Mira Costa High School Associated Student Body
Constitution for Student Government

Preamble

We, the students of Mira Costa High School, in order to attain and achieve high academic standards, promote student welfare through activities, self-directed leadership, and service to our campus and community do ordain and establish this constitution for the Mira Costa High School Student Body.

Article I – Official Title

The legislative body of Mira Costa High School ASB shall be known as the Student Government.

Article II – Membership

Members: The members of ASB shall consist of all students officially enrolled in and attending classes at Mira Costa High School.

Membership Responsibilities:

All members of ASB shall have the following responsibilities:

A. to participate in any and all activities sponsored by under the auspices of ASB Student Government.

B. to purchase admission tickets to ASB sponsored events at established prices.

C. to vote and hold office under the conditions provided for in this constitution.

D. to receive any ASB sponsored publication.

E. to buy and use the ASB Activity Marker.

Article III - Legislative Organization

Section 1

Name: The legislative body of the ASB shall be known as the Student Government.

Section 2

Membership: The Student Government shall consist of the following elected officers, appointed officers, elected grade level officers, appointed commissioners and coordinators, elected representatives (appointed auxiliaries) and ex officio members:

Membership: The Student Government shall consist of the following:

Elected Student Body Officers
- ASB President (1)
- ASB Vice-President (1)
- ASB Secretary (1)
- ASB Treasurer (1)

Appointed Student Body Officers
- ASB School Board Representative (1)

Elected Grade Level Officers
- Senior Class President (1)
- Senior Class Vice-President (1)
- Senior Class Secretary/Treasurer (1)
- Junior Class President (1)
Leadership: The ASB Student Government Executive Board shall include the following:

Elected Student Body Officers: (MCHS ASB Student Government Board Members)
- ASB President (1)
- ASB Vice-President (1)
- ASB Secretary (1)
- ASB Treasurer (1)

Appointed Student Body Officers:
- ASB School Board Representative (1)

Faculty/Staff Advisor:
- MCHS Director of Activities

Article IV - Student Government Meetings

Section 1

A. The Student Government will meet bi-monthly on Mondays at 5:00 p.m. during the school year or during an office hours period.
B. The Student Government meetings are open to attendance by the MCHS student body, administration, faculty and staff. All other visitors to official meetings must be cleared by the Executive Board.
C. A majority presence (50% + 1 of membership) of the Student Government constitutes a quorum. No decisions may be made by the Student Government without a quorum.

D. Meetings will be conducted with Robert's Rule of Order- the Official Guide to Parliamentary Procedure. All ASB members will be required to pass a test on Robert’s Rule of Order in the beginning of the year.

E. Special meetings of the ASB Student Government may be called by the ASB President or the Executive Board.

Section 2

Legislation: Legislation is initiated in the Student Government and is subject to passage by a majority of the Student Government members present and voting at a meeting. The President may veto a bill or resolution but the Student Government may override the veto by a two-thirds vote of the members present. Any abstention shall be counted as an indifferent vote.

Section 3

The operation of the Student Government shall at all times be consistent with the provisions of the Education Code of the State of California, County of Los Angeles, and Manhattan Beach Unified School District and subject to approval by the Principal, Assistant Principals and Director of Student Activities.

Article V - Officers and Duties

Section 1

Elected Board Positions

Associated Student Body President
Oversees ASB as a whole, sustains continuity of events and projects and sees to it that they are completed in time, maintains communication and relations with the administration and those organizations that ASB has ties with, presides over all ASB meetings, and takes on/delegates duties to other members of ASB. Oversees one period of the ASB Government class. 2009 Amendment: One must have held a position on ASB for at least two years, prior to running for the office of Student Body President. One must also be a senior the year he/she takes office. 2016 Amendment A: The President will assist the Secretary and Treasurer in the grading and bookkeeping of the students in their respective period.

