

Westview Associated Student Body Constitution

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Westview Constitution Main Body

Preamble

We, the student body of Westview, for the purpose of maintaining student involvement in co-curricular activities, to give the student body a form of authority upon the decisions of this educational institution, to promote responsibility and leadership skills within the student body, and to provide the necessary means thereof, do ordain and establish this Constitution.

Article 1 Name and Identification

- Section 1: The official name of this organization shall be the Associated Student Body of Westview (ASB).
- Section 2: The purpose of the ASB shall be to stimulate higher ideals for better education and to promote school spirit.
- Section 3: The official school colors shall be Vegas Gold, Black, and White
- Section 4: The official school mascots shall be Wally and Wanda the Wolverines.
- Section 5: The purpose of the ASB shall be to give direction to the student body by specific statement of policy whenever possible; to further faculty and student body cooperation in the maintenance of efficient, workable and beneficial student government; to foster and develop school spirit.
- Section 6: The official Alma Mater of Westview shall be as follows:

We give honor to Westview
To the black and the gold
We will be Wolverines
Forever brave and bold
And as we forge ahead
Loyal strong and true
We will know in our hearts
We're the pride of our school

- Section 7: The official fight song of Westview shall be as follows:

Let's go Westview. We're mighty and we're PROUD! Let's put Westview on top!
Black and Gold you'll find us really bold. A victory is ours tonight!
Fight, fight Westview and make us very proud. Don't ever let your spirit down! Drive to
victory, never give up because Wolverines are number one! Go! Go Big Double U(W).

We want the best from you! Black and gold! Wolverines! Gooooo Westview! Let's go Westview. We're mighty and we're PROUD! Let's put Westview on top! Black and gold you'll find us really bold. A victory is ours tonight. Fight, fight Westview and make us very proud. Don't ever let your spirit down! Drive to the victory. Never give up because the Wolverines are Number One! WIN!

Article II Source of Power and Supervision

- Section 1: There shall be at least one faculty advisor appointed by the Principal as the designated representative for carrying out projects of student activities of the ASB.
- Section 2: Legislative and Administrative Powers of Senate:
The student government legislates and acts within a framework of power delegated to the ASB by the Principal of Westview. Since the Principal is directly responsible to the Superintendent of Schools and to the PUSD Board of Education, it is recognized that he/she has the right and privilege to review, veto, and revoke the powers and actions of the ASB. These rights and privileges shall be extended to the ASB Advisor, acting as the Principal's designee in the ASB affairs. Administratively, the ASB shall enjoy the powers and responsibilities of the central governing unit to the other divisions of this association.

Article III Student Body Membership

- Section 1: The ASB will have the power to: initiate and pass legislation concerning any phase of school life – making all decisions necessary and proper for carrying into execution this legislation and appropriate monies from the ASB Treasury.
- Section 2: All students enrolled in this school shall be members of the Associated Student Body of Westview.
- Section 3: Only members of the Associated Student Body and their approved guests shall have the privilege of participating in student body activities. The school's administration will approve guests.
- Section 4: Only members of the Associated Student Body may vote on student affairs.
- Section 5: Only members of the Associated Student Body of Westview will be eligible to hold an elected class or student body representative office or be a member of an organization that performs in extracurricular activities.
- Section 6: ASB elected or appointed officers must be enrolled in the ASB class. Only one of the two Class Presidents from each grade level must be enrolled in the ASB class at all times.

- Section 7: Definition of Titles used in this document shall be:
Associated Student Body: Composed of every enrolled student at Westview.
ASB Student Council (ASB): The name of the class that meets daily and is composed of elected and appointed officers and commissioners.
Senate (U-Council): Student Body organization that meets regularly, approximately once every two weeks and is composed of one representative from every homeroom class on campus.

Article IV

ASB Executive Student Council Members

- Section 1: The ASB Executive Council shall be composed of the following elective offices: ASB President, ASB Vice President, Secretary, Treasurer, U-Council President(s), and Presidents, Vice Presidents, or Co-Presidents of the Freshman, Sophomore, Junior and Senior classes.
- Section 2: The ASB Executive Council of the Associated Student Body has the power to make decisions for the ASB Student Council.
- Section 3: The ASB Executive Council shall have charge of the following:
It shall be responsible for the promotion of activities created by the ASB Student Council.
- It shall meet on a regular basis (approximately one time per week).
- It shall be responsible for maintaining a high standard of interscholastic relations, student body meetings, student body activities, confirmation of appointments, and control student body funds.
- It shall be the decision making group for issues concerning the ASB class. A majority vote carries. The ASB Advisor will only vote in case of a tie.
- It shall approve bills on a weekly basis when presented by the Treasurer.
- Section 6: The ASB Executive Council has the right to make laws/appropriate money from the ASB Treasury.
- Section 7: The ASB President and or the ASB Advisor will have the power to call special meetings at any time when necessary at his or her discretion.

Article V

General Procedures of the ASB Student Council (ASB)

Section 7: General Procedure of the ASB Student Council shall be governed by the following general procedures:

1. The ASB shall be a leadership class that meets daily and all members must be enrolled in this 10 credit elective class. If for any reason a student cannot be enrolled in the leadership class, he/she will forfeit his or her office (with the exception of the Class Presidents, who must maintain at least one president in the class at all times). This class will count as a practical art credit or as an elective credit.
2. Parliamentary procedure shall be followed during all business meetings using Robert's Rules of Order – revised as the guide.
3. Meetings of the ASB and U-Council shall be open to interested students and faculty at all times unless the ASB determines (by a majority vote) that a meeting shall be closed.
4. The records of the ASB must be maintained by the ASB Secretary as public records subject to audits and inspections.
5. An ASB Student Body financial budget for each year must be created by the ASB Treasurer, assisted by the ASB Advisor and ASB Finance Tech, and accepted by majority vote of the ASB Student Council before or at the beginning of the new fiscal year.
6. Adequate fiscal control must be maintained for the handling of all student funds at all times as per the California Education Code.
7. The ASB must regularly review both the spirit and letter of this Constitution.
8. A quorum shall be 50% plus one of the members of the ASB. A quorum must be present for the ratification or repeal of any General Business.

