

## 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 and Treasurer.

**Section 2.** Students elect all ASB Officers with the exception of the School Board Representative, which is an appointed position.

**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, with the exception of the School Board Representative.

**Section 4.** ASB Officers Shall report to staff meetings once a month, or following regularly scheduled staff meetings, 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 month 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, Class Officers, Commissioners and a FFA Representative.
- 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 the 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 and other secure information (account passwords, etc) 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:**

- A. In order to apply for or hold office, 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 student council as an officer (class or ASB).
- 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 oversee the "Student Life and Community Committee" in partnership with the Student Life Commissioner with a focus on improving campus culture, intra-grade and inter-grade relations and plan events for the student body.
- 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.
- h. Shall set a schedule and read the bulletin on assignment days.

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

- a. Shall be a junior or senior at the beginning of the term of office.
- b. Shall have prior experience in ASB, Student Council or Leadership.
- c. Shall chair the election committee and may call special elections with the approval of the Principal, Activities Director and/or Student Council.
- d. Shall oversee quarterly meetings of Student Congress and report any action items to Student Council, site and district administration.
- e. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- f. Shall oversee the "Spirit Committee" with the Spirit Commissioner with a focus on improving school spirit, intra-grade and inter-grade relations and fostering a sense of pride in being a Saint.
- g. Shall fill the role of the President in case of the latter's absence or incapacity.
- h. Shall work closely with the ASB President on all ASB issues.
- i. Shall oversee the social media activity of the ASB, including the ASB Tik Tok with a focus on school spirit, following appropriate district policy/regulations. Shall partner with the ASB Secretary on the ASB Instagram account.
- j. Shall be enrolled in the Leadership class for the entire year.
- k. Shall set a schedule and read the bulletin on assignment days.

### **C. ASB Secretary**

- a. Shall be a senior or junior, with prior experience in the leadership class or student government.
- b. Shall record and make copies of the minutes of the Student Council meetings and shall file and distribute these minutes.
- c. Shall keep a file of current material, Constitution and by-laws up to date.
- d. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- e. Shall prepare an agenda after consulting the President and Student Council Advisor/Activities Director.
- f. Shall do the official secretarial work of the President and Student Council, including maintaining the ASB Instagram account with appropriate announcements and information, following appropriate district policy/regulations.
- g. Shall oversee the "Athletics Committee" or "Academics Committee" (at discretion of Activities Director) in partnership with the appropriate Commissioner with a focus on elevating Student Athletics and the student experience at St. Helena High School.
- h. Shall be enrolled in the Leadership class for the entire year.
- i. Shall set a schedule and read the bulletin on assignment days.

### **D. ASB Treasurer**

- a. Shall be a senior or junior, with prior experience in the leadership class or student government.
- b. 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.
- c. Shall partner with the Chief Business Official as needed to share student voice in fiscal matters.
- d. Shall make financial reports of events.
- e. Shall make regular reports of conditions of the treasury.
- f. Shall work weekly with finance personnel to keep updated on signing requests and keeping updated on budgets.
- g. Shall oversee the "Athletics Committee" or "Academics Committee" (at discretion of Activities Director) in partnership with the appropriate Commissioner with a focus on elevating Student Athletics and the student experience at St. Helena High School.
- h. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- i. Shall be enrolled in the Leadership class for the entire year.

- j. Shall set a schedule and read the bulletin on assignment days.

**E. ASB Student School 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 oversee the "Equity Committee" with a focus on representing the needs and elevating the voices of the St. Helena High school student body.
- g. Shall regularly attend ASB and Student Council meetings and will meet as needed with committees and groups.
- h. Shall speak at least once a month with students from different school sites.
- i. May meet monthly with the Superintendent, Board President and School Administration.
- j. May sit on district superintendent subcommittees.
- k. Shall be enrolled in the Leadership for the entire year.
- l. Terms can be one or two years at the discretion of the Activities Director and Superintendent.
- m. Shall set a schedule and read the bulletin on assignment days.

**Section 3. Appointed Commissioners**

**A. ASB Commissioner of Academics**

- a. Shall be appointed by the Activities Director by the end of the first two weeks of school.
- b. Shall be the head of the Fleur Family program.
- c. Shall work with faculty, staff and school district to develop academic programs, and will work to promote student academic success.
- d. Shall work with the Community liaison and counseling staff to promote student well-being (mental, physical and emotional health).
- e. Expected to attend ASB and Student Council meetings and will meet as needed with committees and groups.
- f. Shall act as a liaison to represent student academics 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.
- h. Shall partner with the ASB Secretary to represent the academic program of St. Helena High School on social media and other appropriate channels.

**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 work closely with Athletics Director, Activities Director, Cheer Captain and Advisor.
- d. Shall keep a sports calendar for the year and advertise sporting events and highlights of events.
- e. Shall organize the Powder Puff football competition.
- f. Shall partner with the Spirit Commissioner to organize student rooter sections.
- g. Shall organize intramural sports open to all of the student body.
- h. Expected to attend ASB and Student Council meetings and will meet as needed with committees and groups.

