

# Chapter 24 – Appendices

## Sample Associated Student Body (ASB) Constitutions and Bylaws

### “Best Practices School” Sample ASB Constitution

(Name of School)

#### **ASB Constitution**

##### Article I – Name and Purpose

The name of the organization shall be the Associated Student Body (ASB) of the “Best Practices School.”

This organization shall have as its purpose the conduct of activities on behalf of the students of the “Best Practices School” as approved by the school site administrator and the governing board of the “Best Practices School.”

##### Article II – Membership

All students enrolled in the “Best Practices School” shall be members of the Associated Student Body. Members shall be entitled to one vote in all student body elections.

##### Article III – Executive Board

The Executive Board shall consist of the following ASB officers:

President

Vice-President

Treasurer

Secretary

Activities Chair (or Commissioner of Activities)

Publicity Chair (or Commissioner of Publicity)

Athletics Chair (or Commissioner of Athletics)

Academics Chair (or Commissioner of Academics)

The Executive Board shall have all executive powers. The Executive Board members shall serve as acting and voting members of the “Best Practices School” Student Council.

Duties of the Executive Board members are outlined in the Bylaws to the Constitution.

The positions on the Executive Board shall be filled by a general election of the ASB held annually.

No member of the Executive Board may hold more than one ASB office or class office.

Executive Board members shall hold office for one school year.

#### Article IV – Student Council

The legislative powers of the ASB shall be vested in the student council.

The student council shall consist of 20 voting members: the ASB Executive Board and the president, vice president, secretary, and treasurer of each of the three classes (sophomore, junior, and senior).

(Note: The student council voting member number may vary, per desire of ASB.)

The elected, voting members of the student council shall be chosen by election as described in the bylaws.

The term of office for members of the student council shall be one school year.

#### Article V – Amendments

Amendments to this constitution may originate:

In student council

By petition by 10 percent of the student body

By ballot

To represent the student council at all school and school district meetings where this representation is appropriate.

#### Article VI – Ratification

The student council shall ratify this constitution and any subsequent amendments through a two-thirds vote of the council.

**“Best Practices School” Sample Associated Student Body Bylaws of the Constitution**

**(Name of School)**

## **Associated Student Body Bylaws of the Constitution**

### Article I – Student Council

It shall be the duty and power of the student council to:

Be the supreme legislative body of the Associated Student Body.

Propose and pass legislation that is considered important to the student body.

Establish the annual student body dues, also known as the price of an ASB Card.

Establish a disciplinary board as the need arises.

Spend ASB monies.

Propose and pass amendments to the Constitution and Bylaws.

Each member of the student council shall be able to cast one vote in each voting situation.

### Article II – Executive Board

The ASB President shall have the following duties:

Preside over all meetings of the student council.

Call special meetings of the student council.

Plan and prepare an agenda for the student council meetings.

Appoint all committee members and chairpersons.

Serve as ex-officio member of all committees.

Represent the student council at all school and school district meetings where this representation is appropriate.

Preside at all student body assemblies or authorize someone to do so in his/her place.

Vote in student council only in cases where his/her vote would affect the result.

The ASB Vice-President shall have the following duties:

Serve as the ASB President if the president becomes unable to fulfill his/her duties either temporarily or permanently.

Serve as chairperson of the Elections Committee and supervise all student body elections.

Lead the flag salute at all student council meetings, student body activities, assemblies, or authorize another member of student council to do so in his/her place.

The ASB Treasurer shall have the following duties:

- 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.
- Serve as chairperson of the Finance Committee with the assistance of the student body bookkeeper and a district business staff member.
- Act as co-chair of the Fund-Raising Standing Committee.
- Keep accurate profit and loss statements of all ASB functions and assist classes and clubs in keeping accurate records.
- Supervise the preparation of the annual budget.

The ASB Secretary shall have the following duties:

- Maintain accurate minutes of each student council meeting.
- Complete the minutes in the prescribed format by the next meeting of the student council for distribution to all members.
- Carry out all necessary correspondence for the student council.
- Record and distribute an agenda for each student council meeting.

The Activities Chair (or Commissioner of Activities) shall have the following duties:

- Coordinate and maintain the master calendar of all student body activities.
- Serve as chairperson of the Activities Committee.
- Serve as co-chair of the Fund-Raising Standing Committee.

The Publicity Chair (or Commissioner of Publicity) shall have the following duties:

- Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.
- Issue news releases to the press, radio and television stations.

The Athletics Chair (or Commissioner of Athletics) shall have the following

duties:

To initiate and organize the intramural sports.

The Academics Chair shall have the following duty:

To serve as the representative to the district governing board.

### Article III – Standing Committees

The ASB President and the ASB Advisor shall appoint committee members and chairpersons to the following committees each year:

The Finance Committee

The Elections Committee

The Activities Committee

The Finance Committee:

The ASB Treasurer shall chair the Finance Committee.

The treasurers from each class, the ASB advisor, the ASB bookkeeper, and one faculty member shall serve on this committee.

The purpose of the committee is to prepare and submit the final budget and approve all requests to spend ASB funds.

The Elections Committee:

The ASB Vice-President shall chair the Elections Committee.

