

LITTLE ROCK HIGH SCHOOL

ELECTED AND APPOINTED OFFICES

ASB PRESIDENT

ASB VICE PRESIDENT

ASB SECRETARY

ASB TREASURER

SENIOR CLASS PRESIDENT, VICE PRESIDENT, SECRETARY,
TREASURER

JUNIOR CLASS PRESIDENT, VICE PRESIDENT, SECRETARY,
TREASURER

SOPHOMORE CLASS PRESIDENT, VICE PRESIDENT,
SECRETARY, TREASURER

FRESHMAN CLASS PRESIDENT, VICE PRESIDENT, SECRETARY,
TREASURER

COMMISSIONERS:

ADVERTISING

ATHLETICS

CLUBS

DJ

ELECTIONS

ENTERTAINMENT

ICC

FUNDRAISING

HISTORIAN

INVENTORY

ROOM MANAGER

SCHOOL SPIRIT

STUDENT/STAFF RECOGNITION

LEADING LOBO

YEARBOOK

QUALIFICATIONS FOR ELECTED OFFICES

Any student may run for an elective office provided:

1. He or she files a petition.
2. He or she has a grade point average of 3.0 or higher.
3. A student may hold only one class or ASB office at a time.

General Qualifications

1. All candidates for office must be currently enrolled as an undergraduate student of Littlerock High School in good standing.
2. All candidates for the Associated Student Body offices must have at least a 3.0 grade average if elected, and 2.5 if appointed during the semester preceding application for office and must meet prior to candidacy, citizenship, attendance and other requirements established in the Student Election Policy. All officers must maintain a 3.0 grade average during their term of office.
3. The ASB President must have served on Senate during the previous year and have maintained a 3.0 GPA with no "Us" or "Fs," not been on probation with the Senate.
4. The Vice President must have served on Senate one year and have maintained a 3.0 GPA with no "Us" or "Fs."
5. After elections, when final spring semester grades are released, all elected candidates must maintain their 3.0 GPA or they will automatically be removed from office.
6. All officers must maintain election qualifications as established in this article during their term of office. Failure to do so shall result in temporary probation and/or permanent suspension from their office's duties as seen fit by the appropriate administrative and student authorities.
7. All officers of this Associated Student Body must maintain satisfactory citizenship grades. Any "U" in citizenship could result in temporary probation and/or permanent suspension from that officer's duties after a review by the appropriate administrative and student authorities.
8. All officers must maintain excellent attendance. Poor attendance may result in disqualification/removal from office.
9. The term of office for all officers of this Associated Student Body shall be one year – ending the last official day of school.
10. All officers of this Associated Student Body shall be responsible for carrying out the duties assigned to them through the By-Laws, the faculty advisor to the specific group, and all adopted policies. Failure to do so may result in suspension or removal from office.
11. All officers of this Associated Student Body will be expected to abide by all school regulations (See Senate Contract in Policy section). Violations of any regulations could mean temporary Probation and/or permanent suspension from that office, dependent upon the seriousness of the violations. In such cases, final the administration and/or faculty will make determination, only after both sides have been given equal chance to respond.
12. All officers of this Associated Student Body elected or appointed must purchase an Associated Student Body Card.

ASB President

1. Shall be executive officer of the Senate.
2. Shall preside at all student body activities.
3. Shall have the power to appoint committees of the Senate and of the Student Body as deemed necessary.
4. Shall coordinate all Associated Student Body activities.
5. Shall represent the best interest of the Student Body at all times and on all occasions.
6. Shall maintain regular communications with the ASB Advisor and the Principal.
7. Work with the Advisor to establish yearly objectives and goals for ASB and the leadership class.
8. Shall be responsible for upholding the Constitution and By-laws as well as resolutions that are in effect.
9. May form and dissolve committees for specific purposes upon approval from BOC and the Vice-Principal of Activities.
10. Shall have the ability to sign checks from related ASB or class accounts, only after the expenditure has been approved by the Board in the absence of the ASB Treasurer.
11. Shall remain impartial during BOC meetings and shall vote only in the case of a tie.
12. May have other powers granted within the limits of the Constitution by the BOC.
13. Shall assist the Senior Class Officers in all of their duties.
 - a. Candidate must be entering Senior year in high school
 - b. Candidate must have attended Littlerock High School for six semesters.
 - c. Candidate must have two years in high school student government leadership experience; one year as senate member.

