



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Business and Non-Instructional Operations

### Student Body Organizations

#### Associated Student Body (ASB)

The governing board of the Huntington Beach Union High School District authorizes the establishment of student body organizations within the district. Student Body Organizations must comply with the policies of the Board and with the Administrative Regulations implemented for the governance of this district's student body organizations.

1. Student Body Organizations must be composed entirely of students attending the schools of the district.
2. Any Student Body Organization shall have as its purpose the conduct of activities on behalf of the students (EC 48930).
3. School clubs and organizations may not be of a secret nature nor discriminatory in any way.
4. No Student Body Organization shall be involved in any game of chance, drawing, raffle, or any type of gambling (Penal Code 319). They shall also, for reasons of safety, not put on any activities that involve the use of darts or arrows, objects thrown at live targets, or trampolines.
5. All solicitation on school premises of students by teachers and others to subscribe or contribute to the funds of, to become members of, or to work for any organization, shall be in compliance with EC 51520. No such solicitation shall be permitted without prior Board approval.
6. Expenditures of student body monies for the following purposes are prohibited:
  - A. Equipment, supplies, forms and postage for curricular or classroom use or for district business.
  - B. Repairs and maintenance of equipment not purchased with ASB funds.
  - C. Salaries which are the responsibility of the district.

- D. Articles for the personal use of district employees.
- E. Gifts, (except for items with only symbolic value, such as a plaque), loans, credit (including cashing of checks), or the purchase of accommodations for district employees or others (except as indicated below).
- F. Contributions to fund-raising drives for charitable organizations (except as indicated below).

The Board, recognizing that the strictest interpretation of items (E) and (F) would deprive the Associated Student Body of the ability to fund some of the activities which the students wish to pursue, authorizes the following exceptions:

- A. The Associated Student Body may pay or reimburse for costs of employees or others, provided that:
  - 1. the student council has specifically and separately approved the expenditures and reflected the approval in the minutes of its meeting and
  - 2. the costs are for employees or others accompanying students on co-curricular field trips or for attendance at a workshop or conference by employees directly involved in the ASB, and
  - 3. out-of-state travel costs for employees or others will only be paid if employees or others are accompanying students on co-curricular field trips.
  - 4. expenditures of ASB funds for employees comply with all approval requirements and expenditure limitations of Board Policies and Administrative Regulations 4133 and 4133.1.
- B. The Associated Student Body may contribute to charitable organizations provided that:
  - 1. the Board has authorized the fund-raising activity (EC 51520)
  - 2. the funds donated were collected from students for a specific charitable purpose known to the students at the time they made their contribution

3. only the exact amount collected for that purpose is given to the charitable organization
4. no donation is made from ASB fund balances.

The Board delegates to the Superintendent or the Assistant Superintendent, Business Services the authority to approve establishment of ASB Bank Accounts to facilitate operations and to maximize income to the ASB from their funds.

The District Superintendent shall act as the general supervisor of student body activities and see to the implementation of Board policies.

The Assistant Superintendent, Business Services shall act as consultant in financial matters to the student bodies at the sites and shall establish and review periodically the financial structure and procedures.

The principal at each school must be directly responsible for the financial activities of the student body organization and make certain that they comply with established policies and procedures.

Policy Adopted:	5-23-89	Education Code:
Revised:	5-14-91	48930-48938
	10-22-96	51520
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