

Constitution of the Associated
Student Body
Skyline High School

RATIFIED FEBRUARY 2017

AMENDED MAR 2019, APR 2021, FEB 2022, DEC 2022

PREAMBLE.

- I. We, the students of Skyline High School, in an attempt to develop a more perfect framework for our student government that encourages honesty, compassion, and equity, do ordain this constitution.

ARTICLE I: Membership.

Section 1 - Student Body Membership

- I. Students attending Skyline High school on a full-time basis, part-time basis—a minimum of three classes—or are an enrolled student at both Skyline High School and Bellevue College or Central Washington University through the Running Start program, shall be considered members of the Student Body of Skyline High School.

Section 2 - Voting Eligibility

- I. In order to vote in a Skyline High School ASB Election, a student must be enrolled in and attend at least three classes at Skyline High School.

Section 3 - ASB Cards

- I. All students who participate in activities that are sanctioned or subsidized by ASB must have an ASB card. The ASB Treasurer and the ASB Advisor shall monitor the eligibility of the cardholders.
- II. The price of the ASB card shall be determined by the Executive Board.
- III. An ASB card admits the holder to all home athletic contests, entitles them to a reduction in the price of admission to all non-home KingCo athletic contests, gives the holder eligibility to participate in all ASB-sanctioned activities and sports, and reduces the price of admission to dances, socials, performances, and other ASB-affiliated events.

ARTICLE II: Designated Powers and Duties.

Section 1 - ASB Student Responsibility

- I. At Skyline High School, the ASB Class consists of elected and appointed who are responsible for representing the student body in a considerate and respectful manner. Student representatives are chosen carefully to establish the effective representation needed to promote an equal and respectful school environment. ASB students work to ensure that the school's atmosphere maintains stability in order to allow all students and staff to feel comfortable. In addition to this, members of ASB are responsible for:
 - A. Providing support to Skyline's athletic teams—in both financial and emotional aspects—to encourage any Skyline student's athletic passions.
 - B. Providing the proper resources, administration, and advocacy for clubs and other recreational groups who follow the Inter-Club Council guidelines.
 - C. Planning and financing social events for the school including, but not limited to, dances, socials, and talent shows.

Section 2 - Budget Committee

- I. The ASB Budget Committee consists of the current ASB Treasurer, the newly-elected Executive Board, and any other members of Skyline's student body who are requested to participate by the Executive Board-elect. The Budget Committee is responsible for meeting with the staff ASB Advisor and the staff ASB Bookkeeper to prepare the ASB Budget for the next school year.

Section 3 - Quorum

- I. A quorum in any decision-making body shall be necessary to conduct any official business and shall consist of two-thirds of the elected and appointed officers of that designated group.
- II. Students must be present for the entire duration of the meeting in order to be considered a part of the quorum.

Section 4 - Administration Involvement in ASB

- I. The principal shall have the right to oppose student government programs, which will be discussed with the ASB Executive Board and Skyline High School's Administration. If the principal or other administration members decide the program interferes with district policy and legality, important academic issues, the safety of students and staff, and/or the well-being of students, they shall have the right to veto the program.

Section 5 - Legislative Powers under ASB

- I. Members of ASB may propose new policies under the official policy [document](#) of ASB
 - A. Proposed policies first require simple majority approval by the executive board.
 - B. Initial policies must then be approved by $\frac{2}{3}$ of the ASB class.
 - C. Policies are subject to check for unconstitutionality as detailed in the Club Formation Protocol (Article V Section III).
 - D. Policies may establish standards for ASB events, Club events, fundraisers, or other student-body activities.

