

**Ripon High School
Associated Student Body
Constitution**

As proud members of Ripon High School, it is our objective to empower and encourage students to create a positive impact on the world around us by developing accountability, leadership and integrity in ourselves and inspiring it in others.

We, the student body of Ripon High School, 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 I
NAME AND IDENTIFICATION**

Section A: The name of the organization shall be the Associated Student Body (ASB) of Ripon High School.

This organization shall have as its purpose, the conduct of activities on behalf of the students of the Ripon High School as approved by the school Principal and the governing board of the Ripon Unified School District.

Section B: The official nickname of Ripon High School is the "Indians."

Section C: The official colors of Ripon High School shall be Red & White.

**ARTICLE II
MEMBERSHIP**

Section A: All duly registered students at Ripon High School shall hold membership in their association.

Section B: Honorary membership in the Associated Student Body of Ripon High School may be conferred by a two-thirds vote of the Senate.

Section C: Members shall be entitled to one vote in all student body elections.

**ARTICLE III
SOURCE OF POWER AND SUPERVISION**

Section A: 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 Associated Student Body.

Section B: All student power is derived from the Board of Trustees and is delegated by the Principal; the Principal may directly or through the advisor revoke student power at any time for any just cause.

**ARTICLE IV
GOVERNMENT**

Section A: Legislative and Administrative Powers of the Senate:

The Student government legislates and acts within a framework of power delegated to the Senate by the Principal of Ripon High. Since the Principal is directly responsible to the Superintendent of Schools and to the Board of Education, it is recognized that he/she has the right and privilege of review, veto and revocation of the powers and actions of the Senate. These rights and privileges shall be extended to the Director of Student Activities, acting as the Principal's delegate in Senate affairs. Administratively, the Senate shall enjoy the powers and responsibilities of the central governing unit to the other divisions of this association.

Section B: The Senate will have the power to: initiate and pass legislation concerning any phase of school life - making all laws necessary and proper for carrying into execution this legislation and appropriate moneys from the ASB treasury.

Section C: Membership of the Senate:

The Executive Board shall consist of the following ASB officers:

- President
- Vice President
- Administrative Coordinator
- Board Member

The Executive Board shall have all executive powers. The Executive Board members shall serve as acting and voting members of Ripon High School Student Council.

Duties of the Executive Board members are outlined in the by-laws to the Constitution.

The positions of the Executive Board shall be filled by election of the Student Body during the spring semester of each school year. Students running for an ASB Executive Board elected position must have one year of leadership experience in the RHS Student Council course.

No member of the Executive Board may hold more than one ASB office or class office. The ASB President may not hold another Presidential position at RHS within student council during that same school year. The ASB President and the Activities Director will determine situations that arise regarding positions in student council.

All members of the Executive Board must be part of the ASB Leadership Class.

Section D: General Procedure of the Senate:

The Senate shall be governed by the following general procedures:

1. The Senate shall be a regular leadership class that meets regularly and all members must be enrolled. If for any reason they cannot take the leadership class they will forfeit their office.
2. Facilitative Leadership/Parliamentary procedure shall be followed during all meetings.
3. Meetings of the Senate shall be open to interested students and faculty at all times unless the Senate determines (by a majority vote) that a meeting should be closed.
4. The records of the Senate must be maintained as public records subject to audits and inspections.
5. A Student Body budget for the following year must be created by the Advisor and accepted by majority vote of the newly elected Senate before or on 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 Senate must at all times carefully review both the spirit and letter of this Constitution.

Article V – Leadership Council

The legislative powers of the ASB shall be vested in the leadership council.

The leadership council shall consist of: the ASB Executive President, Vice President, Administrative Coordinator, & the ASB Board Member; President, Vice President, Administrative Coordinator of each class and commissioners of designated positions.

Article VI – Student Council

The student council shall meet once a month for a general meeting.

**ARTICLE VII
FINANCES**

Section A: 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 Board of Education regulations.

Section B: All expenditures must be approved by the Senate and signed by the ASB Administrative Coordinator, Activities Director and the ASB Bookkeeper.

Section C: All requests for expenditures of student funds require the signature of the designated Administrative Coordinator and the Advisor.

Section D: All class, club, or organization money must be deposited with the Student Body Bookkeeper daily to meet California Educational Code requirements and to maintain security.

- Section E:** An annual balanced budget will be prepared by the Activities Director before the end of the fiscal year (July 1). This budget will determine and direct the financial programs of the ASB for the year.
- Section F:** 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 G:** Any Club organization or Class that does not comply with the rules of the ASB Loan Policy may not receive the services offered by the ASB.
- Section H:** Donations: Money raised for ASB funds cannot be donated. ASB funds generated within the ASB budget will be used only for activities that benefit the student body. Fundraising done specifically to benefit a charity or family can be completed with permission from the Activities Director and Principal.
- Section I:** Funds left over from the Senior class of that current year will be divided four ways (equally) to support the four classes of that next school year. Funds from the current senior class can be spent on graduation and/or a class gift at the end of the school year. A proposal must be written by the senior class to determine funds to be spent elsewhere; it must be approved by the Activities Director and deemed applicable to the student body of RHS.