Associated Student Body Vice President
The Vice President is second in the chain of command to ASB. In the President's absence, the ASB Vice President takes on all presidential responsibilities. The Vice President oversees one period of the ASB Government class. The Vice-President works conjointly with the ASB President to see that all events and projects are implemented. The Vice-President delegates duties to other members of ASB, sits on the Manhattan Beach Unified School District School Board where he or she is the second non-voting Student Representative, takes student/ASB consensus and is the voice of the students in all matters. 1996 Amendment: One must have held a position on ASB for at least one year, prior to running for the office of Student Body Vice President. 2004 Amendment: One must also be a Senior the year he/she takes office. 2016 Amendment B: The Vice President will assist the Secretary and Treasurer in the grading and bookkeeping of the students in their respective period.

Associated Student Body Secretary
The ASB Secretary is responsible for keeping minutes during all ASB meetings, taking roll at all ASB events, and accounting for participation in all ASB activities. Sitting on the board of the ASB Officers, the Secretary also sees to the implementation of all events and projects put on by ASB. In case of the President and Vice President's absence, the Secretary will assume all commanding responsibilities. 2016 Amendment C: The Secretary will be responsible for the grading and bookkeeping of the students in their respective period.

Associated Student Body Treasurer
The ASB Treasurer is in charge of all finances associated with ASB, including reimbursements, deposits, transfer of funds, and ticket and product sales. The ASB Treasurer works closely with the Manhattan Beach Unified School District and ASB Financial Accountant and oversees and organizes all fundraising associated with ASB. The Treasurer will help oversee and maintain the Student Store. Moderate math skills and exceptional attendance are necessary for this position. 2016 Amendment D: The Treasurer will be responsible for the grading and bookkeeping of student's in their respective period.

CLASS OFFICER ELECTED POSITIONS:

Senior Class President, Vice-President, Secretary/ Treasurer
Under the direction of the President, the Senior Class Officers are responsible for fundraising for all Senior Class events. The money raised by the Senior Class is put towards Grad Nite, a Senior Excursion and a Senior Gift. The Senior Class President is responsible for giving a speech at Graduation and organizing all class reunions. The Senior Class Officers are responsible for organizing the Talent Show and organizing their grade level for Stampede events.
Under the direction of the Junior Class President, the Junior Class Officers are responsible for organizing the Prom for the senior class. This entails a great deal of organization, collaboration, and creativity. In addition, the Junior Class Officers are also responsible for putting on various fundraisers to raise money for their class. These funds will go towards the class’s Grad Nite, a Senior Excursion and a Senior Gift. It is the responsibility of the Junior Class Officers to represent their grade and keep student morale high. They will take upon any other projects and events that will enhance their class camaraderie. The Junior Class Officers will also be in charge of organizing their grade for Stampede events.

Sophomore Class President, Vice-President, Secretary/Treasurer
Under the direction of the Sophomore Class President, the Sophomore Class Officers are responsible for putting on various fundraisers to raise money for their class. These funds will go towards their Grad Nite, a Senior Excursion, and a Senior Gift. It is the responsibility of the Sophomore Class Officers to represent their grade and keep student morale high. They will ensure that the Sophomore Class is financially stable for the future and take upon any other projects and events that will enhance their class camaraderie. The Sophomore Class Officers will also be in charge of organizing their grade for Stampede events.

Freshmen Class President, Vice-President, Secretary/Treasurer
Under the direction of the Freshmen Class President, the Freshmen Class Officers are responsible for putting on various fundraisers to raise money for their class. These funds will go towards their Grad Nite, a Senior Excursion, and a Senior Gift. It is the responsibility of the Freshmen Class Officers to represent their grade and keep student morale high. They will ensure that the Freshmen Class is financially stable for the future and take upon any other projects and events that will enhance their class camaraderie. The Freshmen Class Officers will also be in charge of organizing their grade for Stampede events.