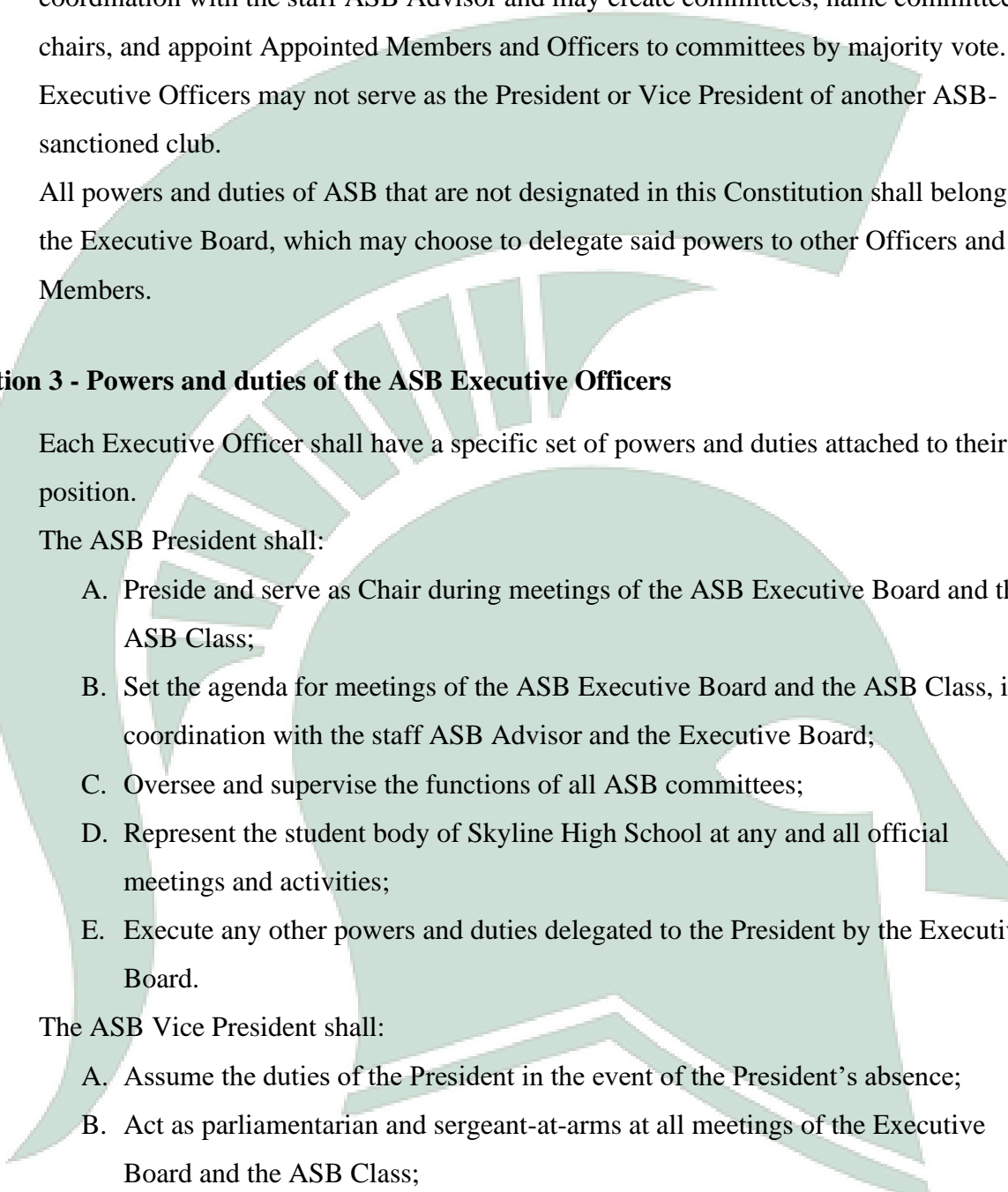
ARTICLE III: Officers and Composition.

Section 1 - Membership of the ASB Class

- I. The ASB Class shall be composed of the elected Executive Board, the Appointed Officers, the Appointed Members, the Presidents and Vice Presidents from each grade's Class Council, and a number of representatives from the 9th Grade Class Council as determined by the ASB Executive Board.

Section 2 - The ASB Executive Board

- I. The ASB Executive Board shall consist of seven elected Executive Officers, those being the President, Vice President, Treasurer, Secretary, Director of Assemblies, Director of Communications, and Director of Student Activities.