The ASB Advisor and the vice-presidents from each class shall serve on this committee.

The purpose of the committee is to plan, organize, and supervise all student body elections.

The Activities Committee:

The Activities Chair shall also serve as the chair of this committee.

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.

### Article IV – Succession

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.

If the President is permanently unable to fulfill his/her duties, the ASB Vice-President becomes the ASB President.

After the Vice-President, succession to the presidency shall be appointed by the vote of the entire membership of the Executive Board.

Only ASB officers elected by the general student body shall succeed to the ASB presidency.

Upon the permanent disabilities of any ASB officer other than the President, the corresponding senior class officer shall assume the duties of that office.

Upon the permanent disability of any ASB Commissioner, the ASB President shall appoint the opposition runner to that position, if available, until the end of the current semester, when an election may be held.

#### Article V – Elections and Qualifications for Office

The student council shall hold the annual election of student council officers on the campus of the “Best Practices High School.” The voting shall take place during homeroom, by secret ballot.

The student council shall hold the elections for class officers at the same time as the elections for the ASB officers.

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. Candidates must also have the endorsement of their counselor and one other faculty member.

Candidates for ASB President and Vice-President must have served at least one year on the student council.

Each applicant for candidacy must submit an application to the screening committee. The application must include information on the student’s academic record, school activities, and reasons for desiring to serve as a school officer.

The ASB Advisor, four student council members, and two faculty members chosen by the ASB President shall serve on the selection committee. The purpose of the selection committee is to ensure that all candidates for office meet the qualifications.

#### The Campaign:

Students may use an unlimited number of bumper stickers and buttons during the campaign.

Candidates may place eight posters on the campus. The posters may not exceed two feet by two feet.

The Elections Committee must approve the content of all posters, bumper stickers, buttons, and other campaign materials in advance.

#### Counting the Ballots:

The ASB President and members of the Elections Committee shall count the ballots on the same day as the election is held. No candidate for office may participate in counting the ballots.

The ballots shall be counted twice and the results compared. A third count is required if the results of the first and second count are not within one percent of each other.

#### Article VI – Student Clubs

Each student club must prepare and approve a constitution before it can begin fund-raising activities or make expenditures of club funds.

#### Article VII – Amendments

The student council, whenever it is necessary, shall propose amendments to the constitution. To make such amendments valid, two-thirds of the total student body must approve the proposed amendment in a general election.

#### Article VIII – Adoption

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

#### Article IX – Finances

The student council must approve all requests for expenditures of all student funds prior to any commitments.

Student clubs must have a positive balance in their club account before the student council may approve an expenditure.

All ASB checks require two signatures. The ASB Advisor or the site administrator may sign ASB checks. In addition, at least one district office administrator will be an approved signer.

#### Article X – Meeting Schedule

The student council shall meet at least once every two weeks and for special sessions, as called by the ASB President or the ASB Advisor.

A quorum consists of two-thirds of the student council members, e.g., 14 members in the standard case of 20 on the council.

The ASB President shall conduct the student council meetings under Robert's Rules of Order.



**”Best Practices School” Sample ASB Club Constitution and Bylaws Combined as One Document**

**(Name of School)**

**ASB Constitution and Bylaws for**

**(Name of Club)**

**Article I – Name, Purpose and Authority**

The name of the organization will be the “Name of Club” of the “Best Practices School.”

This organization will have as its purpose (identify specific purpose of the club) as directly approved by the student council and indirectly by the school site administrator and the governing board of the (name of the school district).

**Article II – Membership**

All students enrolled in the “Best Practices School” are eligible for membership.

**Article III – Meetings**

Meetings will be held (state time and date, such as every Wednesday, immediately after school) unless a special meeting is called.

**Article IV – Club Officers**

The club officers shall consist of the following:

President

Vice-President

Treasurer

Secretary

**Article V – Duties**

The club president will have the following duties:

To preside over meetings of the club.

To call special meetings of the club.

To plan and prepare an agenda for the club meetings.

The club vice-president will have the following duties:

To serve as the club president if the president becomes unable to fulfill his/her duties either temporarily or permanently.

To support the club president

The club treasurer will have the following duties:

To maintain complete and accurate record of all club receipts and disbursements

To oversee club fund-raising efforts

To supervise the preparation of the club budget

The club secretary will have the following duties:

To maintain accurate minutes of each club meeting

To carry out all correspondence for the club

The publicity chair will have the following duty:

To publicize all club activities and fund-raisers through the school newspaper, the school marquee, and school bulletin boards

#### Article VI – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

#### Article VII – Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

Sample ASB Constitution for Associated Students at a Junior/Community College

**THE CONSTITUTION OF THE  
ASSOCIATED STUDENTS OF  
\_\_\_\_\_ JUNIOR/COMMUNITY COLLEGE**

**PREAMBLE**

We, the students of \_\_\_\_\_ Junior/Community College, in order to promote general welfare of the students, to guarantee the equality of opportunity among students, to offer experience in moral, aesthetic, social and economic values under an atmosphere of intellectual freedom, to encourage student participating, planning and direction of student activities as permitted under the rules, regulations and policies of the State of California and the Board of Trustees of the \_\_\_\_\_ County Junior/Community College District do ordain and establish this Constitution of the Associated Students of \_\_\_\_\_ Junior/Community College. Other rules, regulations and constitutions shall not be in conflict with this Constitution.