Section 8: The Inter-Club Council will consist of one (1) member from all approved on-campus Clubs, the Inter- Club Commissioner, and the ASB Advisor. This group is advised to meet on a regular basis (approximately one time per month).

Section 9: The U-Council Assembly will constitute the school Senate. It is composed of one designated student per every homeroom, the U-Council President/s, and the ASB Advisor.

1. Members of the U-Council will serve as the voting advisory members of the Homeroom Assembly. Each vote will count as one (1) representative vote per Homeroom. A majority vote carries.
2. In order for the U-Council to conduct business, a quorum must be present. A quorum is defined as 51 percent of its members.
3. The U-Council may approve clubs on campus with a majority vote.
4. The U-Council will conduct Wolverine Councils to improve campus life. All councils will abide by the governance model of Westview which requires new policies to be presented and approved through the instructional and/or operational Cadres via the appropriate protocol.

Section 10: In order to change verbiage in the Bylaws of this constitution, at three fourths vote must be approved in the school senate (U Council) meeting.

Article VII Constitution Amendments

Section 1: Amendment Proposals: Amendments to this Constitution must be submitted in writing during a regularly scheduled meeting of the ASB or the U-Council Assembly. Each proposal may be accepted as is or revised before moving forward for approval.

Section 2: Posting of Proposal Amendments and Revisions: All accepted amendments and revisions proposed must be posted in a conspicuous place for at least five school days.

Section 3: Amendment Vote: Any amendment to become a part of this constitution, must be approved by not less than two-thirds (2/3) vote of the U-Council Assembly and/or three- fourths (3/4) of the ASB Student Council. The constitution will be amended upon a 2/3 vote of approval from the U-Council Senate as well as a ¾ vote of approval from the ASB student Council.

Article VI Office Qualifications

Section 1: General Qualifications for ASB positions: All candidates for the Associated Student Body offices must have at least a 2.5 grade point average during the term preceding application for office of commissioner and must have a cumulative 2.5 grade point average during the term preceding application for the office of executive council. They must also abide by the citizenship, attendance and other requirements established in the Student Election Policy (Sections 2 – 5). All officers must maintain a 2.5 grade point average during their term of office. If an ASB student's GPA falls below 2.5, he or she will be placed on academic probation for one quarter in hopes that his or her

GPA will improve. If improvements are not made after one quarter, the student will be removed from their position in ASB to further focus on their academic achievements.

- Section 2: All officers must maintain election qualifications as established in this article during their term of office. Failure to do so shall result in temporary probation and/or permanent suspension from their office's duties as seen fit by the ASB Advisor.
- Section 3: All officers of this ASB Student Council must maintain satisfactory citizenship grades. Any "U" in citizenship could result in temporary probation and/or permanent suspension from that officer's duties after a review by the ASB Advisor.
- Section 4: Qualified candidates for a leadership position must exemplify the essential elements of Character Counts: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Any disciplinary action taken in the current school year may disqualify a student from participating in the ASB election process. Each case will be decided on an individual basis between administration and the ASB Advisor. Any violation of illegal substances and/or detrimental actions both on or off campus will disqualify a candidate from selection for an ASB position.
- Section 5: All officers must maintain excellent attendance. ASB is an activities based class and it is imperative that ASB members are present. Any ASB member absent more than 15 days (without medical authorization per term) or 25 days (with medical authorization per term) of the ASB class, properly publicized class meetings, or failure to participate in general ASB related activities and work sessions, will be dismissed from the ASB class.
- Section 6: The term of office for all officers of this ASB Student Council shall be one year - ending the last day of Term 1 the following school year. Class Presidents will begin and end on the regular school calendar year.
- Section 7: All officers of this ASB Student Council shall be responsible for carrying out the duties assigned to them through the By-Laws, the faculty advisor to the specific group, and all adopted policies. Failure to do so may result in suspension or removal from office.
- Section 8 : All officers of this ASB Student Council will be expected to abide by all school regulations and policies .Violations of any regulations and or policies could mean temporary probation and/or permanent suspension from that office, dependent upon the seriousness of the violations. In such cases, final determination will be made by the administration and/or faculty, only after both sides have been given equal chance to respond.

- Section 9: The ASB President and ASB Vice-President must have been enrolled in the ASB class for at least 1 year prior to their term in office and be an upperclassmen. They must have maintained a 3.0 grade point average with no “U”s or “F”s.
- Section 10: A student may be a candidate for only one executive office at a time. A student may not be nominated for an elected or appointed position without his or her consent. Each officer must complete his or her entire assigned term. If an officer resigns ASB before the length of their term is completed, the ASB Advisor must determine if that student will be eligible to reapply for an elected or appointed position at a later time.
- Section 11: If a current commissioner chooses to run for a class president position, he or she may run with the consent of the current ASB Advisor, ASB President, ASB Vice President, ASB Secretary, ASB Treasurer, and ASB U Council President. Current ASB Executive Board members are not eligible to run for Class President in the middle of their term of office and must carry out their remaining responsibilities of their position. If a current commissioner wins for the office of Class President, their commissioner position will be filled via commissioner interviews.
- Section 12: Participation in ASB is a privilege, not a right. To earn that privilege, students must abide by the disciplinary rules both on and off campus. They must conduct themselves, both on and off campus, as positive role models who exemplify good character. In order to qualify as a potential ASB candidate, there needs to be no disciplinary infractions in the current school year.
- Section 13: All officers must maintain election qualifications as established in the constitution throughout their term of office. Failure to do so shall result in temporary probation and/or permanent suspension from their office’s duties as seen fit by the appropriate administrative authorities.

Article II

Duties of Executive Officers

- Section 1: ASB President- The ASB President shall preside over all ASB Student Council and Executive Council meetings. He/she will prepare agendas for the official business meetings. He/she will assist the ASB Advisor in planning the weekly leadership lessons and teambuilding activities for the ASB Student Council. When not conducting business, he/she will help wherever help is needed. He/she will oversee/assist all executive and commissioner positions, along with the Vice President. He/she will oversee all aspects of the Homecoming Week, including the floatbuilding and half time show. He/she is responsible for (with the assistance of the ASB Advisor) of the

planning of all ASB retreats and the yearly banquet. He/she will regularly attend the class council meetings. He/she will facilitate the morning class meetings and class management. He/she will facilitate all class discussions and decisions using the Interaction Meeting Model. He or she will attend monthly board meetings to report on campus life. He or she will attend the bimonthly Operational Cadre meetings.

