

# St. Helena High School Constitution



## Associated Student Body (ASB)

**Preamble:** *The mission of St. Helena High School's student government is to lead and represent the student body by serving as a liaison between the students and the local and global community. We focus on promoting school spirit by setting positive examples for our peers.*

### Article I: Affiliation

**Section 1.** This association shall be known as the St. Helena High School Associated Student Body.

**Section 2.** Regularly enrolled students of this high school shall belong to the Associated Student Body and have all rights, duties and privileges inherent in membership.

**Section 3.** The colors of St. Helena High School are and shall forever be Red and White.

**Section 4.** The symbol of St. Helena High School is and shall forever be a Fleur de Lis and we shall be known as the St. Helena Saints.

### Article II: ASB Officers

**Section 1.** The elected officers of the ASB shall be President, Vice President, Secretary, Treasurer and School Board Representative.

**Section 2.** Students elect all ASB Officers and the School Board Representative.

**Section 3.** All terms of ASB officers are for one school year, starting the first day of summer and ending the last day of the following school year.

**Section 4.** ASB Officers Shall report to staff meetings once a month regarding ASB and Leadership business.

### Article III: Class Officers

**Section 1.** The elected officers of each class shall be President, Vice President and Secretary/Treasurer.

**Section 2.** Members of the class shall elect all Class Officers.

**Section 3.** All terms of office are for one school year, starting the first day of summer and ending the last day of the school year. Freshman elections are to be held within the first two weeks of the school year. Freshman offices begin the day results are announced and end the last day of the school year.

## **Article IV: Student Council**

### **Section 1. Composition and Rights:**

- A. The Student Council shall consist of all ASB Officers, Commissioners and Class Officers.
- B. The Activities Director will give counsel, advice and guidance to the Student Council.
- C. The Student Council is to hold meetings bimonthly. If cancellation occurs due to conflicting events, the meeting must be rescheduled.
- D. All elected members of the Student Council shall have equal voting rights.
- E. All voting members of the Student Council have equal rights to introduce bills and to bring matters of interest to the Student Council.
- F. Any member of Student Council has the privilege of the floor in the Student Council during new business to discuss any questions affecting the student body or any organization composed of students.

### **Section 2. Powers and Duties of the Student Council:**

- A. The Student Council has all legislative and executive powers of the student body, superseded only by members of the school and district administration.
- B. In accordance with the budget, the Student Council has the power to all expenditures of money belonging to the Associated Students in accordance with local, state, and federal laws. Expenditures over one hundred dollars must be approved by a quorum.
- C. Incoming members of Student Council shall meet with the outgoing Student Council for the duration of the term, but they will not be voting members. Outgoing members shall instruct, as they see fit. Outgoing members are responsible for turning over to the incoming persons the materials of that office.
- D. A quorum of the Student Council shall consist of a majority of voting members.

## **Article V: Qualifications for and Duties of Office**

### **Section 1. General Qualifications for All Offices:**

Each officer must have at least a 2.00 GPA with no more than one F on the last report card and shall maintain this G.P.A. during the term of office.

### **Section 2. ASB Officers' Qualifications and Duties:**

#### **A. ASB President**

- a. Shall be a senior at the beginning of the term of office.
- b. Shall have prior experience in ASB, Student Council or Leadership.
- c. Shall be responsible for training Student Council members on meeting procedures and the ASB constitution.
- d. Shall preside at all Student Council meetings.
- e. Shall create a year-long project to improve school climate or enrich academics or athletics.
- f. May call special meetings of the Student Council and must notify all members in advance.
- g. Shall be enrolled in the Leadership class for the entire year.

#### **B. ASB Vice President**

- a. Shall be a senior at the beginning of the term of office or junior with prior experience in ASB, Student Council or Leadership.
- b. Shall chair the election committee and may call special elections with the approval of the Principal, Activities Director and /or Student Council.
- c. Shall oversee quarterly meetings of Student Congress and report any action items to Student Council, site and district administration.
- d. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.

- e. Shall create a year-long project to improve school climate or enrich academics or athletics.
- f. Shall substitute for the President in case of the latter's absence or incapacity.
- g. Shall work closely with ASB President on all ASB issues.
- h. Shall be enrolled in the Leadership class for the entire year.