**ARTICLE I**

**NAME, PURPOSE, MEMBERSHIP**

**SECTION 1** The name of this organization shall be the Associated Students of \_\_\_\_\_ Junior/Community College.

**SECTION 2** The primary legislative body of the Associated Students of \_\_\_\_\_ Junior/Community College shall be the Student Senate and no actions of student groups or organizations shall be in conflict with the rules, regulations, or policies of the Student Senate or the \_\_\_\_\_ County Junior/Community College District.

**SECTION 3** All currently enrolled students of the \_\_\_\_\_ County Junior/Community College District shall be members of the Association.

**SECTION 4** All non-student employees, retired non-student employees, members of the Board of Trustees, former members of the Board of Trustees, and former officers of the association shall be recognized as honorary members of the Association.

**SECTION 5** The purpose of this organization shall be the representation of its membership at the college, in the community, to the State of California and other governments. It shall establish the rules, regulations, and policies by which its members and the organizations they establish may coordinate their activities and participate in the shared

governance process. It shall promote student life, activities, and advocacy at the college, in the community, and throughout the State of California.

**SECTION 6** The Associated Students of \_\_\_\_\_ Junior/Community College shall be funded by the Student Representation Fee, which shall be used by the association as governed by the State Education Code and in the Financial Code.

**SECTION 7** The Associated Students of \_\_\_\_\_ Junior/Community College may be funded by additional fees established in a manner approved by the Board of Trustees of the \_\_\_\_\_ County Junior/Community College District. These fees shall be in compliance with the State Student Fee Handbook and shall be used by the association as governed by the State Education Code and in the Financial Code.

**SECTION 8** All student groups and organizations shall be governed by the *Standard Code of Parliamentary Procedure* by Alice Sturgis.

**SECTION 9** For the purpose of establishing quorum in any group empowered by this constitution, one-half (1/2) of the total voting membership rounded up to the next whole number, plus an Advisor appointed by the Director of Student Affairs and New Student Programs shall be required. If less than two-thirds (2/3) of the total voting membership is present, it shall take a two-thirds (2/3) vote of the group to pass any motion.

## **ARTICLE II RIGHTS AND BENEFITS**

**SECTION 1** All members of the Association shall have the right to vote in any election of the Associated Students of \_\_\_\_\_ Junior/Community College, the right to hold any elected office, and the right to propose legislation to the Student Senate.

**SECTION 2** All members of the Association who shall choose not to pay the Student Representation Fee shall remain members of the Association and retain all the rights of membership and the benefits provided.

**SECTION 3** All members of the Association who shall choose not to pay additional fees established by the association shall remain members of the Association and retain all the rights of membership, however, they shall no longer be eligible for the benefits provided to members.

**SECTION 4** All honorary members of the Association shall be eligible for the benefits provided members of the Association.

**SECTION 5** All benefits established for Members of the Association shall be outlined in the Association Benefits Code.

## **ARTICLE III**

## **ASSOCIATED STUDENTS STUDENT SENATE**

- SECTION 1** The Student Senate shall be comprised of the following senators: Associated Students President, Executive Vice President, Vice President of Programs, Vice President of Organizations, Vice President of Committees, Vice President of Membership and Marketing, Vice President of Advocacy, and Vice President of \_\_\_\_\_ Campus. Each is entitled to one vote.
- SECTION 2** All meetings of the Student Senate shall fall under the provisions of the Ralph M. Brown Act.
- SECTION 3** Meetings of the Student Senate shall take place biweekly and the location of each meeting shall alternate between the college's different campuses.
- SECTION 4** All members of the Student Senate shall participate in leadership training in the application of the Ralph M. Brown Act, the *Standard Code of Parliamentary Procedure* by Alice Sturgis, and the Associated Students Constitution and Codes as specified in the Election Code.
- SECTION 5** All members of the Student Senate shall take an Oath of Office as specified in the Election Code.
- SECTION 6** The Order of Succession of the Student Senate shall be: Associated Student President, Executive Vice President, Vice President of Programs, Vice President of Organizations, Vice President of Committees, Vice President of Membership and Marketing, Vice President of Advocacy, Vice President of \_\_\_\_\_ campus.

## **ARTICLE IV ELECTED OFFICERS**

- SECTION 1** Associated Students President
- Preside as Chair of the Student Senate and vote only to make or break a tie.
  - Preside as Chief Administrative Officer of the Association directing and coordinating all policies of the Associated Students.
  - Set the agenda for the Student Senate, ensuring that the Advisor signs and dates the agenda.
  - Report to the Board of Trustees on behalf of the Associated Students.
  - Attend meetings of, or send a designee to, the Programs Committee.
  - Authorize and sign all expenditures of the Student Senate.
  - Appoint or remove members, with the approval of the Student Senate, to vacant positions.
  - Perform other duties as pertain to the office, to include the making of policies not in conflict with the Constitution or Codes. Such duties and policies shall be reviewed by the Student Senate.

