

CONSTITUTION & BYLAWS  
OF THE  
APPRENTICE SCHOOL  
STUDENT ASSOCIATION  
Effective 1/1/15

Director of Education E.H. Jordan Jr. Date 1-26-15

Manager, Admissions, Athletics & Student Services [Signature] Date 1/26/15

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THE CONSTITUTION OF THE  
APPRENTICE SCHOOL

ARTICLE I - NAME AND PURPOSE

**Section 1** - This organization shall be known as "The Apprentice School Student Association", referred to hereafter as ASSA.

**Section 2** - Its purpose shall be to provide an organization for the promotion of student activities, to provide a means of support for such activities, to encourage and develop leadership skills in its members, to foster an atmosphere of community service, and to transact all other business of general interest to the Student Body not otherwise provided for.

ARTICLE II - MEMBERSHIP

**Section 1** - Membership in the ASSA shall include all students enrolled in The Apprentice School of Newport News Shipbuilding: A Division of Huntington Ingalls Industries

**Section 2** - An apprentice becomes a member at the time of his/her enrollment in The Apprentice School and remains a member until completion or termination of his/her apprenticeship and shall be required to pay all dues as stated in this Constitution, Article VIII, Section 1.

ARTICLE III - OWNERSHIP AND OPERATIONS

**Section 1** - The ASSA shall be sole owner of all monies (allocated by the administration) and all equipment and supplies provided by the ASSA and used in the promotion of Student Body activities.

**Section 1A** - An asset and equipment inventory, hereafter known as the Property Tax List, will be taken twice a year by the Treasurer in January and June. The official Property Tax List shall be kept by the Student Services Administrator. Any asset and equipment shortages will be reported to the council and the School Services Administrator. In the event of any shortages, the President shall have the Vice President investigate and report the findings to the Council and the Student Services Administrator. (See Tax account and asset disposal policy.)

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**Section 2** - In the event of final liquidation and dissolution of the ASSA, the net assets remaining after the payment of all debts shall be distributed as so decided at that time by the Student Council and approved by the Student Services Administrator.

**Section 3** - The ASSA shall promote such student activities as are approved by the governing body, the Faculty Advisor(s) and the Student Services Administrator.

**Section 4** – The fiscal year shall start on January 1st and shall last until December 31st.

### **ARTICLE IV - GOVERNING BODY**

**Section 1** - The ASSA shall be governed by the officers and delegates elected by the members of the ASSA and the committee chairpersons appointed by the President and approved by the Student Council. This shall comprise the "Student Council." The "Executive Council" is composed of the officers and committee chairpersons and shall meet weekly, unless otherwise directed by the Faculty Advisor(s) or President.

**Section 2** - The Student Council shall have power to (a) elect such officers as are not provided for in this Constitution, (b) make other bylaws, rules and all necessary and proper regulations for carrying into effect powers conferred upon the group by the Constitution, (c) approve the appointments of standing committees, and (d) regulate the conduct and practices of all clubs and societies of the Student Body, as provided for in the Bylaws, Article V, Section 1.

**Section 3** - The Student Council shall be composed of delegates from each department in which apprentices are trained. Each department shall have one delegate and one alternate for every ten, or part thereof, apprentices in that department. These shall be elected by popular vote within their respective departments. If the allotted seats per department are not filled by this election process, the Lead Craft Instructor for each department shall appoint delegates. Delegates shall be elected (or appointed) in November and shall assume their duties on January 1st to serve continuously until December 31st of that same year.

### **ARTICLE V – FACULTY ADVISOR(S)**

**Section 1** – The Faculty Advisor(s) advises the President and the Executive Council on financial matters and oversees the spending of and charging to the annual budget. The Faculty Advisor(s) supports the leadership development of the Executive Council and has authorization to sign contracts that the Executive Council members negotiate for events.

### **ARTICLE VI - OFFICERS**

**Section 1** - The officers of the ASSA, in order of succession, shall be a President, a Vice President, a Secretary, and a Treasurer. There shall be a Faculty Advisor(s) for the Student Council, or an alternate appointed by the Student Services Administrator.

**Section 2** - The President, Vice President, Secretary, and Treasurer shall serve during the fiscal year and shall be elected at large in the annual election.

**Section 3 - *The President*** - The President shall be elected by the members of the ASSA in the annual election. The President is responsible for ensuring all elected officers, as well as the Committees established by the Constitution, Article VII, Sections 2 – 10 and any Committees created by the Student Council in accordance with the Constitution, Article VII, Section 11, are doing their jobs and representing The Apprentice School in a professional manner. He/she shall also attend and/or speak at any functions or key events as requested by Faculty and as availability allows.

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**Section 4 - *The Vice President*** - The Vice President shall be elected by the members of the ASSA in the annual election. The Vice President's responsibility will be to ensure order or to appoint an individual in that capacity during the Student Council meeting, and to ensure that the Bylaws are being followed by every individual involved with the ASSA. He/she shall also be responsible for all ASSA procedural compliance, for organizing Judicial Review boards, and for attending functions or key events as needed in the President's stead and as availability allows.

**Section 5 - *The Secretary*** - The Secretary shall be elected by the members of the ASSA in the annual election. The Secretary shall be responsible for taking minutes at each monthly Student Council meeting and at the weekly Executive Council meetings. The Secretary shall start each meeting with the reading of the minutes from the previous meeting to ensure accuracy and agreement with the minutes. Meeting minutes shall be maintained both in hardcopy in the Secretary binder as well as digitally in the ASSA folder. The Secretary shall also maintain records of all elections with guidance from the faculty advisors. He/she shall also create, with input from the President, agendas for the meetings.

