

# **The Constitution of the Associated Student Body of Academy of the Canyons**

## **Preamble**

We the Students of Academy of the Canyons Middle College High School, in order to develop democratic ideals; to teach respect for law and order; to maintain high standards of cooperation, loyalty, and school spirit; to improve communications between student and teacher; to prepare for adult life and citizenship; to encourage all worthwhile activities in the school; to insure students rights and to promote student responsibility; do form this constitution for the Associated Student Body of Academy of the Canyons.

## **Article I: Fundamentals**

### Section I: Name

The name of this organization shall be the Associated Student Body of Academy of the Canyons, abbreviated as AOC ASB

### Section II: Logo

The logo of AOC is the oak tree.

### Section II: Membership

The whole of the AOC ASB is compromised of all students currently attending Academy of the Canyons Middle College High School.

## **Article II: Organization of Officers**

### Section I: Structure

ASB Officers are structured into 4 sections:

- a) The Executive Board
- b) Junior Officers
- c) Sophomore Officers
- d) Freshmen Officers
- e) Commissioner of Activities
- f) Commissioner of Spirit

### Section II: Titles

- a) The Executive Board is compromised of the President, Vice President, Secretary, Treasurer, and Director of Activities (Senior Class)
- b) The Junior, Sophomore and Freshmen Officers are composed of a President and Vice President from each class.

## **Article III: Member Duties**

### Section I: General Duties and Qualifications of All Student Government Members

\*If during elections there are officer positions left empty, the ASB advisor holds the authority to appoint any runner-ups of other positions to that available position.

All Student Government Members must:

(Qualifications)

- Be a currently attending student of AOC
- Hold the academic qualifications of a 2.0 GPA without D's or F's

- Shall have no record of violation of school and/or district policy while in attendance at AOC.
- Must be of good school attendance in terms of not having more than seven tardies
- Must not have any truancies
- Represent Academy of the Canyons with dignity, pride, and integrity **at all times**
- Keep a notebook with each meeting's agenda, notes, and Leadership material
- Assist in the set-up and clean-up of all ASB activities
- Assist fellow ASB members with their activities as needed
- Work before school, lunch, and after school when necessary to plan, set-up, implement, or clean-up an activity

(Duties)

- Set up, clean up, and participate in all ASB sponsored events.
- Properly maintain the supplies necessary to properly complete his or her duties.
- Attend all meetings
- Holds a copy of the Constitution
- Execute any actions necessary and proper in completing stated duties.
- Must be able to participate in ASB for the entire school year (No early grad)

Section II: President:

The President must:

(Qualifications)

- Be a Senior who has attended AOC the previous year. Must have prior ASB experience.

(Duties)

- Official head of Academy of the Canyons
- Official head of the Senior class of Academy of the Canyons.
- Uphold, interpret, and enforce the constitution
- Preside over all ASB Meetings using Robert's Rule of Order
- Approve Activities & Clubs
- Schedule regular class meetings with officers and advisor to discuss class needs
- Take into account the needs of all class officers, and the class as a whole
- Perform other duties as assigned by ASB advisor or office staff
- Be properly informed in the ASB-related actions and activities of all ASB officers
- Be present at all ASB activities and events
- Take any actions necessary to help and assist an Officer to properly execute their duties, without unnecessary interruption.
- Organize the Senior activities to the fullest extent by using the input given to by their class
- Oversee elections

In cases in which a new duty must be completed, the President appoints the officer or officers with duties most parallel to the duty at hand.

Section III: Vice President:

The Vice President must:

(Qualifications)

- Be a Senior who has attended AOC the previous year.

(Duties)

- Fulfill the duties and responsibilities of the President in the event of their absence.
- Support and assist the President
- Make sure all committees have completed a Project Planner for each activity and keep a copy
- Help with the preparation of the agenda for each formal meeting
- Execute any other actions necessary and proper to complete stated duties.
- Oversee Elections
- Sergeant at Arms

#### Section IV: Secretary

The Secretary must:

(Qualifications)

- Be a Senior who has attended AOC the previous year.

