

Arlington High School

Associated Student Body Election Packet

2020-2021

Due to C210 (hardcopy) or email to bballew@asd.wednet.edu (electronic copy) by Thursday, April 1

Note: you will need to “File” → “Make a Copy” if you plan to complete electronically

ASB OFFICERS – Terms of Office

Associated Student Body officers shall serve a term of one year until their impeachment, resignation, withdrawal by ASB advisor, or inability to carry out duties which they are entrusted.

OFFICERS AND DUTIES: *(NOTE: Please see attached letter for more info on positions)*

President: Shall call to order and preside over student body council meetings, announce business before the organization, preserve order, and decorum and decide all questions of order, appoint all standing and special committees, provide leadership at all school assemblies, ensure that the duties of all his/her officers are faithfully executed, and perform other such duties that pertain to such an office.

Vice President: Shall assist the president in the discharge of official duties, be in charge of advertising all school events, and ensure the effectiveness of presidential appointments. The vice president shall preside at meetings and carry out duties in the absence of the president. This position will also serve as parliamentarian at student council meetings and will serve as coordinator for class officers.

Secretary: Shall record the proceedings of all meetings, have the custody of all papers and records belonging to the organization, be in charge of all ASB correspondence (i.e. memos, thank you notes, etc.) and be responsible for the unofficial activities calendar. In the absence of the president and vice president, the secretary shall preside over the daily duties.

Treasurer: Shall keep an itemized account of the receipts and expenditures, file vouchers of all payments, receive all bills of the organization and, with the advisor and consent of the principal or his/her designee shall approve all vouchers, and ASB accounts must be signed by the treasurer and the principal. The treasurer shall present reports to the student council at each regular meeting.

Activities Manager: Shall be in charge of all general ASB activities, including fundraising, the advertising board, and the appointment of aids to help him/her discharge the duties of office, provide leadership for homecoming and other school functions, all performers for ASB assemblies, aid in the establishment of the year-long activities calendar, and work with the activities director in the promotion and sponsorship of all ASB activities.

Public Relations Manager: The public relations manager shall be in charge of promoting the activities of the Arlington High School student body officers in attending student and community meetings. The public relations manager shall be responsible for changing the informational signs outside the high school, getting important information regarding activities to the papers, and getting other important information out to the public. The public relations manager shall also assist the activities manager in his/her duties.

ASB OFFICER CANDIDATE ELIGIBILITY

GENERAL REQUIREMENTS FOR ASB OFFICER CANDIDATES

1. Be juniors during this year's election.
2. Hold a valid ASB card.
3. Have an accumulative GPA of 3.0 or greater and have no Fs in the last grading report.
4. Properly file for office before the deadline.
5. Must have attended AHS since September in the year of election.
6. Must not have repeat discipline offences including, but not limited to, assault, drug violations, and poor attendance.

Specific requirements for ASB officers

All ASB officers:

1. Cannot attend Skill Center or Running Start during the terms of office.
2. Will automatically* be enrolled in Leadership for 1st semester of senior year

President, vice president, public relations manager, and activities manager:

1. Must acquire the supporting signatures of at least 25 students and five faculty members.

Treasurer & Secretary (**not an elected position**):

1. Must interview with the review panel.
2. Must present one letter of recommendation from one faculty member.
3. Must have the supporting signatures of 25 students and five faculty members.
4. Treasurer candidates must have a minimum of one-half credit of accounting *or* have successfully completed an advanced math class.
5. The review board selects these positions. This board will consist of at least one student, one advisor, one administrator, and the ASB Treasurer & Secretary.

ASB OFFICER CAMPAIGN RULES AND PROCEDURES

Congratulations on running for the ASB Executive Board for 2021-22. The next few weeks might be a little stressful, but if you approach it with a sense of humor and a positive attitude, you'll be fine. Remember, Mr. Ballew and the current ASB officers are here to help you – ask questions and seek advice!

GENERAL PROCEDURES

All candidates will:

1. Meet deadlines for filing and meet eligibility requirements.
2. Follow election procedures and regulations as specified by the ASB officers.
3. Maintain a positive approach to the campaign; do not deface other's literature.
4. Not interrupt classes in any way regarding your campaign.

POSTERS AND SIGNS

All candidates will:

1. Hang signs only in designated areas
2. Have all signs/items approved before hanging them.
3. Use only painter's (blue) masking tape to hang posters.
4. Remove all posters and signs by the end of Election Day
5. Adhere to limit: 1 large sign, 6 medium signs, and 20 small signs (bulletin boards).

