2015-16
Newport High School
STUDENT CONSTITUTION

REVISED: Spring 2015
NEWPORT HIGH SCHOOL
ASSOCIATED STUDENT BODY CONSTITUTION

PREAMBLE:
We the students of Newport High School in order to form a more perfect learning institution, establish
order, insure academic tranquility, and further the four core values of Balance, Community, Discovery,
and Honor do ordain this constitution for the betterment of our school.

ARTICLE I. TITLE
This organization shall be known as the Associated Student Body of Newport High School (ASB).

ARTICLE II. MEMBERSHIP
Membership shall be comprised of all students of Newport High School.

ARTICLE III. DEFINITION OF ADMINISTRATION
The Administration shall be known as the Principal, Assistant Principals, Athletic Director, Activities
Coordinator, Accountant, and Dean of Students.

ARTICLE IV. BUDGET
The Newport ASB Budget Committee shall consist of the Athletics Director, Activity Coordinator,
Accountant, and all future ASB Officers. It shall be the duty of this committee to meet following the ASB
Officer Elections to oversee the preparation of an ASB budget for the following fiscal year and submit it
to the Bellevue School Board of Directors for its approval.

ARTICLE V. CALENDAR
The Newport ASB Calendar Committee shall consist of the Athletics Director, Activity Coordinator,
Administrators, and all future ASB Officers. It shall be the duty of this committee to meet following the
ASB Officer Elections to oversee the preparation of an ASB Activities Calendar for the following school
year and submit it to the Newport High School Administration for its approval.

ARTICLE V. EXECUTIVE GOVERNING POWERS
The ASB Officers shall plan, execute, and enforce all functions of the student government. This includes,
but is not limited to, budget decisions, scheduling school-wide events, and implementing resolutions
passed by the Legislative bodies.

ARTICLE VI. DUTIES OF THE ASB OFFICERS
Section I.
1. All ASB officers must have a valid ASB card.
2. The President, Vice President, Secretary, and Treasurer, and Spirit Commissioner must be
   elected as Juniors.
3. Every ASB officer must have a minimum 2.0 cumulative GPA, or fulfill the WIAA minimum
   requirements.
4. The ASB Advisor is the Activities Coordinator unless otherwise stated.
5. All elected officers are automatically enrolled into the Leadership class.
Section II. THE ASB PRESIDENT SHALL:
1. Act as the official representative of the ASB, subject to the confirmation and approval of the Student Council.
2. Preside over all Student Senate meetings.
3. Preside over all general and executive meetings of the ASB.
4. Appoint all ASB committees and have knowledge of their proceedings.
5. Present an address to the Student Council, stating the condition of the ASB upon completing his/her term of office.
6. Assist the Budget Committee (see Article IV) in the preparation of the following school year and future school year budget.
7. Chief coordinator and host of the annual Veteran’s Day Assembly
8. Co-chair the Budget Committee with the ASB Treasurer
9. Co-Chair the Homecoming Committee with the ASB Spirit Commissioner
10. Coordinate all assemblies. This also includes encouraging the involvement of other ASB and Class Officers in the planning and implementation of assemblies.
11. Attend the Spring Budgetary meeting and assist to make budgetary recommendations (both as an incoming and outgoing ASB officer).
12. Attend the Spring Calendar meeting and assist to make calendar recommendations (both as an incoming and outgoing ASB officer).
13. The ASB president with approval from the ASB officers, has the power make all laws and changes which shall be necessary and proper for the promotion of the welfare and protection of the school