**C. ASB Secretary**

- a. Shall record and make copies of the minutes of the Student Council meetings and shall file and distribute these minutes.
- b. Shall keep a file of current material, Constitution and by-laws up to date.
- c. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- d. Shall prepare an agenda after consulting the President and Student Council Advisor/Activities Director.
- e. Shall do the official secretarial work of the President and Student Council.
- f. Shall work closely with and meet regularly with the finance personnel on campus.
- g. Shall be enrolled in the Leadership class for the entire year.

**D. ASB Treasurer**

- a. With the assistance of the President and the Student Council Advisor/Activities Director, shall draw up a budget with the necessary recommendations and approval by the Student Council for the ensuing year within five weeks after the commencement of school. This budget must be approved by the Student Council.
- b. Shall make financial reports of events.
- c. Shall make regular reports of conditions of the treasury.
- d. Shall work daily with finance personnel to keep updated on signing requests and keeping updated on budgets.
- e. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- f. Shall be enrolled in the Leadership class for the entire year.

**E. ASB Student Board Representative**

- a. Shall represent the students' views to the district school board.
- b. Shall attend all open meetings of the board of trustees.
- c. Shall report on school activities to the board.
- d. Shall report on board activities to the council.
- e. Shall assist ASB Vice president with quarterly meetings of Student Congress.
- f. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- g. Shall speak at least once a month with students from different school sites.
- h. Shall meet monthly with the Superintendent, Board President and School Administration.
- i. Shall be enrolled in the Leadership for the entire year.
- j. Term can be one or two years at the discretion of the Activities Director and Superintendent.

**Section 3. Appointed Commissioners**

**A. ASB Commissioner of Rallies**

- a. Will be appointed by the Activities Director by the end of the first two weeks of school.
- b. Shall work with the Student Council Advisor/Activities Director in drawing up a calendar of activities for the coming year.
- c. Shall preside at all rallies.
- d. Shall coordinate Homecoming.

- e. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- f. Shall work with Activities Director and Athletic Director.
- g. Shall be enrolled in the Leadership class for the entire year.

**B. ASB Commissioner of Athletics**

- a. Shall be appointed by the Activities Director by the end of the first two weeks of school.
- b. Shall act as liaison officer between athletics and students.
- c. Shall organize the Powder Puff football competition.
- d. Shall work with Commissioner of Rallies for sports rallies.
- e. Shall advertise sporting events and highlights of events.
- f. Shall keep sports calendar for the year and provide host services to referees before games as arranged with coaches and the Athletics Director.
- g. Shall organize student rooster sections.
- h. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- i. Shall work closely with Athletics Director, Activities Director, Cheer Captain and Advisor.
- j. Shall organize intramural sports open to all of the student body.

**C. ASB Commissioner of Social Affairs**

- a. Shall be appointed by the Activities Director by the end of the first two weeks of school.
- b. Shall organize student body events (dances, barbeques, etc.).
- c. Shall oversee and assist in the organization of class and club events.
- d. Shall assist the Commissioner of Athletics in organizing Powder Puff football competition.
- e. Shall work closely with Commissioner of Rallies to organize Homecoming Week.
- f. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- g. Shall work with Activities Director and school administrators.
- h. If necessary, an individual who is also enrolled in leadership may be appointed to share the duties of the position as “co-commissioner.” The “co-commissioner” is required to attend all Student Council meetings.

**D. ASB Commissioner of Academics**

- a. Shall be appointed by the Activities Director within the first two weeks of school.
- b. Shall be the head of the Team Connect program.
- c. Shall be the head of planning academic assemblies.
- d. Shall work with faculty, staff and school district to develop academic programs, and will work to promote student academic success.
- e. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- f. Shall work with Administrators, Counselors and Activities Director.
- g. Shall provide student feedback, guidance and discussion to administration on standardized testing, standardized testing results, curriculum and instruction.

**E. ASB Commissioner of Public Affairs**

- a. Shall be appointed by the Activities Director by the end of the first two weeks of school.
- b. Shall promote student leadership and government events and activities.
- c. Shall ensure that Leadership sponsored events are photographed.
- d. Shall ensure that bulletin notices for events are carefully written and submitted in a timely manner.