**SECTION 2** Executive Vice President

Assume the duties of the President during their absence and succeed to the office upon the vacancy of the Presidency.

Preside as Vice Chair of the Student Senate.

Serve as Assistant Administrative Officer of the Association as directed by the President.

Ensure that the President has posted the agenda and that the Advisor has signed and dated it.

Attend meetings of the Board of Trustees on behalf of the Student Senate.

Track and report all expenditures of the Associated Students.

Carry out the provisions of the Financial Code.

Preside as Chair of the Budget Committee.

Ensure that the Officers of the Student Senate maintain clear channels of communication and work effectively toward their shared goals.

**SECTION 3** Vice President of Programs

Preside as Chair of the Programs Committee.

Serve as Assistant Administrative Officer of the Association as directed by the president.

Set the agenda for the Programs Committee, ensuring that the Advisor signs and dates the agenda.

Carry out the provisions of the Programs Committee Code.

Authorize and sign all program expenditures.

Confirm the appointment of Student Ambassadors selected by the Programs Committee to execute events and activities on campus.

**SECTION 4** Vice President of Organizations

Be responsible for the coordination and operation of clubs and organizations.

Carry out the provisions of the Inter-Club Council Code.

Work collaboratively with the Chair of each Inter-Club Council.

Act as a liaison between clubs and the Student Senate.

Organize all records of club status to ensure continuity.

**SECTION 5** Vice President of Committees

Appoint students to the Collegewide Committee system, with the ratification of the Student Senate.

Maintain records of student involvement in the Collegewide Committee system.

Carry out the provisions of the Shared Governance Code.

Report to the Academic and Classified Senate as a representative of the Student Senate.

Recruit and interview students wishing to sit on active Collegewide Committees.

**SECTION 6** Vice President of Membership and Marketing

Carry out the provisions of the Association Benefits Code.

Coordinate communication regarding media and outreach to Members of the

Association.

Promote the Association Benefits Program such that new students are aware of the program before class registration begins.

Administrate the Association Benefits Program.

Be responsible for recruiting new membership in a timely fashion, ensuring that there is a stable membership base to fund each semester.

Meet with the Student Affairs Accountant to review the financial standing of the benefits program.

**SECTION 7** Vice President of Advocacy

Serve as their designee, as the representative of the \_\_\_\_\_ Junior/Community College at the regional meetings of the Statewide Student Senate. Be informed of statewide legislation and issues affecting students and student government.

Be responsible for the coordination of statewide efforts involving the association.

**SECTION 8** Vice President of \_\_\_\_\_ Campus

Be responsible for representation of student issues and concerns of \_\_\_\_\_ Campus to all branches of the Student Senate.

Serve on the Student Senate Budget Committee.

Serve on the Programs Committee.

Work collaboratively with the Chair of the \_\_\_\_\_ Inter-Club Council.

**ARTICLE V**  
**PROGRAMS COMMITTEE**

**SECTION 1** The Student Senate shall establish a Programs Committee which shall serve as an advisory body responsible for proposing and outlining implementation of events and activities for student learning, enrichment, and enjoyment.

**SECTION 2** The Programs Committee shall be composed of the Vice President of Programs, Vice President of \_\_\_\_\_ Campus, two student members at-large, one representative of the Academic Senate, one representative of the Classified Senate, and one representative of the Management Team appointed by their constituent groups. Each is entitled to one vote. The Associated Student President, or designee, shall serve on the committee as an Ex Officio Member.

**SECTION 3** The Programs Committee shall abide by the Programs Committee Code.

**ARTICLE VI**  
**INTER-CLUB COUNCIL**

**SECTION 1** The Student Senate shall establish one Inter-Club Council for the \_\_\_\_\_ Campus and one for the \_\_\_\_\_ Campus. These groups shall be responsi-

ble for the recognition, activation, and coordination of all clubs and organizations present at each respective campus.

- SECTION 2** Each Inter-Club Council shall be comprised of a representative for each club or organization recognized by that council. Each is entitled to one vote.
- SECTION 3** Each meeting of an Inter-Club Council shall fall under the provisions of the Ralph M. Brown Act.
- SECTION 4** Each Inter-Club Council shall abide by the Inter-Club Council Code.
- SECTION 5** Each Inter-Club Council shall elect a chair from among the representatives sitting on that body.

## **ARTICLE VII BUDGET**

- SECTION 1** The Student Senate shall establish a Budget Committee. That committee shall serve as an advisory body responsible for generating a budget proposal. This proposal shall be based on the previous year's expenditures and income in addition to recommendations made by the college community.
- SECTION 2** The Budget Committee shall be comprised of the Executive Vice President, the Vice President of the \_\_\_\_\_ Campus, and the Vice President of the \_\_\_\_\_ Campus. Each is entitled to one vote.
- SECTION 3** The Budget Committee shall abide by the Budget Committee Code.

## **ARTICLE VIII ELECTIONS**

- SECTION 1** The Student Senate shall appoint a Student Election Coordinator who shall be responsible for the implementation of the Election Code.
- SECTION 2** The Student Election Coordinator shall ensure that all polling places are open and fully staffed during the elections and that the ballots are counted promptly after the polling places close.
- SECTION 3** The Student Election Coordinator shall have an advisor appointed by the Director of Student Affairs and New Student Programs. This advisor shall not be responsible for executing any of the duties of the Student Election Coordinator.

