

# The Standing Rules

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*Companion to the Proposed Constitution and Bylaws*

WORKING DRAFT · PULLED MAY 9, 2026

This is a working draft, in active development through ratification on June 1, 2026. Some sections remain unfinished and will be refined with input from students, the current Executive Board, and school administration. We are sharing it now so the work is visible.

# GARFIELD HIGH SCHOOL

## Associated Student Body

### STANDING RULES

*Companion to the ASB Constitution and Bylaws*

*Standing Rules govern operational details that are subject to annual or periodic adjustment by the Executive Board. Standing Rules may be adopted, amended, or repealed by simple majority of the Executive Board with one meeting's notice, in accordance with Article VIII of the Constitution. The Executive Board shall review the Standing Rules at least annually.*

#### **RULE 1 — Activity Card**

##### **1.1 Cost.**

***[TBD — Activity card price for the year]***

*The cost of the ASB Activity Card for the current school year shall be set here.  
Recommended starting point pending review: \$50, adjustable as conditions warrant.*

##### **1.2 Discount privileges.**

***[TBD — List of discounts and privileges for cardholders]***

*The Executive Board shall publish, alongside this Standing Rule, a current list of discounts and privileges available to activity cardholders. The list shall be reviewed annually.*

##### **1.3 Waiver process.**

A student unable to purchase an activity card due to financial difficulty may obtain one through referral by a school counselor or administrator. The Executive Board shall ensure that the waiver process is widely known, low-friction, and confidential. No student shall be required to disclose the basis of their financial need beyond the referral by an authorized staff member.

#### **RULE 2 — Public Comment**

In accordance with Article 2 of the Bylaws:

- (a) Each speaker is allotted two minutes, reducible to one minute by the chair if more than four speakers are scheduled.
- (b) Total public comment time shall not exceed eight minutes per meeting except by majority vote of the Executive Board.
- (c) Written testimony shall not exceed 500 words and shall be submitted at least 24 hours before the meeting.
- (d) Pre-registration for public comment may be made via the ASB email or by other means designated by the Executive Secretary.

## **RULE 3 — Anonymous Submission Process**

Students who wish to submit anonymous written testimony may send their submission to the Activity Coordinator. The submission process shall include the following disclosures, communicated to students at the point of submission:

- (a) The Activity Coordinator is required by law to report certain serious concerns — including abuse, threats of harm, and similar matters — to school administration regardless of who reports them. Most submissions, including criticism of ASB decisions or feedback on school events, do not fall under these requirements.
- (b) The Activity Coordinator may distribute the submission verbatim, summarize it where verbatim distribution would risk identifying the writer, or decline to distribute it. The Activity Coordinator's decision is not subject to override, in order to preserve the writer's anonymity.
- (c) Submissions remain subject to all content rules applicable to named submissions, including rules against personal attacks, profanity, and Student Handbook violations.

## **RULE 4 — Penalty for Unapproved Fundraisers**

In accordance with Article 11 of the Bylaws, a penalty of fifteen percent (15%) shall be deducted from the profits of any fundraiser commenced without prior Executive Board approval and required financial paperwork. The penalty shall be folded into the ASB General Fund.

## **RULE 5 — Election Statement Requirements**

In accordance with Article 6 of the Bylaws, the Election Committee shall determine, for each election cycle, the format and length requirements for any candidate statements. The Committee's determinations shall be published with the election application materials.

## **RULE 6 — Campaign Rules**

All candidates shall comply with the following campaign rules:

- (a) No defacement of school or personal property in the course of campaigning;
- (b) No campaigning during instructional time;
- (c) No use of school resources (printing, supplies, etc.) for campaign materials except as authorized by the Election Committee;
- (d) No personal attacks on other candidates;
- (e) Compliance with all SPS posting policies for physical materials.

The Election Committee may add to these rules each election cycle and shall publish the full rules with the election application materials.

## **RULE 7 — Meeting Time and Location**

***[TBD — Specific Executive Board meeting time and location for the year]***

*The regular meeting time and location of the Executive Board for the current school year shall be set here. Per Article 1 of the Bylaws, the location should be accessible to the student body.*

## **RULE 8 — Class Fundraising Expectations**

Class fundraising is encouraged but not required. The Executive Board may, in approving each Class Council's annual budget, identify expected fundraising levels appropriate to the planned activities of each class. Senior classes typically have larger expenses (Prom, graduation, senior gift) and may be expected to raise correspondingly more.

## **RULE 9 — Class Officer Hierarchy in Voting**

In accordance with Article IV of the Constitution, when multiple Class officers are present and cannot reach majority on the class's vote on a matter before the Executive Board, the deciding officer shall be (in order of priority): the Class President, then the Class Vice President, then the Class Secretary.

## **RULE 10 — SPS Hiring Training**

Each Executive Board member shall complete (or maintain valid training in) the Seattle Public Schools hiring training course before the end of the first academic quarter of the school year. Members who have not completed the training by that date shall be ineligible to serve on building-level hiring committees until completion. Other students selected to serve on hiring committees under Article VII of the Constitution shall complete the training before participating in committee work. The Executive Secretary, in conjunction with the Activity Coordinator, shall maintain a record of completion and report status to the Executive Board at the end of the first quarter.

— *End of Standing Rules* —