Section 2: ASB Vice President - The VP shall fulfill the duties of the President in the latter's absence. He/she will oversee/assist all executive and commissioner positions, along with the President. The VP will monitor attendance in class and at all ASB Activities. He/she will monitor student store make ups for every two tardies. He/she will assist the ASB President in the planning of Homecoming, all retreats, and the yearly banquet. He or she will act as the liaison between the media, Nexus, and PTSA regarding student activities. Promotes the ASB class to educate student body on their accomplishments.

Section 3: ASB Secretary- The Secretary shall keep a full and correct record of all ASB Student Council, weekly Executive Council, and U-Council meetings. He/she will post the minutes of the previous meeting to approve. The Secretary will be in charge of updating the calendar of events. He/she will get the information from the ASB Advisor's Master Calendar. He/she will restock all ASB forms making updated edits when necessary. He/she will maintain and update the ASB web page. The Secretary will compile the monthly articles from the Executive Council and commissioners for the PTSA newsletter on or before the 20th of each month and submit these articles to the appropriate PTSA liason. He/She will help to update and maintain the marquee(s). He/she will help the ASB Advisor in creating, updating, and maintaining the class bulletin boards. He/she keeps current and updated official binders of ASB business meetings. He or she is responsible for training all Club Secretaries on how to conduct business by holding at least two meetings per term and by maintaining email communication with Club Secretaries. When not conducting business, the Secretary will help wherever help is needed.

Section 4: ASB Treasurer – The Treasurer shall keep charge of all Associated Student Body funds. He/she shall keep the student council well informed of the financial status of the ASB accounts. The Treasurer is responsible for getting monthly reports of financial status to all student accounts. The Treasurer is responsible for submitting a yearly budget to be approved by the Student Council in May. He/she must approve all expenditures that fall within each commissioner's budget. He/she will oversee all club budgets. He/she will prepare the yearly ASB budget (with the help of the Financial Clerk and the ASB Advisor), and submit it for approval to the ASB Student Council on or before the new school year. When not doing business, he/she will help wherever help is needed. He or she will manage and monitor all

ASB class fundraisers. He or she is responsible for training all Club Treasurers on how to conduct business by holding at least two meetings per term and by maintaining email communications with all Club Treasurers.

Section 5: Class Presidents and Vice Presidents – The Class Presidents shall be in charge of their respective class activities. They are in charge of running weekly council meetings with appropriate agendas and accurate minutes. They are responsible for updating the official binder of class minutes in the ASB room as well as their own class binder. The Junior Class is in charge of the Junior/Senior Prom. The Sophomore class is in charge of the Winter Dance. The Senior Class is in charge of Airbands and planning all senior activities. The senior class is encouraged to plan a gift back to the school at the end of their senior year with any available funds. When not doing business he/she will help wherever help is needed. The Class Presidents are in charge of submitting a monthly PTSA news brief to the Secretary by the 20th of every month as well as updating the class bulletin board in the ASB room. They are in charge of organizing all aspects of floatbuilding week in accordance that the guidelines of the ASB President has established. They are to inform/include their Class Advisor(s) of all pertinent information/decisions.

Section 6: U-Council President and Co/Vice President- The President(s) shall prepare and lead bi-monthly school wide senate meetings composed of one representative from every homeroom. They prepare agendas, powerpoints, sign in sheets, follow up information for absent reps, senate bonding activities, and celebrations. They approve all newly formed clubs and encourage student voice, via Wolverine Councils in an effort to improve campus life through approved channels and procedures via the Instructional and Operational Cadres. They act as the liason between ASB Activities, Administration (as a voice of the students), and HR Communication.

Article III

Duties of ASB Student Council Commissioners

Section 1: The Student Council class also includes the appointed offices of two Activities Commissioners, one Athletic Commissioner, one Spirit Commissioner, two Pep Rally Commissioners, two Inter-Club Commissioners, one Media Tech Commissioner, two Elections Commissioners, two Student Store Commissioners, two Welcome Commissioners, two Staffuly Commissioner, three Publicity Commissioners, one Campus Beautification/Fine Arts Commissioner, two Decorations Commissioner, one Community Service Commissioner, one School Culture Commissioner, one Human Relations Commissioner, one Business

Commissioner, one Historian/InterClass Relations Commissioner, two Student Recognition Commissioners, and two Pride Commissioners

- Section 2: Campus Beautification/Fine Arts Commissioner –Creates and implements ideas on how to maintain campus cleanliness and beautification. Organizes and monitors trash and campus clean ups. Develops a year round recognition program to honor outstanding performances by individual members of organizations and clubs in the area of fine arts. Develops a year round recognition program for the advisors, directors, and coaches of the fine arts program at Westview. Attends fine art events to show ASB support. Keeps track of ASB students attendance at fine arts events. Creates gifts to show support at end of major events. When available, helps others in class.
- Section 3: Historian/InterClass Relations Commissioner- Maintains an official scrapbook of the history of Westview to be presented at the last Student Council meeting of their term in office. Takes and organizes slides of student activities of the year. Makes a PowerPoint to present at the end of the year ASB Student Council banquet. Responsible for submitting pictures to website, football program, Newscast program, PTSA newsletter on a regular basis. Fills orders of balloon bouquets and reorders balloon/helium stock as needed. Responsible for recognizing ASB Birthdays with balloon and gift. Plans ASB bonding events and parties throughout the year.
- Section 4: Athletics Commissioner – Responsible for publicizing athletic events. Responsible for athlete of the month program. Liaison to athletic director and all coaches. Develops and carries out recognition program for coaches (coach of the year/season). Works with Pep Rally and activities commissioners to ensure that all athletic teams are recognized at Pep Rallies. Works with coaches to make sure that their ASB paperwork is in compliance. Maintains a binder for all paperwork from coaches to keep them in active status (includes team roster, constitution, current roster, handbook waiver, and budget). Assists ASB Advisor in ordering and setting up concession products for athletic games. Maintains and updates athletic board on campus. When available, helps others in class.
- Section 5: Activities Commissioner - Plans and coordinates all ASB activities. Head of activities committee. Presents proposed activities to ASB Advisor and ASB President. Compiles a binder of all activities by the end of the term. Submits updates of activities to U-Council President, Nexus advertisement, and PTSA newsletter article. Supports spirit commissioners with Pep Rallies and Spirit days. Creates a monthly activities calendar to be handed out to each HR teacher. Acts as Liaison between ASB and Leadership class. When available, helps others in class.

