



South Hills High School

Associated Student Body

645 South Barranca St. West Covina, CA 91791

Amended February 10, 2015

ASB CONSTITUTION

Preamble:

In order to establish, develop, and ensure the unification of the student body, uphold the ideals of knowledge, integrity, and sportsmanship, to build and further our reputation and traditions, promote a good communication between the students and faculty, we the students of South Hills High School do ordain and establish this Constitution for the Associated Student Body.

Article 1: Name

We, the students, shall be known as the Associated Student Body of South Hills High School.

Article 2: Membership

All students upon enrolling at South Hills High School shall automatically become members of the Associated Student Body. All students whom are to be members of the Presidency, the Senate, the Commissioners, or the Assembly must have a cumulative GPA of 2.5 when applying and must maintain that to be enrolled in the class.

Article 3: Delegation of Authority

The Principal, as the representative of the Covina-Valley Unified School District Board of Education, is directly responsible for the welfare of the school. By Ed Code 48931 all powers and privileges of the Associated Student Body of South Hills High School are delegated by the Principal and may be revoked by him/her in part or in whole at any time.

Article 4: Executive Branch

Section 1: President and Vice-President shall be elected from the entire student body and shall serve from the time of one graduation until the time of the next graduation.

Section 2: Powers of the President

- A. The Associated Student Body President shall be responsible for overseeing all commitments and responsibilities made by the ASB Senate.
- B. The President shall appoint the Secretary to the President.
- C. The President shall work collaboratively with the Vice President and the Activities Director to appoint a Cabinet.
- D. The President shall preside over all ASB Senate meetings.
- E. The President shall call for and preside over all cabinet meetings.
- F. The President shall represent the Associated Student Body in all functions, which pertain to the school.

Section 3: Powers of the Vice President

- A. The Associated Student Body Vice President shall assist the President in overseeing all commitments and responsibilities of the Associated Student Body.
- B. The Vice President shall appoint the Secretary to the Vice President.
- C. The Vice President shall work collaboratively with the President and the Activities Director to appoint a Cabinet.
- D. The Vice President shall preside over the Inter-club Council
- E. The Vice President shall appoint an Election Committee in consultation with the Activities Director and shall be responsible for all elections.
- F. The Vice President shall act as Speaker of the House and preside over all House of Representative meetings.
- G. The Vice President shall preside over the ASB Senate meetings if the President is absent and shall cast a vote in the event of a tie.

Section 4: Commissioners/ "Cabinet"

- A. The Commissioners/Cabinet shall be appointed through the collaborative efforts of the President, Vice President and Activities Director and shall perform tasks deemed necessary and appropriate. The number of positions, members, and their responsibilities shall be determined by the President, Vice President and Activities Director.
- B. The Commissioners/Cabinet must attend all Associated Student Body government meetings.
- C. The Commissioners/Cabinet shares responsibility with the ASB Senate for all fundraising activities.
- D. The Cabinet/Commissioners must contain at least twelve people to fill the required positions, there can be 1 commissioner minimum per position or as many as 4 commissioners per position based on President, Vice President, and Activities Director discretion.
 - 1. ASB Secretary is responsible for maintaining accurate minutes and records of all general ASB meetings and Cabinet meetings. With this position also comes the responsibility for all official correspondence between the branches of government, aiding in correspondence with the student body, assisting the President in organizational duties, and helping with all ASB activities.
 - 2. Secretary of Activities is responsible for organizing Homecoming Coronation, the Homecoming Dance, Winter Ball Coronation, the Winter Ball, the Variety Show, and other activities deemed appropriate by the Senate or Cabinet. The Secretary of Activities also participates in all other ASB activities.
 - 3. Secretary of Athletics is responsible for coordinating all publicity concerning both boys and girls athletics in the daily bulletin and on posters around campus. The Secretary of Athletics organizes all intramural competitions and participates in all other ASB activities.
 - 4. Secretary of Publicity is responsible for publicizing all ASB events. This involves making posters and fliers, decorating display cases, updating the marquee, and producing the daily bulletin. The Secretary of Publicity also participates in all other ASB activities.
 - 5. Technology Commissioners are responsible for setting up and operating audio/visual equipment for all ASB events including, but not limited to, school-wide rallies, mini-rallies, assemblies, and break and lunchtime activities.
 - 6. Community Ambassador is responsible for planning all ASB community service projects including, but not limited to, the blood drives, canned food drives, and charity runs. The