ARTICLE VIII POWERS

All powers granted in the Constitution are derived from the Principal as prescribed in the California State Educational Code and exercised only with his/her consent or approval. He/she may at any time declare this constitution either wholly or in part suspended or to be null and void. He/she has the power to remove from office any officer at any time for any just cause.

ARTICLE IX ELECTIONS

- Section A:** Time line for elections:
1. Elections for elected Senate officers will be conducted under the supervision of the ASB Advisor and the current ASB Executive Board, beginning no sooner than mid February of each year and organized according to the established procedure. In the event that the an ASB Board Member is a candidate for office, the ASB President or the next highest-ranking officer who is not in conflict for an officer, shall assume all responsibilities. If all officers become candidates, the Director of Activities, and an appointed officer, shall assume all responsibilities.
 2. The interview process for the appointed positions will begin no sooner that the beginning of February of each year according to the established procedure.
 3. Appointment of Freshmen class officers will be conducted by the ASB Executive Board no later than the end of year and according to the established procedure.

ARTICLE X REMOVAL FROM OFFICE

Section A: Removal: Upon approval from the Director of Activities, any officer may be considered for removal from office for just reasons. The Executive Board or a petitioning body consisting of 25 percent of the ASB, may request the removal of an officer. The recommendation must be approved by two-thirds (2/3) of the Student Council class and approved by the Activities Director and/or the principal.

Section B: Attendance: Any officer absent from 25 percent of the leadership classes (unexcused absences), properly publicized class meetings, and failure to participate in general ASB related activities and work sessions, may be subject to dismissal with a majority vote of the Executive Board, with the recommendation of the Activities Director and Principal.

Section C. Conduct: Any incidents involving drugs or alcohol will result in removal from office. Failure to fulfill the duties of office, fighting, using obscene language, open defiance of school authorities, forgery, documented cheating or vandalism will result in probation or removal from office.

Section D. Grades: Student Council members whose grade point average drops below a 2.0 or receives a "D" or "F" on any quarter grade report will be placed on probation for the following quarter based on contract established by Student Council. Each contract will be created due to specific needs of that student and kept on file with the Activities Director.

Section E. Oath of Office:

Installation for the newly elected officers shall be provided by the Executive Board before the end of the school year. The following oath of office shall be taken by each officer at his induction to office:

Oath of Office

"I do hereby solemnly pledge myself faithfully to discharge the duties of my office. I give my pledge that I will do everything in my power to up hold the Constitution and to promote the general welfare of the Student Body of Ripon High School."

Section F: Vacancies of office

1. If a vacancy occurs in one of the elected ASB offices, it must be filled by Succession or election administered by the Election Committee within two weeks of the vacancy, except if the vacancy occurs within the last grading period - an appointment – with 2/3 majority approval of Senate may be used.
2. Vacancies in any other office, due to any cause, must be filled by appointment of the President with 2/3 approval of the Senate within two weeks after the vacancy occurs, except if the vacancy occurs within the last grading period.

Section G: Succession of ASB Officers

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 Administrative Coordinator
5. Student body Board Member

If the order of succession cannot be carried out willfully by all parties involved, applications for that office will be taken. Candidates must fulfill all eligibility requirements of the ASB Constitution. The Senate shall vote, by 2/3 majority, to fill the vacancy. All new Senate members must enroll in the leadership class in order to take office.

ARTICLE XI AMENDMENTS

Section A: Amendment Proposals:
Amendments to this Constitution must be submitted in writing during a regularly scheduled meeting of the Senate or the student body by petition by 10 percent. Each proposal may be accepted or received by a simple majority vote of the Senate.

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

Section C: Amendment Vote:
Any amendment or revision to become a part of this constitution, must be approved by not less than two-thirds (2/3) vote of the Senate. If the amendment or revision is approved it shall be added to this constitution.

ARTICLE XII APPROVAL

This constitution shall be in effect as soon as ratification by 3/4 of the Senate.

**When reading “Senate”, “Executive Board/Team”, and “Leadership/Student Council” they are the same concept.

**Ripon High School
Associated Student Body
Bylaws of the Constitution**

Article I – Student Council

It shall be the duty and power of the student council to:

- Be the supreme legislative body of the Associate Student Body.
- Propose and pass legislation that is considered important to the student body.
- Establish the annual ASB Sticker price.
- Budget and oversee the income and expenditures of all ASB monies.
- Propose and pass amendments to the constitution and Bylaws.

Each member of the student council shall be able to cast one vote in each voting situation.

Article II – ASB Members

The Student Body will elect student Body Officers in the spring for the following year.

All Student Body Officers must maintain a 2.0 grade point average and earn no semester failing grade. Exceptions will be granted only in the case that academic probation is granted by the Administration.

In order to apply to be a student in leadership you must have the following criteria:

1. Maintain a 2.0 grade point average
2. No Ds or Fs on report/progress grades to apply for an elected position.
3. No Ds or Fs on report/progress grades to apply for a commissioner position.
4. Go through an interview process.
5. Two Teacher Recommendations are required.

All Student Body Officers must be a part of the Leadership Class.

Refer to the end of this documents for the Job Descriptions of positions available in the leadership program.