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- II. All Executive Officers are elected for a one-school-year term. Executive Officers are elected in school-wide elections where all eligible 9th, 10th, and 11th graders may vote.
 - III. The Executive Board has the power to organize and structure the ASB Class in coordination with the staff ASB Advisor and may create committees, name committee chairs, and appoint Appointed Members and Officers to committees by majority vote.
 - IV. Executive Officers may not serve as the President or Vice President of another ASB-sanctioned club.
 - V. All powers and duties of ASB that are not designated in this Constitution shall belong to the Executive Board, which may choose to delegate said powers to other Officers and Members.

Section 3 - Powers and duties of the ASB Executive Officers

- I. Each Executive Officer shall have a specific set of powers and duties attached to their position.
- II. The ASB President shall:
 - A. Preside and serve as Chair during meetings of the ASB Executive Board and the ASB Class;
 - B. Set the agenda for meetings of the ASB Executive Board and the ASB Class, in coordination with the staff ASB Advisor and the Executive Board;
 - C. Oversee and supervise the functions of all ASB committees;
 - D. Represent the student body of Skyline High School at any and all official meetings and activities;
 - E. Execute any other powers and duties delegated to the President by the Executive Board.
- III. The ASB Vice President shall:
 - A. Assume the duties of the President in the event of the President's absence;
 - B. Act as parliamentarian and sergeant-at-arms at all meetings of the Executive Board and the ASB Class;
 - C. Chair the Inter-Club Council and organize its meetings alongside the Director of Student Activities;

D. Execute any other powers and duties delegated to the Vice President by the Executive Board.

IV. The ASB Treasurer shall:

- A. Prepare the annual ASB Budget, in coordination with the staff ASB Advisor, the staff ASB Bookkeeper, and the Budget Committee;
- B. Work with the staff ASB Bookkeeper to maintain ASB financial records;
- C. Present any relevant financial business to the ASB Class during meetings for the ASB Class to debate and approve or reject;
- D. Preside over the budget planning process and meetings relevant to said process;
- E. Execute any other powers and duties delegated to the Treasurer by the Executive Board.

V. The ASB Secretary shall:

- A. Take the minutes of all Executive Board and ASB Class meetings;
- B. Ensure that a quorum is present at all meetings of the Executive Board and ASB Class;
- C. Inform Executive Officers of the agenda for upcoming Executive Board and ASB Class meetings;
- D. Maintain a public server in which all ASB-sanctioned clubs must post their meeting minutes;
- E. Work with the Garage Manager to keep the ASB Garage and ASB Classroom clean and organized;
- F. Execute any other powers and duties delegated to the Secretary by the Executive Board.

VI. The ASB Director of Assemblies shall:

- A. Work with the staff ASB Advisor and any relevant committees to plan and schedule school assemblies;
- B. Work with the Technology Liaison and other relevant Officers and Members to ensure the smooth running of school assemblies;
- C. Evaluate the assembly process in order to find areas of potential improvement;
- D. Execute any other powers and duties delegated to the Director of Assemblies by the Executive Board.

- VII. The ASB Director of Communications shall:
- A. Supervise all publicity operations within ASB alongside the Publicity Liaison(s) to keep them timely, organized, and professional;
 - B. Be responsible for the public relations and advertisement of ASB activities, in coordination with the relevant activity committees;
 - C. Work with SPTV and the school newspaper to further promote ASB activities;
 - D. Execute any other powers and duties delegated to the Director of Communications by the Executive Board.

- VIII. The ASB Director of Student Activities shall:
- A. Be the vice-chair of the Inter-Club Council and assist the ASB Vice President in the organization of the Inter-Club Council;
 - B. Rewrite or revise the Club Handbook at the beginning of every school year and present the new Club Handbook to the Inter-Club Council for approval;
 - C. Supervise ASB-sanctioned clubs alongside the Club Liaison(s) to ensure that they are abiding by the terms of the Club Handbook;
 - D. Present new club applications to the ASB Class during meetings for the ASB Class to debate and approve or reject;
 - E. Recommend dissolution of an ASB-sanctioned club that is not abiding by the terms of the Club Handbook to the ASB Class during meetings for the ASB Class to debate and approve or reject dissolution;
 - F. Shall oversee the Club Formation Protocol, revising as deemed necessary by the ASB Executive Board
 - G. Execute any other powers and duties delegated to the Director of Student Activities by the Executive Board.