- Section 6: Spirit Commissioner-Responsible for all activities to increase spirit at Westview. Plans and organizes all Spirit days and Spirit Week. Responsible for care of, and hanging/taking down Westview's Spirit signs. Organizes Spirit activities for Class Comp Points. Keeps tally of Class Comp Points. Maintains spirit update bulletin board/display case. Supports Leadership Class with teaching skills on how to put on a spirit day. Tracks ASB students in their participation of dress up days. When available, helps others in class. Plans Alumni reception with Foundation
- Section 7: Pep Rally Commissioner- Plans, organizes, and implements three yearly Pep Rallies at Westview (one per season). Works on committee to directly support Spirit Commissioner. Plans and implements first day rally of each school year. When available, helps others in class.
- Section 8: Inter Club Commissioner(s) - Serves as a liaison between clubs, classes, organizations, and the ASB. Presides over the Inter Club council, consisting of one representative from each club. Holds Inter-Club council meetings on a regular basis. Creates files for all clubs and organizations. Assists students wanting to form a club. Plans and coordinates a fall club rush (2 days), and a spring Club Rush (1 day). Maintains and updates ASB web page and files relating to active clubs and organizations. Attends U-Council meetings to approve clubs. Updates all club paperwork on a regular basis. Determines the criteria and monitors the club of the term award. Monitors all the club's documents (including: club constitution, roster, handbook waiver, updated minutes, approved fundraisers, and approved flyers). Creates 2 binders for every approved club and maintains the ASB binder accordingly. Maintains continued email communication with all Club Presidents. Approves and stamps all club advertising on campus. Alerts Financial Clerk and ASB Advisor as to newly approved clubs in a timely manner. Maintains (and updates ASB Advisor) of all active clubs, their current advisor, meeting locations, and times. When available, helps others in class. Keeps track of inactive clubs and alerts finance of them
- Section 9: Media Tech Commissioner - In charge of sound system set-up for all activities. Ensures that all music played on campus is appropriate. In charge of the correct storage and maintenance of all sound equipment. Plays music at lunch every Friday. Works with Historian to compile a digital recap of the school year to show at ASB banquet. Maintains a log inventory of all music currently owned. Creates new current and edited music on a regular basis. When available, helps others in class.
- Section 10: Election Commissioners - Organizes and runs all ASB elections (Class officers, Homecoming Court). Assists Junior class council with electing Prom King and Queen. He/she will appoint a committee from the student council, which includes the ASB Advisor, to assist in the tabulation of votes. The Election Commissioners shall create the application, teacher

recommendations, criteria for interviews including the questions, compile the interview panel, host the interview, contact and inform all candidates of all election procedures, and hold candidate informational meetings. Selects the interview committee with the ASB advisor. Responsible for ordering all election supplies and maintaining an adequate supply of scantron ballots and scoring sheets. Maintains current job descriptions of all ASB positions. Responsible for updating and preparing ASB applications. Acts as host throughout entire election process. When available, helps others in class

- Section 11: Student Store Commissioners – In charge of all aspects of the student store. Trains the ASB and Leadership class on how to work the cash registers. Restocks and reorders supplies needed and products. Liaison for vendors for student store supplies concession items. Creates a permanent student store schedule. Oversees all Student Store decisions in stock items. Updates price list (Clothes, Candy, Soda, i.e.). Displays and organizes Wolverine Wear in store. Manages student store web site and fills/delivers orders in a timely manner. Proposes new items to approve and order in the Student Store. Creates a log to post of the store schedule. Keeps track of attendance. Helps ASB Advisor order, set up, and inventory concessions. Manages training and schedule of leadership class in working in the student store. Cleans and maintains professional appearance of student store. Decorates store windows. Posts pricing signs attractively and clearly. Runs store specials when appropriate. Works efficiently with store clerk in designating job duties.
- Section 12: Welcome Commissioner - Organizes and carries out Freshmen Orientation Day under the supervision of the Link Crew Advisor. Plans and implements incoming 9th grade Link Crew. Organizes parent orientation night with counselors. Continues to work with Link Crew group throughout the entire school year. Organizes and carries out student ambassadors. Chairs the welcome dance committee (if applicable). Gives new student and adult visitors a tour on the campus. Comes up with ways to make new students feel welcome (creates and maintains welcome packages for incoming students so that counselors always have an ample supply). When available, helps others in class.
- Section 13: Staffuly Commissionner - Head of staff and recognition activities. Coordinates a Secret Buddy program for Credentialed and Classified personnel. Works with the student recognition commissioner to honor Outstanding Faculty Members. Responsible for recognizing staff achievement. Develops a program to welcome new staff on campus. Plan and creates monthly staff appreciation cards and gifts .Coordinates staff appreciation week by planning daily activities. Every term hold a staff breakfast, lunch, or ice cream social. Organizes liaison between ASB students and homeroom teachers to aid and enhance communication and support. Acknowledges staff birthdays. When applicable, oversees the

Leadership Class in acknowledging Classified Staffuly in the Secret Buddy program. When available, helps others in class.

Section 14: Publicity Commissioner - Publicizes all ASB events. Enforces and regulates publicity. Maintains an account of all publicity supplies and reorders if needed. Works with other commissioners to publicize all activities. Maintains ample supply of tape for hanging signs on all surfaces. Constantly monitors campus for taking down old signs, tape, and evidence of a advertising. Creates new and exciting ways to advertise events. Updates and maintains all six publicity boards. Updates and organizes billing of publicity request forms.