## **ARTICLE IX INITIATIVE, REFERENDUM AND RECALL MEASURES**



**SECTION 1** An initiative measure may be proposed by a petition signed by a number of members equal to one-third (1/3) of the votes cast in the last Associated Students election. The Student Senate shall schedule an election to be held during the semester of receipt of a valid petition. Approval of an initiative measure shall require a two-thirds (2/3) majority of the votes cast. Any initiative approved shall go into effect on the first day of the academic year following the elections.

**SECTION 2** Any measure may be submitted to referendum by a two-thirds (2/3) vote of the Student Senate. The Student Senate shall schedule an election to be held during the semester of submitting the measure to referendum. Approval of a referendum measure shall require a two-thirds (2/3) majority of the votes cast. Any referendum approved shall go into effect immediately following the election.

**SECTION 3** A recall may be proposed by a petition signed by a number of students equal to one-half (1/2) of the votes cast on the last Associated Students election. The Student Senate shall schedule an election to be held not more than fifteen (15) instructional days after receipt of a valid petition. Approval of the recall measure shall require a two-thirds (2/3) majority of the votes cast.

Instructional days are Monday through Friday during the semester, as designated by the college according to state reporting guidelines.

## **ARTICLE X AMENDATORY SYSTEMS AND PROVISIONS**

**SECTION 1** Amendments shall be designated as those items which directly or indirectly affect either the intent or scope of those articles within the main body of the Constitution.

No amendment to the Constitution may conflict with Federal Laws, the Education Code or laws of the State of California or the regulations of the \_\_\_\_\_ County Junior/Community College District.

Initiative proposals to amend this Constitution must meet the requirements as prescribed in Article IX, Section 1.

Ratification of an amendment shall require two-thirds of all votes cast at a special or general election.

Amendments from general elections shall go into effect on the first day of the academic year following the elections.

Copies of proposed amendment(s) must be made available to all registered students at least twenty (20) instructional days prior to being voted upon.

**SECTION 2** A Code shall be designated as an area of activity deemed necessary to perpetuate and comply with the purposes of this Constitution. It shall contain only ratified statutes.

All Codes shall be separate from, but subordinate to, this Constitution. The establishment or amendment of a Code shall require at least a one-week

postponement and then a simple majority vote of the Student Senate for action.

**ARTICLE XI**  
**ENABLING CLAUSE**

**SECTION 1** This Constitution shall become effective when approved by a simple majority of the Associated Student Constitution Committee, a simple majority of the Associated Student Senate, and two-thirds (2/3) of the votes cast by the Associated Students in the General Election and deemed operational not later than the first day of the Summer Session, 20\_\_.

## Sample ASB Club Constitution at a Community College

# CLUB CONSTITUTION Junior/Community College

### ARTICLE I

The Club shall be called \_\_\_\_\_

### ARTICLE II

The purpose of the \_\_\_\_\_ Club shall be to

### ARTICLE III

Any \_\_\_\_\_ College student shall be eligible for membership.

There shall be no restrictions. Membership shall begin when a person signs the club roll.

### ARTICLE IV

The Club shall elect a President by a simple majority vote of members present.

The Club shall appoint a representative to the Inter-Club Council, in addition to an alternate for that position.

The Club may elect any other officers it deems necessary by a simple majority vote.

There may also be various members appointed to be in charge of various tasks as the need arises.

All officers shall serve for \_\_\_\_\_. Officers may be removed when a 2/3 vote of the members present at any meeting decides to eliminate them, whereupon only a simple majority will be needed to elect the new officers.

### ARTICLE V

The Club shall meet \_\_\_\_\_. Other meetings shall be held if sufficient need exists in the opinion of the members.

Parliamentary authority shall be Sturgis' *Standard Code of Parliamentary Procedure*.

### ARTICLE VI

This Constitution shall be amendable with the consent of 2/3 of the members present at a regular meeting. Any amendment the majority decides on shall be considered an amendment and the Constitution shall reflect that change.

ARTICLE VII

This Constitution becomes effective upon the acceptance of a majority of the members present at the first meeting.

Faculty Advisor (Name / Signature)

(Date)

## Sample Budgets

### Sample Budget for Large High School

**Name of School**  
**Proposed ASB Budget**  
**Fiscal Year 20xx–20xx**

<b>Account</b>	<b>Account Description</b>	<b>Budget</b>	
	<b>Net Beginning Fund Balance</b>		<b>\$168,488.18</b>
<b>Rev-</b>			
4000	Men's Basketball Income	\$8,800.00	
4001	Football Income	9,066.00	
4003	Women's Basketball Income	4,275.00	
4004	Championship Playoff Income		
4020	Yearbook Income Advertising	17,500.00	
4021	Yearbook Income Sales	48,000.00	
4022	Clarion Income	1,500.00	
<del>4023</del>	<del>Estimated Income</del>	380.00	
4031	ASB Discount Cards	9,756.00	
4032	Interest Earned	15,000.00	
4035	Pay Phone Commission	500.00	
4024	ASB Fund-raising	1,000.00	
4045	Copy Machine Income	100.00	
4046	Inactive Clubs		
4052	Spring Musical Income		