Article III – Succession

If the ASB President cannot fulfill his/her duties because of illness, physical disability or absence, the ASB Vice-President shall assume and carry out the duties of the President until the President becomes able to resume the duties of his/her office.

If the President is permanently unable to fulfill his/her duties, the ASB Vice-President becomes the ASB President.

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 Administrative Coordinator
3. Student body Executive Board Members

In the case of vacancy of any other Student Body Officers, including Commissioners, the Leadership Council, with the approval of the Executive council, shall elect a replacement with a majority vote within two weeks of the vacancy of office.

**ARTICLE IV
QUALIFICATIONS**

Section A: General Qualifications

1. All candidates for office must be currently enrolled as an undergraduate student of Ripon High School in good standing.
2. All candidates for the Associated Student Body offices must have at least a 2.0 grade average during the semester preceding application for office and must have a cumulative 2.0 grade average for the preceding years of their high school and must meet prior to candidacy, citizenship, attendance and other requirements established in the Student Election Policy. All officers must maintain a 2.0 grade average during their term of office.
3. The ASB President must have served in Student Council during the previous year and have maintained a 2.0 GPA with no “Ds” or “Fs.”
4. The Vice President must have served in Student Council one year and have maintained a 2.0 GPA with no “Ds” or “Fs.”

5. After elections, when final spring semester grades are released, all candidates must maintain their 2.0 GPA or they will automatically be removed from office.
6. 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 appropriate administrative and student authorities.
7. All officers of this Associated Student Body 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 appropriate administrative and student authorities.
8. All officers must maintain excellent attendance. Poor attendance may result in disqualification/removal from office.
 - a. No more than 10 unexcused absences per semester.
9. The term of office for all officers of this Associated Student Body shall be one year – ending the last official day of school.
10. All officers of this Associated Student Body 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.
11. All officers of this Associated Student Body will be expected to abide by all school regulations (See Ripon High School Discipline Policy in the PSA). Violations of any regulations could mean temporary Probation and/or permanent suspension from that office, dependent upon the seriousness of the violations. In such cases, final the administration and/or faculty will make determination, only after both sides have been given equal chance to respond.

ARTICLE V GENERAL STUDENT BODY ELECTIONS

Section A: Student Body Election Committee

1. All general student body elections shall be conducted under the supervision of the Student Body Executive Board and the Activities Director.
2. The Executive Board and Activities Director will designate three other Senate members to serve as member Election Standing Committee if a current ASB Executive Member is running for an elected position or is absent during election process, which also includes an interview.
3. It shall be responsible to see that the elections are run efficiently, fairly, democratically, and in accordance with the provisions of the By-Laws and the Student Election Policy.
4. The Executive Board shall direct and supervise the nomination of candidates, the campaign, the election, and the announcements of the results.
5. The committee shall prepare the Student Election Policy for approval by the Senate.

Section B: Election

1. The date for the election of all Associated Student Body officers shall be fixed by the election Committee with the approval of the Senate and shall not be later than thirty days prior to the close of the school year.
2. The privilege to vote is extended to all membership of the Associated Student Body for the coming school year - except seniors.
3. Voting will take place on the designated day and location outlined by the Student Council class with the approval of the Principal.
4. Protest of the voting procedures and/or unfair practices may be filed by any eligible voter with the coordinator of student activities within three days after the polls have been closed. If the protest is found to be valid, the Activities Director will take appropriate steps as deemed necessary.
5. Installation of offices shall be provided prior to the conclusion of the school year. The oath of office shall be administered by the Principal of Ripon High School or his designate.

Section C: Petitions and applications for office

1. Petitions and applications for office are to be made available by the Director of Activities. At least five (5) school days will be allowed for candidates to complete their petitions and return them to the Activities Office. Specific dates and times will be established by the Activities Director and indicated on the petitions and applications.
2. In the event that an insufficient number of candidates file petitions within the designated time, the Director of Activities will have the authority to extend the filing time.
3. The Activities Director will make the final decision regarding the completeness and validity of each petition and application for office. He/she maintains the right to disqualify any candidate not meeting the requirements to run for office. A day after petitions are due, a letter of qualified candidates will be sent home.

Section D: Interviews and Appointed Positions

1. Each candidate for an appointed position must go through an interview before he/she can qualify for candidacy.
2. All appointed positions will be decided in part by an interview - the balance is by successfully meeting application requirements.

