# The Constitution of the
# Associated Student Body of Will C. Wood High School

## Preamble

We, the student representatives of Will C. Wood High School, in order to form an effective and democratic student government, to encourage participation in school activities, and to foster a spirit of cooperation between the student, faculty, and community, do establish this Student Government Constitution on behalf of the Associated Student Body of Will C. Wood High School.

## Article I. Name

The name of the governing body of the Associated Student Body of Will C. Wood High School shall be identified as the Will C. Wood High School Student Council or "ASB".

## Article II. Associated Student Body Membership

All students who are currently enrolled at Will C. Wood High School shall be members of the Associated Student Body.

## Article III. Student Council

1. The Associated Student Body of Will C. Wood High School will have as its legislative body, the Will C. Wood High School Student Council.

2. Should the need arise, a person may be appointed to another position, holding more than one position, but no more than two. However he/she may not resign from the position he/she was elected or appointed to in order to accept an appointment to another, unless an adequate replacement is available and appointed by the Executive Council.

3. The Student Council will include as voting members: The Student Body Officers (President, Vice President, Secretary, and Treasurer), the Student Board Representative, all Class Representatives, and all Commissioners

4. Members of the Student Council must meet the following qualifications: Grade point average during the semester preceding elections shall be as follows:

    a. The Associated Student Body Officers, the Class Officers, Representatives, the Governing Board Representative, the Assistant to the Governing Board Representative, and all of the Commissioners must maintain a 2.5 GPA with no F's.
    b. At the beginning of each school year the preceding eligibility requirement will also be used to determine eligibility. Any student not meeting this requirement will be removed from office and the student council. For purposes of determining eligibility, the spring semester grades will be used.
    c. Maintain satisfactory citizenship during their membership.
    d. Possess a strong desire and willingness to execute the duties of the office they hold.
    e. Meet the requirements established in this Constitution.
    f. Meet the responsibilities of his/her position as printed in the constitution and any other duties that are assigned and assumed during his/her term in office.

5. Any student not adhering to the provisions of the Constitution or other responsibilities as approved by the adult supervisor of the ASB, may be subject to suspension from office by the adult supervisor for a time period determined by the adult supervisor or administrator. Upon demonstrating compliance with the Constitution to the adult supervisor or any member of the Student Council resigns his/her office or if he/she is recalled due to the failure to meet the requirements set forth in this Constitution, replacement shall occur as follows:

    a. **Presidential Vacancy**: The vacancy of the office of Student Body President shall result in the Vice President of that organization fulfilling the office of President, with 3/4 approval from the Executive Council. In the event that the Vice President does not succeed, the Executive Council will determine a replacement. The acting Student Body President shall appoint the successor to the office of the organization's Vice President. The Student Council, by two-thirds vote, must approve the appointment.
    b. **Non-Presidential Vacancy**: The vacancy of the other student body or class officers shall be filled similarly by appointment by the Student Body President. The Student Council, by a two-thirds vote, must approve the appointment of the President. Student Council Members shall make recommendations to the Student Body President for replacement. Should the ASB President and adult supervisor of the ASB determine that a replacement is not necessary, this decision must be approved by 2/3 of the student council. Any student suspended from office, will be temporarily replaced by a student appointed by the ASB President, with the approval of the adult supervisor of the ASB. Upon reinstatement, the suspended student will regain all authority, responsibility, and privileges of his/her position and the interim replacement will be relinquished of their responsibilities to this position.

6. If a student resigns from his/her position based on a personal reason, he/she may be allowed return to the Student Council the following year depending on circumstances of departure and based on discussion and approval by the Student Council. If a student is removed from Student Council based on grades, and wishes to be a member of the student council at a future time, he/she must be reviewed by the current Executive Council to determine eligibility. The Executive Council will use a process approved by the adult supervisor of the ASB.

7. Meetings:

    a. Student Council meetings will take precedence over all other activities. Attendance at meetings shall be mandatory for each Student Council member, unless the student is participating in a school function and was excused by the adult supervisor of the ASB or has an excused absence identified in the school's attendance records. A student may be excused for formal reasons such as work, after giving the ASB supervisor 48 hours notice.
    b. Two-thirds of the voting members of the Student Council will constitute a quorum required for the transaction of business.
    c. Regular meetings of the Student Council will be open to any member of the student body. Any person may be granted temporary voice with the consent of the ASB President.
    d. Each voting member of the Student Council will be entitled to one vote per bill.
    e. All Student Council meetings and other official proceedings shall be conducted using procedures approved by a simple majority of the Student Council, and the adult supervisor of the ASB or other administrator.
    f. With the approval of the adult supervisor of the ASB, the Executive Council may resolve a conflict where a resolution is not provided in the constitution. Once decided, the resolution must be submitted as an amendment and is subject to the requirement stated in Article XI, Section 1; paragraph b. Upon approval, the decision may be enforced.

