer must follow this rank order of meetings:

- Executive Board
- Executive Cabinet
- Senate
- House of Representatives
- Class/Activities

## **Article XII: Committees**

Section 1: When a committee is needed, the chair of each committee shall be an Executive Board member.

## **Article XIII: Clubs and Groups**

Section 1: If a club or group wishes to be recognized officially or use or have access to ASB funds, they must be approved by the ASB Executive Board and both houses of Congress. To become an official club, a petition must be filed with the ASB containing twenty-five student signatures. The petition must also contain a club constitution, a list of officers, an advisor, and complete a school cleanup one time during the year.

Section 2: A 50% + 1 majority is necessary by the Executive Board, the Senate, and House for a club to be recognized by the ASB.

Section 3: Clubs must inform the ASB Activities Coordinator, the ASB Vice President, and/or the ASB Secretary when their club meetings will take place.

Section 4: If a club or group disobeys school or district rules or regulations or does not meet the expectations of the ASB Executive Board, Cabinet, or either house of Congress, the ASB can immediately withdraw funds. (*See also Article XIV, Section 6 and 7*).

Section 5: All new clubs may request a seventy-five dollar startup fee. This is given to them if they complete one fundraiser and two (2) community service events.

## **Article XIV: Funds**

### **One-third Policy:**

Section 1: Clubs will be encouraged to raise their own funds with the best effort, and may be allotted funds by the ASB proportionate to the amount they've raised with consideration to the size of the organization, up to one third of the total cost.

Based on availability of funds, clubs and athletics can ask for more funds, and approval will be determined on a case-by-case basis.

Students who have raised the funds should aim to spend them in that current year. Funds for competitions will be reviewed on a case by case basis, but under the same basic criteria as other fund requests.

If a club or group wishes the use of ASB funds, they must bring their proposed motion before the Executive Board. If the request exceeds \$1,000.00, the Executive Cabinet. Clubs and teams requesting funds from the ASB for state and national competitions may receive no more than one-third of the total cost from ASB. (See first paragraph). After funds are passed, ASB Executive Board must notify both the House and the Senate.

Section 2: Funds cannot be used for personal gain. If funds are found missing, any member from the Executive Board will immediately alert the Principal and/or his or her designee and the authorities. If someone is found guilty of using school funds for personal gain, or unauthorized usage of funds, that officer will immediately go before an impeachment committee and may face legal action.

Section 3: All officers must follow district and state policy regarding usage of school funds.

Section 4: All funds raised, distributed, or otherwise collected must be deposited into the ASB treasury as soon as possible.

Section 5: The budget planning for the ensuing year will begin in January of the preceding year. The budget committee shall consist of the current ASB President, the new ASB President, the ASB Treasurer, and the new ASB Treasurer. Any other members of the Executive Cabinet can also be members of the budget committee, but it is not required. Adoption of the budget shall be the first order of business as the budget deadline approaches in April.

Section 6: At the beginning of each school year, each club must submit to the ASB Executive Board the names of their officers, advisor, and their meeting times. If a club does not submit this information by the beginning of second semester or does not meet regularly, the club is considered disbanded and any

funds in the account of said club are removed (and the club's account is closed) and placed into the ASB Reserve Account.

Section 7: Class accounts that remain open and contain funds for more than six (6) months after the graduation date of said Class will have their Class account closed and all funds from said account moved into the ASB Reserve Account.

## **Article XV: Code of Ethics**

Section 1a: No officer or candidate for office can disobey any of the following rules:

- Cannot use illegal drugs
- Cannot use alcohol
- Cannot use tobacco products on school property
- Cannot disobey any state or federal law
- Must follow all school rules
- Must follow the Athletic Code of Conduct
- Must have at least a 2.75 GPA or must talk to administration
- Must attend four periods a day out of seven at Jackson
- Actions must positively represent Jackson student body

Section 1b: Members of Class Congress and House members cannot disobey any rules of above Section 1a, with the exception of “must have at least a 2.75 GPA.”

Section 2: All rules must be followed before, during, and after school.