Section III. THE ASB VICE PRESIDENT SHALL:
1. Fulfill the duties of other officers when they are not present. This includes the acquisition of another officers’ title and responsibilities - if they are removed from office or deemed incapable of serving by the Student Council.
2. Act as Liaison to all school media outlets.
3. Facilitate any Student Government meetings when the ASB President is not present.
4. Coordinate Newport’s participation in all King-Co Interhigh and Washington Association of Student Councils (WASC) conferences. This includes attending and delegating student representatives to attend conferences, while serving as chief student ambassador of Newport High School to surrounding schools.
5. Coordinate and Host the annual Martin Luther King Day Assembly
6. Have responsibility of coordinating all assemblies (except FIAT). This also includes encouraging the involvement of other ASB and Class Officers in the planning and implementation of assemblies.
7. Attend the spring budgetary meeting and assist to make budgetary recommendations (both as an incoming and outgoing ASB officer).
8. Attend the spring calendar meeting and assist to make calendar recommendations (both as an incoming and outgoing ASB officer).
Section IV. THE ASB SECRETARY SHALL:
1. Organize the agenda of the Student Senate meetings.
2. Manage and communicate minutes for Student Senate and other ASB meetings to ASB advisors and officers, and make minutes available for public inspection within 3 days after a meeting.
3. Retype the Constitution every five school years or as needed, including all new amendments.
4. Publish a public calendar of all school-wide events and coordinate the order of all publicity materials.
5. Make invitations and thank-you notes for all appropriate events.
6. Have responsibility of coordinating all assemblies (except FIAT). This also includes encouraging the involvement of other ASB and Class Officers in the planning and implementation of assemblies.
7. Attending the spring budgetary meeting and assist to make budgetary recommendations (both as an incoming and outgoing ASB officer).
8. Attend the spring calendar meeting and assist to make calendar recommendations (both as an incoming and outgoing ASB officer).

Section V. THE ASB TREASURER SHALL:
1. Keep an accurate account of all student body funds.
2. Review and signing monthly financial reports.
3. Present a thorough breakdown of the ASB budget at the beginning, middle, and end of the school year along with monthly budget summaries to Student Senate.
4. Monitor ASB Officer, Class, and Club accounts and taking any necessary action.
5. Budget ASB expenditures for the year based on goals set by ASB Budget Committee.
6. Assist the Budget Committee in the preparation of the following school year and future school year budget.
7. Meet with the Accountant every school day.
8. Approve reimbursements from any ASB account; signing checks and forms for checks as the student representative.
9. Have responsibility of coordinating all assemblies (except FIAT). This also includes encouraging the involvement of other ASB and Class Officers in the planning and implementation of assemblies.
10. Attend the spring budgetary meeting and assisting to make budgetary recommendations (both as an incoming and outgoing ASB officer).
11. Attend the spring calendar meeting and assist to make calendar recommendations (both as an incoming and outgoing ASB officer).

Section VI. THE ASB SPIRIT COMMISSIONER SHALL:
1. Oversee all school-wide athletic, activity, and club events.
2. Co-chair the U-knighted Committee with the Athletic Director.
3. Student representative to the PRIDE Committee.
4. Have responsibility of coordinating all assemblies with other ASB officers(except FIAT). This includes encouraging involvement of other ASB and Class Officers in the planning and implementation of assemblies.
5. Co-chair the Homecoming Committee with the ASB President.
6. Act as Liaison to Athletics Dept, Activities Coordinator, and Club Advisors.
7. Manage and update the Academic, Activity, and Athletic Display cases and recognition events.
8. Attending the spring budgetary meeting and assisting to make budgetary recommendations (both as an incoming and outgoing ASB officer).
9. Attend the spring calendar meeting and assist to make calendar recommendations (both as an incoming and outgoing ASB officer).
10. Attend King-Co meetings in areas of school spirit and sportsmanship.
11. Adhere to and model the guidelines of school spirit and sportsmanship at all King-Co Inter-School Events.

ARTICLE VII. DUTIES OF CLASS OFFICERS

Section I.
1. Each Class shall be represented by the President, Vice-President, Secretary, Treasurer, U-knighted Representative, PDC Representative, and Historians (senior class only).
2. All Class Officers must have an ASB card.
3. Every Class Officer must have a minimum 2.0 accumulative GPA, or fulfill the WIAA minimum requirements.
4. The term of the Class Officers will begin upon election (summer before term) and will end on the last day of school for the elected class officer the following school year.
5. All elected officers are automatically enrolled into the Leadership class (PDC Representatives exempt).
6. Senior officers shall work together for Prom, Graduation, and the Homecoming Dance.