Ambassador represents the student body when coordinating activities with community organizations and will serve to publicize the achievements of the student body. The Ambassador also participates in all other ASB activities.

7. Rallies Commissioner is responsible for leading the Senate, Cabinet, and Assembly in planning all pep rallies and promoting spirit on the campus. The Pep Commissioner works closely with the Activities Director, Pep Squads, Band, Athletic Teams, Drama Department, Class Presidents and the general student body to ensure participation in rallies among all groups of students. The Pep Commissioner also participates in all other ASB activities.
8. Havoc in the Hills Commissioners are responsible in assisting in executing the annual night rally known as Havoc in the Hills. They are the last to leave the set ups and tear downs for Havoc in the Hills and they are in charge of all promotional purposes for the night rally. They also assume the responsibilities for scoring the event with assistance from the Activities Director. Additionally, Havoc commissioners will assist Rallies commissioners throughout the school year and other rallies that are taking place.
9. Academic Council is responsible for organizing events that recognize academic achievements and to motivate students to reach academic excellence. They are also responsible for emphasizing communications and relationships with faculty along with recognizing them for their achievements.

Article 5: Legislative Branch

Section 1: ASB Senate

- A. The Associated Student Body Senate shall consist of four elected representatives from each class and the Class Council Presidents.
 1. The President presides over the Class Council meetings, appoints committees and committee chairpersons as needed, coordinates all Class Council activities, represents the Class Council at all Inter Club Council meetings, sits on the Associated Student Body Senate, and reports to the Council on activities of the Senate.
 2. The Vice President assists the Class President in overseeing all Class Council activities and assumes all presidential responsibilities in the absence of the President. The Class Vice President serves as parliamentarian and Sergeant of Arms for Class Council meetings.
 3. The Secretary records and publishes the minutes of all Class Council meetings, keeps official records for the Class Council, and coordinates all Class Council correspondence and clerical work. The Class Secretary must be willing to support all Class Council activities.
 4. The Treasurer maintains and publishes all financial records of the Class council, oversees the collection and deposit of money during fundraisers, submits disbursements for approval by the Class Advisor, ASB Senate and the ASB Assistant. The Treasurer must be willing to support all Class Council activities.
- B. The following powers shall be relegated to the ASB Senate:
 1. Lay and collect fees
 2. Approve the budget
 3. Accept responsibility and pay debts incurred by the Student Body
 4. Assist the Student Store Clerk in the operation of the student store
 5. Approve Cabinet appointments
 6. Regulate Class Councils

7. Determine its own rules of procedure
 8. Make an attendance policy for itself
 9. Nominate and approve replacement members for vacancies existing in the ASB Senate itself
 10. Organize and implement all activities deemed appropriate by the ASB Senate
 11. Encourage the participation of all students at South Hills High School
- C. The Secretary to the President must keep records of the events, which occur at all ASB Senate meetings. The minutes must be approved by the Senate, signed by the President and Activities Director, and made available to the general public.
- D. The Senate shall meet regularly, at the call of the President, or upon request of one-third of the Associated Student Body Senate.
1. The Senior Class Officers and Council are responsible for, but not limited to, coordinating the class activities, coordinating Senior Yearbook shots, ordering Senior T-shirts, and working with their advisor and the Activities Director in helping plan the Senior Breakfast or Lunch, Baccalaureate, and Graduation activities.
 2. The Junior Class Officers and Council are responsible for coordinating the class activities, raising money for the Prom, organizing the Junior-Senior Prom, and helping with graduation activities.
 3. The Sophomore and Freshman Class Officers and Council are responsible for coordinating class activities and raising funds for their Junior-Senior Prom.