4053	ASB Dance Income	6,500.00	
4054	Homecoming Dance Income	13,667.00	
4055	Talent Show Income		
4900	Store Sales	1,247.00	
4950	Snack Bar Sales	50,000.00	
4952	Snack Bar Commission		
	<b>Total Sales and Income</b>		<b>187,291.00</b>
	<b>Total Income and Beginning Fund Balance</b>		<b>355,779.18</b>
	<b>Estimated Expenses</b>		
5000	Baseball Expense	6,500.00	
5001	Men's Basketball Expense	8,800.00	
5002	Women's Basketball Expense	6,500.00	
5003	Football Expense	9,800.00	
5004	Golf Expense	500.00	
5005	Men's Tennis Expense	100.00	
5006	Women's Tennis Expense	100.00	
5007	Track Expense	1,500.00	
5008	Wrestling Expense	1,500.00	
5009	Men's Soccer Expense	2,000.00	
5010	Women's Soccer Expense	2,000.00	
5011	Softball Expense	1,500.00	
5012	Swimming Expense	500.00	
5013	Cross Country Expense	1,000.00	

5014	Men's Volleyball Expense	700.00	
5015	Women's Volleyball Expense	1,500.00	
5016	Water Polo Expense	600.00	
5017	Championship Playoff Expense	0.00	
5018	Athletic Equipment Supply Expense	5,000.00	
5019	Athletic Trophy Expense	2,000.00	
5021	Athletic Awards Program	500.00	
5022	Athletic Letter Expense	2,500.00	
5023	CIF League Dues Expense	1,500.00	
5030	Band and Music	4,500.00	
5031	Cheerleader Expense	685.00	
5032	Choir Expense	7,000.00	
5050	ASB Dance Expense	5,000.00	
5054	Spring Musical Expense	0.00	
5055	Homecoming Dance Expense	9,896.00	
5056	Talent Show Expense	0.00	
5060	Clarion Expense	1,500.00	
5061	Yearbook Expense	63,000.00	
5063	Bad Debts	0.00	
5100	Academic Team Expense	3,144.00	
5101	Audio Visual Expense	1,000.00	
5102	Other Award Expense	500.00	
5103	Armored Car Service Expense	1,850.00	
5104	Cash Over and Short Expense	0.00	

5105	Commencement Expense	500.00	
5106	Controller's Office Expense	1,250.00	
5107	Photo Copy Machine Expense	500.00	
5108	Community Service Expense	700.00	
5109	Conference Expense	5,000.00	
5111	Equipment and Supply Expense	8,000.00	
5112	Miscellaneous Expense	100.00	
5113	Form and Printing Expense	1,000.00	
5114	Graphic Art Expense	200.00	
5115	Homecoming Expense	500.00	
5116	Recognition Expense	100.00	
5117	Improvement of Gym Bleacher Ex-		
		20,000.00	
5120	Crew Expense	4,000.00	
5121	Postage Expense	250.00	
5122	Debate Team Expense	5,000.00	
5123	Productive Advertising	300.00	
5124	Publicity and Spirit Expense	2,000.00	
5125	Refreshment and Courtesy Expense	500.00	
5126	Student Activities Expense	2,750.00	
5127	Student Aid	100.00	
5128	Student Government Expense	5,100.00	
5129	Speaker Expense	2,500.00	
5130	Student Leader Award Expense	200.00	
5131	Renaissance Program Expense	1,500.00	



5132	Substitute Expense	400.00	
5133	Transportation Expense	2,135.00	
5910	Student Store Purchases	2,500.00	
5912	Student Store Change	0.00	
5913	Student Store Taxes	100.00	
5964	Snack Bar Expense	4,500.00	

<b>Total Estimated Expenses</b>		<b>226,360.00</b>
<b>Estimated Ending Fund Balance</b>		<b>129,419.18</b>
<b>Total Estimated Expenses and Fund Balance</b>		<b>\$355,779.18</b>
<b>Estimated Operating Loss for Year</b>	<b>(39,069.00)</b>	
<b>Summary Net Gain or (Loss)</b>	<b>(\$39,069.00)</b>	

**Approvals:**

Report prepared by:

Signature, Title and Date

Verified by ASB bookkeeper:

Signature, Title and Date

Club Advisor:

Signature, Title and Date

Site Administrator or Designee:

Signature, Title and Date

Presented to ASB on:

Date

Sample Fund-Raising Summary — Budget-to-Actual Performance

**Name of School**  
**Fund-Raising Summary: Budget to Actual Performance**

Fiscal Year 20xx–20xx

Ac-	Worse						
Better	Net Beginning Fund						
Balance	Balance	\$168,488	.18	\$168,488.	18		
Rev-							
4000	Men's Basketball Income	\$8,800.00		\$8,830.00		\$30.00	
4001	Football Income	9,066.00		9,066.00		0.00	
4003	Female Basketball In-						
4004	Championship Playoff Income	0.00		(141.00)		\$141.00	
4020	Yearbook Income Ad-						
4021	Yearbook Income Sales	387.75		54,055.00		6,055.00	
4022	Clarion Income	1,500.00		2,400.03		900.03	
4030	Adult Room Card Sales	380.00		380.00		0.00	
4031	ASB Discount Cards	9,756.00		10,886.00		1,130.00	
4032	Interest Earned	15,000.00		16,760.13		1,760.13	
4035	Pay Phone Commission	500.00		367.77		132.23	
4042	ASB Fund-raising	1,000.00		1,013.50		13.50	

4045	Copy Machine Income	100.00		83.17			16.83
4046	Inactive Clubs			7,212.63		7,212.63	
4052	Spring Musical Income			1,030.00		1,030.00	
4053	ASB Dance Income	6,500.00		10,728.95		4,228.95	
4054	Homecoming Dance In-						
		0.00					
4055	Talent Show Income			680.14		680.14	
4900	Store Sales	1,247.00		1,423.80		176.80	
4950	Snack Bar Sales			196.95		196.95	
4952	Snack Bar Commission	50,000.00		48,528.15			1,471.85
	<b>Total Sales and In-</b>	<b>1,761.98</b>					
	<b>Total Income and</b>	<b>13,667.00</b>					
	<b>Beginning Fund Bal-</b>	<b>0</b>	<b>\$355,779.18</b>		<b>\$377,819.15</b>		
Ex-	<b>ance</b>						
5000	Baseball Expense	6,500.00		6,649.76			149.76
5001	Men's Basketball Ex-						
5002	Women's Basketball Ex-						
		760.23					
5003	Football Expense	9,800.00		12,592.50			2,792.50
5004	Golf Expense	500.00		524.75			24.75
5005	Men's Tennis Expense	100.00		120.00			20.00
5006	Women's Tennis Ex-						
	<b>come</b>	<b>20,730.19</b>					
		<b>57.527</b>					
		<b>00</b>					

5007	Track Expense	1,500.00		1,573.26			73.26
5008	Wrestling Expense	1,500.00		1,739.00			239.00
5009	Men's Soccer Expense	2,000.00		179.80		1,820.20	
5010	Women's Soccer Ex-	589.20					
5011	Softball Expense	1,500.00		1,856.00			356.00
5012	Swimming Expense	500.00		90.00		410.00	
5013	Cross Country Expense	1,000.00		653.00		347.00	
5014	Men's Volleyball Ex-						
5015	Women's Volleyball Ex-	15.00					
		<del>2,000.00</del>					
5016	Water Polo Expense	98.00		574.40		25.60	
		600.00					
5017	Championship Playoff Expense	0.00		276.81		(276.81)	276.81
5018	Athletic Equipment Supply Expense	5,000.00		5,384.64			384.64
5019	Athletic Trophy Ex-						
5021	Athletic Awards Pro-	527.28					
		248.67					
5022	Athletic Letter Expense	<del>2,000.00</del>		1,358.56		1,141.44	
5023	CIF League Dues Ex-	79.85					
5030	Band and Music	4,500.00		4,461.25		38.75	
5031	Cheerleader Expense	1,500.00		791.57			106.57
		685.00					
5032	Choir Expense	7,000.00		7,162.81			162.81
5050	ASB Dance Expense	5,000.00		6,907.92			1,907.92

5054	Spring Musical Expense	0.00		1,137.58			1,137.58
5055	Homecoming Dance Expense	9,896.00		10,202.48			306.48
5056	Talent Show Expense	0.00		514.17			514.17
5060	Clarion Expense	1,500.00		2,400.03			900.03
5061	Yearbook Expense	63,000.00		82,859.48			19,859.48
5063	Bad Debts	0.00		13.00			13.00
5100	Academic Team Ex-	269.15					
5101	Audio Visual Expense	1,000.00		214.93		785.07	
5102	Other Award Expense	500.00		356.17		143.83	
5103	Armored Car Service Expense	1,850.00		1,462.20		387.80	
5104	Cash Over and Short Expense	0.00		249.50			249.50
5105	Commencement Expense	500.00		215.27		284.73	
5106	Controller's Office Ex-	136.34					
5107	Photo Copy Machine Expense	3,400.00				500.00	
5108	Community Service Ex-	20.64					
5109	Conference Expense	5,000.00		1,706.50		3,293.50	
5111	Equipment and Supply Expense	8,000.00		2,076.27		5,923.73	
5112	Miscellaneous Expense	100.00				100.00	
5113	Form and Printing Ex-	796.59					

