

Associated Student Body Constitution
Pacific High School

I. Name

The population of the students shall be known as “The Student Body of Pacific High School”, and their governing body shall be known as “Pacific ASB”.

a. Emblem

The official mascot shall be the pirate, and the official colors shall be purple, gold, black, and white.

II. Object

The students of Pacific High School ordain and establish these bylaws for the purposes of fostering the spirit of unity and securing support for all authorized activities.

III. Members

a. Composition of the Student Body

The membership of the Student Body of Pacific High School shall be limited to the regularly enrolled students of Pacific High School who have paid all of their fees for the year.

i. Student Participation:

Only members in good standing according to the student handbook shall be permitted to participate in any of the activities sponsored by this association or any other school organization.

ii. Student Body Cards:

A Student Body Card shall be purchased by members of the Student Body and shall give them the right to vote in Student Body elections and any other privileges granted by the Student Council.

b. Composition of Pacific ASB

i. The voting members of the Student Council shall be the following, if applicable:

1. The President, Vice President, and Secretary/Treasurer, ;
2. The President of each class;
3. One representative from each Student Council recognized organization;
4. One representative from the Rally Squad, if there is one;
5. One representative from the Yearbook Class;
6. One representative from the published body of the school newspaper, if there is one.

ii. Duties of the Student Council:

The duties of the Student Council shall be:

1. To encourage Student Body elections;

2. To act for the Student Body when considered advisable;
 3. To assist in the adjusting, when advisable, of such differences as may arise between classes or between Pacific High School and other schools.
- iii. Voting Restrictions of the Student Council:
Each member of the Student Council shall have one vote and one vote only. If a member's positions give them more than one vote, the organizations must elect new Student Council representatives such that the person has only a single vote.

IV. Officers

a. Officers of the Student Council

The officers of the Student Council shall be composed of the following:

- i. A President (presiding officer);
- ii. A Vice-President;
- iii. A Secretary/Treasurer;

b. Qualifications

Student Body officers must meet these qualifications:

- i. Receive at least three and a half credits in the semester preceding their term of office and three and a half credits each semester during their term of office.
- ii. Maintain a 2.50 Grade Point Average during their term of office.

c. Nominations

Nomination forms for Student Body office will be made available in the school office. Those nominated must be cleared at the principal's office for eligibility. The President of the Student Body shall be a Senior during their term of office, the Vice-President a Junior, and the Secretary/Treasurer a Sophomore. If there is not a qualified student of the specific class, then the next class down may supply a qualified candidate.

d. Elections

i. Student Body Primaries

Primary elections are to be held within five days after nominations are made if there are four or more candidates for one office.

Primary elections shall be conducted through secret ballot.

ii. Campaign Speeches

Candidates shall present campaign speeches to the Student Body on the day of final elections.

iii. Final Student Body Elections

Final elections shall be held at least one week prior to the end of the

school year and on the same day as the campaign speeches are given. Final elections shall be conducted through secret ballot.

e. Oath

In a special assembly following final elections, elected Student Body Officers shall raise their right hands and give the following oath which shall be administered by the outgoing Student Body President: "In accepting the responsibilities of the office to which I have been elected, I solemnly promise to abide by the bylaws and the regulations of Pacific High School, to support student activities, and to conduct myself in a manner consistent with my position and to the best interests of Pacific High School."

f. Term of Office

Student Body officers shall serve a term of one school year unless re-elected or appointed and shall begin their term of office at the start of the year.

g. Vacancies

When any office becomes vacant candidates shall be appointed by the advisor.

v. Duties of Officers

a. President

The President of the Student Body shall:

- i. Have the power to call a meeting of the Student Body and/or the Student Council;
- ii. Preside at Student Body and Student Council meetings;
- iii. Have the power to appoint committee;
- iv. Oversee the work of the Vice-President and the Secretary/Treasurer;
- v. Enforce the rules set by the bylaws and the parliamentary authority;
- vi. Vote only if deemed appropriate by a majority of the Student Council or to break a tie.

b. Vice-President

The Vice-President of the Student Body shall:

- i. Officiate in the absence of the President;
- ii. Oversee the social activities of all subordinate groups;
- iii. Assist the President in decision-making;

c. Secretary/Treasurer

The Secretary/Treasurer of the Student Body shall:

- i. Write and keep the minutes of all Student Council meetings;

- ii. Conduct the correspondence of the Student Body;
- iii. Officiate the Student Body funds;
- iv. Prepare the Treasurer's report;
- v. Keep a record of attendance;

VI. Removal from Office:

- a. Any Pacific ASB member, whether elected or appointed, shall be eligible for removal from their office in the case of one of the following:
 - i. Failure to maintain any qualifications demanded of students in "good standing" (refer to School Board Policy JFC: Student Conduct and Discipline);
 - ii. Failure to adequately perform their duties;
 - iii. Bringing discredit upon their self, the Pacific ASB, their class, or the school (refer to School Board Policy JFC: Student Conduct and Discipline);
 - iv. Bringing discredit upon their self, the Pacific ASB, their class, or the school by way of receiving referrals (see b for probationary information)
 - v. Failure to fill the Pacific ASB meeting attendance requirements.
- b. The officer who has failed in one of these five ways, shall be subject to probationary actions or even impeachment. When the advisor receives information that an officer has failed in one of these ways, the advisor will meet with the officer to hear the issue. If the fault is determined to not be the officer's, then the advisor shall exonerate the student.