Section II. THE CLASS PRESIDENT SHALL:
1. Co-chair the Class Homecoming Committee with the Class U-knighted Representative.
2. Call and lead all Class Meetings.
3. Co-host the Veteran’s Day Assembly
4. Head the reunion committee (Senior Class President, alongside the senior class Historians).
5. Having an awareness and understanding of all class activities & fundraisers.
6. Facilitating class officer meetings.
7. Ensuring that the class officer team effectively communicates and works well together.
8. Facilitating consistent class officer meetings with the advisor
9. Ensuring that the class officer team effectively communicates and works well together.
10. Act as chairperson to compose direct communication (letters, e-mails) to NHS Staff and PTSA
11. (Senior only: Hosts Graduation Ceremony & Heads Reunion Committee.)

Section III. THE CLASS VICE PRESIDENT SHALL:
1. Assume responsibility of an officer’s duties if the position is vacant.
2. Co-Chair the Class Sweats Committee with the Class Treasurer.
3. Represent NHS as a permanent Interhigh representative.
4. Coordinate and Co-host the Martin Luther King Day Assembly (Can be delegated to NHS clubs if club desired)
5. Ambassador of the class by attending all King-Co Interhigh & Washington Association of Student Council Events
6. Fulfilling the duties of other officers when they are not present. This includes the acquisition of another officers’ title and responsibilities if they are removed from office.
7. Taking lead on class fundraising projects.
8. Facilitating class officer meetings when the President is not present.
Section IV. THE CLASS SECRETARY SHALL:
1. Prepare agendas for Class meetings.
2. Publish a public calendar and coordinate all publications for Class events.
3. Record all Class meeting minutes.
4. Making invitations and thank-you notes for all appropriate events.
5. Managing and emailing minutes for all class officer meetings to Class Advisor and ASB advisor.
6. Making all publications for class events & meetings.
7. Meeting as needed with the ASB Secretary to review & update the Activities Calendar.
8. Keeping a notebook of all class activities and communication for entire year, this includes updates to the Class Newsletter, PTSA Bulletin, or e-mail list.

Section V. THE CLASS TREASURER SHALL:
1. Keep an accurate account of all class funds.
2. Sign all purchase orders, transfer forms, requests for checks, and any other forms concerning Class activities.
3. Co-Chair the Class Sweats Committee with the Class Vice-President.
4. Oversee class fundraisers.
5. Budgeting class expenditures for the year based on goals and future needs.
6. Meeting weekly with the school accountant.
7. Presenting a thorough breakdown of the class budget at the beginning, middle, and end of the school year along with monthly budget summaries to the class officer team.
8. Budgeting class expenditures for the year based on goals and future needs.
9. Meeting with the school Accountant and ASB Treasurer every week for the school year.
10. Presenting a thorough breakdown of the class budget at the beginning, middle, and end of the school year along with monthly budget summaries to class officer team.

Section VI. THE CLASS U-KNIGHTED REPRESENTATIVE SHALL:
1. Act as Class Representative to the Spirit Committee.
2. Co-Chair the Class Homecoming Committee with the Class President.
3. Aid in all Class Fundraisers with the Class Treasurer.
4. Working in conjunction with other class activities coordinators and ASB Spirit Commissioner in school-wide activities.
5. Co-Chair the Class Homecoming Committee with the Class President.
6. Act as chairperson for all publications and communications to the general school-wide body.
7. Coordinating and planning all Class Events by securing facilities, personnel, and materials.
8. Meeting monthly with the ASB Spirit Commissioner to coordinate all U-Knighted events and serve as the class representative.

Section VII. THE PDC REPRESENTATIVE SHALL:
1. Attend all PDC meetings as called by the Principal and take an active role in representing the students’ best interest.
2. Attending all monthly 2nd Period Student Council meetings as called by the ASB Executive Officers, delivering a PDC report to the Student Council.
3. The students elected to this role are not required to be enrolled in the Leadership course.
Section VIII. THE SENIOR HISTORIANS SHALL:
1. Cooperate with existing media outlets (Yearbook, Newspaper, NTV) to share media resources.
2. Produce the Senior Video
3. Act as the co-chair of the reunion committee.
4. Overseeing the development of the Senior Alphabet, Senior Knightlife edition, Senior Video, and Final Day Activities.
5. Heads the reunion committee along with the Senior Class President.