Section 15: Decoration Commissioners - Creates and supports decorations for all ASB events. Works with each dance committee on planning and designing the dance decorations. Responsible for ordering the supplies needed for the decorations. For every ASB event that will have decorations, there needs to be a planned decoration outline or blueprint. Develops a committee to help with decorations when needed (within ASB and with students in leadership). Maintains a file of all sketches and photos of decorations. Delegates the list of student responsibilities during the set up of each event. When available, helps others in class.

Section 16: Community Service - In charge of finding and getting information about community services that are available. Keeps track of the ASB commissioners' mandatory community services for the year. Acts as liaison between community service leaders & ASB Advisor. Organizes on campus event such as a blood drive, or canned food drive (at least one per term). Announces community service opportunities to U-Council, Leadership Class and homerooms. Updates ASB web page with current donation/community service opportunities. When available, helps others in class.

Section 17: Student Recognition Commissioner - Responsible for academic recognition at Westview. Plans and carries out special recognition for student's events. Responsible for running a Leader of the Month program in the ASB class. Manages daily birthday gifts for all students on campus (and ½ birthday gifts for summer birthdays). Plans a year end recognition Honor Roll program to recognize students with high GPA's. Creates programs to acknowledge students on campus in a variety of meaningful ways. When available, helps others in class.

Section 18: Culture Commissioner- Organizes Multicultural Fair in the Spring. Plans monthly culture activities via Homeroom. Acknowledges all major cultural holidays and celebrations when applicable. Plans and supports yearly Unity Day for 10th graders in the fall. Submits a monthly calendar of planned activities of the ASB class in a timely manner. Supports the Human

Relations Commissioner and attends all Human Relations meetings. When available, helps others in class.

Section 19: Senior Mentor Commissioner (optional)- This position is appointed by the ASB Advisor. It is for graduating seniors who have had prior ASB experience and would like to stay in the ASB for their final term. Their responsibilities would be to help transition and train the incoming commissioner/officers in their positions. This position is for only one term.

Section 20: Freshman Mentor Commissioner (optional). To assist the incoming Freshmen Presidents in their first term of office. Responsibilities would include helping to prepare for float building and Homecoming Week, building a Class Council, and beginning to fundraise. When available, helps others in class.

Section 21: Business Commissioner- To fill all orders for the Wolverine Copy Center. These include: posters, laminations, awards, decals, etc. Responsible for reordering supplies for the machinery. Creates and submits invoices for all orders. Monitors, logs, and approves all fundraiser request forms. Copies of approved fundraisers are to be logged in ASB, the finance office, and returned to the club advisor. Manages and tracks all Donations Request Forms.

Section 22: Pride Commissioner- Responsible for the Pride program that recognizes students who display exemplary effort in the character counts pillars. Plans and coordinates all lunch giveaways, and prizes for the Pride program. Also serves as a liaison to the student recognition commissioners. Responsible for recognizing student achievement such as the Student of the Month award.

Section 23: Human Relations Commissioner- Responsible for organizing regular meetings with all Presidents of Cultural clubs. Purpose is to help raise awareness of better understanding of each other's similarities and differences. Presents awareness to campus and on a district level. Supports the Culture Commissioner.

Section 24: All executive and appointed positions are to maintain a class binder and an officer notebook according to the ASB class syllabus.

Article V Campaigning

- Section 1: In order to move to the ballot in ASB Executive or Class President Elections, all candidates will need to meet the following expectations:
- a. 3 recommendations (at least two from staff)
 - b. Completed application
 - c. Interview

The candidates will need to meet a minimum of 85 % of the total points allotted based on the following weight:

- a. 20% for recommendations
- b. 20% for application
- c. 60% for interview

All candidates meeting this criteria of 85% of total points will move forward on the ballot so that the student body will hold a popular vote.

All candidates selected for an ASB position must have a 2.5 GPA and no disciplinary records in the current school year.

- Section 1: Candidates Meeting: The Commissioner of Elections and ASB Advisor will hold a mandatory meeting of all candidates running for elected Council positions prior to the start of campaigning or interviews. The purpose of holding this meeting shall be to discuss qualifications, review duties and responsibilities of the candidates, and to review campaign rules. Current ASB Officers may attend this meeting to specifically review their office duties with the new candidates. Failure of a candidate to attend this meeting shall result in automatic disqualification, unless the candidate has been cleared with a valid reason through the ASB Advisor prior to the meeting. Any candidate missing the regularly scheduled meeting **MUST** attend the make-up meeting on the following school day during lunch. Attending this mandatory meeting is required before a student is determined as an official candidate and before beginning to campaign.

- Section 2: After the official candidates have been announced, campaigning will be conducted for a maximum of five (5) school days.

- Section 3: All original copies of campaign materials must be approved and stamped by the ASB Advisor, Commissioner of Elections, or his/her designee with the official Westview stamp. Campaign materials not approved will be removed and may result in disqualification. Candidates must first get original flyer stamped before making copies so that every flyer will have the official stamp.

- Section 4: Posters may be displayed only on the campus, in specified areas, and only inside school gates; not on the marquee; using only blue painter's tape on painted or glass surfaces, and only duct tape on all other stucco surfaces.

Posters illegally placed will be removed. Candidates will be warned once – a second warning may result in disqualification.

Section 5: Each candidate will be allowed to post no more than 75 fliers (8 1/2 X 11 inches) at one time. Only two long posters, not to exceed 12 feet, may be up at any one time. No more than five (5), “poster sized,” posters may be hung on campus at any one time. All signage must remain within the school gates.

Section 6: Prior to the elections, an itemized list of all campaign expenditures (must not exceed \$75 per candidate), including donated items, must be submitted by the candidate to the ASB Advisor.

Section 7: Stickers of any kind are not to be handed out.

Section 8: Backpack signs are not to exceed 100 per the entire week.

Section 9: Only ten (10) students may wear campaigning clothing sponsoring a candidate on any one day.

Section 10: Telephoning, mailing or use of any electronic communications as a means of campaigning is not permitted.

