

Mountain View High School

Associated Student Body

Bylaws of the Constitution

Article I – Student Council

1. It shall be the duty and power of the Student Council to:
 - Be the supreme legislative body of the Associated Student Body also known as ASB
 - Propose and pass legislation that is considered important to the student body
 - Establish the annual student body duties, also known as the price of an ASB Card that will allow students to attend ASB activities at a reduced cost
 - Establish a disciplinary board as the need arises
 - Spend ASB monies
 - Propose and pass amendments to the constitution and bylaws
2. Each member of the Student Council shall be able to cast one vote in each voting situation

Article II – Executive Board

1. The ASB president shall have the following duties:
 - Preside over all meetings
 - Call special meetings
 - Plan and prepare an agenda for all meetings
 - Facilitate all student congress meetings
 - Represent the Student Council at all school and school district meetings, community group meetings, and civic organization meetings where this representation is appropriate
 - Preside at all student body assemblies or authorize someone to do so in their place

- Serve as a member of the elections committee
- Serve as chairperson of the elections committee and supervise all student body elections
- Facilitate Bi-Weekly business meetings in school council classes, additionally may reschedule or cancel any business meetings if seen fit as long as 24 hour notice is given to the Student Council and advisor
- Work closely with the Student Council advisor on all planning
- Participate in Student Council-sponsored activities

2. The ASB Vice President/Co-Clubs Commissioner shall have the following duties:

- Work closely with the president
- Serve as the ASB president if the president becomes unable to fulfill their duties either temporarily or permanently
- Coordinate the work of committees, may redistribute the duties of any Student Council member not in the executive board to the tasks of another committee or cabinet if seen fit
- Work closely with the Club Commissioner to preside over all Club activities, budgets, approvals, and attend Council of President meetings
- Work with the president and treasurer to prepare the budget and calendar
- Help the president prepare the meeting agenda

3. The ASB School Board Representative/PR shall have the following duties:

- Attend and represent MVHS at MVLA School board meetings and report back to the Student Council class and to student congress representatives
- Work with the ASB secretary/PR to oversee all outgoing communications to the student body and local community
- Run and regularly update the ASB webpage

4. The ASB secretary/PR shall have the following duties:

- Prepare and distribute the agenda for meetings
- Notify members of upcoming meetings
- Take attendance at meetings and keep permanent attendance records
- Maintain accurate minutes of all meetings, including date and place, presiding officer, and business conducted
- Prepare the minutes in the prescribed format by the next meeting for distribution to all Members
- Maintain all files of the organization, including original agendas and minutes, clippings relevant documents, and establish a policy about lending files
- Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works
- Keep copies of activity calendars and special event documentation
- Produce a membership directory of the group
- Report, answer and file all necessary correspondence
- Run and supervise the social media accounts of the organization
- Head of the official email of the organization

5. The Clubs Commissioner/Treasurer shall have the following duties:

- Preside over all club activities, charters, budgets, and strikes
- Preside over all Council of President meetings
- Collaborate with the Vice President/Co-Clubs Commissioner to report back the activities of clubs at business meetings to the Student Council class
- Call special meetings of either the Student Council, executive board, or ASB advisor to determine a club's strike violation in accordance with the clubs strike document
- Merge or dissolve clubs if voted necessary by a 2/3 majority vote of the Student Council
- Maintain complete and accurate record of all ASB receipts and disbursements
- Prepare monthly reports for the Student Council on the ASB bank balances and receipts and disbursements to date

- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records
- Work closely with the president and vice president to prepare an annual budget
- Authorize purchase orders/expenditure approvals prior to spending
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls

Article III – Standing Committees

1. The ASB president, ASB advisor, and three additional Student Council seniors of the elections committee (see article XII) shall appoint committee members and chairpersons to the following committees each year:
 - The Culture/Recognitions Committee
 - The Spirit Committee
 - The Activities Committee
 - The Dance Committee

2. The Culture/Recognitions Committee:
 - The senior appointed on the Culture/Recognitions Committee shall be the head of the Culture/Recognitions Committee and make final decisions on activities of the Committee, as well as present and request approvals for purchases and activities at Student Council business meetings
 - Celebrate the different cultures of the ASB and staff of MVHS
 - Facilitate cultural assemblies and celebrations
 - Create and distribute awards per quarter to celebrate achievements in academics, athletics, school spirit, and excellence of MVHS students and staff