3. The interview panel for both interviews may consist of: Activities Director and the Executive Officers.

Section E. Campaigning

1. Candidates Meeting: The Director of Activities will hold a mandatory meeting of all candidates running for elected or appointed Council positions prior to the start of campaigning or interviews. The purpose of holding this meeting shall be to discuss who has qualified, review office duties and responsibilities of the candidates and to review campaign rules. Present Senate Officers may attend this meeting to specifically review their office duties with the new candidates. Failure of a candidate to attend this meeting will result in automatic disqualification, unless the candidate has been cleared with a valid reason through the Director of Activities 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 candidate is official or to begin campaigning. *A second mandatory meeting will be held by the Activities Director after the elected offices have been filled. If failure to attend this meeting occurs the result is automatic removal of position, unless the candidate has been cleared with a valid reason through the attendance office and/or the Director of Activities.*
2. After the official candidates have been announced, campaigning will be conducted for a maximum of five (5) school days, beginning the next school morning. *See rules and regulations present in application packet.*
3. Posters may be displayed **ONLY ON THE CAMPUS** and only in specified areas: only inside school gates; not on the marquee; no plant life; not on painted surfaces; not on windows or Plexiglas/mirrors with masking tape. Posters illegally placed will be removed. Candidate will be warned - second warning may result in disqualification.
4. Campaign material not appropriate will be removed and may result in disqualification.
5. Campaign expenditures must not exceed \$75 per candidate.
6. Stickers of any kind are not to be handed out.
7. Telephoning or mailing as a means of campaigning is not permitted.
8. Each candidate is responsible for littering and/or any damage to the campus brought about by his/her campaign. Any unreasonable littering or damage to the school will require payment for damage and may result in the candidate's disqualification.
9. Any candidate/associate caught destroying or tearing down another candidate's poster will be required to withdraw.
10. Candidates must remove all endorsed campaign material and tape by half-hour after the end of the day of elections. Violation may result in disqualification.
11. Violation of the election rules and regulations shall be referred to the Activities Director and Executive Board 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.
12. All infractions of the campaign rules will be reviewed and investigated by the Activities Director and Executive Board within 48 hours of notification of the infraction.

Section F: Speeches

1. All campaign and nominating speeches, skits, etc., must be submitted one day prior to presentation and approved by the Activities Director before being used.
2. Presentation must not be discriminatory against any segment of the school population.
3. The basic intent of the speech must be presented as approved.
4. If the candidate fails to meet requirements he/she may be removed as a candidate from the election by the elections committee.
5. Speeches are limited to three minutes (this includes any bilingual translations.)

Section G: Voting

1. Voting will be conducted at an appropriate polling place on campus by secret ballot. Polling times and locations will be determined by the Election Committee.
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 polls, while open, will be supervised by an adult.
5. Counting of the ballots will be done by the Activities Director or his/her designee.
6. In all positions, the candidate will receive a composite score made up of 40% student body vote, 25% teacher recommendation, and 35% interview score. The candidate with the highest composite score will be the new position holder.
7. Election results will be announced and posted as soon as possible after the Activities Director determines that the elections have been run properly and have been completed up to that point.
8. Candidates who run unopposed must receive a majority (51%) of the votes cast to be elected, have 80% of composite score, and not be documented for any suspension, truancy, cheating, lying, or disobeying the school discipline policy outlined in the school PSA.

Section H: Terms of office

1. The newly elected and/or appointed officers will formally assume office on the day following the last scheduled school day for the year.
2. Any newly elected officer having either a grade deficiency or a less than average citizenship marks on his/her final semester report card must resign and will be replaced as soon as possible.

- a. A personal contract can be established by the Activities Director if he/she deems it appropriate.

Section I: Incoming Freshmen

1. The entering Eighth Grade members of the Association shall be interviewed by the current school year elected ASB to determine representation into the following school year. Their terms of office shall begin immediately on the first day of school and end with the last school day of the year in office.
2. Their composite score will be out of 65 points based on an interview process and teacher recommendations. The entering eighth grader must receive a 50 point score or higher for consideration to become a Freshmen Representative in the coming school year.

ARTICLE VI CLUB CHARTER ORGANIZATION

Section A: Application for Charter A written application for an organization charter on the official form provided must be presented to the Student Council for approval. This term shall sat forth:

1. Proposed organization name
2. Signature of sponsor.
3. Purpose and objectives of the organization.
4. Organization constitution and bylaws.

Section B: Approval

1. All requests for Club approval must first be approved by the Activities Director and the Principal (unless official procedure is changed).
2. Next the application must be approved by a majority of the Senate and the Activities Director. If the charter is approved by two-thirds vote, a charter shall be issued to the organization. Three copies of this application and charter must be made. One is to be put in the official minutes of the Senate, one in the official minutes to the ASB Bookkeeper, and the third to the Principal of Ripon High School.

Section C: Probation, Suspension, or Revocation of Charter

1. Probation shall be defined as an official action taken by the Senate or the Activities Director 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.
2. Suspension shall be defined as an official action taken by the Senate to suspend an organization that is on probation for a period of time to be decided by the Senate or Activities Director at the time this action is taken for failure to comply with constitutional requirements or organizational behavior. At the time that the period of suspension has been completed the organization shall again be on probation. During this probation period, if another infraction of rules occurs, the Senate or Activities Director shall revoke the club's charter.
3. Inactive clubs – If a club is inactive for more than one school year or do not have a current Constitution by June 30th, 2007, the Activities Director will inform the club of the lack of activity and the club will have a 30 day period to find another Advisor or the current Advisor must hold an official meeting with minutes discussing the future activities of the club. If a club is determined to be inactive the there will be a carryover of unexpended funds/balances into the ASB budget.
4. Revocation shall be defined as an official action of the Senate or Activities Director taken to declare the charter of the organization in question null and void and to completely disband the organization's activities and declare further activities of the organization unconstitutional.
5. Each club is responsible for having a current Constitution on file with the ASB Bookkeeper and Activities Director. The Constitution must be revisited by newly elected officers and approved with signatures. If this is not complete within the first month of the new school year, the club will be placed on probation.