Article 6: Assembly

Section 1: Assembly

1. The ASB Assembly shall consist of not more than forty total members.
2. Assembly members shall participate in an application and interview process and shall be appointed by the Activities Director, President and Vice President.
3. The Assembly shall serve in an advisory role to the ASB Senate and shall assist with the organization and implementation of all ASB activities and fundraisers.
4. Members of the Assembly must attend all Associated Student Body general meetings.

Article 7: Judicial Branch

- a. The Judicial Branch shall consist of a three-member panel appointed by the Activities Director- this panel is to consist of the Activities Director, the President and the Vice President.
- b. The three selected judges shall be called the Supreme Court and shall undertake two primary responsibilities.
 - i. The Supreme Court shall interpret the Constitution and render judgment on disputes arising from the executive and legislative branches.
 - ii. The Supreme Court shall interpret the Constitution and render judgment on disputes arising from the executive and legislative branches.
- c. One member of the Supreme Court shall be appointed Chief Justice by the Activities Director and shall preside over all meetings of the Court.
- d. The Supreme Court shall meet when called upon.

Article 8: Procedures

Section 1: Oath of Office

Each elected and appointed Officer of the Associated Student Body shall take the following oath: "I (Name), do hereby solemnly swear (or affirm) that I will, to the best of my ability, support the Constitution of the Associated Student Body, and that I will, to the best of my ability, promote, maintain, and extend the worth, value and name of South Hills High School."

Section 2: Meetings

- A. The Senate shall meet upon the call of the presiding officer or upon petition by two-thirds of the voting membership of the Senate or by ASB Director calling.
- B. The ASB President shall be the presiding officer of the Senate. In his/her temporary absence, the acting president shall be the ASB Vice President. If both the President and Vice President are absent, the Activities Director shall appoint a member of the Senate to preside over the meeting.
- C. Robert's Rules of Order shall determine procedures of the Senate, except where superseded by policy decisions of the Senate.

Section 3: Voting

- A. A simple majority of the Senate shall constitute a quorum throughout the academic year.
- B. The Senate shall, at the last meeting of the spring semester, determine requirements for quorum in the summer session.
- C. Neither attendance by proxy nor vote by proxy shall be recognized.

Article 9: Removal and Succession

Section 1: Any member of student government may be removed by a two-thirds majority vote of the Senate or as a result of a severe disciplinary problem as determined by the Activities Director. The Supreme Court shall make recommendations of discipline to the Senate and Activities Director.

Section 2: Grounds for removal shall be malfeasance in office, incompetence, or violation of any statute or by-law.

Section 3: No member shall be removed without the opportunity to present a defense in his/her behalf before the Supreme Court, the Senate and/or the Activities Director.

Section 4: If the Presidency becomes vacant, the Vice President will become President. Upon taking the oath as President, the newly elevated officer can nominate a member of the Senate to serve as his/her successor in the Vice President's position. Approval of the nominated Vice President requires a two-thirds vote in the Senate.

Section 5: The President can nominate people to fill vacant positions, and such nominees shall take office upon approval of two-thirds of the Senate. In filling a void in the Vice Presidency, the President must nominate a member of the Senate.

Section 6: If the President and Vice President are both removed at the same time, the Associated Student Body Senate will nominate and elect with a two-thirds vote a new President from the members of Senate.

Article 10: ASB Elections

Section 1: In order to run for any office and remain in office, the candidate must be a member of South Hills' student body and meet the District's eligibility standards. **Section 2:** A person may hold one of the offices.

Section 3: Final ASB executive elections (President and Vice President) must be held on the same day.

Section 4: Elections shall be held in March, April or May and the specific date shall be determined by the ASB Senate. One election will be held.

