



# Santiago High School

## Associated Student Body Constitution

### I. Article 1. Name and Purpose

A. Name of organization shall be Santiago High School Associated Student Body – also known as SHS ASB.

1. The official mascot of Santiago High School is the Shark
2. The official school colors are Teal, Black, and White.
3. The official Mantra of Santiago is “Home of Scholars, Achievers, and Champions”
4. Santiago Alma Mater:

In the hills above Corona  
Shining brightly in the Sun  
Stands our faithful Alma Mater  
Teaching honor to everyone.

Lead us boldly Santiago  
Let your light shine brightly still  
All the world will know we're loyal  
To the mighty black and teal.

B. Purpose:

1. Seeking ways to improve student involvement through activities, events, and co-curricular partnerships
2. Organize school-wide events
3. Maintain a budget
4. Promote school and community involvement

5. Represent our school and it's student body
6. Ensure compliance of all on-campus student organizations with State of California, CNUSD and Santiago rules and guidelines.
7. The ASB will accomplish these goals by sponsoring dances, student activities, school events, and fund-raisers and by actively seeking community support.

**C. Quorum:**

1. A quorum shall be defined as 60% of the combined ASB officers, class officers and commissioners.
2. If the quorum is not reached at a meeting, the quorum for the next meeting will be defined as any or all officers present at the second meeting.
3. *The Executive Board shall consist of the following elected officers: ASB President, ASB Vice-President, ASB Secretary and ASB Treasurer. (Amended 2/16/12)*
4. *The Executive Board shall have the power to approve funds in emergency situations when the class is not present. (Amended 2/16/12)*

**D. Reversing decisions:**

1. Two-thirds of a quorum vote, along with the approval of the ASB advisor, is necessary to reverse a past decision by the ASB.

## **II. Article 2. Membership**

- A. All students attending Santiago High School are members of the Associated Student Body.
- B. Those who purchase an ASB card will receive special discounts.

### **III. Article 3. Officers and Elections**

#### **A. ASB government will include four officers:**

**1. President:** The President shall prepare the agenda for meetings, run meetings, and help establish priorities, be a role model for students and be involved in all ASB events. The ASB President must have at least one years experience in Santiago ASB.

**2. Vice-president:** The Vice-president will fulfill the duties of any unavailable officer. The V.P. will insure that all officers and commissioners are completing their duties and obligations. The V.P. will set the agenda and preside over the Student Senate. *The V.P. shall handle club activities. (Amended 2/16/12)*

**3. Secretary:** The secretary will create and file minutes, help to prepare the agenda, stock forms, maintain all records, coordinate and compile various reports from other officers and committees.

**4. Treasurer:** The Treasurer will help develop the ASB budget, maintain all fiscal records, report on financial matters, sign and file all materials pertaining to ASB business matters.

#### **B. Class Officers will include two officers: President/Secretary and Vice-president/Treasurer. *Freshmen officers will consist of two Co-Presidents. (Amended 2/16/12)***

**1. All officers must be able to represent the school, the district, and the entire student body in a positive fashion. This ability will be subject to review by the Director of Activities, the Assistant Principals and the Principal. Any student found wanting in this regard will be considered for termination of office.**

#### **C. Election of officer:**

**1. Elections will be held in the springtime for the following year.**

**IV. Freshmen elections will be held in the autumn. The Director of Activities will oversee these elections and enforce rules and guidelines as needed. *Freshman Co-President will be an application process and decided upon by the executive board and Vice Principal of Activities the spring before the freshman year. (Amended 2/16/12)***

- 1. Elected students must serve in the leadership class.**
- 2. If less than two candidates run for an officer position, the single candidate will be appointed without the need of an election.**

**B. Term of Office:**

- 1. The term of any elected office is one school year.**
- 2. Should any officer become, for any reason, unable to serve in office, the remaining officers, under the instruction of the Director of Activities, will hold interviews for a new officer. Special elections will not be held due to the unnecessary disruption of the school day that such an election would create.**

**C. Eligibility:**

- 1. Officers will maintain a G.P.A. of no less than 2.0. Officers must also have no more than one “unsatisfactory” mark on their citizenship evaluation or no more than one F grade from the previous quarter’s report card.**
- 2. Freshmen eligibility will be determined by their first quarter report card after their election/appointment.**
- 3. Officers who do not meet these eligibility requirements will be placed on academic probation or relieved of duty as per the discretion of the Director of Activities.**
- 4. Commissioners will be approved by the ASB officers in their regular meetings. Each commissioner may accept volunteers or form committees to accomplish various assigned tasks. Commissioners will be selected by application, interview, and teacher recommendation.**

5. If an office is not filled after normal procedure has been made, the Director of Activities will fill the office.

6. *If a commissioner position is vacated, it will be up to the discretion of the executive board to decide whether or not the position needs to be filled. (Amended 2-16-12)*

#### **V. Article 4. Representatives at inter-club and student council:**

A. Each ASB club in good standing may elect a representative to attend general inter-club council / advisor meetings.

B. Eligibility will be consistent with the individual club's requirements.

C. Every second period class at Santiago will select one student to serve as class representative and one to serve as an alternate each semester. Their duty will be to participate in monthly Student Senate meetings and report on student concerns and activities.

#### **VI. Article 5. Adult Advisor:**

A. The adult advisor for the Associated Student Body will be the Director of Student Activities. Such personnel will be selected by the administration. The Director of Student Activities will be empowered to maintain discipline, progress, a positive working environment, and oversee all ASB and Class business.

#### **VII. Article 6. Financial Activities:**

A. The ASB officers will adopt, revise and otherwise maintain a budget.

B. All revenues will be collected and tracked through the ASB account maintained at an approved bank. All banking transactions and accounts must meet district guidelines.

C. All disbursements will be approved by the ASB officers in their regular meetings. Certain types of regular disbursements

may be approved under a blanket approval (i.e. sports officials). Each club is responsible for approving disbursements and submitting check requests as per the Advisor's Handbook.

D. Statements and reports shall be created and maintained by the ASB.

### **VIII. Article 7. Clubs within the Associated Student Body:**

A. Any group of students who recruit a staff member (credentialed teacher) as an advisor may submit a club constitution and be considered for acceptance as an ASB club. The formation of all clubs is at the discretion of the Director of Activities and the Principal. Any club inconsistent with the school mission, philosophy, or school rules will not be allowed.

B. Clubs must follow the guidelines in the Advisor's Handbook to become a club. Any club inactive for more than one school year will be terminated and any funds will revert to the general ASB account.

C. Clubs must meet the requirements expressed in the Advisor's Handbook, the CNUUSD guidelines and California State Law.

### **IX. Article 8. Amendments to the ASB Constitution:**

A. Ratification of this constitution will be achieved by a two-thirds vote of all ASB officers and commissioners.

B. Amendments must be sponsored by an ASB officer.

C. An amendment may be adopted by a two-thirds vote of all ASB officers and commissioners.