(Duties)

\* Records and publicizes all minutes of meetings

\* Distribute Minutes to Administrative Assistant

- Fulfill the duties and responsibilities of the Vice President in the event of their absence.
- Oversee the completion of thank-you notes for all class events
- Keep a record of all class meetings and turn in meeting minutes to Administrative Assistant within two days of a meeting
- Make schedule for raising and lowering the flag
- Execute any other actions necessary and proper to complete stated duties
- Maintain an updated calendar of all school events
- Make An Event List to distribute for each ASB student, AOC clubs, and all AOC staff
- Make and keep a record of each Committee and Chairperson

#### Section V: Treasurer

The Treasurer must:

(Qualifications)

- Be a Senior who has attended AOC the previous year

(Duties)

- Keep an accurate ledger and balanced checkbook of all student council funds, class funds, and club funds.
- Keep **COPIES** of Expenditure reports
- Fulfills Secretary duties in the event of their absence
- Perform other duties as assigned by class president or ASB advisor

#### Section VI: Director of Activities

The Director of Activities must:

(Qualifications)

- Be a Senior who has attended AOC the previous year.

(Duties)

- Create and manage ASB activities – provide assistance as needed
- Coordinate activities that include ASB as a large unit.
- Coordinate use and schedule of sound equipment and MC.

- Maintain AOC's community status through coordinating communication with district-wide organizations
- Maintain a record of all fundraisers and activities
- Represent AOC on the Student Communications Council (SCC) and District Advisory Committee (DAC)

Section VI: Junior President

The Junior President must:

(Qualifications)

- Must be a Junior at AOC

(Duties)

- Represents the Junior class
- Participate in all Events
- Conducts Junior Class Meetings
- Participates in running the student store
- Fulfill the duties and responsibilities of the Senior Officers in the case of their absence.

Section VII: Junior Vice President

The Junior Vice President must:

(Qualifications)

- Must be a Junior at AOC

(Duties)

- Represents the Junior class
- Participate in all Events
- Participates in running the student store
- Assist in Junior Class Meetings
- Fulfill the duties and responsibilities of the Junior President and/or the Senior Officers in the case of their absence.

Section VIII: Sophomore Class President:

The Sophomore Class President must:

(Qualifications)

- Must be a Sophomore at AOC

(Duties)

- Represents the Sophomore class
- Participate in all Events
- Participate in running the student store
- Run Sophomore Class Meetings

Section IV: Sophomore Class Vice President:

The Sophomore Class President must:

(Qualifications)

- Must be a Sophomore at AOC

(Duties)

- Represents the Sophomore class
- Participate in all events
- Participate in running the student store
- Assist in running the Sophomore Class Meetings

- Fulfill the duties of the Sophomore Class President in the case of their absence

Section X: Freshmen Class President:

The Freshmen Class President must:

(Qualifications)

- Must be a Freshmen at AOC

(Duties)

- Represents the Freshmen class
- Participate in all events
- Participate in running the student store
- Run all Freshmen class meetings

Section XI: Freshmen Class Representative:

The Freshmen Class Representative must:

(Qualifications)

- Must be a Freshmen at AOC
- Participate in all events
- Participate in running the student store
- Assist in running all Freshmen class meetings

- Fulfill the duties of the Freshmen Class President in the case of their absence

Section XII: Commissioner of Fundraising

The Commissioner of Fundraising must:

(Duties)

- Follow proper procedures for fundraiser request and implementation
- Responsible for completing fundraiser request forms
- Explore fundraiser activities
- Contact companies for fundraiser opportunities
- Promote all fundraisers on campus and in media

Section XIII: Commissioner of Publicity

The Commissioner of Publicity must:

(Duties)

- Publicize all ASB events and activities
- Responsible for all ASB bulletins, newsflashes, and other forms of publicity
- Responsible for alerting the media of all major events (i.e. contacting newspapers, T.V. stations, radio stations.)

Section XIV: Commissioner of Spirit

The Commissioner of Spirit must:

(Duties)

- Create a birthday calendar with all students and staff birthdays for every month
- Pass out candy every week to those with a birthday
- Recognize noteworthy accomplishments of AOC family

Section XV: Commissioner of Public Relations

The Commissioner of Public Relations must:

(Duties)

- Write reports to “What’s Good In Education” after every ASB activity
- Must take pictures of all ASB events for WGIE

#### Section XVI: Commissioner of Community Service

The Commissioner of Community Service must:

(Duties)

- Plan volunteer opportunities at least every other month for ASB.
- Promote community service to the ASB class and student body as a whole
- Organize and run charity fundraisers

#### Section XVII: Snack Shack Coordinator

The Snack Shack Coordinator must:

(Duties)

- Create and maintain schedules for ASB students to work the Snack Shack
- Coordinate with administration about inventory and products sold
- Monitor student attendance at lunch/brunch shifts, providing periodic reports to Advisor.