Section 4 - The Class Councils

- I. Each grade level (9th, 10th, 11th, and 12th) shall have its own Class Council to represent and advocate for the class's interests.
- II. The 10th, 11th, and 12th grade Class Councils shall be composed of an elected President, Vice President, Treasurer, and Secretary, alongside a number of Appointed Members as chosen by the elected portion of the Class Council. The number of Appointed Members

and the process for selecting said Members shall be determined by the elected portion of the Class Council, in consultation with the Class Advisor. All Class Council Officers and Members serve for one school-year term, including those of the 9th grade Class Council.

- III. The 10th grade Class Council shall be elected by the incoming 10th-grade class; the 11th grade Class Council elected by the incoming 11th-grade class; and the 12th grade Class Council elected by the incoming 12th-grade class.
- IV. The 9th grade Class Council shall be composed of elected 9th-grade representatives, with a roughly equal number having attended each of Skyline's corresponding middle schools. The 9th grade Class Council may then vote to elect its members as President, Vice President, Treasurer, and Secretary. The 9th grade Class Council shall be elected by the incoming 9th-grade class.
- V. The President and Vice President of the 10th, 11th, and 12th grade Class Councils shall be enrolled in the ASB Class by virtue of their office.
- VI. The ASB Executive Board-elect shall choose a number of 9th-grade Class Council Officers to be enrolled in the ASB Class.

Section 5 - Powers and Duties of the ASB Appointed Members

- I. Appointed Members shall be chosen by the ASB Executive Board-elect by majority vote prior to the beginning of the school year, and shall be enrolled in the ASB Class. The Executive Board may choose as many Appointed Officers as can fit in the ASB Class according to school and District guidelines, with the ASB Advisor's consent—however, no less than ten Appointed Members may be chosen.
- II. Appointed Members shall be chosen by the Executive Board through an interview process.
- III. Appointed Members shall serve on any committees or groups that they are assigned to by the Executive Board or the ASB Advisor.
- IV. Appointed Members shall execute any functions or events of ASB as directed by the Executive Board and the ASB Advisor.
- V. All Appointed Members are chosen for a term of one year.

Section 6 - Powers and Duties of the ASB Appointed Officers

- I. Appointed Officers shall be chosen from among the Appointed Members to fill more specific positions and roles.
- II. The permanent Appointed Officer positions shall be the following:
 - A. The Garage Manager, who works with the Secretary to maintain the ASB Garage and the ASB Classroom clean and orderly, and in addition manages ASB storage and takes inventory;
 - B. The Technology Liaison, who works with the Director of Assemblies to ensure the smooth running of assemblies, and in addition manages the use of ASB technologies;
 - C. The Publicity Liaison, who works with the Director of Communications to supervise all publicity operations within ASB to keep them timely, organized, and professional;
 - D. The Club Liaison, who works with the Director of Student Activities to ensure that ASB-sanctioned clubs are abiding by the terms of the Club Handbook, and in addition serves as a communicator between clubs and ASB.
 - E. And the Administrative Liaison, who works within the Inter-Club Council committee to ensure that all clubs have satisfied the requirements of the constitution which include but are not limited to: uploading regular meeting minutes, advisor name and contact, executive board names and contacts, ICC delegate names and contacts, etc.
- III. The Executive Board may choose to appoint multiple of any Appointed Officer position as may be necessary.
- IV. The Executive Board may also choose to create other Appointed Officer positions as may be necessary.
- V. Certain Appointed Officer positions shall be filled by the ASB Advisor in consultation with a specific Executive Officer, those being: the Garage Manager in consultation with the Secretary; the Technology Liaison in consultation with the Director of Assemblies; the Publicity Liaison in consultation with the Director of Communications; and the Club Liaison in consultation with the Director of Student Activities. The Executive Board shall

also give its approval to the Officers selected by the ASB Advisor and the corresponding Executive Officer.

- VI. Any other Appointed Officer positions shall be filled by the ASB Advisor, with the approval of the Executive Board.
- VII. All Appointed Officers are chosen for a term of one year, coinciding with their term as an Appointed Member of the ASB Class.