If, however, the advisor deems the information is correct and the officer is at fault, the advisor may set a two week probationary period where the officer must meet with both administration and the advisor to determine the extent of the infraction.

If after the probationary period, the advisor deems the fault solved, the officer may continue their duties. If, however, the infraction was such that both administration and the advisor deem the officer is no longer fit to be a leader, the officer shall be impeached. A new officer shall be appointed per the terms of Vacancies under Article IV section g.

VII. Meetings

- a. Schedule of Meetings: Pacific ASB shall hold a meeting at least once a month.

- b. Annual Meeting: Pacific ASB shall hold an annual meeting at the beginning of the school year or the end of the preceding year for the purpose of creating a calendar of events.
- c. Calling of Special Meetings: A special meeting of Pacific ASB may be called by the President of the Student Body, by a majority of Pacific ASB, or through a petition signed by one-fourth of the members of the Student Body. The purpose of the meeting shall be announced prior to the meeting.
- d. Required Quorum: A majority of Pacific ASB shall constitute a quorum.
- e. Required Meeting Attendance: Attendance of Pacific ASB members at meetings is mandatory unless the absence is excused by the school administration, or cleared with the advisor beforehand. After two unexcused absences a member is subject to impeachment.

VIII. Finances

- a. Financial Procedure: Finances of the Student Body and subordinate organizations are to be deposited and paid out through the Pacific High School checking account. All money collected and paid out is to be administered through the high school secretary.
- b. General Fund: The general fund shall consist of a designated portion of Student Body fees. Any surplus in the Senior class's account following graduation shall be transferred to the Junior class.
- c. Expenditures: The Secretary/Treasurer of the Student Body and subordinate organizations shall approve and submit a purchase order signed by a faculty advisor for all purchases made. All invoices paid from such funds must be approved by the advisor(s).

IX. Provisions for Subordinate Organizations

All classes and organizations shall be registered in the office.

a. Bylaws

All classes and organizations shall have on file in the office a copy of their own bylaws. These bylaws shall contain all of the following:

- i. The name of the organization;
- ii. The object of the organization;
- iii. The qualifications for membership;
- iv. The officers:
 - 1. Method of election;
 - 2. Duties of officers;
- v. Schedule and required quorum of meetings;
- vi. Establishment of committees and the names of any standing committees;
- vii. The parliamentary authority;

- viii. How bylaws are to be amended.
 - b. Conduct: Classes and organizations are expected to abide by the Student Body constitution as well as their own.
- X. Administration

Any proceedings of Pacific ASB, and subordinate organizations must receive administrative approval which, in all usual situations, is granted by the school authorities and Pacific ASB.
- XI. Committees
 - a. Standing Committees: Standing committees shall be established by the President of Pacific ASB and will begin their duties at the start of the school year or immediately after being established. The chairperson of each committee shall be appointed by the President.

The standing committees could include:

 - i. Community Service Committee

The Community Service Committee shall be in charge of planning community service fundraisers and projects and will be composed of anyone who desires to be on the committee.
 - ii. Finance Committee

The Finance Committee shall be in charge of helping the Secretary/Treasurer manage Pacific ASB funds. Committee members shall be appointed by the President. The Secretary/Treasurer shall act as the chairperson of the Finance Committee.
 - iii. Calendar Committee

The Calendar Committee shall be in charge of informing the Student Body of any upcoming events on the calendar. They will also be in charge of checking for conflicts when new events are scheduled. Committee members shall be appointed by the President. The Vice-President shall act as the chairperson of the Calendar Committee.
 - iv. Additional Standing Committees

Additional standing committees shall be established by the President as the need arises. They must be added to the bylaws.
 - b. Special Committees

Special committees shall be appointed by the President of the Student Council in all usual cases unless the committee is directly involved with the actions of the President. A special committee can be formed for any purpose that a majority of Pacific ASB deems appropriate.

c. Ex Officio Membership

The President of Pacific ASB shall be an ex officio member of all committees.

XII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization and all subordinate organizations in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that may be adopted.

XIII. Amendment of Bylaws

These bylaws may be amended upon a two-thirds vote of the Student Body providing such amendment is posted one week prior to the date of voting thereon. All amendments shall become effective immediately after passage unless otherwise agreed upon.