ASB Vice President

1. Shall assume the duties of the President in his/her absence.
2. Shall serve as President of the Senate.
3. Shall assist the Junior Class Officers in all of their duties.
 - a. Candidate must be entering either their Junior or Senior year in high school.
 - b. Candidate must have attended Littlerock High School for at least four semesters.
 - c. Candidate must have two semesters in high school student government leadership class and must have served on Senate one year.

ASB Secretary

1. Shall act as recording and corresponding secretary for the Senate
2. Shall maintain a complete record of all Senate meetings and business
3. Shall maintain a file of the Senate minutes open to any interested student, faculty, or administrator
4. Shall be responsible for collecting all committee reports and filing them.
5. With the assistance of the President, shall insure that there are agendas for all Senate formal meetings.
 - a. Candidate must be entering their Sophomore, Junior, or Senior year in high school.
 - b. Candidate must have attended Littlerock High School for at least two semesters.
 - c. Candidate must have two semesters in high school student government leadership class.

ASB Treasurer

1. Shall work in cooperation with the Advisor, the Senate and the Financial Secretary in handling funds and accounts within the Associated Student Body.
2. Shall make disbursement of funds through the proper and legal procedures.
3. Shall submit a financial report of the Associated Student Body fund to the Senate upon request.
5. Shall have the responsibility of coordinating and formulating the Associated Student Body budget in the spring semester of each year
6. Shall work with and submit financial records to Financial Secretary on a weekly basis.
 - a. Candidate must be entering their Sophomore, Junior, or Senior year in high school.
 - b. Candidate must have attended Littlerock High School for at least two semesters.
 - c. Candidate must have two semesters in high school student government leadership class.

Senior Class President

1. Shall act as the executive officers of the Senior class and represent their class in the Senate.
2. Responsible for coordinating all Senior Class activities
3. Shall hold regular class meetings.
4. Shall serve as chairman of Homecoming Dance

Junior Class President

1. Shall act as the executive officers of the Junior class and represent their class in the Senate.
2. Responsible for coordinating all Junior Class activities
3. Shall hold regular Class meetings
4. Shall serve as Chairman of the Prom.

Sophomore Class President

1. Shall act as the executive officers of the Sophomore class and represent their class in the Senate.
2. Responsible for coordinating all Sophomore Class activities
3. Shall hold regular Class meetings.
4. Shall serve as Chairman of Winter Ball.

Freshman Class President

1. Shall act as the executive officers of the Freshman class and represent their class in the Senate.
2. Responsible for coordinating all Freshman Class activities
3. Shall hold regular Class meetings
4. Shall serve as Chairman of the Sadie Hawkins Dance.

Class Vice President

1. Create sign in sheet for each meeting
2. Take on role of President in his/her absence

Class Secretary

1. Take minutes at all meetings
2. Submit the meeting minutes to the Site Accountant immediately following the meeting

Class Treasurer

1. Keep track of all financial transactions that take place within the class account
2. Maintain a log sheet to keep track of the class account balance

DUTIES OF ASB APPOINTED OFFICERS

Commissioner of Advertising

1. Shall be responsible for all BOC advertisements including but not limited to the bulletin, flyers, and posters.
2. Shall schedule the removal of tape residue and garbage resulting from posters and flyers.
3. Shall be the chairperson of all publicity committees.
4. Shall inform the Inventory Commissioner of supplies needed.
5. Shall see to the clean-up within the ASB room.
6. Shall update scroll message board weekly.

Commissioner of Athletics

1. Shall be the representative at the Athletic Department to the Senate.
2. Shall work in close coordination with the commissioner of Pep in promoting athletics.
3. Shall be responsible for all athletic awards held at the end of each season.
4. Produce an athletic budget in cooperation with ASB Treasurer for BOC approval.
5. Maintain a calendar of all athletic events.
6. Coordinate ticket sales, concessions, etc. necessary for all athletic events.
7. Shall be responsible for publicity for all athletic events.
8. Act as a liaison between the School Spirit Commissioner and the coaches and players.
9. Shall assume any duties that fall under all athletics.