Section 5: In the event of a tie, there shall be a runoff election within ten school days with candidates being allowed three full additional days to campaign.

Section 6: The candidates may spend \$40 to prepare for campaigning. NO ASB materials can be used in assisting the candidates to run for a position.

Section 7: Candidates are prohibited from covering/editing/or moving other candidate's posters and campaigning material, wall space is a first come first serve basis once the campaigning has begun.

Section 8: Each candidate shall have at least three school days in which to campaign. All campaigning must stop and all campaign materials must be removed from the campus by 5:30 P.M. on the third day. The day of voting- no candidates campaigning materials can be on campus and no campaigning can be done; if found that member can be disqualified.

Section 9: Additional regulations are outlined in a supplemental packet titled ASB Campaign Rules, to which all candidates must adhere.

Section 10: One infraction of any of the regulations can result in the immediate ending of all campaigning by that candidate.

Section 11: Any negativity on social media will get you disqualified.

Article 11: Student Body Voting

Section 1: The ASB Vice President, will be responsible for keeping the polls open at break, lunch and, whenever necessary, before and after school.

Section 2: Elections will be secret ballot elections. The ballots will be placed into a guarded box and then tallied by the Activities Director and ASB Assistant.

Section 3: Write-ins shall not be considered valid ballots.

Article 12: Finances

Section 1: The ASB Director shall submit an annual budget during Summer/Fall for submission to the ASB Senate for a vote. A two-thirds vote is required to pass the annual budget, which when approved will be submitted to the Business Office of the Covina-Valley Unified School District.

Section 2: All expenditures must be approved by the ASB with a two-thirds vote.

Section 3: All ASB check requests require three signatures: the ASB Director or school Principal, the class or club advisor, a class or club officer, the Secretary of Finance, and/or the ASB President. All ASB checks must have two signatures: the ASB Director or Principal and the ASB President, ASB Vice President or Secretary of Finance. The ASB Assistant and Student Store Clerk may not sign check requests or checks.

Section 4: The ASB Senate must approve all fundraisers with a two-thirds vote. The Potential Revenue Form must be included.

Article 13: Dance Courts

Section 1: Students will be allowed to sit on only one court per year.

Section 2: Homecoming Court shall consist of four princesses and one queen and four princes and one king. Homecoming shall be held during the fall season of sport.

Section 3: Winter Ball or Spring Dance court shall consist of four princesses, four princes one queen, and one king. Winter Ball shall be held the winter season of sport. This court and dance is optional.

Section 4: Sadie Hawkins may have a court.

Section 5: Junior/Senior Prom Court shall consist of four princesses, four princes, one queen, and one king. The date of the Prom shall be determined by the Junior Class Council, which is responsible for the dance.

Section 6: The Associated Student Body Council and Director shall determine the qualifications needed to be on a dance court. The qualifications from one year will automatically be carried over to the next unless the council decides on a change. **Section 6:** In the event of a tie in the voting for a court or king and/or queen, the number of activities points earned by the candidates shall determine the winner.

Section 7: Voting rules for all courts are as follows: In regards to voting for Prom queen and king and court nominations can only be Juniors and Seniors. Homecoming all classes are allowed to vote, Sadies- all grades, winterball/spring dance- all grades.

Article 14: Clubs

Section 1: A club charter and Constitution must be submitted and approved by the ASB Senate before the club can exist. The club must also secure a certificated faculty advisor before being recognized as a club.

Section 2: Powers of A Club

- A. To nominate candidates for the dance courts.
- B. To organize fundraisers and activities, which serve to further the goals of the club. All fundraisers must be approved by the ASB Senate.
- C. To represent the school in national club organizations and charters.

Section 3: Inter Club Council

- A. Upon election the club presidents must attend all Inter-club Council Meetings.
- B. The Inter-club Council will meet at the call of the Associated Student Body Vice President.

Article 15: Pep Selection

The Pep units will be selected by a system devised by the advisor and Director of Student Activities with the head cheer/advisor.

