

2011-2012
ASB and Class Officer

Code of Conduct
And
Constitution

Gladstone High School Constitution

The Associated Study Body of Gladstone High School (ASB), along with the Tri-Valley Conference, believes that co-curricular activities are educational because they teach about challenges, discipline, teamwork and adversity. They teach the fundamental lesson that the goals worth achieving in life come only through hard work and effort.

Elections and Membership in the ASB

Elected Positions:

- ASB President
- Senior Class President
- Class Officers

In order to be eligible for an elected position, students must meet the criteria for OSAA participation, including maintaining a 2.5 GPA with no F's (2.75 for ASB positions). In order to run for ASB President, you must have been an ASB or class officer for at least one year. Applicants also must be considered to be in "good standing" in order to be eligible to run for ASB or class offices. All applicants must complete an application by the established due date, and they must present a speech for the student body, if applicable. The ASB advisor will screen the speeches to be sure the content is appropriate. Only votes from students who attend the elections assembly will be counted.

Appointed Positions:

- Vice President
- Secretary/ Treasurer
- Publicity Coordinator/ School Board Representative
- Assemblies Coordinator
- Activities Coordinator
- Technology Coordinator

In order to be eligible for an appointed ASB position, students must meet the criteria for OSAA participation, including maintaining a 2.75 GPA with no F's. Applicants also must be considered to be in "good standing" in order to be eligible for an ASB appointed position. All applicants must complete an application by the established due date. Applicants are then interviewed by school administrators, former ASB members, and the ASB advisor. Feedback from students on this committee is valuable, but final decisions will be made by the advisor and administrators.

Job Descriptions and Duties of ASB Members and Class Officers

ASB President: The president's main responsibility in ASB is to establish year-long goals regarding school projects or the climate of the school and to establish a plan to accomplish them. The president is in direct communication with the ASB advisor and administration and takes charge of ASB class meetings. This person should be comfortable in approaching students about behavior if necessary.

ASB Vice President: The vice president's main duty in the fall is Homecoming Week. In the spring, it is Spirit Week. Every Tuesday, the vice president needs to announce the Pledge of Allegiance over the intercom. In addition to the duties, the vice president needs to communicate with the ASB President about goals for the year and assist the president in achieving them. When the ASB president is absent or if he/she is unable to perform the duties of the position, the vice president fills in.

Assembly's Coordinator: The assembly's coordinator is responsible for organizing, planning, and being the master of ceremonies for all assemblies throughout the year. This person is the voice of Gladstone High School in many ways. It is important for this position to be filled by someone who is organized, creative, and comfortable in front of large groups. This person must also be able to recruit students for assemblies and coordinate with staff, coaches, and other adults in an effective manner.

Publicity Coordinator: This person keeps in touch with local and school papers about events taking place at Gladstone High School. The publicity director is also responsible for keeping the student body informed of events. It is essential that this person have strong writing skills and perseverance.

Activities Coordinator: The activities coordinator is in charge of organizing meeting times for different clubs, so that they do not conflict.

Secretary /Treasurer/: This person is responsible for keeping track of class balances, as well as the ASB balance. They are also in charge of paying bills and reimbursing for ASB activities. This person will work closely with the bookkeeper regarding ASB funds. This person is also in charge of keeping minutes for all student council and student senate meetings. They are also in charge of typing up important documents and schedules.

Senior Class President: The main responsibility for the senior class president is to organize their class in Spirit Week and Homecoming Week. He/she also helps make the atmosphere of our school more positive and inclusive. The most important responsibility for the senior class president is organizing and contacting classmates for reunions.

Senior Class Officers: These people have the same duties as class officers and help the class president by sharing the responsibility. The senior class officers will oversee the coordination of the senior slide show.

School Board Representatives: These people are required to attend school board meetings. They will report back to the ASB council and the student senate.

Class Officers: Class officers are the representatives of their class. They are in charge of preparing for Homecoming and Spirit Week competitions and getting their class involved in school activities.

Removal from Office/Impeachment

Sometimes an ASB member is no longer able to perform his/her job. This may be a result of a breach in the Code of Conduct, as stated in the Activity Athletic Handbook, or may be that the student has not been conducting him/herself in a manner that positively represents ASB or Gladstone High School. The decision to remove a student from office is always the decision of the advisors and administration. A student with a minor violation of the code of conduct will be placed on probation and made aware of possible consequences including removal from office. Even in the case of an elected position, the advisors may make the decision to remove a student from office for attitude behavioral issues.