Commissioner of Clubs:

1. Shall keep an accurate file of all clubs on the campus which shall be open to public inspection.
2. Help to organize and establish new clubs on campus when appropriate.
3. Coordinate and conduct Club Rush Day & End of the Year Carnival
4. Maintain club files and correspondence
5. Maintain updated list of all clubs and advisors

DJ Commissioner

1. Shall be responsible for processing all requests to use the ASB sound system.
2. Shall be responsible for the maintenance of the ASB sound system and will make recommendations to the BOC regarding maintenance and use.

Commissioner of Elections

1. Shall be responsible for organizing all ASB and class officer elections in coordination with the ASB Advisor.
2. Shall be responsible for organizing all court elections including Homecoming, Winter Ball, and Prom in coordination with the ASB Advisor.
3. Shall enforce all campaign rules and procedures.
4. Shall determine if election procedures are fair and correct for all campus organizations.
5. Shall be in charge of all elections or voting held during BOC meetings.
6. Shall notify the Senate of newly recognized traditions.

Commissioner of Entertainment

1. Shall work closely with the faculty, coaches, and the Senate in planning and executing Pep Rallies.
2. Shall be responsible for the presentation of all activity applications to the BOC for approval.
3. Shall coordinate and keep a record of all ASB activities.
4. Shall maintain a calendar of all school wide activities.

ICC Representatives

1. Shall represent the ASB at the district level.
2. Shall perform duties as set forth by the ICC.
3. Shall organize Community Service Projects.

Commissioner of Fundraising

1. Shall be responsible for all matters concerning BOC fundraising and act as the chairperson.
2. Shall enforce rules and policies regarding fundraising.
3. Shall act as the liaison between the BOC and the Senate.
4. Shall be responsible for the presentation of all fundraising applications to the Senate for approval
5. Shall notify all advisors on approvals or disapprovals of all fundraising activities.
6. Shall maintain a calendar of all fund-raisers.

Historian

1. Shall keep an accurate visual and written account (scrapbook) of the student body activities during the entire school year.

Commissioner of Inventory/Acquisitions

1. Shall maintain a list of all items owned by the ASB. The list shall include the name of the item, the date of purchase, the name and address of the firm from which the item was purchased, the cost and the location of the item.
2. Shall provide for the maintenance of all equipment in coordination with the ASB Advisor.
3. Shall research and comparison shop those items deemed necessary by the BOC and then make a report to the Board.
4. Shall order supplies upon approval of the BOC items including but not limited to balloons, butcher paper, helium, points, etc.
5. Shall be responsible for the purchase order requests and check requests for all items pertaining to the ASB.
6. Shall obtain facility requests upon approval of the BOC for any ASB activities.

Room Manager Commissioner

1. Shall be in charge of organizing the supply closet.
2. Shall make sure that the ASB class is keeping the room clean.

Commissioner of School Spirit

1. Shall chair all assembly committees.
2. Shall create and coordinate spirit activities that increase school involvement.
3. Shall help with decorations of assemblies and rallies.
4. Shall organize lunchtime activities for Fridays and spirit weeks.
5. Shall organize and chair all ASB Spirit Days including the Battle of the Classes Week.
6. Shall maintain records of and handle the awards for all competitions.
7. Shall see to the decoration of all home athletic events.

Commissioner of Staff/Faculty and Student Recognition

1. Shall be responsible for organizing Classified and Certificated of the Month.
2. Shall recognize teachers/staff that participate in school spirit.
3. Shall organize teacher teacher/staff appreciation.
4. Shall be responsible for organizing Student of the Month awards
5. Recognize student for their academic excellence.

Leading Lobo

1. Leading Lobos shall assist any and all Commissioners in all their endeavors.
2. Shall assist the Sophomore and Freshman classes in all of their planning and projects.
3. Shall make sure that the ASB class is unified by setting up unity days.

Commissioner of Yearbook

1. Shall be a liaison between ASB and Yearbook.