ARTICLE VII EXPRESSION ON CAMPUS

Section A: 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, and approved by both the Ripon Administrative team and the Senate.

Section B: 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 is 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 C: Prohibitions

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. Express or advocate racial, ethnic, or religious prejudices.

Section D: Any student who willfully or knowingly distributes any petition, circular, newspaper; wears any button, badge; or posts a bulletin in violation of any prohibition will be suspended, expelled or otherwise penalized depending on the severity of the violation and in accordance with established procedures.

ARTICLE VIII INITIATIVES AND REFERENDUMS

Section A: The Initiative

Proposals for regulations affecting the general welfare of the entire Student Body may be initiated in the manner customary in democratic society. All such proposals must be submitted to either the Senate or Director of Activities in writing and must bear the signed support of fifteen (15) percent of the members of the Student Body.

Section B: Referendum

The Senate and/or the Director of Activities may defer to the Student Body for approval and measure of general interest for a decision or an advisory vote. If the Senate refused to submit such a problem of general interest to the Student Body for referendum consideration, a petition containing the names of fifteen (15) percent of the members of the Student Body can require such a procedure.

ARTICLE IX AMENDMENTS TO THE BY-LAWS

All amendments to the By-Laws shall originate in the Senate and be ratified by a 3/4 majority of the Senate members.

PROCEDURES OF THE RIPON HIGH SCHOOL CONSTITUTION

ARTICLE I DANCE COURTS

Section A: Qualifications

Court king and queen nominees must be full time seniors at Ripon High School with a 2.0 GPA on the last grading report, have good attendance (no excessive truants or tardies) and be good citizens (no major discipline problems). Underclass students may also be a part of a court when appropriate (same qualifications).

ARTICLE II DEATH/DYING

Section A: Who

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

Section B: Procedure Upon the death of a current staff or student the following will occur:

1. Committee will arrange for a family visit.
2. Buy appropriate flower arrangement and card for visitation.
3. Create a "good-bye" poster for the general student body to sign. Talk to family during committee visitation.
4. With Principal's permission – lower flag to half-mast and/or put name on marquee.

**ARTICLE III
TOKENS OF APPRECIATION**

Section A: Amount

1. This sections deals with the limited amount of how much each class can spend toward their Head Class Advisor gift given at the Student Banquet Award. The sum of \$50.00 or less will be allowed by the Activities Director and the ASB Bookkeeper to be spent on the freshmen class advisor, sophomore class advisor, junior class advisor, and senior class advisor.
2. Any other token of appreciation given to a member of the Ripon High School staff or community member must be brought to the formal ASB meeting and approved by the members of Student Council by a 2/3rds vote. Discussion of the amount spent will be determined by the Student Council group and approved by the Director of Activities.
3. Sports – Applicable if money for gift is taken out of sport budget. The amount of how much a specific sport (Frosh, JV, Varsity) can spend toward their coach, as a gift cannot be over the amount of \$50.00. The money spent will be taken out of the budget of that particular sport, but a Purchase Order must be written and approved by the Athletic Director or Activities Director and the Principal.

**ARTICLE IV
AMENDMENTS TO THE PROCEDURES**

All amendments to the Procedures shall originate in the Senate and be ratified by a three/fourths (3/4) majority of the Senate members.

SAMPLE OUTLINE FOR A CONSTITUTION

Article 1. Organization

- a. Name of organization
- b. Purpose and means of accomplishment
- c. Time, place and frequency of meetings of officers
- d. Definition of quorum

Article 2. Membership

Article 3. Officers and Elections

- a. Titles and duties of officers
- b. Election of officers
- c. Term of office
- d. Requirements for eligibility
- e. Appointment of committee

Article 4. Representatives to Student Council other than Officers

- a. Method of selection
- b. Qualifications for eligibility
- c. Term of office

Article 5. Adult Advisers - Appointment by Superintendent, Principal, Faculty, or Student Council

Article 6. Financial Activities

- a. Budgets
- b. Revenues
- c. Disbursements
- d. Statements and reports

Article 7. Clubs within the Student Body Organization

- a. Purposes of clubs
- b. Method of organization and discontinuance
- c. Financial activities
- d. Constitution and/or by-laws

Article 8. Amendments to Constitution

- a. Method of origination
- b. Requirements for adoption

Ripon High School

Positions & Responsibilities

THE GOAL AND FOUNDATION OF LEADERSHIP AND ALL POSITIONS IS TO SET THE EXAMPLE. BE POSITIVE, COMMUNICATE WISELY, COMPLETE YOUR JOB WITH 100% EFFORT, BE SPIRITED AND PRIDEFUL.

ASB Officer Positions

Students in this position must have had a year of experience in leadership prior & have held an elected officer position for one year to apply and run for an ASB Executive position.