**C. ASB Commissioner of Clubs**

- a. Shall be appointed by the Activities Director by the end of the first two weeks of school.
- b. Expected to attend ASB and Student Council meetings and will meet as needed with committees and groups.
- c. Shall oversee St. Helena High School Clubs, including
  - i. coordination with club advisors and club officers to renew club charters and club procedural guidelines
  - ii. maintenance of a current record of all current clubs
  - iii. assisting students and staff start new clubs
  - iv. shall meet a minimum of one time each semester with club presidents or representatives in order to keep communication open with all clubs

**D. ASB Commissioner of Equity and Social Justice**

- a. Will be appointed by the Activities Director by the end of the first two weeks of school.
- b. Expected to attend ASB and Student Council meetings and will meet as needed with committees and groups.
- c. Shall partner with school and district administration to identify areas of focus in regards to equity and social justice, including how students access opportunities for success, how students are engaged in campus culture and how students feel connected at school.
- d. Shall monitor and take action on board resolutions and policy that highlight historically underrepresented groups within the St. Helena High School and larger St. Helena community.
- e. Shall partner with District Administration in their work on district goals and initiatives, including LCAP and the Student Equity & Belonging Committee.
- f. Shall work with the ASB School Board Representative to represent the needs and elevate the voices of the St. Helena High school student body.

**E. ASB Commissioner of Media and Communication**

- a. Will be appointed by the Activities Director by the end of the first two weeks of school.
- b. Shall oversee the upkeep and maintenance of the Saints Board and all “Info Centers” on campus
- c. Shall oversee the creation and distribution of Saints Nation and other media productions (ex: Tik Tok, Instagram videos) following appropriate district policy/regulations
- d. Shall oversee all technology needs at ASB events, including the sound system and appropriate playlists
- e. Expected to attend ASB and Student Council meetings and will meet as needed with committees and groups.

**F. ASB Commissioner of Spirit**

- a. Will be appointed by the Activities Director by the end of the first two weeks of school.
- b. Shall preside at all rallies with the ASB Vice President
- c. Shall coordinate and maintain a school-wide spirit competition throughout the academic year.
- d. Shall help coordinate Homecoming.
- e. Expected to 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.

**G. ASB Commissioner of Student Life and Community**

- a. Will be appointed by the Activities Director by the end of the first two weeks of school.
- b. Expected to attend ASB and Student Council meetings and will meet as needed with committees and groups.
- c. Shall plan events and activities for the student body with the purpose of building a positive, inclusive and safe school environment.
- d. Shall incorporate holidays and celebrations into the activities calendar, with the intention of recognizing the diversity of all students at St. Helena High School.
- e. Shall work with the Student Council Advisor/Activities Director in drawing up a calendar of activities for the coming year.

**H. ASB Commissioner of Yearbook**

- a. Shall be appointed by the Activities Director within the first two weeks of school
- b. Shall work with the Activities Director and Lifetouch/yearbook company representative for the duration of the project.
- c. Shall work with all commissioners to ensure school and sporting events are photographed.

- d. Shall work with community members to receive pictures, advertisements, and material for the yearbook.
- e. Expected to 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**

- a. Must be a member of the class for which they are 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 the class participation committee for homecoming.
- e. Expected to 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 the 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. Expected to 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 fundraising events.
- d. Shall report on the class treasury at class meetings.
- e. Shall schedule a minimum of one class meeting per quarter.
- f. Expected to 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 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.
- C. An ad hoc committee may be established to draft constitutional changes at the discretion of the Activities Director

## **Article VIII: Elections**

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

- A. There will be an election committee consisting of the Activities Director and ASB Vice President. If the ASB Vice President is running for an officer position, an ad hoc committee may be established at the discretion of the Activities Director.
- 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, Commissioners and Class Officers are elected for a period of one scholastic year with the exception of the School Board Representative which is an appointed position and can span multiple academic years.

### **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. Campaigning will include candidates hosting a campaign booth on a designated day and time during Campaign Week.
- C. Only candidates who have returned completed petitions by deadline, and been approved will be placed on the ballot.
- D. 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.
- E. Only one candidate's name may appear on a poster, sign, etc. All signs must be approved by an administrator.
- F. Any violation of the election rules will cause the student's candidacy to be void.
- G. Any unopposed candidate must receive a simple majority of the votes cast to take office.

### **Section 3. Appointment of the Student Board Representative**

- A. Candidates shall follow the election procedures as outlined for all other positions with the exception of an interview process, with a panel consisting of the Activities Director, Principal, and at least one Board Member.
- B. The final appointment of the Student Representative shall be made by the Activities Director, Principal, at least one Board Member, and the Superintendent of schools.

## **Article IX: Homecoming**

### **Section 1. General**

- A. The homecoming theme and activities will be proposed by the Leadership class, with a final vote by the student body to select the theme.

## **Section 2. Homecoming Royalty**

- A. The Homecoming royalty shall be seniors.
- B. Any member of the senior class may be eligible for royalty.
- C. The Homecoming royalty shall be chosen by the students at large.

## **Section 4. The Homecoming Royalty (Juniors-Freshmen)**

- A. The Homecoming royalty 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 before the dance

## **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 the 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.

## Editing Notes:

- Updated 5/12/14 Hechler
- Edited 8/2015 Breazeale
- Updated 5/26/17 Breazeale - Yearbook Commissioner
- Updated 2/25/21 E. Grace, J. Brawdy - approved by Student Council (general edits and updates to positions)
- Updated 5/28, Breazeale
- Updated 8/3/21, Breazeale (Commissioner Positions)
- Updated 2/8/23 G. Jimenez, E. Sandoli, A. Wrede, E. Williams (everything)
- Updates 2/28/23 L. Sandoli (positions and general editing)
- Updates 4/26: Breazeale, positions and general editing (approved by Student Council May 3, 2023).