5114	Graphic Art Expense	200.00				200.00	
5115	Homecoming Expense	500.00		192.87		307.13	
5116	Recognition Expense	100.00				100.00	
5117	Improvement Gym Bleacher Expense	20,000.0 0		22,789.2 6			2,789.2 6
5120	Crew Expense	4,000.00		4,364.44			364.44
5121	Postage Expense	250.00		66.00		184.00	
5122	Debate Team Expense	5,000.00		4,900.00		100.00	
5123	Productive Advertising Expense	300.00				300.00	
5124	Publicity and Spirit Ex-						
		7					
5125	Refreshment and Cour-	85.83					
5126	Student Activities Ex-	314.18					
5127	Student Aid	100.00				100.00	
5128	Student Government Expense	5,100.00		4,363.31		736.69	
5129	Speaker Expense	2,500.00		1,840.45		659.55	
5130	Student Leader Award Expense	200.00		911.50			711.50
5131	Renaissance Program Expense	1,500.00 1,152.4		642.33		857.67	
5132	Substitute Expense	400.00				400.00	
5133	Transportation Expense	2,135.00		2,594.75			459.75
5910	Student Store Purchas-						
		301.95					
5912	Student Store Change Expense	500.00		53.71			53.71
5913	Student Store Taxes	100.00		99.09		0.91	

5964	Snack Bar Expense	4,500.00		4,514.00			14.00
	<b>Total Estimated Ex-</b>	<b>35,341.</b>					<b>83</b>
	<b>Estimated Ending Fund Balance</b>		<b>129,419.</b>		<b>140,738.3</b>		
			<b>18</b>		<b>4</b>		
	<b>Total Estimated Ex-</b>	<b>227,080.8</b>					
	<b>penses and Fund Bal-</b>	<b>00</b>					
	<b>Estimated Operating Loss for Year</b>	<b>(39,069.0</b>		<b>(27,749.8</b>			
		<b>0)</b>		<b>4)</b>			
	<b>Summary Net Gain or (Loss)</b>	<b>(39,069.</b>		<b>(27,749.</b>		<b>\$48,145</b>	<b>\$37,103</b>
		<b>00)</b>		<b>84)</b>		<b>.73</b>	<b>.38</b>

Approvals:

<b>\$333,879.</b>

ASB Treasurer: \_\_\_\_\_ Date:

ASB Advisor: \_\_\_\_\_ Date:

Site Administrator: \_\_\_\_\_ Date:



Sample ASB Balance Sheet – Large High School

**Associated Student Body  
Balance Sheet**  
*As of June 30, 20xx*

Description	Balance	Total
CA Bank and Trust, Acct XXX	\$9,092.65	
CA Bank and Trust, Acct XXX	108,423.06	
CA Bank and Trust, Acct XXX	186,511.59	
Wells Fargo, Acct XXX	54,522.57	
Wells Fargo, Acct XXX	25,666.32	
<b>Total Cash Accounts</b>		<b>\$384,216.19</b>
Change Fund	78.50	
Inventory Student Store	282.14	
<b>Total Other Assets</b>		<b>360.64</b>
<b>Total Assets</b>		<b>\$384,576.83</b>
Total Class Accounts	17,930.01	
Total Student Club Accounts	49,560.52	
<b>Total Student Body Accounts</b>		<b>\$67,490.53</b>
Total General Liabilities	7,786.31	
Total Scholarship Accounts	25,466.32	
Total Other Trust Accounts	29,256.42	
Total Deferred Income Accounts	90,289.00	
Total Clearing Accounts	23,549.91	
<b>Total Trust and General Liability Accounts</b>		<b>\$176,347.96</b>
<b>Student Body Reserve, July 1</b>	<b>168,488.18</b>	
<b>Net Loss for Year</b>	<b>(\$27,749.84)</b>	

<b>Fund Balance as of June 30</b>		<b>140,738.34</b>
<b>Total Liabilities and Fund Balance</b>		<b>\$384,576.83</b>

## Sample Summary Financial Report

		Trial Balance		Income Statement		Balance Sheet	
Account Group	Account Name	Debit	Credit	Debit	Credit	Debit	Credit
Assets	Cash – Checking	\$9,092.65				\$9,092.65	
	Cash – Savings	375,123.54				375,123.54	
	Change Fund	78.50				78.50	
	Inventory Student Store	228.14				228.14	
Liabilities and Trust	Student Body Accounts		\$67,490.53				\$67,490.53
	Scholarship Accounts		25,466.32				25,466.32
	Other Trust Accounts		29,256.42				29,256.42
	Deferred Income Accounts		90,289.00				90,289.00
	Other Liability Accounts		31,336.22				31,336.22
<b>Fund Balance</b>	<b>Fund Balance</b>		<b>168,488.18</b>				<b>168,488.18</b>
Income	ASB Cards		10,886.00		\$10,886.00		
	Yearbook Sales		54,001.00		54,001.00		
	Yearbook Advertising		17,887.75		17,887.75		
	Interest Income		16,760.13		16,760.13		
	Other Income		109,742.09		109,742.09		

Expenses	Yearbook	82,859.4 8					
	Gym Bleacher Project	22,789.2 6					
	Other Expenses	131,432. 07					
	<b>Total</b>	<b>\$621,603.64</b>	<b>\$621,603.64</b>		<b>\$209,276.97</b>	<b>\$384,522.83</b>	<b>\$412,326.67</b>
	<b>Profit or (Loss) for Year</b>				<b>27,803.84</b>		
	<b>Total</b>				<b>\$237,080.81</b>		
	<b>Change to Fund Balance</b>					<b>27,803.84</b>	
	<b>Total</b>					<b>\$412,326.67</b>	<b>\$412,326.67</b>