- e. Shall regularly monitor and maintain a venue for promoting student government and student activities and routinely adjust to maximize student body awareness of student government and events.
- f. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- g. Shall work with Journalism class and Teacher, Yearbook Class and Teacher, Saints in the News, Parent Newsletter, St. Helena Star, Napa Valley Register.

**F. ASB Commissioner of Clubs**

- a. Shall be appointed by the Activities Director by the end of the first two weeks of school.
- b. Shall work with club advisors and club officers to renew club charters and membership lists annually.
- c. Shall keep a record of all current clubs.
- d. Shall help students and staff start new clubs.
- e. Shall meet a minimum of one time each quarter with club presidents or representatives in order to keep communication open with all clubs.
- f. Shall organize fall Club Rush and a spring club event.
- g. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- h. Shall work with Parent Group School Club Representative, Activities Director, Club Advisors, Administration.

**G. ASB Yearbook Commissioner**

- a. Shall be appointed by the Activities Director within the first two weeks of school.
- b. Shall work with the Activities Director and Lifetouch representative for the duration of the project.
- c. Shall work with the Public Affairs Committee to ensure school and sporting events are photographed.
- d. Shall work with community members to receive pictures, advertisements, and material for the yearbook.
- e. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- f. Shall promote activities and events related to the completion of the yearbook.
- g. Shall be willing to dedicate time outside of Leadership towards the completion of the yearbook.
- h. Shall be enrolled in the Leadership class for the entire year.

**Section 4. Class Officers' Qualifications and Duties:**

**A. General**

Must be a member of the class for which he/she is running.

**B. Class President**

- a. Shall preside at all class meetings.
- b. Shall see that all class activities are carried out.
- c. Shall be in charge of any dances or events the class sponsors.
- d. Shall be chairman of class participation committee for homecoming.
- e. Shall regularly attend Student Council meetings.
- f. Junior class president shall create, organize, and chair prom committee.
- g. Class officers must hold a minimum of one entire class meeting per quarter.

**C. Class Vice President**

- a. Shall preside at class meetings when the president is not present.

- b. Shall work closely with class president to carry out all class activities.
- c. Shall co-chair class participation class participation committee for homecoming
- d. Junior class Vice President shall co-create, co-organize, and co-chair prom committee.
- e. Shall regularly attend Student Council meetings.
- f. Class officers must hold a minimum of one entire class meeting per quarter

**D. Secretary/Treasurer**

- a. Shall record the events of class meetings and is responsible for correspondence.
- b. Shall be in charge of collecting class dues.
- c. Shall ensure that all school and district procedures are followed for fund raising events.
- d. Shall report on the class treasury at class meetings.
- e. Shall schedule a minimum of one class meeting per quarter.
- f. Shall regularly attend Student Council meetings.
- g. Class officers must hold a minimum of one entire class meeting per quarter

**Article VI: Impeachment or Dismissal AND Replacement**

**Section 1. ASB and Class Officers**

- A. Student Council, by a quorum, has the power to dismiss an ASB officer, commissioner, or class officer. The Activities Director and/or Administration also have the power to dismiss an ASB officer, commissioner, or class officer. The Class Advisor and/or Administration have the power to dismiss a class officer.
- B. Grounds for or dismissal of an ASB or class officer are as follows:
  - a. Violation of school regulations may result in removal from office.
  - b. Violation of specified duties.
  - c. By missing three or more Student Council meetings without acceptable excuses before the meetings.
  - d. Any suspension during office may result in removal from office.
  - e. By not fulfilling the duties of his or her office.
- C. Vacated class offices shall be filled by a special election or be appointed by the President of the class. ASB officer vacancies shall be filled by a special election or be appointed by the ASB President. Vacated ASB Commissioner positions shall be filled by Activities Director.

**Article VII: Constitution**

**Section 1. Constitutional Changes**

- A. The Constitution may be changed or amended by a majority vote of the Student Council Members.
- B. Constitutional changes and amendments shall take effect immediately upon being passed by the Student Council unless otherwise specified.

