



ASNK CONSTITUTION

PREAMBLE

This constitution has been written to form a permanent ASNK Government, and updated in *2011-2012* school year as well as taken into effect.

ARTICLE I: NAME, MASCOT, COLORS, SCHOOL SONG

The name of this organization shall be the Associated Students of North Kitsap High School. The mascot of this high school shall be the Viking. The school colors shall be purple and gold. "Our Director" shall be recognized as the school song. **(The song is subject to change if a suitable new song is found)**

ARTICLE II: MEMBERS AND THEIR RIGHTS

SECTION I: MEMBERS

Members of the ASNK shall be students presently enrolled at North Kitsap High School and/or all of its extended programs and schools.

SECTION II: RIGHTS

- Clause 1: All members have the right to vote on ASNK elections.
 - Clause 2: All members have the right to equal representation in the ASNK Government.
 - Clause 3: All recognized and sanctioned ASNK activities and clubs have the right to request funds for ASNK purposes.
 - Clause 4: All members have the right to propose legislation.
 - Clause 5: All members have the right to ask for an interpretation of, or question, the ASNK constitution and legislation.
 - Clause 6: All members of groups receiving financial aid or endorsement from ASNK funds must hold a valid ASB card.
-

ARTICLE III: ASNK GOVERNMENT

SECTION I: EXECUTIVE BRANCH

- Clause 1: The ASNK government shall have an executive branch, which shall consist of the President and his or her cabinet.
- Clause 2: The Executive Cabinet shall be made up of the Vice President, Speaker of the House, Secretary, Co-Treasurers (2), Public Relations Officer, and Historian and appointed advisors.
- Clause 3: The Executive Cabinet shall meet at least twice per month during a period designated specifically for the ASNK Government.
- Clause 4: The Executive Cabinet meetings need not be run formally under Robert's Rules of Order, although the fundamentals of parliamentary procedure should be observed. All executive members of the Cabinet, except appointed advisors, shall be allowed to vote on Cabinet decisions. Advisors may not vote, but advise decisions only. Implementing of Robert's Rules is the prerogative of the President.
- Clause 5: As a body, the Executive Cabinet shall have the authority to perform the following functions when quorum vote is reached:
1. To spend and/or transfer funds as deemed necessary.
 2. To plan and execute fund-raisers for the ASNK.
 3. To maintain relations with other high schools.
- Clause 6: Any action initiated or completed by the Executive Cabinet may be halted, reversed, or amended by a two third vote of the legislature.
- Clause 7: All members in the Executive Cabinet are recommended to take Project Management class. Zero hour is required for all members of the Executive Cabinet under all circumstances.
- Clause 8: All members must maintain a GPA of 3.00 or greater throughout their time in office or he/she will be recalled from their position. If the member maintains a GPA of 2.8 or higher and has passed a thorough screening process, which includes the examination of classes and an evaluation of the member's activities, the member is still eligible for office. The screening process will be evaluated by the election committee at election time, and the ASB advisor throughout the year.
- Clause 9: All members of the Executive Cabinet are required to be enrolled in a minimum of three (3) classes per day at North Kitsap High School (including Running Start and Skills Center) at least one (1) of these classes must be taken on the North Kitsap High School campus, during the regular school day.
- Clause 10: Any Executive Cabinet member in their Senior Year must not be planning to graduate early.
- Clause 11: All members of the Executive Cabinet must have passed and completed all ASNK classes and positions they have previously taken.