## Article IV. Duties of the Members of the Executive Council

1. The President, Vice-President, Secretary, Treasurer and Representative of the Associated Student Body must have two full semesters of Student Leadership Class experience at Will C. Wood High School in order to run and be elected for that position. ***A student who has not met the one year in leadership qualification may make an appeal to the Student Council to run for an ASB officer position. This appeal may be accepted by a 2/3 majority vote by the Student Council. If the appeal is accepted/passed, the student may run and be elected for the desired officer position.***

2. The members of the Executive Council will consist of the President of the Associated Student Body, the Vice-President of the Associated Student Body, the Secretary of the Associated Student Body, the Treasurer of the Associated Student Body, and the Student Board Representative.

3. The President of the Associated Student Body of Will C. Wood High School must meet the following requirements:

    a. Provide leadership and vision for the Leadership Class and ASB
    b. With the assistance of the adult supervisor of ASB, create an Activity Calendar for the school year, prior to the start of the school year.
    c. Serve as a voting member of the Student Council.
    d. Plan and facilitate all meetings that pertain to his/her duties, including both Executive Council Meetings and Student Council Meetings.
    e. Coordinate all agenda items with the ASB Secretary and Treasurer for Student Council Meetings and Executive Council Meetings. Ensure that all members attend and that all classes, committees, and commissioners are ready to report to the Student Council when necessary.
    f. Attend all class meetings, unless excused by the adult supervisor of the ASB.
    g. Attend all Student Body Activities unless excused by the adult supervisor of the ASB.
    h. Attend one School Board meeting per quarter.
    i. Form all needed committees; choose chairperson when necessary.
    j. Appoint replacement candidates for any open offices on Student Council.
    k. Support Student Council Officers in fulfilling the responsibilities of their office.
    l. Work with the adult supervisor of the ASB and Activities Commissioner(s) in coordinating student related activities.
    m. Plan and conduct Executive Council Meetings as directed by the adult supervisor of the ASB to check the progress of all activities. Procedures for facilitating these meetings will be determined by the ASB President, with approval from the adult supervisor of the ASB.
    n. Abide by the Will C. Wood High School Constitution, The Leadership Code of Ethics, and the WCW Student Handbook.
    o. Be a member of the Junior or Senior class during his/her term in office and have one year experience with holding an office or appointed position.
    p. Chair all special committees assigned by the adult supervisor of the ASB.
    q. Be present any time ballots are counted, or appoint a replacement to serve in that capacity. This replacement must be a member of the student council.
    r. Fulfill additional responsibilities as assigned by the adult supervisor of the ASB.
    s. Participate in planning and attending ASB and class events.

4. The Vice-President of the Associated Student Body of Will C. Wood High School must meet the following requirements:

    a. Assume the role of the ASB President in his/her absence.
    b. Supervise the ASB Secretary in taking attendance and minutes at Student Council Meetings.
    c. Control and update the Master Activity Calendar.

d. Support all Class Representatives in carrying out their responsibilities.
e. Participate in planning and attending ASB and class events.
f. Serve as a voting member of the Student Council.
g. Attend all Executive Council Meetings.
h. Attend all class meetings, unless excused by the adult supervisor of the ASB.
i. Attend all Student Body Activities unless excused by the adult supervisor of the ASB.
j. Attend one School Board meeting per semester.
k. Assist the ASB President in coordinating and conducting student activities assigned by the ASB President and Adult supervisor of the ASB.
l. Report to the ASB President.
m. Abide by the Will C. Wood High School Constitution, The Leadership Code of Ethics, and the WCW Student Handbook.
n. Be a member of the Junior or Senior Class during his/her term in office and have one year experience with holding an office or appointed position.