Article 16: Amendments

Section 1: This Constitution may be amended by having the President, Vice President, and Activities Director voting in favor of an amendment. The Constitution can also be amended by two-thirds majority vote cast by the Associated Student Body. The amendment will become effective as soon as the President signs it into law and it is approved by the South Hills ASB.

Section 2: Students who are not in student government can institute an amendment to the Constitution by acquiring 200 signatures on a petition. The petition with the proposed Constitutional amendment attached shall be presented to the President who shall call a special election within three weeks or include the measure in a regularly scheduled election if the proposed amendment is approved by the South Hills Advisory Council. Two-thirds of the students casting ballots must approve the amendment before it becomes law.

Article 17: Code of Conduct

Section 1: All elected and appointed members of the ASB Executive Board (President and Vice President), Senate, Cabinet, and Assembly shall be required to sign and comply with the ASB Code of Conduct.

Section 2: We the students of South Hills High School recognize that with leadership come additional responsibilities. Student leaders serve as role models for the student body. We, therefore, adopt the following Code of Conduct for all elected and appointed South Hills ASB Officers.

- I. ASB Officers Should always:
 - A. Have a good attendance record. A cut in any class will be reviewed by the advisor. Two or more cuts will be considered grounds for removal from office.
 - B. Abide by the tardy policy set forth by the school. Removal from any class for excessive tardiness will be considered grounds for removal from office.
 - C. Be a leader in class and demonstrate respect for classmates and staff during classroom activities. Always respect other peoples' ideas.
 - D. Set a good example for others by having conduct beyond reproach.
 - E. Set an example by helping maintain a clean campus.
 - F. Abstain from using profanity in public.
 - G. Abstain from the use of drugs and alcohol.
 - H. Refrain from violating any school or district policy. Failure to do so may result in the immediate removal from office.
- II. During leadership class, council/cabinet meetings, and all ASB activities, ASB officers should always:
 - A. Demonstrate responsibility by following through on all ASB duties and responsibilities.
 - B. Attend all student body events and activities sponsored by the ASB Council or ASB Cabinet. ASB members must have a valid reason for absence that is approved by the advisor.

- A. Notify the advisor if he/she is going to be absent from an event that he/she is supposed to attend. ASB members must also take the initiative to have some other ASB member cover their responsibilities if they are absent.
 - B. Lead, but not try to dominate discussions during formal and informal meetings.
 - C. Be willing to take constructive criticism and suggestions from both peers and South Hills Staff members.
 - D. Refrain from negative behavior towards fellow ASB Officers, the advisor, South Hills Staff members, or student groups.
 - E. Secure your teachers' approval at least a day in advance of participation in a school activity requiring you to miss class.
 - F. Not have a job that interferes with their office and ASB responsibilities.
- III. General Conduct
- A. While representing South Hills High School at any type of affair ASB Officers will conduct themselves in a way that will bring credit to them and their school.
 - B. The South Hills ASB Officer represents the school and the student body. He/she should not put their personal interests above the interest of those they represent.
 - C. Any personal differences or disagreements between ASB Officers or between an ASB Officer and a South Hills Staff member should be kept within the ASB Senate/Cabinet and an attempt be made to reach an amicable solution.
 - D. Disciplinary suspension from South Hills High School shall be grounds for removal from office.
 - E. Any ASB member caught stealing, cheating, or lying shall be subject to immediate removal from office.
- IV. Violations
- a. Repeated violations of this Code of Conduct shall result in the following consequences (unless harsher consequences have already been specified):
 - Step 1 - Warning
 - Step 2 – Three-day suspension from ASB Office.
 - Step 3 - Removal from Office.
 - b. Students caught stealing from ASB or using the ASB name inappropriately will be dismissed from office immediately.
 - c. A student body member will not be allowed to hold another student body office in the event that s/he is impeached or removed from office.

Amended Constitution approved February 10, 2015 And

Signed into law June 10, 2015