Section 7 - Requirements, Vacancies, and Absences

- I. All members of the Skyline Student Government, in whatever position they hold, must meet the eligibility requirements for co-curricular activities at Skyline High School.
- II. All Student Government officers and members take office on the last day of the school year preceding their term of office or membership unless they are filling a vacant position.
- III. Should the office of ASB President be vacant, the ASB Vice President shall become the President for the remainder of the term.
- IV. Should the office of Class Council President be vacant for any of the Class Councils, the corresponding Class Council Vice President shall become the President for the remainder of the term.
- V. Vacancies in any other elected offices of Student Government that occur before the start of the spring semester shall be filled through a special election, and vacancies that occur after the start of the spring semester shall be filled by an election within the ASB Class (for vacant Executive Officer positions) or an election within the Class Council (for vacant Class Council elected officer positions).
- VI. In the event of a temporary absence in the office of President, for both the ASB Class and the Class Councils, the corresponding Vice President will serve as Acting President until the return of the President.
- VII. Should both the President and the Vice President be absent, the corresponding Treasurer will serve as Acting President, and should the Treasurer be absent as well, the Secretary will serve as Acting President. In the event that all four of these officers are absent, an Acting President will be elected by the ASB Class or the Class Council from the members present.

- VIII. In the event of an absent Treasurer or Secretary, an Acting Treasurer or Acting Secretary may be appointed by the ASB Advisor or Class Advisor for the purpose of conducting a business meeting.

Section 8 - Impeachment

- I. In the event that any member of the ASB Class or the Class Councils has committed serious violations of the Oath of Office and/or the ASB Constitution and/or is not properly executing their powers and duties, the ASB or Class Advisor shall speak to said member and give them a warning.
- II. If this warning is not heeded, the ASB Class may approve impeachment charges by a simple majority.
- III. If a member of the ASB Class or Class Councils is impeached, a trial shall be held, where the impeachment charges will be presented and the impeached officer is given an opportunity to defend themselves.
- IV. At the conclusion of the trial, the ASB Class shall vote on the conviction of the impeached member. Conviction shall require a 2/3 majority, and if this majority is reached, the impeached member is expelled from the ASB Class or Class Council and their position is filled, if necessary, by the terms of Section 7.
- V. Any and all members of the ASB Class may be impeached, including Executive Officers, Appointed Officers, and Appointed Members. Any and all members of the Class Councils may also be impeached, including elected and appointed members.

ARTICLE IV: Elections.

Section 1 - Class Council Executive Board

- I. Candidates for Class Council Executive board may also apply for an ASB Appointed Member position. If they are elected, they must retract their application for the Appointed Member position.

Section 2 - Experience

- I. The ASB President must either be:
 - A. In the 12th grade and have served in the ASB Class in some capacity for at least one year prior to taking the Oath of Office;
 - B. Or be in the 11th grade and have served in the ASB Class in some capacity for at least two years prior to taking the Oath of Office.
- II. The ASB Treasurer and ASB Director of Assemblies must have served in the ASB Class in some capacity for at least one year prior to taking the Oath of Office.
- III. The 11th and 12th grade Class Council Presidents must have served for at least one year on Class Council, in any position, prior to taking the Oath of Office.
- IV. To be eligible for office, all candidates for the ASB Executive Board must pass the Constitution Test - to be developed by the ASB Parliamentarian in coordination with the ASB Advisor, and to be approved by the Election Committee - in order to demonstrate sufficient understanding of ASB functionality.
 - A. Standards for “passing” the Test and conditions for taking the test are to be determined by the ASB Elections Committee in coordination with the ASB Parliamentarian and ASB Advisor.

Section 3 - Validity of Candidacy

- I. In the event that a candidate for Class Council or ASB Executive Board satisfies all the requirements stipulated in this Constitution and the ASB Elections packet, the validity of their candidacy cannot be contested.