ARTICLE VIII. SUCCESSION TO THE OFFICES
Section I. In the event an ASB or Class President, Secretary, Treasurer, U-knighted Representative, PDC Representative, or Historian is no longer able to hold office (physical or mental inability to function, or impeachment), the ASB or Class Vice-President shall assume his/her responsibilities.

Section II. In the event an ASB or Class Vice-President is no longer able to hold office (physical or mental inability to function, or impeachment), it shall remain vacant until the following annual election, and responsibilities of the Vice-President will be shared amongst the existing officers.

ARTICLE IX. REMOVAL OF ASB AND CLASS OFFICERS
Section I. Grounds for the removal of any ASB or Class Office member shall be failure to adequately carry out the responsibilities of his/her office as enumerated in this constitution.

Section II. All petitions for removal shall be reviewed for validity by the ASB Executive Officers, Administration, and the Class Advisor (if pertaining), prior to a vote in the Student Council.

Section III. Removal from office shall be accomplished by a 2/3-majority vote by Student Council.

ARTICLE X. OFFICER ALLOWANCE
All ASB officers and officials elected or appointed prior to the ratification of this constitution shall continue serving at their post for the remainder of their terms.

ARTICLE XI. LEGISLATIVE GOVERNING POWERS
Both the Student Council and the Program Delivery Council (PDC) shall be responsible to the entire school community for passing needed legislation and resolutions to promote the general welfare of the school community.

ARTICLE XII. STUDENT COUNCIL
Section I. The Student Council shall consist of one primary and one alternate representative from each second period class, along with all elected Class Officers and ASB Executive Officers.

Section II. The term of office and manner of election of Student Representatives shall be determined by the ASB President and shall be enforced upon each second period class.

Section III. The ASB President shall schedule, facilitate, and conduct the Student Council meetings.

Section VII. ASB Executive Officers shall be non-voting members of the Student Senate.
ARTICLE XIII. PROGRAM DELIVERY COUNCIL
Section I. The Program Delivery Council shall consist of the Principal, Teachers, one Student Representative from each Class, Parents in the community, and one clerical representative.

Section II. Decisions are made according to PDC rules as determined by the Principal.

ARTICLE XIV. BILLS AND RESOLUTIONS
Section I. To be placed on the Student Council Agenda, a bill or resolution must be submitted to one of the ASB Executive Officers no later than one week prior to the Student Council Meeting. This includes any bills intended to repeal an existing law.

Section II. Any bill or resolution may be brought from the floor of the Student Senate.

Section III. A Student Senate bill or resolution, which receives a majority of the votes cast by Student Senate, shall become law 5 school days after its passage unless; within 30 school days the PDC or Administration, vetoes the bill or resolution.

ARTICLE XV. ORGANIZATION CHARTERS AND CLUB STATUS
Section I. To receive official ASB recognition, all newly organized clubs and activities must be approved by a simple majority vote by the Student Council. Approval shall permit the organization to have official status within the ASB activity program.

Section II. Any organization can withdraw expenditures for any amount up to its current balance from its ASB account without the necessity of a special ASB appropriation to that effect.

ARTICLE XVI. AMENDMENTS
Section I. This Constitution shall be amended only by a 2/3 or greater vote of the members of the Student Council once every two years.

ARTICLE XVII. RESPONSIBILITIES OF THE ADMINISTRATIVE TEAM
Section I. The Student Council legislates and acts within a framework of power delegated to Student Government by the Bellevue School District. Since the Administrative Team is directly responsible for the instructional leadership and safety of the building to the Superintendent of Schools and the Board of Education, it is recognized that the team has the right to review the powers and actions of the Student Council with those Officers. These rights may be extended to the Athletics/Activities Director, acting as the Administrative Team’s delegate in Student Government affairs.