5. The Secretary of the Associated Student Body of Will C. Wood High School must meet the following requirements:

    a. Organize a workshop to train Club Secretaries on creating agendas and taking minutes at the beginning of the school year.
    b. Update Student Council Phone/Email Tree and make copies for distribution.
    c. Complete Activity Requests for all activities submit for approval during 1st Student Council Meeting.
    d. Work with the ASB Treasurer to obtain all bills after he/she has reviewed them for completion and legality.
    e. With the assistance of the adult supervisor of the ASB, enforce all ASB policies regarding requests.
    f. Submit agenda to be copied no sooner than one day prior to and no later than two days after, the Student Council Meeting.
    g. Record and distribute agendas for all Student Council Meetings.
    h. Maintain a binder with minutes for all Student Council Meetings.
    i. Serve as a voting member of the Student Council.
    j. Attend all Executive Council Meetings; type agenda if requested to do so by the ASB President.
    k. Attend all class meetings, unless excused by the adult supervisor of the ASB.
    l. Support club secretary/treasurers (with the ASB Treasurer) in fulfilling the responsibilities of their office.
    m. Report to the ASB President.
    n. Sign all official correspondence (i.e. thank you cards, notification, etc.) to other schools, businesses and organizations as assigned by the ASB President or adult supervisor of the ASB.
    o. Contact all people on the phone tree when directed to do so by the ASB President or the Adult supervisor of the ASB.
    p. Abide by the Will C. Wood High School Constitution, The Leadership Code of Ethics, and the WCW Student Handbook.
    q. Be a member of the Junior or Senior Class during his/her term in office and one year experience with holding an office or appointed position.
    r. Fulfill additional responsibilities as assigned by the adult supervisor of the ASB.
    s. Participate in planning and attending ASB and class events.

6. The Treasurer of the Associated Student Body of Will C. Wood High School must meet the following requirements:

a. Schedule meetings with the staff member charged with maintaining ASB accounts to discuss items of concern. Help devise a plan to alleviate problems. Bring information to report to the Student Council regarding these issues.
b. Coordinate a meeting with club advisors/coaches to review procedures and policies for the school year. This is to be done at the beginning of the school year or when new clubs are established.
c. Contact organizations that have incurred a negative balance in their account. Help them devise a plan to bring their account out of the negative. Continue to contact them on a regular basis.
d. Review all bills before they are placed on the Student Council Meeting Agenda to ensure completion and legality.
e. During each Student Council Meeting, have ledger available. Make the council aware of any requests from accounts that do not have the money to pay for the expense.
f. Enforce all ASB Policies regarding requests.
g. Contact organizations that have submitted incomplete or problematic requests. Follow up if necessary.
h. Make monthly financial reports to the Student Council; communicate with the ASB Secretary to ensure that time for this report is on the agenda.
i. Serve as a voting member of the Student Council.
j. Attend all Executive Council Meetings.
k. Attend all class meetings, unless excused by the adult supervisor of the ASB.
l. Support the Club Secretary/Treasurers (with the ASB Secretary) in fulfilling the responsibilities of their office.
m. Report to the ASB President.
n. Assist the staff member charged with maintaining ASB accounts as assigned by the adult supervisor of the ASB.
o. Serve as consultant for clubs and organizations selling tickets or products to the student body.
p. Abide by the Will C. Wood High School Constitution, The Leadership Code of Ethics, and the WCW Student Handbook.
q. Create the budget for the ASB general fund prior to the school year; submit for approval by the Executive Council before submitting it to the Student Council.
r. Be a member of the Junior or Senior Class during his/her term in office and one year experience with holding an office or appointed position.
s. Fulfill additional responsibilities as assigned by the adult supervisor of the ASB.
t. Participate in planning and attending ASB and class events.
u. Daily check in with School Book Keeper.

7. The Student Governing Board Representative to the Vacaville Unified School District Governing Board must meet the following requirements:

a. Serve as a voting member on the Student Council.
b. Report to the ASB President.
c. Attend all class meetings, unless excused by the adult supervisor of the ASB.
d. Participate in planning and attending ASB and class events.
e. Attend all school board meetings as an official student representative.
f. Report to the Student Council following the board meeting.
g. Meet with the school administration when necessary.
h. Maintain professionalism in all matters of the ASB.
i. Attend all Executive Council Meetings.
j. Record Student Council attendance at Board meetings and sign off on school board student summaries.
k. Abide by the Will C. Wood High School Constitution, The Leadership Code of Ethics, and the WCW Student Handbook.

l. Fulfill all responsibilities assigned by the Vacaville Unified School District Governing Board.
m. Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB.
n. Participate in planning and attending ASB and class events.

## Article V. Commissioners

1. The classification of commissioned positions for the following school year shall be determined by the Executive Council prior to elections; the number of the commissioners shall be determined by the new Executive Council after elections. The responsibilities for each position will be determined by the ASB President and adult supervisor of the ASB, and must be approved by 2/3 of the student council during the first student council meeting. The responsibilities will be put in writing and given to each commissioner prior to the first student council meeting.