Section 3a: If any officer is found in violation of any of these rules, he/she must immediately go before an impeachment committee. However: a) there are no grounds for impeachment if the state or federal law that is broken is the result of a minor traffic violation; and b) there are only grounds for impeachment if the school rule that is broken results in suspension or expulsion from school.

Section 3b: Any member of a Class Congress or a House member that is found in violation of these rules will go immediately before an impeachment committee which will then consider said person's removal from their respective governing position, or whether to issue a warning that will be recorded in the impeachment committee's (Executive Board's) minutes. A majority vote by the impeachment committee is needed to remove said member of Class Congress or the House of Representatives. The voids in these positions are filled by the process of application and appointment (*See Article XVI, Section 2 or Article XI Section 5a and 5b*).

Section 4: Class and ASB officers must attend ASB Leadership class during zero-hour on every school day.

### **Article XVI: Resignation**

Section 1: If a member of the Executive Cabinet, Senate or House wishes to resign, he/she must submit a letter giving reasonable explanation two weeks before he/she wishes to leave their respective position.

Section 2: During the two weeks after the receipt of a letter indicating an member of the student government is resigning, the Executive Board must begin the process of appointing another official to fill the vacancy by the process of application and appointment. If a Class Officer resigns, an Election Committee will be formed (*refer to Article IX, Section 4*). If a Class Congress member resigns, that class' respective officers are responsible for finding a replacement through their proper method. If a House member resigns, the alternate takes his/her place and a new alternate is elected from their respective second period class.

### **Article XVII: Impeachment**

#### **Impeachment by Committee**

Section 1: If a member of the Executive Board, Cabinet, or either House of Congress is found in violation of this Constitution (unless the violation or member involved has another process assigned to that situation that is previously been addressed in this Constitution) he/she shall go immediately before an impeachment committee, which has been appointed by the Executive Board.

Section 2: The impeachment committee must include the Principal, and/or his/her designee, the ASB Advisor and the Executive Board.

Section 3: After the impeachment committee meets with said member and their findings affirm their knowledge of a Constitutional violation, the voting members of the impeachment committee (i.e. all members of the committee except the Principal and/or his/her designee, and the ASB Advisor and the ASB President) will vote on whether or not to impeach the said member and remove he/she from office. If the findings of the committee affirm a Constitutional violation, the committee shall vote to impeach the said member. A majority vote of the committee is needed to remove the said member from office.

## **Impeachment by Students**

Section 4: If the students wish to have a representative or official impeached, they must submit probable cause as to why the official or representative should be impeached and outline the steps they have taken thus far. They should give this information to the Senate or the House. If the Senate or House agrees to it by a majority vote of more than 2/3, it is then forwarded to the Executive Cabinet. If they agree to it by a majority vote of more than 2/3, then an impeachment committee shall review the case.

Section 5: If a member of the Executive Cabinet is impeached or resigns due to an impeachable offense, he/she will be unable to run for any office in the Executive Cabinet for one (1) year after the date of the resignation or impeachment.

Section 6: The steps that are needed to proceed with an impeachment are as follows:

- A verbal warning is given
- Placed on probation and a date is set up to review his/her progress
- A written warning is given
- A meeting is called with the person in question;
- He/she is given a chance to defend themselves
- A formal vote must be taken and placed in the minutes

Section 7: The impeachment process can only begin if the officer in question has not fulfilled his or her duties in office, has violated the ASB Code of Ethics or the Athletic Code of Conduct.

## **Article XVIII: Power of the Principal**

Section 1: The Principal has the power to override any decision made by the Executive Cabinet and both houses of Congress with the exception of budgetary matters.

## **Article XIX: Revisions**

Section 1: This Constitution must be reviewed and changed, if needed, for the first three (3) years [1995, 1996, 1997].

Section 2: The Constitution must be reviewed every four (4) years after 1997 and changed if needed. [2004, 2007, 2010, 2012, 2014, 2018].

Section 3: All amendments to this Constitution must be approved by a 3/4 majority of the Executive Board and both houses of Congress.