1. The ASB Executive President

- This officer should serve as an advocate for all students, while being aware, to ensure that all leadership projects are aligned with developing a positive school culture.
- In charge of planning and executing Coronation for Homecoming & Winterfest.
- Facilitating ASB officer meetings and Formal ASB meetings
- Ensuring that the ASB officer team effectively communicates and works well together.
- Communicate with the Activities Director to fully understand the daily agenda for the Leadership Program.
- Consult the class with ideas regularly to keep the brainstorming fresh and the activities fun.
- Representation at all meetings of organization and councils where necessary.
- Preside at all student body assemblies or authorize someone to do so in his/her place.
- Serve as a communication link between the governing bodies of RHS with respect and maturity while being a positive role model.
- Appoint replacements for any opened offices on student council and/or call special elections when deemed necessary.
- Monitor student council officers to verify they are fulfilling job responsibilities and complete quarterly evaluations of peers. Give the Activities Director honesty when evaluating peers.
- Make sure EVERYONE is participating, not just a select few.
- Form all needed committees both Standing & Special. Supervise all committee chairpersons to establish and enforce timelines and deadlines for events and project preparation.
- Attend Site Council Meetings with the ASB Vice President. If unable to go, find another ASB Officer to replace the absence.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Must be thick skinned, firm, and not afraid to change relationships for the betterment of the class structure. STAY POSITIVE! This is a very strong role and requires much attention and dedication.
- Keep storage room clean and organized. Keep track of all supplies and purchase items needed when necessary

2. The ASB Executive Vice-President

- This officer serves to support the ASB President and advocate a wide range of student involvement and incorporation into school-wide functions.
- Serve as ASB President if the President becomes permanently unable to fulfill his/her duties.
- In charge of planning: Back to School Dance & the End of the Year Dance.
- Oversee all procedure paperwork done by all members of the class.
- Develop fundraising activities for Student Council.
- Student is in charge of the VPs & the semester based community service projects.
- In charge of the Mentorship Program.
- Plan and conduct ASB & Class elections with the Activities Director. Ensuring each student follows the campaign rules during election periods.
- Attend Site Council Meetings with the ASB President. If unable to go, find another ASB Officer to replace the absence.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.

3. The ASB Executive Administrative Coordinator

- This officer's primary role is to improve the communication between student government and the general school population through official minutes of meetings.
- Record minutes (minutes must be typed) – must email a copy to Activities Director and ASB Bookkeeper.
- Monitors class Administrative Assistants to verify they are fulfilling the responsibilities of the office.
- Making invitations and thank-you notes for all appropriate events.
- Managing and updating the ASB calendar of events. Specifically, in the classroom. This will be updated each month.
- Create the Core Principal Poster for the classroom. (Due on the 1st Day of School or negotiated by the AD)
- Keep a complete and accurate record of all receipts and disbursements of the student body funds. Completing this task will take the assistance of the ASB Bookkeeper.
- Comprehending the budget and working closely with the bookkeeper to make sure funds are allocated respectfully and responsibly. Must meet with bookkeeper either daily or weekly.
- Monitoring Club and Class accounts and taking any necessary action.
- Keep and maintain all financial documents (minutes, financial reports, contracts, POs, etc. All files are located with the ASB Bookkeeper.)
- Approving reimbursements from any ASB account; signing forms for checks as the student representative.
- Develop and organize all ASB fundraisers with the assistance of the Activities Director.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.

4. The ASB Executive Board Member

- Attend and be an active member for all monthly board meetings and report back to Student Council. Equally, attend all and any special meetings held by the district board that is required.
- Student will be directly involved in communicating with professionals and community members to assist in various activities held by the leadership class. Take the voice of the Student Body to the board members.
- In charge of the Student Senate Organization (if applicable). Student will attend monthly meetings and work with the AD to create agenda.
- In charge of being the Club Committee Chair working on communication, paperwork and activities with clubs on campus. Offer general aid to clubs; help clubs with paperwork, with an emphasis on new clubs. Maintain open lines of communication between club committee chair & club presidents
- Conduct club committee meeting with club presidents and club advisors on a monthly basis to discuss important, upcoming events involving clubs ~ dude be nice, holiday trees, etc.
- Meet with the Activities Director a week before club committee meeting in order to discuss what needs to be said at the meeting.

Class Officers Positions

1. Class President

- This officer's primary role is to create an inclusive social atmosphere and ensure that class activities reach a wide range of students.
- Take lead in determining class objectives and goals. Serve as representative to the specific class. Include members of that class outside the leadership program in planning and executing class-based events
- Meet with Head Advisor once a month; during key events: weekly.
- Coordinate all agenda items for class meetings to ensure that all members attend.
- Preparing all information for Student Council Meetings and addressing information in meetings.
- Places all orders for the class supplies.
- Monitors class officers to verify they are fulfilling the responsibilities of their office.
- Ensures there is effective and plentiful publicity for every class event: i.e. flyers, announcements, social media.
- Assist with organizing all activities: including various representatives for games, overlooking decorations and their completion, ensuring all posters/flyers/signs are made for upcoming events.
- Responsible for planning, coordinating, and supervising all class activities.
 - Freshmen: T-shirts sales, Homecoming, Halloween Costume Dance (fundraiser), Winterfest, Warm and Fuzzy Week (ASB will assist), Staff & Student Basketball game. Other events/projects can be added by the ASB President or Activities Director throughout the year.
 - Sophomores: T-shirts sales, Homecoming, Winter Formal (fundraiser), Winterfest. Other events/projects can be added by the ASB President or Activities Director throughout the year.
 - Juniors: T-shirts sales, Homecoming, Dude Be Nice Week, Winterfest, Prom (fundraiser). Other events/projects can be added by the ASB President or Activities Director throughout the year.
 - Seniors: T-shirt sales, Senior Sunrise and Sunset, Homecoming, Winterfest, Grad Night, Graduation. Also

plan senior bbq/yearbook distribution; plan the senior gift with fellow class officers and advisor. Other events/projects can be added by the ASB President or Activities Director throughout the year.