SECTION II: DUTIES OF THE PRESIDENT AND EXECUTIVE CABINET MEMBERS

- Clause 1: The President shall preside over all Executive Cabinet meetings, as well as combined meetings of the Executive Cabinet and Senate, and have the power to call meetings of the Congress or of the Executive Cabinet. He/She shall have the power to veto all legislation within five consecutive school days and shall have the power to appoint chairpersons. A 2/3 majority vote in both the senate and the house have the ability to counteract any veto, as long as the vote occurs within five consecutive school days of the President's veto. The President shall have the responsibility of seeing that the constitution and all legislation are upheld. He/She will act as the primary spokesperson for any Executive issues that need to be brought to the attention of the North Kitsap High School Administration and/or District School Board, but can delegate this responsibility to any other member. He/She will also keep committees running effectively and assist in any problems that may occur.
- Clause 2: The Vice-President shall assist the President in all of his/her duties and shall take over those duties in his/her absence. He/She shall act as chairperson of the Senate activities and shall hold regular meetings. The Vice-President shall keep the Senators informed of all upcoming events and assist them in the planning of them. If the President should resign or be impeached, the Vice-President would assume his/her responsibilities and position.
- Clause 3: The Speaker of the House shall chair the House of Representatives meetings. He/She shall be aware of Robert's Rules of Order and the implementing of the Rules during House meetings is the prerogative of the Speaker. The Speaker of the House is responsible for keeping the representatives informed of all ASNK actions. House of Representative duties includes providing elections in all homerooms, setting the agenda and dates for all Representative meetings.
- Clause 4: The Secretary shall be responsible to see that an accurate record be kept of all Executive Cabinet and House of Representative meetings. The Secretary shall be responsible to circulate minutes of ASNK meetings amongst its members and the school administration within three days following a meeting date.
- Clause 5: The Co-Treasurers (2) shall be responsible for the general ASNK funds and expenditures, and shall keep accurate records of them. They shall oversee the other club/activities Treasurers and accounts. The Treasurers are responsible for depositing funds for all ASNK related activities, writing purchase orders when requested, and distributing the bank records
-

- to the clubs/activities. They shall handle the sale and distribution of the ASB cards, as well as the deposition and counting of ASB moneys. They will also keep an ASB card list that is accessible to all club Advisors. They are responsible for distribution reconciliation forms to all ASNK clubs.
- Clause 6: The Public Relations Officer shall be responsible to publicize ASNK events amongst the ASNK and the local community. The Public Relations Officer shall update the reader boards throughout the school. He/She shall make sure that all publicity is updated, correct, and appropriate for the students. The Public Relations Officer shall prepare and distribute a monthly calendar of ASNK events, publish a quarterly newsletter about ASNK activities, and write an article about ASNK activities for each issue of the Viking Voyage.
- Clause 7: The Historian shall maintain a pictorial record of all NKHS's events, which occur during their term, in preferably in a scrapbook. He/She shall be responsible for displaying the team pictures in the display case. The Historian will record events and everyday life by taking pictures and displaying them for the students of North Kitsap.
- Clause 8: If the President should be removed from office or resign, the order of succession shall be as follows: Vice President, Speaker of the House, Treasurer, Secretary, Public Relations Officer, and Historian.
- Clause 9: All Executive Cabinet members are responsible for reporting their actions and any action regarding their position in the Cabinet to the Cabinet. All members must also actively participate in ASNK sanctioned events and projects.
- Clause 10: Only the Treasurer, President, Vice President, or ASNK designee are authorized to sign General ASB, Student Government, Leadership, or Holiday Fest financial documents, including purchase orders, transfers, deposits, and transmittals.
- Clause 11: Executive Cabinet members are to remain drug and alcohol free in their time of office. They are required to sign a contract stating this.

SECTION III: EXECUTIVE BRANCH MEMBERS OUTSIDE THE EXECUTIVE CABINET

- Clause 1: Interhigh Representatives. There shall be one (1) designated and four (4) discretionary Interhigh Representatives appointed. The Interhigh Representatives shall be responsible to maintain relations between the ASNK and the student bodies of other schools, to report to the Executive Cabinet and to attend all Interhigh meetings.
- Clause 2: The ASB advisor may appoint student consultants to the Executive Branch. These assistants shall be responsible to advise the Executive Cabinet and assist it in the fulfillment of its official duties and activities. A student

- consultant has no permanent job description.
- Clause 3: As the executive branch advisors assist the executive cabinet, they must also meet the same grading/election/no drug and alcohol requirements. They can be removed from office in the same manner as elected executive branch members.