Section 11. Each candidate is responsible for cleaning up any fallen advertising and/or any damage done to the campus as a direct result of their campaign advertising. Any unreasonable littering or damage to the school will require payment for damage and may result in the candidate's disqualification.

Section 12. Any candidate caught purposely destroying or tearing down another candidate's poster will be required to withdraw candidacy.

Section 13. Candidates must remove all endorsed campaign materials and tape by the end of the school day on the day of elections. Winners will not be announced until the election commissioners have made a campus check to ensure that all publicity is taken down. Violation may result in disqualification.

Section 14. Violation of the election rules and regulations shall be referred to the Election Committee within 48 hours of election, and may result in the disqualification of the candidate for office and he/she may no longer hold the title of official candidate and may not hold any office in the ASB.

Article VI

Speeches and/or Video Broadcast (if applicable)

- Section 1. All campaign and nominating speeches, skits, etc., must be submitted one day prior to presentation and approved by the ASB Advisor before being used. Requirements include:
- a.. Presentation must not be discriminatory against any segment of the school population.
 - b. The basic intent of the speech must be presented as approved.
 - c. If the candidate fails to meet requirements he/she may be removed as a candidate from the election by the elections committee.
 - d. Speeches will have a time limit (this includes any bilingual translations), determined by the Election Committee.

Article VIII

Voting

Section 1: Voting

1. Voting will be conducted in Homeroom by secret ballot. The Election Committee will have the ballots placed in the HR Teacher's mailbox on the day before each election. Ballots are to be returned to the ASB box, dropped off in ASB, or picked up by each ASB HR representative by the end of lunch on election day to be considered.
2. No write-in candidates will be accepted.
3. It is not necessary to vote for every office for the ballot to count.
4. The ballots will be supervised by an adult and members of the ASB who are not running in the election.
5. The counting of the ballots will be done by the ASB Advisor or his/her designee.
6. If there are only two (2) candidates, winner is by simple majority. If there are three (3) candidates for an office, the winner will win by plurality. In case of a tie, the winner will be decided by whichever candidate earned the most points in the election process.
7. Election results will be announced and posted as soon as possible after the ASB Advisor determines that the elections have been run properly and have been completed up to that point. The campus must also be clear of all election promotional material before the winners are announced.
8. Candidates who run unopposed must receive a majority (51%) of the votes cast to be elected.

Section 2: Terms of office

The newly elected and/or appointed officers will formally assume office on the first day of the new term for each specific office.

Section 3: Oath of Office

All Student Body officers will be required to take the following oath of office at a special installation meeting called by the ASB President at the beginning of their term.

“I do solemnly swear (or affirm) that I will faithfully execute the duties of the office to which I have been elected and will, to the best of my ability, preserve, protect, and defend the Constitution of the Westview Student Body.”

Article VIII Clubs and Organizations

Section 1: All club members must be members of the student body.

Section 2: All Club Advisors must be credentialed teachers in the Poway Unified School District.

Section 3: The Club President or Club Representative must go to a U-Council meeting to propose a desired club in order to get approval.

How to Form a Club:

- a. Pick up a Club Packet in the ASB room
- b. Gather at least four (4) signatures, complete club constitution, get an advisor, state club purpose, state meeting times and locations.
- c. Turn in completed packet to ASB. Copies are to be stored in two places: the club binder held in the ASB room by the Inter-Club Commissioner and the Club binder stored by the Club President, Club Advisor, or Club Secretary.
- d. Get on the U-Council calendar to present club approval.
- e. Propose club at a U-Council meeting. Needs a 2/3 majority of U-Council Senate or ASB Student Council for approval.
- f. Receive Club Handbook and Club binder from the ASB room.
- g. Set up Club Account in Finance for approved clubs.
- h. Approve all flyers and forms of advertising with the ASB stamp before distribution.
- i. Submit all Club business to the Club “In” basket in the ASB room for approval or submission of paperwork.
- j. Check Club “Out” basket on a regular basis for approved paperwork or any business which needs to be dispersed.
- k. Attend regularly held Inter-Club Meetings.
- l. Participate in Club Rush Days (3 days per year).
- m. Participate in Multi-Cultural Fair (1 day per year)
- n. Submit a copy of all Club Minutes into the ASB “In” Box in the ASB room before requesting reimbursement or payment.

Section 4: An updated copy of the Constitution application of each club must be submitted for student council approval on a yearly basis. Forms will be

available through ASB in the first month of each school year.

- Section 5: A Club Renewal Form must be submitted by the end of the first month of each school year to maintain a club's active status.
- Section 5: The Inter-Club Commissioner will call regular meetings (approximately one lunchtime per month) of the student representatives of clubs and or the club sponsors.
- Section 6: Probation, Suspension, or Revocation of Club Charter
- a. Probation shall be defined as an official action taken by the ASB or Activities Advisor to warn the organization in question that it shall be under observation for a stipulated period of time due to the infraction of a constitutional or policy requirement.
 - b. Suspension shall be defined as an official action taken by the ASB to suspend an organization that is on probation for a period of time to be decided by the ASB Advisor. This action is taken for failure to comply with constitutional or organizational requirements. At the time that the period of suspension has been completed, the organization shall again be on probation for one quarter. During this probation period, if another infraction of rules occurs, the club's charter shall be revoked by the ASB or ASB Advisor.
 - c. The constitution of any and all campus clubs may be revoked or suspended by the majority votes of the Westview Student Council. Grounds for revocation are.
 - Failure of a club to have a credentialed teacher as an advisor.
 - Failure to keep accurate minutes of financial matters and or budget in club binder in the ASB room.
 - Participation in activities sponsored or encouraged by club officials or its members as a group that violate school, school district, local, state or federal laws.
 - Failure of a club to submit a copy of its renewal, and pertinent updated paperwork to the Inter Club Commissioner by the end of the sixth week of each school year.
 - Failure of a club to hold meetings and is inactive for one entire term.
 - Failure of a club to adhere to correct financial procedures.
 - All club advertising must adhere to Westview's rules and regulations. If a club website is created which affiliated itself as an official "Westview Club," it must comply with all school rules. Access to club websites must be submitted to the Inter-Club Commissioner for periodic audits. Chat rooms are not to be associated with a club website. Any advertising or website which is out of compliance with Westview's standards will cause the Club status to be deemed as "inactive," until further notice.
 - There will be a monthly random club audit to verify if the club minutes are recorded in the club binders for any purchases or reimbursements made.