2. Class Vice President

- This officer serves to support the Class President. Attend all meetings held by the class President. Reports directly to the class president.
- Assumes responsibilities of the class president in his/her absence. Know the importance of your job because the class president needs to know that he/she has someone they can rely on.
- In charge of cleaning and organizing class spirit boxes after big events and check in with the ASB President.
- The vice president will be in charge of creating a community project with the ASB Vice President. (*Example: when the whole class made blankets for a community project.*)

3. Class Administrative Assistant

- This officer's primary role is to improve the communication between the Class officers and the students of their class.
- Working with ASB Secretary in taking, emailing, and distribution of minutes to head advisors, class officers, and Activities Director. (Email/print out the minutes and attach them to procedure form.) Minutes must be sent no later than one week after the meeting has occurred.
- Ensuring that invitations and thank-you notes are made for all appropriate events.
- This officer ensures that class finances are sound and wisely used for class activities.
- Budgeting class expenditures for the year based on class goals with the help of the Head Advisor.
- Keeping records of all expenditures and deposits. Ensuring that reimbursements and payments happen in a timely manner.
- Communicate & assist the bookkeeper in maintaining accurate and efficient accounting of the class account.
- Participate/help in developing fundraising activities for the class.
- Responsible for keeping all purchase orders, check and cash box requests for the class. (On file with the ASB Bookkeeper)
- Fill out all P.O.'s. Use money wisely during the year.

4. Class Publicity Officer

- This officer's role is to promote spirit events by publicizing to their specific class and to the entire student body.
- This position will work to showcase positive school culture and encourage student body participation.
- This position will take on the responsibilities and demands of class events. This position will follow the directive and deadlines of the Class President.
- In addition, each officer will complete the following:
 - Senior Class Officer: Keep track of the spirit counts school wide and maintaining the spirit board in the Attendance Office. In creating social media posts, photos of students in spirit gear are to be used in spirit count post. Communication with Spirit Committee & AD are imperative.
 - Junior Class Officer: Dressing up according to spirit day and take a picture with students in spirit (The Spirit Squad) each spirit day.
 - Sophomore Class Officer: Spirit Bombs of our RHS staff members – showing them love and appreciation.

Freshman Representative - Positions are not specifically designated in their freshmen year of leadership. Each member is considered equal in title and work prescribed.

- Serve as representative to the freshmen class. Be a good example/role model to peers.
- Meet with Head Advisor once a month; during key events: weekly. Coordinate all agenda items for class meetings to ensure that all members attend.
- Freshmen: T-shirts sales, Homecoming, Dance (fundraiser), Winterfest, Staff & Student Basketball game. Other events/projects can be added by the ASB President or Activities Director throughout the year.

Commissioners

1. Spirit Publicity Head Coordinator

- This commissioner's primary role is to market school-wide events to the student body and create an inclusive, comfortable social climate for a wide range of students.
- Working in conjunction with ASB on planning and executing spirit weeks.
- Promoting student spirit on spirit weeks. Complete Spirit Counts. Order candy (work closely with AD).
- Organizing and tallying spirit counts & getting candy to pass out on big spirit days. Organize the Indian Pride Award spirit winners with a treat at the end of the year.

- Promoting attendance to sports events and developing the role of Pride Tribe.
- Wearing red on every Friday; going all out – stand out amongst the rest of the student body.
- Work with your class officers in charge of planning for specific sub-activities to ensure that maximum attendance and enjoyment are reached.
- Utilize posters and flyers to create colorful and classy reminders about school events.
- Use social media to spread more awareness about school events.
- Spirit Spotlights to occur monthly in conjunction with academic & athletics.
- Responsible for removal of loose blue tape from existing posters on campus.
- Apart of the Coronation Committee for Homecoming & Winterfest.

2. Rally Commissioner (This position will be an elected position held during ASB Elections).

- Responsible for being the MCs at each and every rally held at Ripon High School.
- The goal is to provide enthusiasm, energy, and familiarity to the student body in the activity of a rally.
- Write scripts, plan, and practice for rallies ahead of time. Scripts must be given to the Activities Director.
- Include non-Leadership members in some of your ideas for new rallies.
- Bring in new ideas each time you discuss a new rally.
- In charge of the Fall Rally with the Rally Commissioners & ASB.
- When needed for rallies or other activities, ask for help from fellow classmates.