**Section 6 - *The Treasurer*** shall review all expenditures and shall provide a report on the financial condition of the ASSA at each Student Council meeting. He/she (with help from the Faculty Advisor(s)) will also be responsible for the semi-annual inventory of the ASSA assets as noted in the Constitution, Article III, Section 1A.

**Section 7** - The annual election shall be held by the end of August to ensure that newly elected delegates can assume his/her duties by January 1st and continuously serve until December 31st.

### ARTICLE VII – COMMITTEES

**Section 1** - The Executive Council shall be composed of the President, Vice President, Secretary, Treasurer, and the chairpersons of all standing committees. During intervals between meetings of the Student Council, the Executive Council shall have, and may exercise, all the powers of the Student Council in matters pertaining to the best interests of the Student Body. All actions taken by the Executive Council shall be subject to approval or reversal by the Student Council in their next regular meeting. The members of the Executive Council shall act only as a committee and the individual members shall have no power as such.

**Section 2 - *The Athletics Committee*** will be composed of a chairperson, an assistant chairperson appointed by the committee chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Athletics Committee shall act in an advisory capacity for all athletic activities, and shall be active in securing fellow students to aid in the promotion of such activities. This committee shall be responsible for assisting in the sale of dry goods, participating in being a Builder Crazy and participating in athletic events when needed.

**Section 3 - *The Publications Committee*** shall be composed of a chairperson, an assistant chairperson appointed by the chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Publications Committee shall be responsible for the writing, photographing, editing, publishing and distribution of all student publications, such as The Builder Highlights, a monthly flyer, and The Builder Bulletin, a quarterly Apprentice newsletter.

**Section 4 - *The Activities Committee*** shall be composed of a chairperson, an assistant chairperson appointed by the committee chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Activities Committee shall be responsible for the planning and execution of all student social activities other than athletic events.

**Section 5 - *The Class Committee*** shall be composed of a chairperson, an assistant chairperson appointed by the chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Class Committee shall be responsible for assisting in the election of all class officers, keeping track of the point system, maintaining accurate attendance records for all meetings, and assisting with Graduation ceremonies.

**Section 6 - *The Yearbook Committee*** shall be composed of a chairperson, an assistant chairperson appointed by the chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Yearbook Committee shall be responsible for editing, writing, publishing, distribution and photography for the yearbook, with the aid of the Faculty Advisor(s).

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**Section 7** – *The Bylaws Committee* shall be composed of a chairperson, an assistant chairperson appointed by the chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Bylaws Committee shall attain a superior knowledge of the ASSA Constitution and Bylaws, assure the Constitution and Bylaws are being followed, and review and propose changes to the Constitution and Bylaws as provided for in the Bylaws, Article X with the aid of Faculty Advisor(s).

**Section 8** – *The Public Relations Committee* shall be composed of a chairperson, an assistant chairperson appointed by the chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Public Relations Committee shall be responsible for planning and executing all charitable events.

**Section 9** – *The Communications Committee* shall be composed of a chairperson, an assistant chairperson appointed by the chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Communications Committee shall be responsible for advertising all events and activities, as well as for getting information about events to the proper publications that may run an article.

**Section 10** – *The Volunteer Committee* shall be composed of a chairperson, an assistant chairperson appointed by the chairperson, and the delegates that are serving on the committee. The committee chairperson shall be appointed by the President and confirmed by a majority vote of the Student Council. The Volunteer Committee shall be responsible for planning and executing all volunteer events not headed by another committee. The Volunteer Committee shall also support events sponsored by the other committees.

**Section 11** – The nine committees defined under this article are regular standing committees that are present under every administration. At any time during the term, additional committees may be established. They must first be approved by a majority vote of the Student Council. If approved, the President will appoint a chairperson to be approved by a majority vote in Student Council. The chairperson will appoint an assistant chairperson. A committee will be responsible for considering, investigating, taking action on, and reporting on all business assigned to that committee.

### **ARTICLE VIII - FINANCE**

**Section 1** - A change in the amount of dues may be proposed by a majority vote of the Student Council and submitted to The Student Services Administrator for review. Upon approval, the change shall be voted upon by the members of the ASSA. The current amount of dues is 1.5% for any apprentice starting their apprenticeship prior to January 1, 2011, for any apprentice starting their apprenticeship after January 1, 2011 dues will be 2%. The dues are allocated between the ASSA and The Apprentice School Athletics Department, as well as other organizations as authorized by the Manager, Admissions, Athletics and Student Services.

**Section 2** - All dues allocated within the ASSA's budget account and other receipts and the disbursements of funds of the ASSA shall be under the direction of the Student Services Administrator, or his/her representative, whose actions shall be subject to the review of the Student Council and the Student Services Administrator.

**Section 3** – The Student Services Administrator or his/her appointed representative shall prepare a monthly statement showing the financial condition of the ASSA Activities account. These monthly statements shall be available for inspection by any member of the ASSA upon request. The ASSA shall have a yearly meeting to inform stakeholders of the year's progress.

**Section 4** - The Apprentice School Administration may review the finances, in order to handle the needs of the Apprentice School and the student body.