3. The Spirit Committee:
 - The senior appointed on the Spirit Committee shall be the head of the Spirit Committee and make final decisions on activities of the committee, as well as

present and request approvals for purchases and activities at Student Council business meetings

- Record the number of students per class wearing clothing items displaying school spirit once per week to contribute to a Battle of the Classes point total
- Plan and facilitate spirit weeks and record the number of participants
- Plan and facilitate all non-cultural school assemblies and rallies with a designated task force for each activity
- Coordinate with performing arts entities at MVHS who are to perform at Student Council activities including rallies

4. The Activities Committee:

- The senior appointed on the Activities Committee shall be the head of the Activities Committee and make final decisions on activities of the committee, as well as present and request approvals for purchases and activities at Student Council business meetings
- The purpose of the committee is to plan, organize, and supervise all Student Council activities and to facilitate requests from student clubs for use of school facilities
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5. The Dance Committee:

- The senior appointed on the Dance Committee shall be the head of the Dance Committee and make final decisions on activities of the committee, as well as present and request approvals for purchases and activities at Student Council business meetings
- The purpose of the committee is to plan, organize, and supervise all Student Council dances

Article IV – Succession

1. If the ASB president cannot fulfill his/her duties because of illness, physical disability or absence, the ASB vice president shall assume and carry out the duties of the president until the President becomes able to resume the duties of his/her office
2. If the president is permanently unable to fulfill his/her duties, the ASB vice president becomes the ASB president
3. After the vice president, succession to the presidency shall be appointed by the vote of the entire membership of the executive board
4. Only Student Council officers elected by the general student body shall succeed to the ASB presidency
5. Upon the permanent disabilities of any ASB officer other than the president, the president shall nominate a replacement

Article V – Elections and Qualifications for Office

1. The Student Council shall hold the annual election of Student Council officers on the campus of Mountain View High School. The voting shall take place during a period determined by the elections committee, by secret ballot
2. The Student Council shall hold the elections for class officers at the same time as the elections for the ASB officers
3. The candidates for ASB officer and class officer must have a minimum overall grade point average of 2.5 and have satisfactory citizenship and attendance

4. Candidates for ASB president and vice president must have served at least one year on the student council
5. Each applicant for candidacy must submit an application to the elections committee. The application must include information on the student's school activities and reasons for desiring to serve as a school officer
6. The Campaign:
 - The materials allotted to each candidate are set to be determined annually by the elections committee
 - The elections committee must approve the content of all posters and other campaign materials in advance
7. Counting the Ballots:
 - The voting will take place by secret ballot. The election methods annually will be at the discretion of the Elections Committee with a minimum of 70% of the voting to be composed of student votes
8. The election of representatives shall take place during the second semester of the academic year at the discretion of the school administration and current Executive Cabinet
9. Associated Student Body Officers for the following school year, with the exception of the Freshman Officers, shall be elected before the end of the current school year. The Freshman Officers shall be appointed before October 1st
10. The Sophomore, Junior, and Senior class shall elect a President, Vice President/Treasurer, and Secretary/Public Relations Officer

11. Student congress representative elections shall be held during the first two weeks of each semester during corresponding class periods. The results of the elections must be reported to the ASB President within a week of the elections

Article VI – Student Clubs

1. Each student club must prepare and approve a constitution and budget before it can begin fundraising activities or make expenditures of club funds
2. Club Charters must be approved by a simple majority of the Student Council in order to utilize school facilities and to have a representative seat in the Council of Presidents (COPs)
3. Club Charters, both digital and physical, shall be submitted for approval no later than October 31st at 11:59 PM with the finalized approval date at the discretion of the ASB Executive Cabinet
4. The ASB Executive cabinet possesses the authority to conduct a majority vote among the Student Council for the purpose of discontinuing the meetings and activities of a club according to the Clubs Strikes policy document
5. All Club events that use funds from the club account that require reimbursement must be granted ASB approval prior to purchase
6. Approved chartered organizations must re-register for the following academic year no less than 30 school days prior to the end of the current year
7. Club Officers
 - The club officers shall consist of the following (1 person per position):
 - President