Club funds will be frozen if they are found to not be in compliance with this requirement.

Section 7: Club Websites:

Students cannot have their own website in the name of a Westview Club, Organization, or Team.

1. Websites must be accessible to and monitored by the advisor, teacher, or coach of the group. The staff employee is the responsible party for the content of the website at all times.
2. Websites must be “read only” sites. Only the adult advisor, teacher, or coach is allowed access to the management of the site.
3. Chat rooms are not allowed.
4. Contact to the club must be through the email address of the adult advisor, teacher, or coach. No student personal information may be used.
5. Websites must adhere to all Westview policies as stated in the student planner.
6. Websites must abide by all privacy issues in regard to students.
7. Websites must be edited and every effort must be taken to use correct information, grammar, and spelling.
8. All sites must be approved by the advisor of each Club/Organization/Team.
9. Links to clubs must be submitted by the Advisor, Coach, or Teacher and approved by the ASB Activities Advisor.
10. Only approved sites will be linked on our Westview ASB Club page.

Section 8: Club Fundraisers:

Any approved club on campus may qualify for permission to raise funds for worthy causes. If a club would like to promote a specific fundraiser during homeroom, they may be approved through ASB for a four week interval in which they will conduct their activities. Only one club may have homeroom activities at any one time. All arrangements for a homeroom /fundraiser activity must be approved and coordinated through ASB. All videos played in homeroom must be under five minutes in length and approved through ASB prior to showing. All fundraising materials must be provided by the club. All proceeds must first be deposited in the Finance Office before a donation check may be processed. Club members are responsible for all logistics of these materials and for donation pick up on a regular basis. Homeroom activities include (but are not limited to) approved videos, announcements on the scrolling bulletin, and announcements to be read in homeroom. Clubs may also choose to put on lunchtime activities and post messages on the community service webpage at any time throughout the school year.

CASL Clause- Westview ASB will support and spread awareness for the two annual service projects sponsored by the California Association of Student Leaders. This includes fundraising and awareness activities for students on campus, with proceeds going to CASL for delivery to the organization. Support for these service projects will follow club procedures following one month of homeroom activities.

Article IX Removal of Officers

- Section 1: Removal: Members of student council may be suspended from office by the administration for the infraction of any local, state, or national law, as well as Westview school rules (according to Westview's Disciplinary Handbook). Upon approval from the ASB Advisor and/or Principal, an officer or commissioner may be considered for removal from office for just reasons (listed below):
- Section 2: Just Reasons: Upon approval from the ASB Advisor, any officer or commissioner may be considered for removal from office for just reasons.
- Section 2: Conduct: A student council member may be removed for unmeritorious service, unsatisfactory attendance/excessive tardies, infractions of Westview's school rules or failure to maintain a grade level in accordance with the rules set forth by the bylaws of this constitution.
- Section 3: Attendance: Any officer absent more than 15 days (or 25 days with medical authorization) of the ASB classes, properly publicized class meetings, and failure to participate in general ASB related activities and work sessions may be subject to dismissal.
- Section 4: Behavior/Discipline Issues: Any incidents involving drugs, alcohol, or weapons during school hours will result in removal from office. Failure to fulfill the duties of office, fighting, using obscene language, extreme changes in behavior, defiance, forgery, vandalism, or disruptive behavior will result in probation or removal from office.
- Section 5: Evaluations: ASB Officers and Commissioners are evaluated by the ASB Advisor every two to three weeks. These evaluations compose 60% of total grade in class. The evaluation consists of a combination of job fulfillment, attendance at ASB events, time usage, and attitude.
- Section 6: Vacancies of Office:
If a vacancy occurs in an ASB executive or commissioner position, it may be filled by an interview process administered by the Election Committee. If a position (Executive or Commissioner) remains open after the interview process, the Election Committee may appoint a candidate to fulfill this position as a Commissioner status.
- Section 7: A vacancy in the office of President shall be filled using the order of succession, which is:
1. Student Body Vice-President
 2. Student Body Secretary
 3. Student Body Treasurer

Article X

ASB Financial Procedure

Section 1: All ASB funds will be expended so as to benefit the student body, either directly or indirectly, in accordance with the California Educational Code and the Poway Board of Education regulations.

Section 2: All expenditures must be approved by the ASB Student Council and signed by the ASB Treasurer, ASB Advisor, and the ASB Financial Clerk.

Section 3: All requests for expenditures of student funds require the signature of the designated Treasurer and the Advisor/Coach of the Club/Team or Organization.

Section 4: All funds earned by a class, club, team, or organization must be deposited with the Financial Clerk on the day funds were collected to meet California Educational Code requirements and to maintain security.

Section 5: An annual balanced budget will be prepared by the ASB Treasurer, Financial Clerk, and ASB Advisor before the end of the fiscal year (July 1) and approved by the ASB Student Council at the beginning of each school year. This budget will determine and direct the financial programs of the ASB for the year.

Section 6: Any Club, Class, or Organization that borrows money from the ASB, must repay any outstanding debt and all obligations to the ASB before the end of the school year.

Section 7: Any Club or Class that does not comply with the rules of the ASB Financial Procedures will not receive the services offered by the ASB and their financial account may be frozen as inactive.

Section 8: Expenditure of Student Body Funds:

The student council at a regular business meeting or executive council meeting must approve any purchases made with student body funds.

1. Complete request for purchase order form, available from the ASB Financial Clerk. The advisor and a student representative of the group must sign this form.
2. Return completed request for a purchase order to the Finance Clerk.
3. The approved purchase order will be returned to either the advisor or to the Treasurer.
4. It is the club's responsibility to see that an original receipt for the goods purchased, is in the Finance clerks hands within two weeks of purchase.

5. Minutes for the approved expenditures must be turned into the ASB "In Box" before funds will be released. Monthly random audits will be conducted in the ASB Club Binders.