VIDEO & PAMPHLET

President, Vice-President, Activities Manager, & Public Relations Manager candidates will:

1. Participate in filming a campaign video (Mr. Ballew will provide format, questions, time, & place)
2. Complete questionnaire for voter's pamphlet

ASB OFFICER CAMPAIGN REQUIREMENTS

- ❑ This packet must be completed and turned in by Thursday, April 1
- ❑ There will be a MANDATORY candidate's meeting via ZOOM on Friday, April 2 at 9am to discuss the campaign & election process

Posters: (you may use ASB supplies to complete these posters!)

- ❑ 1 large (butcher paper 4'x5')
- ❑ 6 medium (poster board size)
- ❑ 20 small (8 ½" by 11" - *hang on bulletin boards only*)
- ❑ Posters must be approved prior to hanging up
- ❑ Display approved posters: 3/26 to Election Day
- ❑ Taken down by end of the day on Election Day

Video (Elections Speech)

- ❑ President, VP, Activities Manager, and PR candidates must have speeches (3 min. max) prepared for the election assembly – *this will be recorded and played via Advisory class*
- ❑ Public Relations Manager candidates must also participate in morning announcements in the week(s) prior to election day (*NOTE: this is subject to change due health restrictions!)

ASB OFFICER ELECTION TIMELINE

Thur, 4/1:	Election packets due (including questionnaire)
Fri, 4/2:	Mandatory ZOOM meeting for candidates @ 9:00am
TBD:	Film campaign video in gym
Fri, 4/2 -	Campaigning
Week of election:	PR candidates give morning announcements
Week of election:	ASB Treasurer & Secretary interviews (during lunches)
Fri, TBD:	Elections presentation (Advisory Class)
Mon, TBD:	Take down posters by end of day
TBD	ASB officers announced
May-June	Incoming ASB enrolled in semester 1 of Leadership
May-June	Incoming ASB job shadow as outlined in the ASB Constitution for AHS
6/10	ASB officers' terms begin as outlined in the ASB Constitution for AHS

(TBD.) = Date to be determined, Mr. Ballew will communicate with candidates regarding changes

2021-2022 DECLARATION OF CANDIDACY

Candidate's Name: _____ Current Grade: _____
GPA: _____

POSITION SOUGHT (please check one):

- ____ ASB President
- ____ ASB Vice President
- ____ ASB Activities Manager
- ____ ASB Public Relations Manager
- ____ ASB Secretary (Interview)
- ____ ASB Treasurer (Interview)

I hereby certify that I do qualify under all rules of eligibility requirements of candidates for this office. I have read and do understand the eligibility requirements and the campaign procedures and agree to abide by them.

Candidate Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

*Please note that signatures may be submitted electronically in the form of an email to Mr. Ballew →
bballew@asd.wednet.edu*

AHS STUDENT LEADERSHIP EXPECTATION CONTRACT

Level One Violation

- Student does not adhere to AHS Code of Conduct
- Student does not represent AHS in a positive fashion on and off campus
- Student fails to attend events and activities outlined by duties
- Student is found to be using or in possession of tobacco*

Consequences: Suspension of duties for a minimum of 30 days

*For tobacco-related violations, student will also be disciplined according to AHS student handbook

Level Two Violation

- Student is involved in illegal activity on or off school grounds
- Student associates with others possessing or consuming alcoholic beverages and/or illegal drugs and/or with other others involved in illegal activities

First Offense

- Student first violation of level two behaviors

Consequences: Student is removed from office for 90 days. This may be reduced to 30 days if the student agrees to get an assessment and follow the recommendations. Cooperation with the assessment is mandatory. Should the student fall out of compliance with his/her assessment, the remaining days will be reinstated. As outlined in the ASB Constitution for Arlington High School (Revised 2000), the decision as to whether the office is lost or not will be made by the student council. Impeachment will be possible if any AHS student submits a written statement of reasons for impeachment to their club advisor, activities director or administrator.

Second Offense

- Student second violation of level two behaviors

Consequences: Student is removed from office for 90 days. As outlined in the ASB Constitution for Arlington High School (Revised 2000), the decision as to whether the office is lost or not will be made by the student council. Impeachment will be possible if any AHS student submits a written statement of reasons for impeachment to their club advisor, activities director or administrator.

Third Offense

- Student third violation of level two behaviors

Consequences: Student is removed from office for an indefinite period of time. As outlined in the ASB Constitution for Arlington High School (Revised 2000), the decision as to whether the office is lost or not will be made by the student council. Impeachment will be possible if any AHS student submits a written statement of reasons for impeachment to their club advisor, activities director or administrator.

Suspension

Under suspension, an officer will not be allowed to attend student council meetings as a voting representative or lead the class in any activities. This includes involvement in class meetings and all other class activities.

All candidates are expected to follow this contract until the election. All elected officers are expected to follow this contract for the length of their term in office. Refusal to sign it will result in automatic removal from office/election.

Student Leader Signature

Date

Parent/Guardian Signature

Date