SECTION IV: LEGISLATIVE BRANCH AND LEGISLATION

- Clause 1: The Legislative Branch of ASNK government shall be composed of a House of Representatives and a Senate.
- Clause 2: The Legislative Branch shall have the power to act upon all legislation. It may halt, amend, or reverse any action of the Executive Cabinet by a two-thirds vote to both Houses.
- Clause 3: All legislation must be first submitted in either the House of Representatives or the Senate. The same version of the bill must be passed by a majority vote in both Houses. After being passed, the bill travels to the President who may sign it or veto it within five days. If the President fails to take action upon legislation within five consecutive school days, the bill will pass automatically. Should the President veto, his/her decision may be overridden by a two-thirds majority vote of the Executive Cabinet. From this point the issue may continue through to the Principals, Superintendent, School Board, or to the Courts as defined in Washington State Law.

SECTION V: REPRESENTATIVES

- Clause 1: Students shall be elected by a designated class period to make up the House of Representatives.
- Clause 2: The representatives are responsible to attend all House meetings, as scheduled with regard to the schedule at their ASNK high school, extended program or school. The representatives are also responsible to relay all information and ideas to and from their class, and to vote on legislation.
- Clause 3: The Speaker of the House shall conduct the meetings of the House of Representatives. He/She shall be aware of Robert's Rules of Order and the implementing on the Rules during House meetings is the prerogative of the speaker.

SECTION VI: SENATORS

- Clause 1: The Senate shall consist of one cabinet per grade at the high school and/or one per small school associated with the high school according to the numbers associated with each. The number of senators per cabinet shall be determined by the total number of students enrolled in the pertaining cabinet as of the 1st of May of the year proceeding the elected cabinets' year of office. One cabinet member per seventy-five of the aforementioned students shall be elected, with a minimum
-

of two cabinet members, no matter the number of students. The number or senators elected from each contributing school shall be representative of the number of students from that school. After the cabinets have been elected, they will organize independently into titular positions, either by agreement or election. The titular positions will be designated in order of importance with the available number of cabinet members as follows: Cabinet President, Cabinet Vice President, Cabinet Secretary, Cabinet Treasurer, and Cabinet Public Relations Officer. If there are more cabinet members than positions, positions may be doubled. If there are fewer cabinet members than positions, the members will divide up the remaining responsibilities as needed.

- Clause 2: Senators shall maintain a grade point average of 2.8 or greater.
- Clause 3: Senators shall serve their class for one (1) year.
- Clause 4: The senators are responsible to attend all Senate meetings, to relay information and ideas to and from their class, and to vote upon legislation.
- Clause 5: Senators are responsible for individual class fundraising and business. They are responsible for the organization of all class activities.
- Clause 6: The meeting of the Senate shall be conducted by the Vice President, using parliamentary procedure, i.e., "Robert's Rules of Order."
- Clause 7: Senators are recommended to take Project Management class. They are required to take Zero hour ASB Leadership.
- Clause 8: Senators are to remain drug and alcohol free in their time of office. They are required to sign a contract stating this.
- Clause 9: At the first meeting of the Senate, the Vice-President shall appoint a Senate Secretary, The Senate Secretary shall be responsible to see that an accurate record be kept at all Senate meetings. The minutes taken shall be circulated amongst Senate Members and the High School Administration, and shall be presented to the Executive Cabinet for approval.
- Clause 10: All members of the senate must have passed and completed all ASNK classes and positions they have previously taken.

Section VI, Subsection 1: Senate Class Officer Responsibilities

Clause 1: The President shall be responsible for the overall organization of class functions and the delegations of tasks. The President shall work with the class advisor to develop a planning calendar and budget for the upcoming year, and organizing a steering committee.