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## BYLAWS OF THE APPRENTICE SCHOOL

### ARTICLE I - STUDENT COUNCIL MEMBERSHIP

**Section 1** - Membership in the Student Council shall cease when a delegate ceases to be a member of the School, unless the delegate submits a written request to the Student Services Administrator and the Student Council President to complete the term. If the delegate submits such a letter, he/she may complete the term provided that he/she remains employed with the department the delegate is representing, and that the request is approved by his/her department head. When a vacancy on the Student Council occurs, an alternate shall be appointed by the Lead Craft Instructor to serve until the next general election. The opportunity to serve as an alternate shall be extended first to unsuccessful candidates listed on the ballot in the previous election, in order of number of votes received in the election. If no one is available from this list, an alternate shall be appointed by the Lead Craft Instructor with the recommendation of other apprentice instructors in the former Student Council member's department. Vacancies shall be filled by the Lead Craft Instructor by the next Student Council meeting (within 1 month). Records of elections shall be archived by the Class Committee.

**Section 2** - Candidates wishing to run for the office of delegate or other ASSA office must be apprentices when they take office.

**Section 3** - All candidates for the office of delegate must be informed of and agree to assume the duties involved with accepting a seat on the Student Council. The following list of duties shall be made available to all Lead and Craft Instructors for dissemination to potential delegates, and shall also be explained to new apprentices during orientation.

These duties are:

- a. **Regular attendance of stated meetings** - A delegate who is absent (unplanned) from two or more Student Council meetings per trimester shall have his/her attendance reviewed by the Class Committee. For planned absences, delegates shall ensure arrangements are made (through the Faculty Advisor(s)) for an alternate to attend the meeting. Officers and committee chairpersons who are absent (unplanned) from 2 or more Executive Council meetings per trimester shall have his/her attendance reviewed by the President and the Executive Council as outlined in Article I, Section 5A of the Bylaws.
- b. **Participation in committee affairs** - Each delegate will serve on a standing committee and failure to participate in that committee's business will result in Executive Council Review.
- c. **Participation in Student Council activities** - All delegates must conform to the point system outlined in Article VIII of the Bylaws.

**Section 4** - It is the Class Committee's responsibility to review the attendance records of all Student Council delegates. If a delegate cannot fulfill his/her obligations to the Student Council, he/she will be recommended to the Executive Council for Judicial Review. The Executive Council will then proceed in establishing the Judicial Review Board in accordance with Article IX of the Bylaws.

**Section 5A** - To be removed from office a delegate must have a: **(a.)** Review and recommendation by President plus Class Committee. **(b.)** Review and recommendation by Executive Council Review Board. **(c.)** Review and recommendation by Faculty Advisor(s). **(d.)** If above steps are approved, presentation to the Executive Council by the President will occur and the delegate will be removed.

**Section 5B** - A committee chairperson or appointed officer can be removed from office if, in the judgment of the President and the Executive Council, with the approval of the Faculty Advisor(s), his/her conduct is contrary to principles upon which the School and the Student Council operate.

**Section 5C** - An elected officer can be removed by a Special Judicial Review Board, as provided for in the Bylaws, Article IX, Section 6. Recommendations for this type of Review must come from the Executive Council, the Faculty Advisor(s), or the Lead Craft Instructor.

**Section 5D** - Once a committee chairperson or elected official is removed by a Judicial Review, he/she cannot run for office or be appointed to a chairperson position without Faculty Advisor(s) recommendation and Executive Council approval.

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## ARTICLE II - NOMINATIONS AND ELECTIONS

**Section 1** - Officers shall be elected in an annual election in September. Newly elected officers will assume office on January 1st. During the transition period officers-elect shall attend Executive Council meetings and selections of appointed positions should be made by December 1st.

**Section 2** - Nominations for President, Vice President, Secretary, and Treasurer will be made by petition. Each petition must be signed by fifty active apprentices and submitted to the Faculty Advisor(s) to the Student Council by the date specified. In order to promote stability within the Executive Council, students submitting petitions must be Apprentices for the duration of the upcoming year.

**Section 3** - In the event that only one candidate seeks an office, that candidate will run unopposed. However, if no one seeks an office, nominations for that office will be made at the first stated meeting of the new term and the vacant office will be filled by a majority vote of the Student Council. Nominees must satisfy the criteria set forth in the Bylaws, Article II, Section 5.

**Section 4** - No candidate may seek office on a joint ticket with another candidate, but candidates may solicit votes for each other.

**Section 5 – Criteria for elected officials:** In order to run for election, The President, Vice-President, Secretary, and Treasurer must have served on the Student Council for at least one year prior to the submission date for the petition. Candidates must also have served as a Chair/Co-chair of a committee or have earned 120 activity points (to be prorated to the submission date.) In keeping with the expectations set forth in Bylaws, Article VII, Section 1, elected officials must also have and maintain a G.P.A of 2.5 or better or have completed the academic portion of their apprenticeship. Individuals seeking office must also have an average shop grade of 80 or better. The Faculty Advisor(s) shall ensure that the criteria have been met before placing the individual on the ballot.