- Section 9: Club funds should not be held overnight. Funds should be deposited with the Finance Clerk (or in the drop safe) as soon as physically possible.
- Club advisors must record the money to be deposited on a student body ticket report and cash account sheet available from the finance clerk.
 - Upon completion of the above process, turn in the money and cash account sheet to the finance clerk who will issue a receipt from the deposited funds.
- Section 3: The ASB Treasurer shall have the duty to inform the student council on the condition of the ASB Budget on a regular basis.

Article XI Student Council Meetings

- Section 1: Parliamentary Procedure shall govern all student council meetings.
- Section 2: Student council meetings shall be called with the consent of the Administrator, ASB President or the ASB Advisor.

Article XII Student Senate Meetings (U-Council)

- Section 1: U-Council Meetings will take place on a regular basis, unless otherwise stated by the ASB Advisor, Principal or U-Council President.
- Section 2: There should be one designee from each homeroom to attend the meetings. Each homeroom is responsible for choosing one attendee and one alternate.
- Section 3: The designated class attendee is required to take notes at the meeting and return back to class to report on what the U-Council has discussed.
- Section 4: The U-Council President(s) runs the U-Council meetings. If the U-Council President(s) is absent, the ASB President or Vice President will fill in.
- Section 5: If the U-Council representative does not attend U-Council 3 times then they must be replaced.

Article XIII Principal's Prerogative

Section 1: It is expressly understood that all student powers and authority herein set forth are delegated by the Principal of Westview and the Poway Unified School District and may be revoked by the Principal (or his designee) and/or the Poway Unified School District at any time.

Article XIV Expression on Campus

Section 1: Students will be allowed to hand out petitions, circulate newspapers and other printed matter, use bulletin boards and wear insignia to express an opinion or support a cause that is legal within the guidelines established by the law, California Education code, School Board policy, PUSD Administrative Regulations and approved by the Westview Administrative Team.

Section 2: Limitations

1. The type of distribution is limited to the hours before school, during lunch, and after school is dismissed.
2. The place of distribution will be reasonably restricted to permit the normal flow of traffic within the school corridors and entranceways.
3. The manner of distribution will be such that:
 - a. Coercion is not used to induce acceptance of printed matter or to sign petitions.
 - b. Funds or donations are not collected for the material distributed.
 - c. Leaflets and printed material to be distributed are submitted to the school administration at least 24 hours prior to such a distribution for approval.
 - d. Materials printed for distribution are not stacked on the school grounds while they are being dispersed.
 - e. No printed material or petitions, which violate any prohibition, may be distributed on any school grounds.

Section 3: Prohibited material is matter which is judged by the Board of Education, District Administration or school administration to be:

1. Obscene to minors according to current legal definitions.
2. Capable of inciting students so as to create a clear and present danger of their committing unlawful acts or disrupting the orderly operation of school.
3. Expressing or advocating racial, ethnic, or religious prejudices.

Article XV Initiative and Referendum

- Section 1: Every member of the student body shall have the privilege of initiative and referendum, which means each student has the right to refer or propose laws directly to the council for approval or denial by vote. All proposals need to be compliant with school and district policies and regulations.
- Section 2: A petition signed by fifteen percent of the student body shall be sufficient to bring a proposal to a vote by the student body.
- Section 3: In case any step taken by the executive council be deemed unsatisfactory to the student body, a petition signed by 15% of the student body shall be sufficient to bring such question to a vote of the student body.
- Section 4: Any measure shall become effective upon adoption by a 2/3 majority vote of those in a general student body election.

Article XVI Amendments to the Bylaws of the Constitution

- Section 1: An amendment to the constitution may be submitted in writing to the ASB President and ASB Vice President at least one week (7 days) before it is brought before the ASB Student Council and executive council for consideration.
- Section 2: The proposed amendment will not be voted on until at least one week (7 days) after it is received by the ASB Student Council. The amendment will become effective immediately upon approval by a two-thirds majority vote of the ASB Student Council.
- Section 3: Amendments shall become effective immediately upon adoption and shall be incorporated directly into the body of the constitution.

Procedures and Policies

Article I Dance Courts

Procedures and Policies

- Section 1: Qualifications- The student body will nominate their candidates on an open ballot during homeroom. The top seven boy's and girl's names for each grade will go on to the next screening process. This number may flex due to the natural spread of numbers. Homecoming Court nominees must be full time students at Westview with a 2.0 GPA or higher on the last grading report, have good attendance records (no excessive truants or tardies), and be good citizens (no expulsions or suspensions within current term and preceding term). Before being placed on the ballot; Homecoming Court nominees are placed on the ballot only if a complete application and two teacher recommendations are returned to ASB by the cut-off date established. (Procedures and scoring for making the Homecoming court ballot will be established by Elections commissioners and be will announced at the Court informational meeting.) The ASB Advisor will then review teacher recommendations and place students on the ballot.
- Section 2: Screening: Court Nominees are placed on the ballot. If there are more than 3 candidates for each position placed on the ballot, the student body may vote for their top 2 choices. If the number of people on the ballot is equal to or less than 3, students will vote for only one candidate. Students may only vote for students in their own grade.
- Section 3: Limitations:
- a. Any underclassmen prince or princess, if they are selected, may not be on the ballot again until their senior year.
 - b. Seniors that are announced as the Homecoming King and Queen are eligible to be nominated again for Prom King and Queen.

Article II Death/Dying

- Section 1: Who- This section applies to any staff or student currently enrolled at Westview. A Senate Standing Committee for this Article is the ASB President, ASB Vice- President, and two other officers (either volunteers or selected).

Section 2: Procedures- Upon the death of a current staff or student, the following will occur:

- a. Committee will arrange for a family visit (if allowed)
- b. Committee will buy appropriate flower arrangement and card for visitation
- c. Committee create a "good-bye" poster for the general student body to sign.

Article III

Amendments to the Procedures of the Constitution

Section 1: All amendments to the procedures shall originate in the ASB Student Council or administration and be ratified by a $\frac{3}{4}$ majority of the ASB Student Council.