- Vice-President
- Treasurer
- Secretary
- Public Relations

8. These positions must be filled in order for a Club Charter to be approved, these positions shall be the only officially recognized positions. Any requests for additional club officer positions must be submitted to the Student Council and receive a majority vote from the Student Council

9. The club president will have the following duties:

- Preside over all meetings
- Call special meetings
- Plan and prepare an agenda for all meetings
- Act as a facilitator of group discussion by summarizing, clarifying, etc
- Work closely with the student club advisor on all planning
- Participate in student club activities

10. The club vice president will have the following duties:

- Work closely with the president
- Serve as the president if the president becomes unable to fulfill their duties
- Work with the president and treasurer to prepare the budget and calendar
- Help the president prepare the meeting agenda

11. The club treasurer will have the following duties:

- Maintain a complete and accurate record of all ASB receipts and disbursements
- Work with ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls

- Keep accurate profit and loss statements of all functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records
- Work closely with the president and vice president to prepare an annual budget
- Authorize purchase orders/expenditure approvals prior to spending

12. The club secretary will have the following duties:

- Notify members of upcoming meetings
- Take attendance at meetings and keep permanent attendance records
- Maintain accurate minutes of all meetings, including date and place, the presiding officer, and business conducted
- Maintain contact names, addresses, phone numbers, and email addresses of people with whom the organization regularly works

13. The publicity chair/PR will have the following duties:

- Publicize all club activities through school bulletin boards and all social media

Article VII – Amendments

1. The Student Council, whenever it is necessary, shall propose amendments to the constitution

Article VIII – Adoption

1. These bylaws may be adopted by a two-thirds vote of the Student Council, whereupon they shall go into effect immediately

Article IX – Finances

1. The Student Council must approve all requests for expenditures of all student funds prior to any commitments, including clubs

2. All requests for expenditures must be approved by a majority vote of the present Student Council at any meeting of the Student Council
3. Student clubs must have a positive balance in their club account before the Student Council may approve an expenditure
4. All ASB checks require two signatures. The ASB advisor or the principal/school administrator may sign ASB checks. In addition, at least one district office administrator will be an approved signer

Article X – Meeting Schedule

1. The Student Council shall meet every Student Council class period
2. Special meetings can be called by the president, the executive committee, the adviser, the principal, or by written request of at least ten (10) members of the Student Council . The purpose of the meeting shall be stated when called
3. A quorum consists of two-thirds of the Student Council members, e.g., 22 members in the standard case of 33 on the council
4. The ASB president shall conduct the Student Council meetings under Robert’s Rules of Order
5. All legally elected and appointed representatives may vote
6. Any member of the student body may attend and participate in meetings, but must have written permission from their teacher if they are missing a class in order to attend said meeting

7. Business meetings shall occur a minimum of bi-weekly as called by the ASB President, in which all committee heads and class cabinet presidents shall present and report their activities as well as seek approvals on expenditures and to finalize activities from the Student Council

Article XI – Student Congress

1. The Student Congress shall originate:
 - Student Congress shall be composed of elected and appointed representatives from each 4th period class whom are elected at the discretion of MVHS staff members; (congressional meeting representatives)
2. The ASB President shall preside over the Student Congress
3. A decision in separate Student Congress sessions shall consist of at least a simple majority of the members of the Student Congress
4. Student Congress shall meet a minimum of once per quarter in the academic year, with the dates at the discretion of the Student Council Executive Board

Article XII- Election Committee

1. The Election Committee will comprise 3 Student Council seniors, the ASB advisor, and the ASB President who are nominated at the advisor's discretion. The election committee must be selected within the first week of the academic year
2. The purpose of the committee is to plan, organize, supervise all student body elections and appointed position applications. The committee is in charge of ensuring that candidates meet the requirements for election and selecting officers for appointed positions

3. The Election Committee will finalize appointments and election results a minimum of 10 weeks prior to the end of the academic year with the exemption of the Freshman & Open Positions Elections
4. The Election Committee will hold elections or select officers for the 7 Freshman Student Council positions and any additional unfulfilled officer roles from the previous year's election within the first 10 weeks of the academic year