ARTICLE XVIII. INTERPRETATIONS
Any questions of interpretation of this constitution shall be decided by a simple majority vote of the Student Council.

ARTICLE XIX. QUORUM
A quorum of Student Senate shall consist of those members present at a regular meeting and 2/3 of the membership in this case of a special meeting.
BYLAWS

1. These bylaws shall be amended by a majority vote of Student Senate.

2. All appropriations of ASB funds over $150 must be sent to the represented Classes for discussion before a vote is called in Student Senate.

3. A parliamentarian shall be appointed by the Student Senate. She/he shall be prepared to deliver advice on parliamentary procedure at Student Senate meetings.

4. Wild Card Representative: In cases where some students have no second period and are not represented in the Student Senate, a wild card representative will be elected from among these students.

5. Any measure passed by the Student Senate may be subject to referendum.

6. Resolution and bylaws:
A resolution is an official statement of opinion by Student Senate.
A bylaw is an official clarification or addition to procedures by Student Senate. A bylaw is passed in the same manner as a ‘bill’ and will not override the constitution.

7. Standard form for Bill presentation:
A. In order to be placed on the agenda, a bill must be presented to ASB Executive Officers no later than one week prior to a Student Council Meeting.
B. When the appropriate time occurs, the sponsor of the bill shall read the bill and answer any questions about it. No debate will be allowed at that time. When all questions are clarified, a motion is needed to accept or reject the bill. Debate shall continue until the question is called. The chair shall then restate the motion and a vote will be held. The numbers of “yes” and “no” votes will be states as the vote is tallied.

8. Appointment of ASB officer assistants:
Any officer may appoint an assistant under the following procedure:
A. The person will be presented to the Student Senate for approval.
B. Duties will be outlined to the Student Senate by the officer involved; and
C. That officer will be responsible for informing the Student Senate at the time the assistant stops performing his/her job.

9. Committee:
A. A committee can be created from the members of the Student Council and the ASB officers to fulfill purpose designated by Student Council
B. A committee may disband itself when its purpose has been fulfilled.
C. A committee may be removed by a 2/3-majority vote of the Student Council.

10. All presidential appointments and committees must be ratified by the legislative body which they affect. This article shall not effect the term of any official already appointed.

11. Webster’s Dictionary shall be consulted on all words and definitions at NHS over which questions arise, before constitutional decisions and interpretations are made.
12. ASB Officer Elections:
ASB Office Elections will be held before the end of the third quarter. The term shall be five quarters long, starting in fourth quarter with new officers observing the current officers. The present ninth, tenth, and eleventh graders will be allowed to vote for the ASB Office positions. No seniors shall be allowed to vote. The winner of each student office must have a minimum 40% of the votes. If the winner does not, there will be a run off between the two closest candidates. If only two candidates run for a particular office, the candidate with the most votes wins. If a candidate runs unopposed, they will remain on the ballot and still be required to deliver a campaign speech to the student body.

13. Class Officer Elections:
Class Office Elections will be held before the end of fourth quarter for all ninth, tenth, and eleventh graders declared as eligible candidates. The term shall be four quarters long, starting in the fourth quarter, with new officers observing the current officers. The present members of the Class will be allowed to vote for the respective Class Office positions. No seniors shall be allowed to vote. The winner of each student office must have a minimum 40% of the votes. If the winner does not, there will be a run off between the two closest candidates. If only two candidates run for a particular office, the candidate with the most votes wins. If a candidate runs unopposed, they will remain on the ballot and still be required to deliver a campaign speech to the student body.

14. Election Committee:
The ASB President, consisting of student leadership members, excluding people running for office, shall appoint the election committee. This committee shall coordinate the elections, setting up specific rules, and do its best to orientate the candidates.

15. Contingency Fund:
A contingency fund created from surplus money can be set up each year through the budget process. Allocation from this fund can be obtained for capital expenditures or to pay off debts incurred by the student body organization. The procedure for allocating funds from this contingency fund shall be followed in accordance to the budget guidelines.

Last Revised: 11/21/12
Ratified by Student Senate: 3/5/13
Approved by Bellevue School District Board of Directors: