

# CONSTITUTION

## Preamble

We, the students of San Marino High School, in order to develop a democratic student body, possessing initiative and resourcefulness as well as having a high scholastic standing, the best qualities of citizenship, and providing for the development in the future, do ordain and establish this Constitution for San Marino High School.

## Article I – Name

Section 1. The name of this organization shall be the ASSOCIATED STUDENT BODY OF SAN MARINO HIGH SCHOOL.

## Article II – Purpose

Section 1. The purpose of this organization shall be to assist in directing the activities of the Student Body to the end

that desirable growth, interests, and ideals may be furthered by the members.

## Article III – Membership and Privileges

Section 1. All students of San Marino High School shall be members of this organization.

Section 2. All students of San Marino High School may exercise voting privileges.

## Article IV – Associated Student Body Officers

Section 1. The following officers shall be elected as provided in Article V: President, Vice-President, Secretary, Treasurer, Activities Commissioner, and Athletics Commissioner. A minimum of ten and a maximum of twenty commissioners shall be appointed by a committee selected by the ASB Adviser. The selection shall be made according to methods established by the outgoing student council.

Section 2. The following qualifications are necessary for Associated Student Body offices:

A. Each officer must maintain a 3.0 average in citizenship and a 2.5 average in academics.

B. If an officer fails to maintain a 3.0 average in citizenship and a 2.5 average in academics, he shall be removed from office for one quarter.

If at the end of the following quarter he has regained his 3.0 average in citizenship and his 2.5 average in academics, he shall resume office; however, if either grade is still below the average required, he shall forfeit his office.

Section 3. A term of office shall be for one year, beginning immediately upon dismissal of school in June of the election year and ending upon dismissal the following year.

A. The oath of office shall be administered by the principal or his representative before the assembled student body at the opening day assembly at the beginning of the school year.

B. Oath of Office

“Realizing the importance of this office and your obligations to your fellow students, do you accept these responsibilities and promise to do your best to fulfill your duties?”

Section 4. No officer of the Associated Student Body shall hold the office of President in any other campus organization with the exception of the Athletic Commissioner who shall be president in more than one campus club or organization (the letterman’s club).

Section 5. In the case of a vacancy in the office of the President, the Vice-President shall become President. In the case of later vacancies in the office of the

President, the line of succession to the Presidency shall be: Secretary, Treasurer, Activity Commissioner, and Athletic Commissioner.

#### Article V – Election of Officers

Section 1. The times, places and manner of holding all elections to the student body office shall be determined by the student council. The Student Council may at any time make or alter such regulations.

Section 2. Election to student body office shall be by simple majority vote.

Section 3. Qualifications to be a candidate for Associated Student Body Offices are as follows:

- A. Each candidate must have been enrolled in San Marino High School for not more than six semesters.
- B. Each Candidate must have a 2.5 academic and a 3.0 citizenship average on the first semester and

third quarter report cards respectively.

- C. Any pending administrative grade shall disqualify a candidate for Associated Student Body Office.

Section 4. An election to fill any vacancy in Associated Student Body Office shall be held within two weeks following the creation of such vacancy.

#### Article VI – Student Council

Section 1. The Student Council shall consist of the following:

- A. The Principal or his representative (ASB Adviser), without vote.
- B. The elected officers of the Associated Student Body, with vote.
- C. The Presidents of the Senior, Junior, Sophomore, and Freshman classes, with vote.
- D. All appointed officers, with vote.

Section 2. The Student Council shall have the power to:

A. Make all laws and regulations for governing student activities not otherwise provided for in this Constitution.

B. Appoint committees to carry out provisions of this Constitution.

C. Adopt rules and By-Laws.

D. Create or charter such subsidiary organizations as may seem desirable.

E. Exercise general supervision over subsidiary organizations to the extent of requiring them to function according to their own approved constitution and by-laws, and to demand them to present written reports. It shall be necessary for the Student Council to approve any project of a subsidiary organization including, but not limited to, merchandise sales, fund-raisers, and activities. The Student Council shall revoke any constitution at any time if in its opinion the organization has

failed to function properly or has become detrimental to its members or to the students of the school.

F. Approve all appointments or removals of subsidiary organizations.

G. Act as a Board of Finance and budget all Associated Student Body funds in accordance with school regulations and the rules of the Board of Education. The proposed budget of the Associated Student Body shall be formulated and presented to the Principal no later than September 1 of each year.

#### Article VII – Meetings of the Student Council

Section 1. Regular meetings of the Student Council shall be held as decided upon by the asb adviser.

#### Article VIII – Organizations

Section 1. Class organizations

- A. The Senior, Junior, Sophomore, and Freshman Classes each shall be governed by a council consisting of a President, Vice-President, Secretary, Treasurer, and Social Chairman, whose authority shall extend to all matters pertaining exclusively to its respective class.
- B. The eligibility requirements for class officers shall be the same as those for Associated Student Body Officers.
- C. Class Presidents shall not be president of more than one campus club or organization, with the exception of their respective Class Advisory Boards.
- D. The line of succession will be the same as that in the effect for Associated Student Body Officers.

Section 2. All organizations that derive financial support from Associated Student Body funds shall have only those

powers expressly delegated to them by the Student Council and the Inter-Club Council (ICC).

Section 3. Those organizations that are deemed influentially active by the Student Council shall be members of and be recognized by the Inter-Club Council (ICC). The President of each of these organizations, or his designee, shall be the ICC Representative from that organization.

Section 4. The Constitution of all subsidiary organizations shall not conflict in any way with the provisions of this constitution.

Article IX – Initiative, Referendum, and Recall

Section 1. Any regulation passed by the Student Council may be submitted to referendum vote of the Associated Student Body, or upon petition, by ten percent of the Associated Student Body.

Section 2. Recall of officers

A. The holder of any elective or appointive Associated Student Body or Class office may be removed from office by a simple majority of his electors who vote.

B. The election for the recall of any officer shall be held within two weeks after a petition signed by ten percent of his electors shall have been filed with the Student Council. Such petition shall name the officer and state the charge or charges against him.

C. Any officer who is subject to recall election shall have an opportunity to address the members of the Associated Student Body and/or publish an article in the school paper on his own behalf prior to such an election being held.

D. Nothing in this constitution precludes the administration or ASB adviser from removing any elected

or appointed Associated Student Body officer or class officers due to the violations of the ASB officer Code of Conduct, disciplinary action, or incompetence in the performance of his/her officer duties.

#### Article X – Amendments

Section 1. Amendments to this Constitution may be proposed by simple majority vote of the Student Council or by a petition signed by ten percent of the members of the Associated Student Body.

Section 2. To become effective, an amendment to the Constitution must receive approval of simple majority of the Associated Body, voting at a general election or at a special election called for this purpose.

#### Article XI – Procedure

Section 1. Robert's Rules of Order shall be the authority on all matters of

procedure not specifically provided for this Constitution and by-laws.

Section 2. Each Student Council may determine, by a simple majority vote, its own rules of procedure, and provide its own authority for enforcing its rules of procedure.

#### Article XII – Source of Power

Section 1. Since the source of power rests by school law within the Principal or his representative (ASB Adviser) of the school, all student powers herein set forth are delegated by the Principal or his representative (ASB Adviser) and may be revoked at any time.

#### Article XIII – Chartered School Clubs

Section 1. Membership requirements for school organized clubs are as follow:

- A. Each school club must register annually with the Inter-Club Council

President to stay in good standing with the Student Council and to show that it would like to be recognized as a chartered school club for that year.

- B. The club must have a certificated faculty sponsor.
- C. A club constitution must be on file with the Student Council and the Inter-Club Council.
- D. A list of officers must be on file with the Student Council and the Inter-Club Council.
- E. Any new club must have the approval of the Student Council and the Inter-Club to organize.
- F. The presidents of all organizations recognized by the Inter-Club Council, or their designees, shall meet once a quarter, with the Inter-Club Council President and sponsors, as the Inter-Club Council. If the need arises, the Inter-Club

Council President may at anytime call a meeting of the Council.

Section 2. The Inter-Club Council shall exist to organize those clubs recognized by the Inter-Club Council, to provide a forum for ideas, suggestions, and complaints of these clubs, to encourage those clubs to provide constructive activities and fund-raisers for its members, and to promote student body involvement in clubs and organizations.

Section 3. Each Inter-Club Council organization shall be required to maintain a notebook in the Associated Student Body office, under the care of the ICC President. The notebook shall include the organization's constitution, project approval forms, completed project forms, and annual officer evaluations.

Section 4. To remain in good standing, each club must submit to the Inter-Club Council President a quarterly report of its activities, accomplishments, and goals.

The ICC President shall determine deadlines for set reports.

## ICC BY-LAWS

### Article I – Officers

#### Section 1. The Principal

- A. The Principal shall appoint a member of the faculty to serve as the Student Council (ASB) Adviser.

Section 2. The duties of the Principal or his designated Student Council Adviser are as follow:

- A. To supervise the functioning of the Associated Student Body.
- B. To coordinate all student body activities with the school calendar.
- C. To serve as adviser in all matters pertaining to legal matters, financial matters, and school policy.
- D. To see that student body cards are printed and a budget prepared and adopted.



E. To be administrative sponsor of the Inter-Club Council.

F. To be in charge of chaperones, gate keepers, etc., for extracurricular activities.

G. To supervise the financial accounting of all student body funds.

H. The signatures of the Faculty Adviser, the Principal, and/or the Treasurer (two of the three) are necessary on all purchase order requests, checks, and other orders of withdrawals against student body funds.

I. At the end of the 1<sup>st</sup> and 2<sup>nd</sup> semester of each school year, the Faculty Adviser shall assist the Treasurer in preparing for the Principal and the Student Council and inventory stating the estimate value of the student body funds.

J. To make financial arrangements in line with the ordinary functions of

the student body and with the consent of the Student Council.

K. To appoint financial managers, with the approval of the Student Council, for various student activities.

Section 3. The duties of the President of the student body are as follows:

A. To assure all other officers perform the duties of their offices

B. To notify all members of the Student Council of the Student Council meetings

C. To preside over all meetings of the Student Council and all meetings of the student body

D. To serve as ex-officio member of all committees

E. To represent the ASB community affairs

F. To assist with all Student Council Activities as necessary or assigned

G. To preside over the Honor Council\*

H. All meetings are conducted according to Robert's Rules of Order and therefore the president needs to be well versed

\* The Honor Council will be developed throughout the 2008-2009 school year.

Section 4. The duties of the Vice President of the student body are as follows:

- A. To assume the duties of the President in his/her absence
- B. To enforce regulations set by the Student Council concerning all campaigns and elections
- C. To prepare an agenda and conduct the House of Representatives meetings on a quarterly basis
- D. To assist with all Student Council activities as necessary or assigned

Section 5. The duties of the Secretary of the student body are as follow:

- A. To keep the minutes of all general business assemblies of the student body and meetings of the Student

Council in a binder that shall be preserved and handed over to the ASB Advisor at the end of each quarter or when requested

B. To keep minutes of the House of Representatives meetings and turn them in to the ASB Advisor at the end of each quarter or when requested

C. To coordinate with ASB treasurer regarding check approvals and include as part of weekly minutes

D. To assist with all Student Council activities as necessary or assigned

Section 6. The duties of the Treasurer of the student body are as follows:

A. To take charge of all student body finances under the supervision of the ASB Advisor or Auditor

B. To take charge of the sale of all tickets for entertainment and games

C. To assist with all Student Council activities as necessary or assigned

He/she she will collect from the ASB Accountant each Friday all the reimbursement forms that she has collected. These must be recorded in the Treasurer's ASB books (excel file). Each reimbursement is given "retroactive approval" status. This list is presented to the ASB Officers in an official meeting conducted by the president once a week. The treasurer makes a motion to approve the list and after the motion is seconded, the council discusses, if needed, what is presented. In the event that one of the listed items falls under question, a motion can be made to exclude the item from the bulk approval vote, then that item must be approved by and individual vote. Once all discussion is finished, the council votes to approve the list.

Section 7. The duties of the Activities Commissioner of the student body are as follow:

- A. To be responsible for all student body social activities under faculty supervision.
- B. To coordinate the ASB calendar
- C. To be responsible for the reading of the bulletin every Tuesday and Thursday
- D. To assist with all Student Council activities as necessary or assigned
- E. To present for approval, on a weekly basis, the project requests from clubs & organizations for all their activities

In maintaining the ASB event calendar, he/she should make sure that the point person for all programs has begun planning at least two to three weeks prior to the event.

He/she is responsible for submitting the following month's calendar to the advisor, for approval, on the twentieth day of the previous month.

Ideas for new programs should be submitted to the Activities Commissioner. The

Activities Commissioner then presents the ideas to the council for approval at the weekly officer report meeting.

During officer reports, he/she should summarize the programs that are expected to take place in the next two weeks.

Section 8. The duties of the Athletic Commissioner of the student body are as follows:

- A. To represent the ASB on all athletic matters.
- B. To encourage interest in the school's athletic program.
- C. To serve as the President of the Letterman's Club.
- D. To report, in the APO and Student Council, all athletic results
- E. To prepare a calendar of athletic events in which ASB participation is needed
- F. To assist with all Student Council activities as necessary or assigned

Section 9. The duties of the Publicity Commissioner are as follows:

- A. To be responsible for the organization of all publicity, both community and within the school, with regard to student body activities
- B. To coordinate all ASB publicity with *Titan Shield*, *Titan TV*, and community publications
- C. To maintain the bulletin boards, and showcases, throughout the school
- D. To assist with all Student Council activities as necessary or assigned

He/she will keep an inventory and organize all sign making supplies. A sign up sheet for having signs made should be kept in the ASB room. The commissioner should regularly manage this list.

He/she is responsible for generating press releases to be sent out. These should be presented to the ASB Advisor before being sent out. Also he/she should make a list of what needs to be communicated every time

classroom promotions are done during 4<sup>th</sup> period or homeroom runs.

He/she needs to see that twice a week a tour of campus is taken with the purpose of policing the bulletin boards. Violations should be forwarded to the ICC President who then handles the logistics of appropriate fines.

Section 10. The duties of the Inter-Club Council President shall be as follows:

- A. To represent the campus clubs and organizations on the Student Council.
- B. To serve as the President of the Inter-Club Council.
- C. To hold monthly meetings regularly of the Inter-Club Council.
- D. To maintain accurate records of the Inter-Club Council affairs.
- E. To promote student body involvement in clubs and organizations.
- F. To assist with all Student Council activities as necessary or requested.

He/she will present all applications for new clubs to the Council for approval.

He/she will maintain a database of the clubs including; officers, sponsor, charity, purpose, and number of members.

He/she will host two to three club days during the year at which clubs recruit members and try to fundraise.

He/she should hold a program for club officers on how to fundraise and should hold a meeting once a semester for club advisors.

Section 11. The duties of the Underclassmen Representative shall be as follows:

- A. To represent the views and concerns of the underclassmen population at SMHS
- B. To learn the ropes of the Student Council for the following year

C. The Underclassmen Representative is required to run for office the following school year

D. To assist with all Student Council activities as necessary or assigned

Section 12. The duties of the Hospitality Commissioner shall be as follow:

- A. To organize and coordinate the New Students' Luncheon.
- B. To be in charge of all campus tours. For safety purposes, never give a campus tour alone
- C. To coordinate with the Counseling Office for new student welcome and orientation
- D. To represent the student body in welcoming guests on special occasions.
- E. To organize a program to recognize every student's birthday during the year

F. To assist with all Student Council activities as necessary or assigned

The Hospitality Commissioner should keep a record of all new or prospective students who are given tours and report to the ASB during officer reports.

Section 13. The duties of the Spirit Commissioner shall be as follow:

- A. To coordinate Pep and ASB activities. He/she must be able to communicate in an effective manner with the Pep advisor and cheer captains
- B. To be responsible for carrying out the ASB theme throughout the year and homecoming theme during homecoming week
- C. To be responsible for carrying out the ASB theme throughout the year and homecoming theme during homecoming week
- D. To assist with all Student Council activities as necessary or assigned

Section 14. The duties of the School Board Student Representative shall be as follow:

- A. To be the student representative on the Board of Education
- B. To equally represent all students of the SMUSD regardless of school site
- C. To attend, and be on time, all meetings of the SMUSD Board of Education
- D. To report at all regular meetings of the Board of Education on student activities and/or concerns at all schools
- E. To report back to the Student Council on matters of interest discussed during the SMUSD Board of Education meetings
- F. To regularly communicate with the Student Councils at Carver, Valentine, and Huntington Schools
- G. To assist with all Student Council activities as necessary or assigned

Section 15. The duties of the Historian & Technology Manager shall be as follow:

- A. To preserve and keep a scrapbook of student activities
- B. To maintain the SMHS ASB webpage with summaries of past events, upcoming events, service opportunities, pictures, biographies of Student Council Officers, and other publicity for ASB
- C. To assist with all Student Council activities as necessary or assigned

The historian should be at all events with a camera (digital or regular) taking pictures. Pictures should be put in the scrapbook no more than two weeks after an event takes place. With each picture there should be a caption with the date, name of event, and summary of picture.

The scrapbook of ASB activities is to be presented to the advisor once a quarter for a grade.

Section 16. The duties of the PTSA & Safety Committee Representative shall be as follow:

- A. To represent the ASB at all PTSA meetings
- B. To act as contact liaison between PTSA and ASB
- C. To assist with all Student Council activities as necessary or assigned
- D. To regularly attend the meetings of the SMHS Safety committee and report back to the Student Council

He/she gives a report at all PTSA meetings. These reports should first touch on the success of ASB events, and then report on future events that are being planned. Anything of importance to the ASB that is presented at PTSA meetings should be first discussed during the weekly officer reports, and shall be approved by the ASB Advisor prior to being presented at PTSA meetings.

He/she should be contact person for the PTSA when they are in need of student help at their events.

He/she should be responsible for contacting the PTSA chaperone person when ASB needs chaperones for activities.

Section 17. The duties of the Service & Academics Commissioner shall be as follow:

- A. To find and publicize service opportunities for the student body
- B. To organize reports of service done
- C. To be responsible for tracking the service hours of the student body
- D. To assist with all Student Council activities as necessary or assigned
- E. To serve as the link between the counseling office and the ASB
- F. To assist the counseling office with the student of the month luncheons

Section 18. The duties of the Fundraising Commissioner shall be as follow:

- A. To be responsible for ensuring that the ASB Student Projects trust account has between \$10,000-\$12,000 in it at the end of the year



- B. To assist with all Student Council activities as necessary or assigned
- C. To oversee all fundraising activities for the ASB
- D. To come up with fundraising opportunities for ASB

Section 19. The duties of the ASB & School Relations Commissioner shall be as follow

- A. To act as the link between ASB and all faculty & staff
- B. To organize and supervise a birthday recognition program for faculty and staff
- C. To organize and supervise, twice per year, a recognition event for faculty and staff
- D. To assist with all Student Council activities as necessary or assigned
- E. To be responsible for the well being of the Student Council by regularly checking up on and informing the ASB Advisor of any issues of concern

affecting members of the Student Council

- F. To keep the classroom in top order by regularly assigning cleanup duty to all Student Council Officers

Section 20. The duties of the Special Projects Commissioner shall be as follow:

- A. To be responsible for all special projects within the Student Council
- B. To be responsible for maintaining all office and classroom supplies and purchasing them when needed
- C. To serve as the assistant to the ASB Advisor
- D. To meet on a weekly basis with ASB Advisor and ASB President to go over special projects & needs

Section 21. The duties of the Senior Class President shall be as follow:

- A. To represent the Senior Class Cabinet on the ASB Council.
- B. To assist with all Student Council activities as necessary or requested.

The senior class is responsible for organizing all graduation activities under the direction of the class advisor.

The senior class is responsible for producing, as a fundraiser, the senior calendar.

The senior class is responsible for hosting the Senior Polls Dance.

Section 22. The duties of the Junior Class President shall be as follow:

- A. To represent the Junior Class Cabinet on the ASB Council.
- B. To assist with all Student Council activities as necessary or requested.

The junior class is responsible for producing, as a fundraiser, a phone directory of students.

The junior class is responsible for hosting the Prom in the spring of each year.

The junior class is responsible for hosting the concession stand at Football games.

Section 23. The duties of the Sophomore Class President shall be as follow:

- A. To represent the Sophomore Class Cabinet on the ASB Council.
- B. Under the direction of the class advisor, to organize all sophomore class activities.
- C. To raise enough funds to pay for deposit for their Junior Prom.
- D. To assist with all Student Council activities as necessary or requested.

The sophomore class is responsible for hosting the concession stand at Basketball games.

Section 24. The duties of the Freshman Class President shall be as follow:

- A. To represent the Freshmen Class Cabinet on the ASB Council.
- B. Under the direction of the class advisor, to organize all sophomore class activities.
- C. To assist with all Student Council activities as necessary or requested.

(last revised and adopted 4/2009)