The student body also has the right to recommend impeachment of an elected officer when they have lost confidence in the way he/she conducts the office. Concerned students must gather signatures of support from half of the students represented by that office. For example, the ASB president represents the entire student body, but the senior class president only represents the senior class. Once signatures have been counted, the recommendation will be brought to the Executive Council and advisors. The officer pending impeachment will not sit on this council meeting. The decision of the Council will be final.

The advisors will decide if a new election should be held when an elected officer is no longer able to serve in office or if a different student should be appointed to fulfill an appointed position.

Finances

All funds generated by the sale of student body cards at registration are under the management of ASB and guidelines as established by the GHS bookkeeper. Each purchase must be submitted to the treasurer for review. In order to reimburse a student for purchases, a receipt must be given to the treasurer and GHS bookkeeper.

Each class will receive \$75.00 for their homecoming activities. All receipts must be given to the treasurer so he/she can track class expenditures. If the class cabinet decides they will need more funding they must submit a written request to the treasurer.

ASB Sponsored Events

Throughout the school year, the ASB class sponsors numerous events for the student body. The following events are ASB sponsored: all assemblies, Homecoming Week and all activities associated with it, Adopt-A-Family, Winter Formal, Spirit Week and Parent's Night Out.

Clubs

Clubs at Gladstone High School are for the benefit of the student body. They are to represent Gladstone High as a positive learning environment that allows equal opportunity to all students. All clubs must have an adult supervisor, complete an application process, including bi-laws, and be approved by administration. All clubs must meet guidelines as stated in the school board policy.

Gladstone High School has a variety of clubs. They are: National Honor Society, Key Club, Christians in Action, Gay Straight Alliance, Green School, Link Crew and Art Club.

Court Procedures

Courts represent GHS therefore; all members of any GHS court must be in "good standing" and cannot have any behavior issues pending or have had any major violations to school rules. Gladstone High School has four courts during the school year: Peppermint and Essence Court, Homecoming Court, Winter Formal Court, and Prom Court. The Peppermint and Essence Court is for freshmen only and it consists of four girls and four boys. The Homecoming Court is made up of six senior girls. The Winter Formal Court consists of five girls and five boys from each grade. The Prom Court is made up of five senior girls and five senior boys.

Selections for the **Peppermint and Essence Court** are determined by the freshmen. Freshmen will vote during lunch the week of the Peppermint and Essence Dance. The court will be announced at the dance.

Selections for **Homecoming Court** are made one to two weeks prior to Homecoming Week. During the weeks prior to the home football game the seniors will vote and the top fourteen people are narrowed down. Then there is a vote which will narrow the top fourteen down to only six. Once the top six are selected there will be a final vote to determine the Homecoming Princess. The Homecoming Queen is announced and coronated at halftime during the football game.

Selections for **Winter Formal Court** are made the week prior to Winter Formal. Anyone may be on Winter Formal Court even if you were on a previous court. The top boy and girl from each class are announced at the dance.

Selections for **Prom Court** are made one to two weeks prior to Prom. Only juniors and seniors who are attending Prom are allowed to vote. Voting will take place upon the purchase of a Prom ticket. Prom Court may only consist of seniors. No one who was on the Homecoming Court may be on the Prom Court. The King and Queen are announced and coronated at Prom.

Student Senate Meetings

Student senate meetings occur once a month and are ASB led. It includes all class officers and one student representative from every class. ASB is in charge of making an agenda that involved past and present events, important issues, and an open forum for the students, class officers, and ASB members to address various issues. Class representatives are to report back to their classroom to inform their classmates on issues relevant to the student body.

Class Elections

As a general rule, there will be five class officer positions for each class. In the event of a tie for the final position, all students tied will be elected to office. In the event of a tie for senior class president, ASB will hold a runoff election during lunch within five days of the original election date.

In the event not enough people run for office, unfilled positions will reopen by application for one week and those people who apply will be interviewed and appointed by a committee consisting of the ASB advisor, ASB president, ASB vice president and an administrator.