**Section 6** - Elections of officers will be held in the following manner: The candidates will prepare a short speech, introducing themselves to the Delegates at the Student Council meeting preceding the election. The ballots will be made available to all members of the ASSA at the annual election and then turned over to the Faculty Advisor(s) and the Executive Council. The ballots will remain sealed until counted under the supervision of the Faculty Advisor(s) and the Executive Council. In the event one or more Executive Council members are running for office, the Faculty Advisor(s) will appoint an alternate to fill their duties in counting the votes. No Student Council member running for office shall be present during the tallying process. Final results will be posted and announced as soon as possible after the election. All candidates will be notified in writing and verbally of the results. Current delegates who run for office and are not elected must still run for delegate within their respective department if they wish to continue to participate in the Student Council.

**Section 7** – All members of the ASSA shall be given an opportunity to vote in the annual election.

**Section 8A** - Election of delegates will be conducted as soon as possible in November. Results of the election must be submitted to the Faculty Advisor(s) as soon as possible. All apprentices except those on academic probation are eligible to seek the office of delegate. The Academic/Craft Instructors will issue a ballot to all apprentices. This ballot will be signed by each apprentice stating whether they are interested in becoming a delegate. The Lead/Craft Instructor may filter out apprentices if conduct or job performance is an issue. These ballots will be received by the Faculty Advisor(s). The Faculty Advisor(s) will then separate the ballots by department. The names of apprentices who are interested in becoming delegates will be issued to each Apprentice Craft Instructor. Apprentices will be allowed to vote for the allotted number of candidates from his/her department. The candidates in each group with the most votes will be elected delegates. The number of delegates from each department will be determined by the size of that department as of October 1<sup>st</sup> each year.

**Section 8B** - Any member who will not be present during the voting period may request an absentee ballot prior to the election. This ballot must be returned to the Faculty Advisor(s) by close of business on Thursday of the voting week. Any member out of work or on an emergency status may request a special ballot, which will be a verbal vote given to the Faculty Advisor(s) and will be followed up by an absentee ballot signed by the apprentice.

**Section 9**- All newly elected delegates may be required to attend the December Student Council meeting. Discussion of unfinished business will be carried over to the new fiscal year. A special meeting may be held in January. A copy of the Bylaws and the Constitution will be made available to all members of the Student Council to be checked out upon request.

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**Section 10** - If a matter arises and is deemed outside of the scope of Student Council powers as defined in the Constitution or Bylaws, a majority vote of the Student Council may call a special general election. Special elections will be held in the following manner. Two weeks prior to any vote, written information will be distributed explaining the purpose of the vote. The information will be distributed by Apprentice Lead and Apprentice Craft Instructors. A minimum of two days will be allowed for voting and the return of ballots to the Lead Apprentice Instructors. All ballots must be returned to the Manager, Craft Training & Admissions as soon as possible after the completion of the election. Ballots will be turned over to the Faculty Advisor(s) and will remain sealed until they are counted under the supervision of the Faculty Advisor(s) and the Executive Council. A two-thirds majority vote is required to approve a matter by special general election. Final results will be posted and announced as soon as possible after the election.

**Section 11** - The Faculty Advisor(s) shall act as the Executive Council's counselor in a non-voting capacity and shall assist the Executive Council as the need arises. The Faculty Advisor(s) shall remain neutral to all persons running in the elections. The Faculty Advisor(s) will only supervise and observe these events.

### **ARTICLE III – STUDENT COUNCIL MEETINGS**

**Section 1** – Regular Student Council meetings shall be held on the second Friday of each month.

**Section 2** – Twenty members constitute a quorum.

**Section 3** – If any change is necessary to the meeting schedule, the change will be ordered by the President with the consent of the Executive Council and the Faculty Advisor(s). Notifications of changed meeting dates shall be published through the Lead Apprentice Instructors.

**Section 4** – Unless otherwise provided for in the Constitution or Bylaws, a majority vote of those present shall determine the disposition of matters before the meeting.

**Section 5** – The presiding officer shall be the President or the next officer in attendance following the line of succession established in Article VI, Section 1 of the Constitution. If no elected officials are present, the Faculty Advisor(s) shall preside.

**Section 6** – The meetings will be conducted in accordance with Robert's Rules of Order (See Attachment 1). The Vice-President's responsibility will be to ensure order or to appoint an individual in that capacity.

**Section 7** - The President for the preceding year shall be an honorary member of the Student Council for the following year, to give advice when needed. They shall not have the power to vote on any business before the Council.

### **ARTICLE IV – FINANCE**

**Section 1** – The fiscal year shall run from January 1st through December 31st of each year. An annual accounting of the ASSA's funds shall be presented by the Faculty Advisor(s) to the Student Council at the regular March meeting of each year.

**Section 2A** – The Executive Council, with the aid of the Faculty Advisor(s), shall prepare an itemized, annual operating budget proposal. The incoming President will present this budget to the Student Council no later than the February meeting. The Student Council must approve each expenditure item by a two-thirds majority vote.

**Section 2B** – The overview of all ASSA finances shall be discussed at quarterly meetings with the Manager of Student Services, Faculty Advisor(s), Executive Council and advisors.

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**Section 3** – After initial approval of the annual operating budget, any delegate may propose modifications. A modification to the annual operating budget must be approved by a two-thirds majority of the Student Council.

### ARTICLE V - GENERAL PROVISIONS

**Section 1** - No club, association, or society shall be chartered unless the following procedure has been followed: **(a)** petition of interested apprentice submitted to the Faculty Advisor(s); **(b)** approval of Student Council; **(c)** final approval by the Student Services Administrator and the Director of Education. Any club or organization that fails to function for a year, violates provisions of the Constitution, or violates rules for its own regulation as submitted with application for charter, shall forfeit its charter and right to exist. If a petition fails to be approved at any stage, it may not be submitted again prior to 90 days and may only be submitted a maximum of two times during a fiscal year.

**Section 2** - At the time of completion, each apprentice has the option to continue to purchase ASSA-sponsored event tickets and admission tickets to Apprentice School sports events at the same price and under the same conditions as apprentices for the remainder of the fiscal year. Intent to exercise this option must be declared on the day of the completion meeting. The option is exercised by payment in full (by check) within seven days of the completion meeting for the dues remaining until the end of the fiscal year.

### ARTICLE VI - HOMECOMING KING AND QUEEN ELECTIONS

**Section 1** – All apprentices except those on academic probation are eligible to be a contestant for Homecoming King and Queen. The Homecoming Court shall be comprised of a King and Queen and their entourage. The King and Queen will be elected by the ASSA and the entourage will be made up of the remaining contestants. See Procedure for Homecoming King and Queen Elections (Attachment 2.)

### ARTICLE VII - MERIT AWARDS PROPOSALS

**Section 1** - The Executive Council consists of elected officers and appointed chairpersons who are expected to be involved at a higher level than other delegates. An established awards system for officials and chairpersons is already given by Newport News Shipbuilding: A Division of Huntington Ingalls Industries. If the Council agrees, an additional award from the ASSA may be given, but needs to be approved each year by the Council and the Faculty Advisor(s). This extra award must first be requested in writing to the Faculty Advisor(s) by the President at least three months prior to the end of the term. Thus, the officers and chairpersons would not be included in the point awards system. The Executive Council must be the point of contact at the designated number of events decided by the President at the beginning of the year. They must adhere to these rules, or be subject to Judicial Review. See Procedure for Merit Awards (Attachment 3.)

### ARTICLE VIII - POINT SYSTEM

**Section 1** - Points will be awarded to delegates volunteering and participating in community service activities and/or events approved by the ASSA. Each delegate must earn sixteen (16) points and attend at least three (3) events per trimester in order to maintain his/her status as a delegate. Three (3) points per hour will be awarded for signing up for and participating in any given activity and/or event sanctioned by the ASSA. There will also be an allotment of two (2) points per hour awarded to delegates for participating and/or volunteering at an event without signing up in advance. A delegate who has volunteered for an activity is responsible for obtaining a replacement and notifying the event POC at least 24 hours prior to the start of an event if he/she is unable to attend. Three negative points will be disbursed to any delegate who fails to meet his/her responsibility to attend or obtain a replacement for an event.

**Section 2** - Members of any active Student Council committee are eligible to earn up to fifteen committee points per trimester. These points cannot be used towards the 16 points per trimester needed to avoid Executive Council Review. These points can only be used toward the 150 points needed to attend the Awards Banquet or to earn the Top Ten Delegate Award. Disbursement of points will be made by the respective committee chairpersons with approval of the Class Committee chairperson. See Procedure for ASSA Points (Attachment 4.)

**Section 3** - Apprentices who are not delegates may participate in ASSA volunteer events will be awarded points based on the current point system that is applied to delegate apprentices. Non delegate apprentices that earn 90 points or more throughout the year will be invited to the awards banquet at the end of the year and will receive an award of recognition.



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**Section 4** - All athletes, including Cheer/Dance team members and Drum Line members, will be awarded fifteen points per trimester upon completion of their first sport, five upon completion of the second, and two upon completion of their third sport.

### ARTICLE IX - EXECUTIVE COUNCIL REVIEW BOARD

**Section 1 – Regular Executive Council Review** - There will be a minimum of 8 Executive Council members on each review board. A vote of at least three quarters by the Executive Council must be attained before removing a delegate.

**Section 2** - Each member has one vote on all issues. The Faculty Advisor(s) will retain a veto of all decisions. If this veto is used, it may be overridden by a unanimous vote of the committee. If the veto is overridden, the case will be forwarded to the Student Services Administrator and the Director of Education for a final verdict.

**Section 3** - A meeting of the Executive Council Review Board may be called whenever deemed necessary by the President or the Faculty Advisor(s).

**Section 4** - An accused individual shall be notified in writing and has the right to appear before or contact in writing the Executive Council Review Board and present any evidence in his/her case. If the accused individual cannot be present, he/she may ask for only one postponement, or he/she may select an individual to represent them.

**Section 5** - The Executive Review Board receives recommendations made by the President or Class Committee for removal of a delegate who fails to perform his/her job responsibilities and does not obtain his/her mandatory amount of points for the allotted time period.

**Section 6 – Special Judicial Review Board** - Special Judicial Review Boards will be comprised of the Faculty Advisor(s) and one Student Council member from every department represented (randomly selected by the Faculty Advisor(s)). The decision of this type of Review Board must be approved by a two-thirds majority vote. In the event that an elected officer is unable to complete his/her term in office (whether due to Special Judicial Review Board or personal decision), every elected officer beneath the vacated office will have the option to assume the next highest office, in accordance with the line of succession established in Article VI, Section I of the Constitution. The President will then appoint someone to fill the newly opened position, to be confirmed by a majority vote of the Student Council. Should the President's position remain unfilled, nominations will be made by the Student Council at the next regular delegate meeting and a majority vote by the Student Council will fill the position. Nominees must satisfy the criteria set forth in the Bylaws, Article II, Section 5.

**Section 7** - Any verdict (from either type of Review Board) may be appealed by the following steps:

- a. Within one week of receiving an official written notice, an appeal must be filed with the Faculty Advisor(s).
- b. This notice must include all reasons for the appeal.
- c. An answer on this request must be issued within two weeks of receiving the appeal.
- d. Approval or denial of any appeal must be issued by the Faculty Advisor(s) and the Student Services Administrator.

### ARTICLE X - AMENDMENTS

**Section 1** - Amendments may be proposed by any member of the ASSA. The proposed amendments must be typed, dated, and presented to the Bylaws Committee.

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**Section 2** - Proposed amendments that are presented to the Bylaws Committee must contain the following information: (a) the date the proposed amendment was presented to the Bylaws Committee; (b) the present wording of the article or the section to be changed; and (c) the name of the person who presented the proposed amendment.

**Section 3** - The proposed amendment must be presented to the Bylaws Committee at least two weeks before the next Student Council meeting. It will be the Bylaws Committee's responsibility to type the proposed amendment in a "before and after" format signed by the Student Services Administrator, and to present it to the delegates at the next Student Council meeting.

**Section 4** - When the proposed amendment is presented to the delegates, the Bylaws Committee Chairperson will give each delegate a copy of the proposed amendment and read the amendment to the delegates. Then the proposed amendment will be discussed. If the proposed amendment is in conflict with any other article or section of the Bylaws, or if fifty percent of the delegates object to the wording of the proposed amendment, it will be tabled. Once the proposed amendment is tabled, it must be rewritten by the Bylaws Committee and presented at the next Student Council meeting. If the proposed amendment is not tabled, a vote may be taken.

**Section 5** - Each section of an article that is to be changed must be voted on separately.

**Section 6** - A vote is valid if a quorum of 20 delegates is present. The vote can be taken by a show of hands or by written ballot. The vote is to be counted "For, against, abstained" - this count is to be included in the minutes. An amendment must be approved by a two-thirds majority vote of the Student Council.

**Section 7** - Once a proposed amendment has been passed by the voting procedure outlined in Article X, Section 6, it can be added to the current Bylaws pending the approval and signature of the Student Services Administrator and the Director of Education. If the Student Services Administrator or the Director of Education does not approve the proposed amendment, the originator of the amendment has the following options: (a) withdraw the amendment or (b) rewrite the amendment and resubmit to the Bylaws Committee as a new amendment.

**Section 8** - The official Constitution and Bylaws will have the official school seal and will be kept in the office of the Student Services Administrator. Each time the Bylaws are revised, they shall be marked to identify the official copy. Copies will be distributed to the following people: Director of Education; Student Services Administrator; Manager, Academic Training; Manager, Craft Training; Manager, Admissions, Athletics & Student Services; Faculty Advisor(s), and all members of the Executive Council.

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## ARTICLE XI – APPRENTICES SCHOOL STUDENT ASSOCIATION WHISTLEBLOWER POLICY

### Summary:

Faculty Advisor Responsibilities Include:

- ✓ Adopting leadership models that encourage a culture of open communication
- ✓ Encouraging ASSA members to raise complaints internally rather than to third parties
- ✓ Providing ASSA members multiple avenues to report perceived misconduct without fear of retaliation
- ✓ Taking ASSA member complaints seriously and being receptive and responsive to complaints
- ✓ Investigating complaints of misconduct and taking immediate and appropriate action

### Detail:

Your nonprofit is practicing sound governance and exercising prudent risk management by having a written policy. Your organization will only be in a position to correct a situation if it becomes aware of the problem. That is why having a policy that encourages members to report their concerns without fear of retaliation is so critical to good governance. The IRS views whistleblower policies as helpful because: “A whistleblower policy encourages staff and volunteers to come forward with the credible information on illegal practices or violations of adopted policies of the organization, specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported.”

The Apprentice School Student Association (ASSA) requires directors, faculty advisors, officers, and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the ASSA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable members and supporting staff to raise serious concerns internally so that ASSA can address and correct inappropriate conduct and actions. It is the responsibility of all officers, faculty advisors, members and volunteers to report concerns about violations of ASSA’s code of ethics or suspected violations of law or regulations that govern ASSA’s operations.

### No Retaliation

It is contrary to the values of ASSA for anyone to retaliate against any faculty advisor, officer, member, or volunteer who in good faith reports and ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of ASSA. Retaliation against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or involvement with ASSA.

### Reporting Procedure

ASSA has an open door policy and suggests that all members, faculty advisors, or officers share their questions, concerns, suggestions or complaints internally. Communication should begin with the initial compliance officer. If you are not comfortable speaking the compliance officer or you are not satisfied with his/her response, you are encouraged to speak with an alternate compliance office (See Reference Sheet). The chain of alternates begins with the Manager of Admissions and Student Affairs. If you need to pursue your concern further, you are encouraged to raise your concern to the Manager of Strategic Project and Athletic Director and finally to the Director of Education. The compliance officer (or any of the alternates listed) has the responsibility to investigate all reported complaints. Concerns or complaints should be submitted in writing.

The compliance officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The compliance officer will advise the senior faculty advisors of all complaints and their resolution and will report at least annually to the Executive Council and Director of Education on compliance activity relating to accounting or alleged financial improprieties.

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## Accounting Matters

The compliance officer shall immediately notify the third party accountant of any concerns or complaints regarding ASSA accounting practices or internal controls and communicate the resolution with the third party accountant.

## Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## Handling of Reported Violations

ASSA's compliance officer (or any of its alternates) will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## Compliance Officer:

Faculty Advisor/Student Activities

Accepted and approved by:

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## Compliance Officer and Alternates Reference Sheet

### Compliance Officer:

Regina McLean  
Faculty Advisor/Student Activities  
(757) 534-2862  
Email: regina.mclean@hii-nns.com

### Alternates:

Danny Brookman  
Manager of Admissions and Student Affairs  
(757) 380-2683  
Email: danny.brookman@hii-nns.com

Keisha Pexton  
Manager of Strategic Projects and Athletic Director  
(757) 688-6212  
Email: keisha.joseph@hii-nns.com

Everett Jordan  
Director of Education  
(757) 688-9637  
Email: Everett.jordan@hii-nns.com

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## **ARTICLE XII – APPRENTICE SCHOOL STUDENT ASSOCIATION CODE OF ETHICS**

- I. Introduction
- II. Statement of Values
- III. The Code of Ethics
- IV. Afterword

### **I. Introduction**

As a matter of fundamental principle, nonprofit communities should adhere to the highest ethical standards because it is the right thing to do. As a matter of pragmatic self-interest, we should do so because public trust in our performance is the bedrock of our legitimacy. Donors and volunteers support charitable organizations because they trust the organizations to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct.

The Apprentice School Student Association (ASSA) and other nonprofit organizations must earn this trust every day and in every possible way. But organizations are, at base, people, and it is up to the people of the nonprofit sector – board members, executive, leaders, staff and volunteers – to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

Each organization in the nonprofit sector should have a formally adopted code of ethics with which all of their trustees, staff and volunteers are familiar and to which they adhere. This Apprentice School Student Association Code of Ethics is such a document.

Adherence to the law is the minimum standard of expected behavior. Nonprofit organizations must do more, however, than simply obey the law. We must embrace the highest standards of integrity. Transparency, openness, and responsiveness to organizational concerns must be integral to our behavior.

### **II. Statement of Values**

Any code of ethics is built on a foundation of shared values. ASSA's shared values include:

- The role of the organization in the success of our apprentices
- Diversity and inclusiveness
- Accountability and transparency (including openness, honesty, trust and integrity)

### **III. Code of Ethics**

#### **A. Personal and Professional Integrity**

ASSA faculty advisors, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the organization. ASSA promotes an environment that values respect, fairness and integrity.

#### **B. Mission**

ASSA's mission and purpose is in the support of student activities; the encouragement and development of leadership skills in its members; and to foster an atmosphere of community service for the public good. ASSA programs shall support that mission and all who serve for or on behalf of the organization will understand and be loyal to that mission and purpose.

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## C. Legal Compliance

ASSA will be vigilant in compliance with laws, regulations and applicable conventions that govern and regulate our organization.

## D. Responsible Stewardship

ASSA shall manage its' funds responsibly and prudently. This will include the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission.
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, and other expenditures critical to professional management.
- It maintains an appropriate level of funds to maintain its mission and purpose and not accumulate excessive reserve funds.
- It ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization.
- All budget-to-actual reports are factually accurate and complete in all material respects.

## E. Openness and Disclosure

ASSA shall provide comprehensive and timely information the officers, and any interested stakeholders and is responsive in a timely manner to reasonable requests for information. All information about ASSA will fully and honestly reflect the policies and practices of the organization. Basic information data about the organization, such as the Form 990, reviews, and compilations will be available at request.

## F. Program Evaluation

ASSA will regularly review program effectiveness and have mechanisms to incorporate lessons learned into future programs. ASSA is committed to improving program and organizational effectiveness. ASSA will be responsive to changes and the needs of its members.

## G. Inclusiveness and Diversity

ASSA shall have a policy of promoting inclusiveness and reflect diversity in order to enrich its programmatic effectiveness. ASSA shall take meaningful steps to promote inclusiveness in its programs and activities.

## IV. Afterword

While the ASSA Senior Council has given its approval to this document, it will continue to be reviewed and revised as necessary.

A code of ethics is, by necessity, general in outlining broad ethical principles. It is not a detailed set of recommended practices on a specific issue. This code of ethics statement is intended as a dynamic model that is expected to change with the needs of the organization.

Accepted and approved by:

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Apprentice School Student Association Record Retention Schedule Records May be kept electronically or hardcopy, as decided by ASSA Administration)

<u>Type of Record</u>	<u>Retention</u>	<u>Authority</u>
<b><u>Financial</u></b>	<b><u>Years</u></b>	
Accounts payable invoices	3	Commonwealth of VA
Accounts payable ledger	3	ASSA Administration
Receivable Invoices & Ledgers (Payroll deductions)	n/a	Subject to NNS Payroll retention schedule
Bank deposit records	3	ASSA Administration
In-house sales records and other receipts	3	ASSA Administration
Bank statements & reconciliations	3	ASSA Administration
Capital asset records	3	ASSA Administration
Check registers	Permanently	ASSA Administration
Checks, cancelled	n/a	Subject to financial institution retention schedule
General ledger records	Permanently	Code of Federal Regulations
Petty cash receipts	3	ASSA Administration
Budget-to-actual reports	3	ASSA Administration
Coach's travel expense reports	3	ASSA Administration
CPA Reviews	3	ASSA Administration
<b><u>Organization</u></b>		
Charters, Constitutions, Bylaws	Permanently	ASSA Administration
Officer election records	Permanently	ASSA Administration
IRS Determination letter	Permanently	ASSA Administration
<b><u>Taxation</u></b>		
Depreciation schedules	Permanently	ASSA Administration
Inventory records	Permanently	ASSA Administration
IRS Correspondence	Permanently	ASSA Administration
Income tax returns	Permanently	ASSA Administration
Sales tax returns	Permanently	ASSA Administration



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## Attachment 1

### Robert's Rules of Order

These are the rules for Student Council discussion, set forth by the Constitution and Bylaws of the Apprentice School Student Association.

<u>You Want:</u>	<u>You Say:</u>	<u>Interrupt?</u>	<u>2nd?</u>	<u>Debate?</u>	<u>Amend?</u>	<u>Vote?</u>
Bring business before the Council	"I move that...  (Main Motion)"	NO	YES	NO	NO	MAJORITY
(Main Motion)						
Kill main motion	"I move to kill the  motion"	NO	YES	YES	NO	MAJORITY
Modify wording of the motion	"I move to amend the motion"	NO	YES	YES	YES	MAJORITY
Close debate	"I move to close debate"	NO	YES	NO	NO	2/3
Reconsider motion	"I move to reconsider"	NO	YES	NO	NO	MAJORITY
Call for a vote	"I move to vote on the motion"	NO	YES	YES	N/A	N/A
Close meeting	"I move to adjourn"	NO	YES	NO	NO	MAJORITY
Enforce rules	"Point of  Order"	YES	NO	NO	NO	NONE
Suspend rules	"I move to suspend the rules"	NO	YES	NO	NO	2/3

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## Attachment 2

### Procedure for Homecoming King and Queen Elections

#### Purpose:

- To establish the process for nomination and election of the Apprentice School Homecoming King and Queen.

#### Eligibility:

- Enrollment is completely voluntary.
- Must be a current Apprentice in good standing.
- Apprentices on academic probation are not eligible to be a contestant

#### Criteria:

- Homecoming Court shall be comprised of a King and Queen and their entourage
- The maximum number of entourage allowed will be 10
- 5 males and 5 females
  - The entourage will be made up of runner-up contestants

#### Election:

- The Homecoming Election will be held in the following manner:
  1. Prior to Homecoming, a notice will be issued in the newsletter requesting interested apprentices to pick up an application from the school
  2. The Faculty Advisor(s) will prepare the ballot for the election consistent with the established format
  3. Ballots will be made available to all ASSA members during the annual election in August.
  4. The ballots will be turned over to the Faculty Advisor(s) and will remain sealed until counted under the Faculty Advisor(s) supervision.
  5. Finalists will be notified as soon as possible prior to Homecoming.
  6. Those not selected will also be notified as soon as possible.
  7. The King and Queen will be announced the day of the Homecoming.

#### Awards:

- The Homecoming entourage will receive boutonnieres and corsages.
- The King and Queen will each receive a crown and a sash.

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## Attachment 3 Procedure for Merit Awards

### Purpose:

- To recognize ASSA officers, chairpersons, and delegates for their efforts during the year.

### Criteria:

- The Officers will receive an award at the discretion of the Faculty Advisor(s).
  - The President will advise the Faculty Advisor(s) on the job performance of the other officers.
- Upon the recommendation of the President and the agreement of the Faculty Advisor(s), the chair persons will receive an award.
  - Special Awards may be presented by the President upon approval by the Faculty Advisor(s).
- Members of the Student Council will receive a merit award certificate for attending at least 9 out of 12 Student Council meetings and meeting the minimum requirements for receiving an invitation to the ASSA Banquet.
  - The Class Committee will keep the attendance records and submit them to the Faculty Advisor(s) at the end of the last Student Council meeting.

### Awards:

- President - Plaque
- Vice-President - Plaque
- Secretary - Plaque
- Treasurer - Plaque
  
- Athletic Chairperson - Plaque
- Activities Chairperson - Plaque
- Publications Chairperson - Plaque
- Class Chairperson - Plaque
- Yearbook Chairperson - Plaque
- Public Relations Chairperson - Plaque
- Bylaws Chairperson - Plaque
- Communications Chairperson - Plaque
- Volunteer Chairperson - Plaque
- Chairperson(s) created per Constitution, Article VII, Section 11 - Plaque

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## Attachment 4

### Procedure for ASSA Points

#### Purpose:

- To establish the process for determining the point system for ASSA events.

#### Criteria:

- Committee points may be accumulated in any trimester.
- A total of 125 points must be earned in order for a delegate to receive an invitation to the Awards Banquet.
- All delegates must participate in the set-up or breakdown to receive points at events.
- If a delegate is replaced, the new delegate is responsible to earn points based on the point system as follows:

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Committee	Total
16				16				16				45	93
	12			16				16				45	89
		8		16				16				45	85
			4	16				16				45	81
				16				16				30	62
					12			16				30	58
						8		16				30	54
							4	16				30	51
								16				15	31
									12			15	27
										8		15	23
											4	15	19

#### Awards:

- The top ten point earners (counting all points earned) receive an ASSA logo watch or they may select a gift of their choice from a list of items provided by the Executive Council, not to exceed \$50.00.