2. All commissioners must be a sophomore, junior or senior during their term in office, or a sophomore with one year of service on the student council, only exception to publicity, which may be filled by any grade.

3. Report directly the ASB Commissioner.

## Article VI. Class Representatives

1. The responsibilities of the Class Representative are:
    a. Find one "class correspondent" in each gov/econ class.
    b. Attend all class meetings, unless excused by the adult supervisor of the ASB.
    c. Bring members of the graduating class to Class Meetings.
    d. Serve as a voting member of the student council.
    e. Participate in planning and attending ASB and class activities.
    f. Work with committees to establish and meet timelines for event and project preparation.
    g. Assist class officers in ensuring publicity of all class events.
    h. Abide by the Will C. Wood High School Constitution, The Leadership Code of Ethics, and the WCW Student Handbook.
    i. Fulfill additional responsibilities as assigned by the class advisor or adult supervisor of the ASB.

## Article VII. Selection Process

### A. Elections

1. Candidates for the Student Body will be nominated by petition. A petition will be considered valid when signed by forty members of the Student Body, the candidate's parent, the adult supervisor of the ASB, three teachers (two must be core teachers), and the candidate's counselor. A petition will be considered valid when the candidate has also turned in a signed Leadership Code of Ethics and Leadership Goals and Objectives.

2. All candidates must pass an ASB constitution test with 75% or higher and will be granted three chances to pass the test, as scheduled by the student council. This test will be created by the adult supervisor of the ASB along with four members of the Executive Council.

3. The calendar of election activities shall be determined by the ASB President, but in no case shall the election of Student Body Officers fall after the second week in May.

4. The order of election activities shall occur as follows:

    a. Distribution of petitions by the Student Council.
    b. Deadline for submission of petitions and citizenship forms established by the Student Council.
    c. Period of campaigning cannot exceed two weeks. Elections are to be held on a date determined by the Student Council.
    d. Commissioner and Class Representative Interviews shall be scheduled by the ASB President-Elect. The newly elected Executive Council will conduct these interviews and deliberate after hearing all candidates for a commissioned position. Selected candidates will be informed of their appointment by the ASB President.

5. A candidate for a Student Body Officer position will be elected by a majority of the votes cast.

6. Election Supervision

    a. The ASB President will draft election supervision assistants with approval of the adult supervisor of the ASB.
    b. All people involved will be designated a duty and a station by the ASB President.
    c. Ballots will be numbered and a registration made of each student as he/she takes a ballot.
    d. No ballots will be counted until polls are closed. Counting will be accomplished by those students assigned in the presence of an adult and in a private area restricted to designated purposes.
    e. The election of the other officials of the student body during the school year (king, queen, etc.) will be accomplished by rules set by the committee and respective advisor.

## B. Appointments

1. Vacancies for Class Representative and commissioned positions will be filled by appointment from the newly elected Executive Council with guidance from current executive council.

2. Appointments will result after the newly elected Executive Council has interviewed all eligible candidates. The interview questions will be written after elections by the ASB President-elect and will be approved by the adult supervisor of the ASB.

3. The interview schedule will be determined by the ASB President-elect with the consent of the adult supervisor of the ASB.

4. The newly elected Executive Council will deliberate after the interviews and select a number of Class Representatives and Commissioners equal to the amount agreed to by the adult supervisor of the ASB.

5. Petitions for these positions are required by the ASB President-elect, Petitions must meet the same requirements as those students seeking candidacy for elections.

6. All candidates for Class Representative and Commissioner will be required to pass the ASB Constitution Test with a score of at least 75%.

7. Vacancies for the Governing Board Student Representative to the Vacaville Unified School District Governing Board will be filled using a process agreed upon by the board of trustees.

8. Candidates for the Governing Board Student Representative to Vacaville Unified School District Governing Board must pass the ASB Constitution Test with a score of 75% or higher, complete a petition, and be approved of by the Administrator(s) of Will C. Wood High School.

## Article VIII. Chartered Organizations

1. ASB chartered organizations shall be those campus organizations possessing a charter issued by the Student Council, and obeying the provisions of the Constitution and the laws passed by the Student Council. Only ASB chartered organizations will be allowed to raise ASB money on campus or at student activities. There is an exception of Boosters, P.A.C., and Sober Grad Night Committee, who may only fundraise outside of the school day or at lunch with the approval of the ASB Student Council.

