

Adolfo Camarillo ASB Constitution
2010-2011

Article I. NAME

Section 1. The name of the organization shall be THE ASSOCIATED STUDENT BODY OF ADOLFO CAMARILLO HIGH SCHOOL.

Section 2. The colors of this organization shall be NAVY, COLUMBIA BLUE & SILVER and the members shall be called the SCORPIONS.

ARTICLE II. OBJECT

The object of this organization shall be the promotion of the school spirit and school activities in order to further interest of the students and the school, and to play a governing role within the school.

ARTICLE III. MEMBERSHIP

Section 1. Every student in the Adolfo Camarillo High School day classes shall be a member of the association.

Section 2. Students who buy an activity card (All-Access Pass) are active members of the student body and are entitled to special privileges. All the students are to have I.D. cards.

Section 3. The Student Government Class and the House of Representatives will represent the associated student body.

ARTICLE IV. ASB OFFICERS

Section 1. The elected officers of the association shall be the President, Vice-President, Secretary, Treasurer, and the Parliamentarian. They will meet regularly in the Student Government Class.

Section 2. President and Vice-President must be a member of the senior class during his/her term in office. ASB President shall be exclusively held by someone who has been a member of the previous cabinet. ASB President & Vice President must have been enrolled and participated in the previous school year. All other cabinet positions must be filled by a person who has spent at least one earlier year in the ASB class.

Section 3. In the event that a cabinet position can not be filled by a fully-qualified candidate, the newly elected cabinet with the advisor will appoint a student to fill the position.

Section 4. The STUDENT GOVERNMENT CLASS shall be established at the end of each school year. Its purpose shall be to act as the ASB executive body to uphold the ASB CONSTITUTION. It is mandatory that all ASB Cabinet members, as well as all Senior Class Cabinet members and Class Presidents be enrolled in Student Government Class.

Clause 1 No one shall be a candidate for any high school office until they have met the Selection Committee Guidelines.

Clause 2 Senior Class President must have been enrolled in ASB class previous to term.

Section 5. The elected ASB officers shall appoint the needed commissioners for the following year with the approval of the Activities Director.

Section 6. Class must meet as a body a minimum of once a week.

ARTICLE V. DUTIES OF THE OFFICERS

Section 1. ASB President

1. Conducting meetings of Student Government.
2. Represent ASB at all school, district, and community events.
3. Develop the agenda for all formal meetings of ASB using the Executive cabinet as deemed necessary.
4. Supervise the functions of the elected and appointed student body officers.
5. Sign all requisitions and purchase orders.
6. Act as an evaluator for leadership class participation and on-task behavior.
7. Has supervisory responsibility over the four class Presidents.
8. Holds sole responsibility for Homecoming activities.

Section 2. ASB Vice-President

1. Assume the office duties of the President in the absence of the President.
2. Represent the student body at all school, district, and community events as requested by the President.
3. Act as an evaluator for leadership class participation and on-task behavior.
4. Has supervisor responsibility over the four class Vice-Presidents.
5. Be Chairperson of all elections:
 - a. Responsible for all ASB petitions, elections, and related duties.
 - b. Responsible for all school related elections associated with the entire student body.

6. Holds sole responsibility for organizing "Scorpion Connect."
7. Holds sole responsibility for holding monthly House of Representatives meetings.
8. Heads the following committees: Planning & Information, Dances, and Publicity.

Section 3. ASB Secretary

1. Help with the preparation of the agenda for each formal meeting.
2. Take minutes in all formal meetings and distribute copies to the Activities Director, ASB Bookkeeper, Student Government Class, and the Principal.
3. Prepare all necessary correspondence of the Student Government Class.
4. Act as the chairperson to review all proposed amendments to the ASB constitution and to write the revisions that are approved by the Student Government Class.
5. Represent the student body at school, district, and community events as requested by the Vice-President.
6. Assume the office and duties of the Vice-President in the absence of the Vice-President.
7. Act as an evaluator for leadership class participation and on-task behavior.
8. Heads the following committees: Rallies, Multi-Media, and Clubs.

Section 4. ASB Treasurer

1. Promote the sale of SAC cards and maintain an alphabetical list of current cardholders.
2. Work with the ASB Bookkeeper to prepare a monthly budget of all income/expenses accounts and major trust accounts with high priority.
3. Provide input for special expenditures by the Student Government Class or ASB at large.
 - a) Expenditures by ASB at large must be submitted and passed by the Student Government Class prior to payment on expenditure. All purchase orders that will be using ASB funds must have prior approval of ASB class and signed by the Activities Director.
4. Maintain financial records of ASB as required including all requisitions approved.
5. Represent the student body at school, district, and community events as requested by the President.
6. Holds sole responsibility for Student Store operations.
7. Approvals need to be obtained and returned to Ms. Rockey daily.