3. Athletics Commissioner

- This commissioner's primary role is to market school-wide events to the student body and create an inclusive, comfortable social climate for a wide range of students.
- Exercise general supervision of athletic activities. It is the expectation that this person goes to multiple athletic events and participates in the spirit of the Pride Tribe spirit section.
- Plan, coordinate, supervise, and publicize inter-mural sports. (Powder Puff, Dodge Ball)
- Work with the Athletic Director and various coaches and their respective sport. Maintain a file of all teams including rosters and schedules.
- In charge of the Fall Rally with the Rally Commissioners & ASB.
- Will assist head coaches in senior nights for all sports at RHS.
- In charge of Athlete of the Month to highlight athletic achievements throughout each sports season. Must include one male and one female each month.

4. Technology

- This commissioner's primary role is to utilize technology to enhance communication and promote activities throughout the student body, document student government activities and preserve school culture and student life.
- Recording and compiling events, including dances, assemblies, sports events, rallies, homecoming, lunch activities, etc. onto a single comprehensive video. Responsible for having videotaped all RHS events to include in the Video Extravaganza.
- Working with ASB Officers on videos for various assemblies and events as necessary.
- Responsible for all technological aspects of ASB activities. Keeps an inventory of all ASB equipment.
- Organizes and assigns Student Council members to videotape ASB activities and other RHS student events.
- Providing technical support during rallies, elections, lunchtime activities, managing and setting up microphones, speakers, LCD projectors, spotlights, etc.
- Responsible for sound system at all ASB activities. (This sound system is the property of ASB Leadership)
- Apart of the Coronation Committee for Homecoming & Winterfest.

5. Historian Commissioner

- Trace historical development of events, activities, and social growth at RHS by taking pictures of these events.
- Keep an accurate scrapbook of events held throughout the year at RHS and complete a finished product at the end of the year.
- Assigns Student Council a page to do for the scrapbook. Presents the scrapbook to the Activities Director and Student Council at the ASB Awards Banquet.
- Responsible for maintaining and assigning student council members to take pictures of ASB activities through the school year.
- Communicate between the yearbook staff, journalism and student council; schedules pictures and sharing pictures.
- Assistant to the technology commissioner in taking photos, taking video, and creating videos for rallies.
- Apart of the Coronation Committee for Homecoming & Winterfest.

6. Academic/Link Crew Coordinator

- This commissioner's primary role is to ensure a successful transition and provide support for students entering Ripon High, including freshman, new students, and ELD students.
- Organizing Link Crew activities for underclassmen and junior high students that focus on student development and transition through high school: i.e. Hot chocolate social, 8th grade welcome day, Back to school night
- Coordinating opportunities for Link Crew members to assist large school-wide events (assemblies, rallies, decorations, other commissioner activities, etc.).
- Organize and run the Link Crew Study Buddy Night event at the end of each semester.
- Managing and updating an effective form of communication to all Link Crew members (website, email, notes).
- Make the nametags for all incoming freshmen and link crewmembers to orientation.
- Design & organize the shirt order for link crewmember and various other classified staff at RHS.
- Organize the materials needed for the freshmen orientation meeting.
- Organize the freshmen groups and classrooms to be used for orientation.
- In charge of Academic of the Month to highlight artistic, musical, academic, etc. achievements throughout the entire year.
- Academic certificates given semesterly. 3.0-3.99 Honor Roll, 4.0+ Principal's List
- Earn both certificates in the year – treat at end of year for students. Fundraising required.

7. Public Relations Coordinator

- Publicize school activities: school announcements, updates on social media. Responsible for social media post assignments and keeping an accurate record of student posting. All posts must be school appropriate.
- Utilize posters and flyers to create colorful and classy reminders about school events.
- Complete Spirit Counts.
- Check all posters that go out to see if they are appropriate to the school.
- Responsible for removal of loose blue tape from existing posters on campus.
- In charge of the birthday calendar.
- Apart of the Coronation Committee for Homecoming & Winterfest.

Classroom Expectations – this applies to every position held in the program

Course Application: Development of Professional Skill & Expectations of a Leader

- Enroll in the Leadership/Student Council course; required daily attendance in course.
- Maintaining grades in all academic classes. Attend all classes, do not be tardy, follow the RHS student handbook: i.e. dress code policy, honor code.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD. Keep on task at all times. Turn in all work at prescribe deadline as directed.
- Maintain working knowledge of all the upcoming events that are going on, and the procedures that must be taken to complete them successfully.
- Complete Procedure Forms as required by AD. Procedure form of event will be due one week after the event has occurred.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Lead/contribute to committees/jobs as assigned (may have to complete on own time, outside of class period).
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Time management, organization and work ethic are to be shown consistently to be successful with this program.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Complete Social Media assignments to promote school activities and events. Conduct your behavior professionally.
- Follow the Core Principles established each year.
- Student shall serve as a positive role-model to other students at RHS.
- Required to set-up and clean-up after all ASB rallies and activities.
- Required to complete an entire scrapbook with assigned pages throughout the year.
- All students in leadership are required to attend one school board meeting, take notes, and write a one-page summary of the event. This document will be due the Friday after the Monday board meeting.
- Students are required to present at each formal student council meeting while presenting a formal report for a grade.