2. To qualify for an ASB charter, an organization must fulfill the following responsibilities:

    a. Submit to the Student Council for approval, a constitution of the organization and a written statement settling the reasons for seeking a charter.
    b. Once chartered, the organization must perform at least one school service every school year. The proposed service must be submitted to the Student Council for approval. When approved and when the service has been completed according to the proposal, this requirement will be considered satisfied. Failure to do this will result in consequences determined by the Executive Council and adult supervisor of the ASB. These consequences include, but are not limited to accounts being frozen or revocation of the charter.
    c. ASB chartered organizations must abide by this Constitution of the Associated Student Body of Will C. Wood High School, by the constitution of the organization, and by all rules set down by the Student Council. Any proposed amendments in the constitution of a chartered organization must be submitted to the Student Council for approval.

3. An organization shall be considered chartered when:

    a. Its constitution and reasons for seeking a charter are approved by a ¾ vote of the Student Council.
    b. The Secretary of the organization and the student assigned as liaison for clubs shall keep a copy of the constitution of the organization.

4. A charter will be considered permanent unless revoked by the Student Council.

5. If a chartered organization fails to meet any of the qualifications listed in Section 2 of this Article, the Student Council upon recommendation from the Executive Council may revoke its charter by a three-fourths vote.

6. Only organizations that secure a charter will be permitted to meet on campus.

7. Any and all monies raised by an organization must be spent on the Student Body. Any unclaimed funds not spent or carried over into the next school year will be claimed by the general ASB account after 18 months.

8. All chartered organizations are required to submit an annual budget to the student council within a timeline established by the ASB Treasurer and approved by the adult supervisor of the ASB or administrator. Failure to submit a budget may result in the account being temporarily frozen until the budget is submitted.

## Article IX. Withdraw of Funds

Requests to spend money or requests to facilitate an activity and fundraiser will be subject to the following policies:

1. All requests must be submitted on the appropriate form.

2. Blue pre-approval requisition forms will be required to pre-approve all expenditures.

3. Green requisition forms will be required to approve all expenditures. Only those expenditures that are first pre-approved may be approved by the Student Council.

4. Orange Activity/Fundraiser requests will be required to approve all activities and fundraisers.

5. All monies collected must be receipted in a receipt book/or tally sheet either issued by the accounts clerk or approved by the accounts clerk.

6. A cash box may be requested by completing a yellow "Cash Box" form and submitting it to the staff member charged with maintaining student monies.

7. Student Council minutes will be maintained by the ASB Secretary, indicating the status of each bill after it has been processed.

    a. Incomplete requisitions will be returned to the advisor with an explanation of what is necessary; this may delay the process of the bill.
    b. All questions must be first directed to the ASB Treasurer and then to the adult supervisor of the ASB.
    c. Minutes will be distributed to all staff members.

8. Monies will not be allocated to any event, company or merchandise not sponsored by the school or district.

9. Any organization that fails to meet any provision in this constitution may have its accounts frozen.

## Article X. Recall of Student Council Members

1. To recall a student body officer, governing board representative, commissioner, or class representative for failure to meet the requirements of his/her position as approved by the Student Council, the members of their constituency must present a petition to the Student Council signed by 25% of their student constituency, stating the reasons for recall. Upon validation of signatures by the adult supervisor of the ASB or other administrator, a special recall election will occur. The election will be organized and facilitated by a committee chosen by adult supervisor of the ASB or other administrator. A simple majority of the votes will result in recall, resulting in removal from office.

2. A student recalled from office, regardless of the reason, will be permitted to compete for, or be appointed to, a future office under the following two conditions:

    a. The recalled student must obtain, by petition, the signatures of 25% of the constituency he/she wishes to represent.
    b. After the signatures have been verified by the adult supervisor of the ASB, the student will be interviewed by the executive council, using a process determined by the executive council and

approved by the adult supervisor of the ASB. The Executive Council will decide if the student is permitted to compete for the elected or appointed position.

## Article XI. Amending the Constitution

1. The constitution may be amended in the following manner:

    a. An amendment may be proposed by a simple majority of the Student Council or a petition signed by 15% of the student body.
    b. The proposed amendment shall be ratified by 90% of the Student Council.

2. The powers not delegated specifically by this constitution, nor prohibited by it to the executive council, are reserved to the executive council respectively.

## Article XII. Ratification

1. The ratification by 90% of the Student Council shall be sufficient for the establishment of this Constitution.

*****The Will C. Wood High School Constitution was created and approved by required 2/3rd quorum of the acting Student Council as of Date: March 1, 2010