8. Act as an evaluator for leadership class participation and on-task behavior.
9. Heads the following committee: Student Store.

Section 5. Parliamentarian

1. Assume the responsibilities as Student Congress Chairperson.
2. Be responsible for agendas of monthly meetings, follow-up reports, and the organization of meetings.
3. Be responsible for updating forms in the ASB forms box in the office.
4. Act as an evaluator for leadership class participation and on-task behavior.
5. Heads the following committee: Student Recognition, Staff Recognition, and Athletic Recognition.
6. Upholds the ASB constitution.
7. In charge of controlling class atmosphere.

ARTICLE VI. STUDENT GOVERNMENT CLASS APPOINTED POSITIONS-

All commissioners to be voted on by the ASB class.

Section 1. **Commissioner of Planning & Information/Climate**

1. Monthly calendar
2. Keep information in bulletin up-to-date
3. Update ASB Calendar
4. Be in charge of calendar requests

Section 2. **Commissioner of Rallies**

1. Be in charge of all calendared rallies
2. Organize decorations, performances, and advertisement for rallies

Section 3. **Commissioner of Dances**

1. Be in charge of ASB sponsored dances
2. Be responsible for list of DJs, pictures, and water
3. Be responsible for all ASB supplies/decorations

Section 4. **Commissioner of Noontime Activities/Events**

1. Coordinate class competitions
2. Coordinate bands/radio stations
3. Coordinate Noontimes rallies

Section 5. **Commissioner of Publicity/Approval of Posters**

1. Be in charge of all posters and bulletin boards on campus
2. Be in charge of all bulletin requests

Section 6. **Commissioner of Multi-Media**

1. Set-up sound system when needed
2. Update and maintain sound system

Section 7. **Commissioner of Student Store Manager**

1. Order all items for the student store
2. Maintain an inventory list for Ms. Rockey
3. Keep track of profits and losses
4. Schedule all workers

Section 8. **Commissioner of Staff/Student Recognition**

1. Be school board representative
2. Attend all PTSA meetings
3. Address faculty at faculty meetings when asked by the President
4. Be in charge of teacher appreciation activities

Section 9. **Commissioner of Athletic Recognition**

1. Keep records of all ACHS game scores
2. Work with Athletic Director
3. Advertise athletic events
4. Announcement of CIF awards

Section 10. **Commissioner of Clubs**

1. Meet monthly with club presidents
2. Obtain club constitution no later than the end of October
3. Maintain a yearly list of active clubs and advisors on campus

ARTICLE VII. POSTER POLICY

Section 1. This poster policy is to be used by the commission of On-Campus Publicity in any poster making and hanging

- Section 2.
1. All posters must be ASB approved by the appointed Commissioner of On-Campus Publicity or permission from the ASB Cabinet.
 2. Flyers may be posted with the permission from the ASB Cabinet or Activities Director
 3. Flyers may be posted in the classrooms if approved by the Commissioner of On-Campus Publicity of the ASB President and with the consent of the classroom teacher
 4. Slanderous, racial, and inappropriate posters will not be

- tolerated.
5. The Commissioner of On-Campus Publicity will help supervise Election posters with the help of the ASB Vice-President.
 6. All posters must be neat and professional.

BY LAWS OF THE ASB CONSTITUTION

ARTICLE VIII. SAC ACTIVITY CARDS

Section 1. The price of the SAC activity cards for each school year shall be set by Administration and the Activities Director.

Section 2. Students must carry their I.D. at school and school functions (elections, sports, rallies, etc.)

Section 3. SAC activity cards will be made available at the beginning of each school year for the purchase by in-coming students

Section 4. Admittance to ASB sponsored events will require school I.D.

ARTICLE II MEETINGS

Special meetings shall be called by the President or the Activities Director.

ARTICLE IV. NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Nominations for the officers of the association may be made by petitions signed by not fewer than 10% of all students and filed with the Vice President not less than ten days before the first meetings.

Section 2. Officers shall be elected no later than the first week in June. A majority of all votes cast shall be necessary to constitute an election for all officers. A majority consists of 50% + 1 of the voting population in the case where two candidates are running. In the case that the applicant is uncontested the student petition will serve as majority vote. In case three or more candidates for one office, the one receiving the most votes win.

Section 3. With the exception of the President, vacancies in the elected officers shall be filled by appointment by the cabinet, with class

Advisor approval or special election.

Section 4. In the case any member is removed from office, the next person in line shall receive his/her duties. Reasons for removal are as follows:

1. GPA falls below 2.0
2. If 50% of the Student Body signs a petition
3. Guidelines for position are not being met
4. Classroom conduct, school rules and district policy must be followed at all times.

Section 5. Conference with student/parent will be held and a contract signed.