**Section 2. Constitutional Committee**

- A. The Vice President shall chair the Constitution Committee. The class presidents shall be members.
- B. The duties of the committee shall be:
  - a. To draw up changes and amendments to the constitution.
  - b. To recommend all by-laws of the Constitution to the Student Council.
  - c. To keep the Constitution and by-laws up to date.
  - d. To interpret the constitution and by-laws.
  - e. The committee shall meet as often as the chairman deems necessary.

## **Article VIII: Elections**

### **Section 1. Election Procedure**

- A. There will be an election committee consisting of the Student Body Advisor and Vice President.
- B. The central election committee will oversee the tallying of all votes, the announcement of the results, and the destruction of all ballots one week after the election results are determined.
- C. In order to be eligible to vote, an individual must be a student at St. Helena High School. All school elections will be held in as many polling places as necessary.
- D. It shall be the duty of the ASB Vice President to see that each candidate is familiar with the office for which he/she is running and knows its duties.
- E. ASB Officers and Commissioners and Class Officers are elected for a period of one scholastic year.

### **Section 2. ASB and Class Elections**

- A. Students wishing to run for ASB office must return a petition and eligibility sheet at least one week before the election.
- B. Each candidate must have required signatures from student body.
- C. No student may sign more than one petition for each specific office.
- D. Campaigning will include candidate hosting a campaign booth on a designated day during break.
- E. Only candidates who have returned completed petitions by deadline, and been approved will be placed on the ballot.
- F. Campaign posters, signs, handbills, etc., may be posted for four days. All campaign materials must be taken down by four p.m. on the last day of the elections.
- G. Total expenditures may not exceed twenty dollars, and candidates may not pool their expenses.
- H. Only one candidate's name may appear on a poster, sign, etc. All signs must be approved by an administrator.
- I. Any violation of the election rules will cause the student's candidacy to be void.
- J. Any unopposed candidate must receive a simple majority of the votes cast to take office.

## **Article IX: Homecoming**

### **Section 1. General**

- A. The Rally Commissioner will be chairperson.
- B. The homecoming theme and activities will be decided upon by the Student Council and Leadership class.

### **Section 2. Homecoming Dance**

The dance will be arranged by the Commissioner of Social Affairs.

### **Section 3. Homecoming King and Queen**

- A. The Homecoming King and Queen shall be seniors.
- B. Any senior boy may be a candidate for King and any senior girl may be a candidate for Queen.
- C. The Homecoming King and Queen shall be chosen by the students at large.

### **Section 4. The Homecoming Prince and Princesses**

The Homecoming Prince and Princess shall be chosen by their respective classes.

## **Article X: Dance Policy**

### **Section 1. Dances**

- A. **General Procedures**

- a. Student Council will be responsible for drinks at all dances; other refreshments will be provided at the dances by the sponsoring organizations
- b. ASB will pay for all dances it sponsors
- c. Expenditures for dances from which ASB receives the loss or profits shall be approved by the student council
- d. No person will be admitted to a dance an hour after the dance begins
- e. All regulations pertaining to student conduct while at school are in effect
- f. Anyone suspected of being under the influence (drugs or alcohol) will not be admitted and will be dealt with by the attending administrator
- g. Guest passes must be shown at the door, along with the appropriate ticket
- h. No student is allowed to leave the dance and be readmitted

## **Section 2. Guest Passes**

### **A. Limit**

- a. 50 guest passes will be permitted at all dances covered by this policy
- b. Guest passes will be allowed for students approved by the administrator

## **Article XI: Sales Policy**

### **Section 1. Obtaining Permission**

- A. All clubs or organizations that use their St. Helena High School organization name as a means of raising funds must receive approval from Student Council.
- B. When a group approaches the Student Council for approval, prices, items, and whether the sales will be on campus or off, or both, must be supplied to the Council.
- C. The club or organization must request dates from the Student Council when they want to hold their sale, but final dates will be set by the Student Council in order to prevent conflicting sales.

### **Section 2. Sale Regulation**

- A. Sales will be for no longer than three weeks (21 days)
- B. No club, class, or organization will be allowed to have more than two sales per semester unless otherwise approved by the Student Council.

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