Section 4 - Voting Process

- I. Elections for all positions of Student Government shall be conducted in a manner that is fair and equitable to all voters, and which allows for the highest possible participation in the electoral process.
- II. All elections for all positions of Student Government shall be determined through two components: a popular vote determined through a ranked-choice voting system and a mandatory graded interview. An Election Assessment Score (EAS) will be used to determine the winning candidate. Ranked choice voting will

contribute a point value to the candidates on a scale of 0-100 toward the EAS. The graded interview will also be ranked on a scale of 0-100 toward the EAS. The EAS will be the sum of these two components and will be used to establish a final winner. The candidate with the highest EAS will be elected for the position. In the case that the top two candidates have the same EAS, the Elections Committee will determine the process to select the winner.

A. Ranked choice voting will involve voters ranking candidates in order of preference. The specifics of this process are detailed below as per ballotpedia.org as of December 13th, 2022.

1. If no candidate wins a majority of first-preference votes, the candidate with the fewest first-preference votes is eliminated. First-preference votes cast for the failed candidate are eliminated, lifting the next-preference choices indicated on those ballots. A new tally is conducted to determine whether any candidate has won a majority of the adjusted votes. The process is repeated until a candidate wins an outright majority.
2. The sole purpose of this voting component is to determine the top two running candidates and to assign each candidate a point value from 0-100 on the basis of their relative percentages at the end of the above process. The raw score value will go towards the EAS.

B. The interview process will be monitored in its entirety by the ASB advisor. It will be conducted by an Elections Committee.

1. The Elections Committee will be composed of three ASB seniors. If the ASB President is a senior, they must be on the committee. The remaining members of the committee will be selected at the discretion of the ASB Advisor.
2. The interview will consist of questions developed by the ASB Elections Committee, and candidates' responses will be scored on a scale of 0-100 based on the rubric. This raw score value will go towards the EAS.

Section 5 - Vacant Executive Officer or Class Council positions

- I. If, after the conclusion of the ASB Executive Board elections, there are vacancies on the Executive Board-elect, the Executive Board-elect shall fill those vacancies by selecting applicants to the ASB Class to serve on the Executive Board in those positions. These vacancies shall be filled by majority vote of the Executive Board-elect.
- II. If, after the conclusion of Class Council elections, there are vacancies on the Class Council-elect, the Class Council-elect shall fill those vacancies by selecting applicants to the Class Council to serve on the Class Council in those positions. These vacancies shall be filled by majority vote of the Class Council-elect.

Section 6 - Director(s) of Elections

- I. The Executive Board and the ASB Advisor shall select either one or several Director(s) of Elections every year from among the members of the ASB Class, who will be in charge of supervising the yearly elections process. Director(s) of Elections must be in the 12th grade in order to prevent any conflicts of interest.

ARTICLE V: Clubs.

Section 1 - Club Association and Budget Use

- I. A club can be associated with Skyline High School, use and have access to the ASB budget and funds if said club:
 - A. Meets club requirements and guidelines laid out by the Director of Student Activities;
 - B. Abides by the terms of the Club Handbook;
 - C. Meets the requirements laid out in Section 2;
 - D. And has been approved by a simple majority of the ASB Class.
- II. Upon the creation of a new club and its approval by the ASB Class, said club shall be in a probationary period of three months, during which time they shall not have access to

ASB funds. Once the probationary period is completed, if said club has proven that it can abide by the terms of the Club Handbook, it will be given access to ASB funds if necessary.

- III. Throughout the year, a club is subject to review and whether the club abides by the terms of the Club Handbook by the ASB Class through the Director of Student Activities and the Club Liaison(s); this will be a deciding factor of whether or not the club is eligible to use ASB money in the following years.
- IV. Clubs seeking to collect club dues must receive approval from a simple majority of the Associated Student Body in an official business meeting for changes to the dues.

Section 2 - Validity

- I. To maintain validity throughout the entire school year, a club must meet the following requirements:
 - A. Meet at least once a month, with at least ten members present;
 - B. Have only one member filling each executive position—including Class Councils—unless discussed otherwise with the ASB Class and approved by the ASB Class with a simple majority vote. This vote shall take place once the club in question delivers a petition to the ASB Class to have multiple people serving in an executive position;
 - C. Have a staff member at Skyline High School who is not currently advising more than three other clubs as the club advisor;
 - D. Upload meeting minutes to a public server provided by the ASB Secretary;
 - E. And have at least a four person executive board, consisting of a President, Vice President, Treasurer, and Secretary, although more executive positions may be added by the club.
- II. A member, for the purposes of Section 2, Clause IA, is a Skyline student who attends at least 2/3 of meetings held in a semester, per semester.

