



## **Students - Series 3000**

### **Associated Student Bodies - 3510**

The formation of an associated student body is mandatory under the provisions of WAC 138-025 whenever one or more students of a school district engage in money-raising activities with the approval of the school district. WAC 392-138-030 requires the school Board of directors to approve the constitution and bylaws of each associated student body in the district, and establish policies and procedures which: 1) identify program activities; 2) establish an official governing body; 3) authorize methods and means to raise and acquire monies; and 4) designate a primary advisor to each associated student body.

School Boards retain their general powers, authorities and duties with respect to the regulation of actions and activities of associated student bodies. WAC 392-138-030 requires associated student body activities to be approved and directed or supervised by the district. However, school Boards must provide for the participation of associated student bodies in the determination of the purposes for which associated student body monies shall be budgeted and disbursed.

All associated student body monies are to be deposited with the county treasurer in an "associated student body program fund." Under RCW 28A.325.030, the associated student body program fund must be budgeted by the associated student body, subject to approval by the Board of directors, and all disbursements from the associated student body program fund must have prior approval of the student governing body. Student generated monies in the associated student body program fund which constitute bona fide voluntary donations, and are identified as donations at the time of collection, may be used for scholarship, student exchange and charitable purposes. A separate account or accounts may be established in the associated student body program fund and disbursements made for non-associated student body program monies generated and received by students for private purposes, provided the district is compensated for the cost of its service:

1. To comply with formal requirements for organizing associated student bodies and establishing an associated student body program fund.

2. To provide for the efficient administration, management and control of monies, records and reports of the associated student bodies organized in the school district.
3. To enhance students' understanding of and ability to participate in a democratically-governed organization.

It is the policy of the Peninsula School District that an associated student body (ASB) shall be formed in each secondary school within the district for the conduct of co-curricular activities. ASB's, including subcomponents and affiliated student groups, shall submit a constitution and bylaws, and any changes thereto, to the school Board for approval. The principal of each elementary school in the district shall constitute the ASB for their respective school. Each principal of a secondary school shall designate a staff member to serve as the primary advisor to the ASB.

It is also the policy of the Peninsula School District that each ASB shall prepare and submit annually a budget for the support of the ASB program to the Board for approval. All funds raised by students shall be deposited and disbursed from the ASB program fund and shall be deposited, invested, budgeted, disbursed, and accounted for in a manner consistent with state statute and regulation.

The Superintendent or his/her designee shall establish procedures which identify proper ASB activities and fund-raising, designate advisors, and establish budgeting, accounting and reporting responsibilities.

**Legal References:**

RCW 28A.325      Associated Student Bodies  
WAC 392-138      Finance - Associated Student Body Monies

Adopted:      11-14-1988  
Revised:      11-17-1999