#### Section XVIII: Public Address Coordinator and Master of Ceremonies

The Public Address Coordinator and Master of Ceremonies must:

(Duties)

- Learn to use the AOC sound system
- Set-up/take-down of sound system at ASB and school-wide events as needed
- Serve as Master of Ceremonies (MC) at ASB activities
- Use ASB mp3 Player to plan music selection for ASB activities

### **Article IV: Terms of Removal**

#### Section I: Academic Probation

If any ASB governing member is determined to have not met the academic qualifications of having a GPA higher than 2.0 without any Ds or Fs from the previous grading period, he/she is to temporarily step down from his/her office for the current grading period in order to properly assess his/her academic status. If the officer in question has not changed his/her academic status by the end of the current grading period, the officer must step down from his/her office, but if the officer in question does indeed repair his/her academic status, he/she may once again take the role and duties of his/her office. Also, if the officer falls below the academic qualifications for a second grading period, the officer must step down immediately. Any student with more than one truancy or seven tardies will be asked to resign from their post or will be removed at semester. If a student has more than one truancy or seven tardies at the end of a school year, he/she may be restricted from the class the upcoming year.

#### Section II: Impeachment

If any ASB governing member is found to be not adequately fulfilling the roles and duties of his or her office as found by the ASB adviser or at least five ASB governing members, a trial of impeachment may be held. The trial must be fair and speedy, and held outside of regular ASB meetings at a time deemed best by all members. If by the end of the trial, at least two thirds of the ASB governing members have found the officer in question to be guilty of not adequately fulfilling the roles and duties of his or her office, he or she must be removed from office.

#### Section III: Resignation

If any ASB officer themselves decides that they can no longer fulfill their office, they may fill out a request for resignation stating valid reasons. If both the ASB Advisor and Principal sign the request, the officer may resign.

#### Section IV: Replacement

When an ASB office is found to be vacant due to any reason and an officer whose duty it is to take that office on a temporary basis exists, that officer may take the office.

When an ASB office is found to be vacant due to any reason and no officer whose duty it is to take that office on a temporary basis exists, the Executive Board and Advisor must appoint a Representative to take that position.

### **Article V: Elections**

#### Section I: Terms

The Executive Board term begins after the last day of the previous school year has ended. The terms of all other officers begins immediately after election or appointment.

#### Section II: Elections

Two elections are to be held. The Executive Board, junior, and sophomore class officer elections for the next school year shall be held near the end of the current school year. Elections for the freshmen officers shall be held a few weeks before the end of the first semester. All elections are to take place on a Friday in order to allow for the previous four days of the week to be allotted for campaigning in what shall be called Election Week.

Elections are to be supervised by the current Executive Board.

#### Section III: Campaign Laws

Any interested ASB member seeking to become a candidate must register and complete the proper forms as provided by the ASB Advisor by the date assigned before Election Week. Candidates must be within the qualifications of that office.

Only during the election week are candidates allowed to campaign. All campaign materials used during Election Week must be taken down by thirty minutes after the last period of a regular AOC day. The campaign materials may not be slanderous, disruptive to the learning process, malicious in any manner physically or emotionally, and/or be in obstruction of the view of another's campaign materials. Campaign expenditures may not exceed \$50 and candidates must be prepared to show receipts upon request.

Any candidate in violation of any of the campaign laws is to forfeit his or her candidacy.

#### Section IV: Vote Count

The votes are to be counted by the ASB Advisor under the supervision of the Administrative Office

### **Article VI: Meetings**

#### Section I: Procedure

At least one ASB meeting is to be held a week unless Academy of the Canyons is out of session.

All ASB meetings must use Robert's Rule of Order and are to be supervised by the Advisor. If the Advisor cannot supervise the meeting, the meetings are cancelled unless a staff member of AOC is willing to supervise.

## **Article VII: Amendments**

### **Section I: Terms of Ratification of Amendments**

Any amendment to this document must be approved by a two-thirds majority vote of the ASB governing members, and by approval of the Advisor.

## **Article VIII: Limitations of ASB**

### **Section I: General Rule:**

The Associated Student Body of Academy of the Canyons and all of its actions must comply with the rules, code, and laws of Academy of the Canyons, the William S. Hart Union High School District, College of the Canyons, the city of Santa Clarita, Los Angeles County, the state of California, the United States of America, and all other organizations bearing control of Academy of the Canyons.

### **Section II: Principal's Veto:**

The Principal of Academy of the Canyons may veto any action of the Associated Student Body of Academy of the Canyons.

The Principal shall exercise the right to remove any member of AOC ASB from his/her duties if the member commits any offense that violates school and/or district policy with respect to grades, attendance, or behavior.