

Rey Reynolds Associated Student Body (ASB) Responsibilities

The executive powers and duties of the ASB are:

- Annually consider and approve the annual Student Activities Budget for RMS
- Deal with all matters relating to student associated school events
- Be present at all ASB activities
- Promote school spirit
- Take responsibility for governing all clubs, sports, or other subsidiary organizations of the student body and the power to pass legislation affecting them
- Be responsible for working toward greater student involvement at the school level, and greater communication between teachers/staff, community and students
- Responsible for the interpretation of the Constitution of the student body of Reynolds Middle School

The ASB officers are 8th graders and consist of a President, Vice-President, Secretary, Treasurer, and Publicity Manager

President

- Responsible for the interpretation and understanding of the Constitution
- Call special meetings of the ASB Council with ASB Advisor's approval
- Prepares an agenda of all formal meetings of the ASB Council
- Presides over all formal meetings of the ASB Council
- Ensures that all elected and appointed officers' function properly
- Is the official spokesperson of the ASB Council and the Student Body
- Represents the ABS Council and the Student Body in meetings with Administration, staff, the public, and the student body at functions or appoint another person to do so
- Signs all documents regarding approval
- Act as or appoint a Master of Ceremonies for all assemblies

Vice-President

- Perform the duties of the President in his/her absence, or at request
- Responsible to see that all provisions of the Constitution are properly executed and responsible to be aware of the inappropriate or outdated sections of the school's constitution; propose and accept amendments when necessary
- Keeps a running calendar of all RMS activities, fundraisers, and ASB related meetings
- Works with ASB Advisor to produce a monthly calendar that is submitted to entire staff

Secretary

- Prepare and record the minutes of all ASB Council meetings, send minutes to advisor
- Have copies of minutes from the previous meeting at each meeting of the ASB Council and maintain a file containing all minutes for the school year
- Provide copies of the minutes of each meeting for the Administration, the School Financial Secretary, the Advisor(s), and each member of the ASB Council
- Place copies of the minutes from each ASB Council meeting in a designated place on campus for review by members of the Student Body
- Writes thank you notes on behalf of ASB

Treasurer

- Work with the Administration and Leadership on the yearly Student Activities budget and submit it to the ASB Council for approval at the beginning of the school year
- Keep a record of all monetary transactions and submit weekly to the Student Body Secretary which shall be included in the minutes of the ASB Council meetings
- Keep a record of all loans and repayments made to other classes, organizations, and/or individuals
- Assess recommendations for proposed expenditures and (if necessary) submit for approval
- Oversee and keep a record of all fund raisers conducted by and through Leadership
- Sign funding request forms

Publicity Manager

- Create displays, posters, and write announcements to inform the students of Reynolds Middle School about upcoming ABS sponsored events
- Oversee newsletters and work with morning announcements/broadcast
- Creates and displays ASB Bulletin Board, parking lot marquee, and ASB display case
- Publicize and promote student events and activities and put up banners and signs to publicize student events
- Maintain a list of all currently active clubs, their advisors and their officers
- Communicate all necessary information to promote effective operation of all clubs and to avoid conflicts (such as fundraising calendar dates, use of facilities, etc.)
- Work with Office to update the front marquee at least once a week, with information concerning school events or appoint individuals to do the same

ASB General Council Members (all grades)

- Attend and participate in all general ASB meetings
- Represent respective grade level by offering suggestions and sharing ideas
- Help organize school activities
- Assist in setting up and cleaning up ASB events when needed
- Participate in all ASB events
- Help run grade level meetings
- Work collaboratively with all ASB members

ASB Team – Officers and Council Members

- Help create a positive school climate
- Promotes Grizzly spirit
- Promote interest in all school activities on campus and at the community level
- Assist with signs, posters, and displays of upcoming school events (put up and take down)
- Contribute to the school newsletter/website any articles necessary
- Plan and coordinate all community service drives or projects (canned food, toys, etc.)
- Set up, clean up, and attend all ASB sponsored events
- Carry out the Constitution to the best of their ability
- Maintain at least a 3.0 GPA and show good behavior while representing Reynolds Middle School