Section 3 - Club Formation Protocol

- I. The Director of Student Activities and the Director of Communications will:

- A. Propose a templated constitution each year to be released with club application forms. The proposal must be approved by a simple majority of the ASB Executive Board.
 - B. Create the interest group and club application forms as defined by the [Club Formation Protocol](#).
- II. The [Club Formation Protocol document](#) shall define:
- A. Formal processes to establish official Skyline High School Clubs or Interest Groups
 - B. Their rights and responsibilities
 - C. Other relevant protocols.
- III. The Club Formation Protocol shall be revised at the discretion of the ASB advisor, Director of Student Activities, and the Director of Communications, requiring approval by only a simple majority of the ASB Executive Board.

Section 4 - Handbook compliance

- III. The ASB Class will encourage and enforce compliance with the Club Handbook through the Director of Student Activities and any Club Liaisons appointed by the ASB Executive Board.
- IV. Every quarter, the Director of Student Activities will present a report to the ASB Class, charging clubs that failed to comply with the validity clause (ie. attendance, minutes, quorum, etc.) or the Club Handbook, and make a case for putting said club on a one-month probationary period during which the club must make changes in order to abide by the terms of the Club Handbook and comply with the validity clause.
- V. If during the one-month probationary period said club does not make the appropriate changes to properly comply with all club requirements, the Director of Student Activities may then make a case to the ASB Class to disband said club.
- VI. The club shall be disbanded if a 2/3 majority of the ASB Class upholds the charge presented by the Director of Student Activities.
- VII. A club may appeal to the ASB Executive Board should the ASB Class disband said club, and should the Executive Board decide that the appeal has merit, the disbandment may be overridden by a 3/4 majority of the Executive Board.

- VIII. ASB may impeach club executive board members through $\frac{2}{3}$ majority vote by the class or simple majority by the ASB executive board for any of the following offenses:
- A. Abuse of Power
 - B. Repeated constitutional violations

ARTICLE VI: The Inter-Club Council.

Section 1 - Composition of the Council

- I. The Inter-Club Council shall be a representative body composed of one representative from every ASB-sanctioned club.
- II. The ASB Vice President shall chair the Inter-Club Council, and the ASB Director of Student Activities shall be the vice-chair of the Inter-Club Council.

Section 2 - Powers of the Council

- I. The Inter-Club Council shall have the power to approve or reject the Club Handbook presented by the Director of Student Activities at the beginning of every year.
- II. The Inter-Club Council shall also serve as the primary voice of the student body to advise ASB's policies and decisions.
- III. The Inter-Club Council shall be organized as decided by the ASB Executive Board, and shall meet at regular times as called by the Vice President and the Director of Student Activities.

ARTICLE VII: Amendments and New Constitutions.

Section 1 - Constitutional Changes

- I. All additions or changes to this Constitution shall require an amendment.

Section 2 - Cause for an Amendment

- I. Cause for an amendment may be initiated by a petition signed by twenty-five percent of the student body and presented to the ASB Class, by a motion of the ASB Class during a business meeting, or by a vote of the Executive Board.
- II. If proper cause for an amendment is presented, the Executive Board may create a Constitutional Amendments Committee to write and propose amendments to this Constitution.

Section 3 - Amendment Ratification

- I. Amendments must be presented to the ASB Class and ratified by a 2/3 majority of the ASB Class.

Section 4 - New Constitution

- I. Should a Constitutional Amendments Committee find cause for an entirely new Constitution to be written, they may do so with the approval of the Executive Board and the ASB Advisor.

Section 5 - New Constitution Ratification

- I. New Constitutions must be presented to the ASB Class and ratified by a 2/3 majority of the ASB Class.
- II. Upon ratification by the ASB Class, the new Constitution shall be presented to the general student body and must be approved by a simple majority of the student body in an election. Upon approval of a new Constitution, it shall immediately be declared in effect, and this Constitution shall be null and void.