Clause 2: The Vice President shall assist their respective Class President in all of his/her duties and shall take over those duties in her/her absence.

Clause 3: The Secretary shall be responsible for assisting in planning, participating in, and documenting class activities.

Clause 4: The Treasurer shall manage all class finances, in accordance with ASNK financial regulations, and assist in planning and participating in all class activities.

Clause 5: The Public Relations Officer shall be responsible for advertising and promoting all class activities and maintaining a pictorial record of these activities.

ARTICLE IV: RECALL OF OFFICIALS

SECTION 1: REASONING

The Executive Cabinet shall have the power to impeach an ASNK officer for the following reasons:

1. Conduct contrary to the best interest of North Kitsap High School (i.e. violation of NKHS policies or regulations).
2. Not upholding the constitution.
3. Failure to fulfill requirements of their office.
4. Breach of required substance abuse contract.

SECTION II: RECALL OF PRESIDENT OR EXECUTIVE CABINET

To recall the President or an Executive Cabinet member, a two-third vote by the Senate and the Executive Cabinet must be met for the recall to take place. The person in question will not have a vote on their recall. They will have the opportunity to defend their position at a joint exec-senate meeting with 5 school days of being informed in writing that they are in jeopardy of impeachment. Final consideration may be made on the decision by school administrators. In case of substance abuse, recall will be prerogative of the Student Government advisor, and may result in immediate impeachment.

SECTION III: RECALL OF SENATORS

Senators may be removed by the same process as the Executive Cabinet.

SECTION IV: RECALL OF REPRESENTATIVES

Representatives may be removed by a majority vote of the classroom they represent.

ARTICLE V: ELECTIONS

SECTION 1: PRESIDENT AND CABINET ELECTIONS

- Clause 1: The President and Cabinet members shall be elected in the spring general election.
- Clause 2: All candidates must have a cumulative grade point average equal to or greater than 3.00.
- Clause 3: Candidates for President must be going into their senior year.
-

PRESIDENT-ELECT MUST HAVE HELD ASB OFFICE PREVIOUSLY AT LEAST ONE FULL YEAR DURING 9TH THRU 11TH GRADE TO BE ELIBIGLE TO RUN FOR OFFICE (voted 3/2010). Candidates for Vice President must be going into their junior or senior year.

Clause 4: Any student who has three (3) or more referrals is ineligible to hold office. This does not include parking or attendance referrals and will be reviewed by the Vice-Principal in charge of discipline.

Clause 5: Each student who intends to run for office must have a letter of recommendation from each of their current six (6) teachers. The forms for these letters shall be provided by the election committee. All letters are confidential and will be reviewed by the Vice Principal and Advisor in charge of ASB. In addition the teacher recommendation must be in the students favor.

SECTION II: ELECTION COMMITTEE

Clause 1: An election committee shall be created to run the spring general election.

Clause 2: The committee shall be co-chaired by an appointed (by the ASB advisor) senior Executive Board Member and the ASB advisor. They shall appoint their cabinet of senior Executive Board members to assist them in elections.

Clause 3: The committee shall be responsible for the screening of candidates, preparation of ballots, publication of results, and establishment of exact dates for elections.

SECTION III: SPRING GENERAL ELECTIONS

Clause 1: To be placed on the ballot for the spring general election, a candidate must submit a petition signed by (10%) of the ASNK members.

Clause 2: The spring general election shall take place during the spring semester.

Clause 3: Like all other ASNK elections, the spring general election shall be by secret ballot.

Clause 4: In a two-person race, simple majority (more than 50%) wins. In a three person (or more) race, if a simple majority is not attained by a single candidate a run-off election will take place (See Section IV).

Clause 5: Each year candidates campaigning for the office of President and Vice President shall run together as a tandem. The candidates of co-Treasurer shall also run in tandem.

SECTION IV: RUN-OFF ELECTION

In the event that more than two candidates are running for the same office and no single candidate receives a simple majority, the procedure will be as follows:

- Clause 1: The two candidates receiving the most votes in the spring general election will then be placed on a run-off ballot.
- Clause 2: The election committee shall establish a date for the run-off election.
- Clause 3: The election will be by secret ballot, and the winner will be determined by simple majority (more than 50%).

SECTION V: SENATE ELECTIONS

- Clause 1: The senate election shall take place after the ASNK Executive Officer positions have been filled. The election committee shall determine the voting procedure.
- Clause 2: Candidates must submit a petition signed by ten percent (10%) of their designated cabinet. (class or small school)
- Clause 3: Any person who wishes to run for senator must not have three (30) or more referrals. This does not include parking and attendance and will be reviewed by the Vice Principal in charge of discipline.
- Clause 4: Each candidate must submit letters of recommendation from each of their current four teachers. The election committee will provide the needed forms for each candidate. All letters shall be confidential and reviewed by the Vice Principal or Advisor in charge of ASB elections. In addition the teacher recommendations must be in the students favor.
- Clause 5: Senators must have at least a cumulative grade point average equal to or greater than 2.80. This must be maintained throughout their time in office or he/she will be recalled from their position.

ARTICLE VI: AMENDING PROCESS

The constitution may be amended by a two-third majority vote of both Houses.

ARTICLE VII: FINANCIAL REGULATION

As stated in the 1977 Constitution.

- Clause 1: "The financial resources of the Associated Student's Program Fund are for the **extracurricular** benefit of students, and their involvement in the decision making process is an integral part of the Associated Student Body Government."
- Clause 2: That members of the ASNK participate in "The determination of the purposes for which ASB financial resources shall be budgeted and disbursed."
- Clause 3: That the basic organization of the ASB financial process shall be the student activity group. Each activity group shall have a student treasurer
-

and an adult advisor. These groups shall function under the supervision of the Principal (or designee) and the ASNK Student Congress.

Clause 4: Only the Student Body Treasurer, President, Vice President, or ASB designee are authorized to sign any financial documents relating to ASB/ASNK accounts, including purchase orders, transfers, deposits, and transmittals.

ARTICLE VIII: CLUBS, ORGANIZATIONS, and ACTIVITIES

SECTION I: RECOGNITION

All student clubs and organizations operating in conjunction with North Kitsap High School must be recognized by the ASNK.

SECTION II: CONSTITUTIONS

Before recognition of these clubs, organizations, or activities can be authorized the advisor or President of the new club, organization, or activity must submit a document showing the following:

- Clause 1: Constitution and statement of purposes and goals. Sports are not required to have a constitution, but must have a statement of purpose and goals.
- Clause 2: Signatures of eight ASNK members intending to participate in the organization.
- Clause 3: Advisor or coach for the club, organization, or activity and the tentative meeting place and appropriate time schedule.
- Clause 4: A plan for reasonable ideas for fundraising, if money is needed for the club, organization, or activity.
- Clause 5: A plan for donating a minimum of a combined 20 hours of school improvement, (Holiday Fest, School Improvement days, etc.).

SECTION III: MEMBERSHIP

Membership to any club, organization, or activity may not be denied on the basis of sex, race, or creed.

SECTION IV: FINANCIAL ACTIVITY

Each club, organization, or activity may apply for inclusion on the activity calendar. Any monies generated by the club or organization must be deposited in their ASNK account assigned to them by the Fiscal Clerk. All clubs, organizations, and activities are eligible to apply for the Fall and Spring Grant fund, provided that all members in the club, organization, or activity have purchase ASB cards.

ARTICLE IX: ACTIVITY STICKER

In the absence of a user fee, all members of clubs, organizations, and activities receiving money from, or being recognized by the ASNK, co-curricular activities, and athletics are required to purchase an ASB Sticker (ASB Card) to be eligible to participate.