APPOINTED POSITIONS:

School Board Representative
Along with ASB Vice-President, sits on the Manhattan Beach Unified School District School Board as a non-voting Student Representative. School Board meetings are held bi-monthly in the District Office on Wednesday nights at 6:30. In case of any pressing issues, emergency meetings are scheduled in which the School Board Representative must attend. Represents campus as a whole and ensures that students’ voices are heard. At the School Board meetings, the School Board Representative gives a report of all the events that are happening at all the schools in the district, entails having close communication with a representative at each of the seven schools. In the case of important issues, the School Board Representative is responsible for notifying the campus population of new policies or changes and in some cases gathering consensus.

Commissioner of Visual/Performing Arts
Responsible for all visual and performing art components of MCHS affiliated with ASB. Specific duties include: playing music in the quad, organizing band performances in the quad, and during informal ASB and sporting events. Responsible for maintaining and the upkeep of all stereo equipment and accessories.

Commissioner of Entertainment
Responsible for organizing all dances sponsored by Mira Costa: Homecoming, Winter Formal, Sadie Hawkins, After-Football Game Dances, and 8th Grade Dance. This job entails directing all of ASB to develop themes, colors, decorations, music, and ticket sales to ensure that each dance is carried out successfully. Responsible for scheduling ASB members to work ticket sales and dance set-ups.

Commissioner of Athletics
Responsible for organizing all athletic tournaments affiliated with ASB such as the Soccer Tournament, the 3-on-3 Basketball Tournament, the Dodgeball Tournament, and the Ping Pong Tournament. The duties of Commissioner of Athletics include sign ups, publicity, refereeing, and organizing the final match.

Commissioner of Campus Morale
Responsible for raising the spirit of Mira Costa students and working to create a healthier environment on campus. This commissioner is responsible for organizing a pep rally for each sports season, throughout the year and coordinating the involvement of the dance team, cheer leaders and marching band. Responsible for designating Fall, Winter, and Spring sports Stampede games, ensuring people go to these Stampede games, and designing the Stampede shirt for that year. Campus Morale also has an integral role in the Homecoming Spirit Week. He/she can determine the dress-up days for the school and court members, coordinate the Homecoming Court games presented at lunch, and organize the Homecoming Pep Rally. The Commissioner is responsible for organizing the Signing Days. The commissioner is the liaison with the Mira Costa music department. One of the coordinators will be “Melvin”, the school mascot.

Commissioner of Campus Welfare
Responsible for in-school recognition and in-school community service projects affiliated with Student Government. He/she will be responsible for
organizing Campus Clean-ups and Pride Day, which entails assisting the PTA parent organizer and having clubs from all over campus send workers to the event. This commissioner will also be responsible for coordinating Scholar Breakfasts and “This is Costa” Core Values assemblies. Additionally, Commissioner of Community Welfare is responsible for any school wide Campus Beautification Campaign.

**Commissioner of Elections**
Responsible for all elections carried out by ASB such as, Freshman Class Officers, Homecoming Court Election, Homecoming King and Queen Elections, ASB Commissioner and Officer Elections, Prom Court Elections, and Prom King and Queen Elections. The Election officers are responsible for organizing all campaigning on campus and for tallying the votes or using the online tallying service.

**Commissioner of Public Relations**
Responsible for all Mira Costa’s communication with the public. This job entails conducting the Monthly Class Visits, coordinating ASB’s involvement with Teacher and Classified Appreciation Week, and speaking at the monthly Coordinating Council Meetings presented by the city of Manhattan Beach.

**Commissioner of Community Relations**
Responsible for all community service projects affiliated with ASB. He/she will be responsible for organizing Operation Happiness, which entails a canned food collection drive and an adopt-a-family gift drive for needy families and children during the holidays. This commissioner will also be responsible for coordinating the Pennies for Patients drive on campus. It is this commissioner’s responsibility to seek out other opportunities to continually strive to better the lives around us. In addition, the Commissioner is responsible for the Blood Drives. It will be the commissioners’ responsibility to organize and run at least one additional community service project.

**Commissioner of Special Events**
Responsible for all special events at Mira Costa, specifically the Homecoming Half-Time show and “Casino Night”. The Homecoming Half-Time show entails a great deal of organization, time, and diligence. He/she will put on a reception for the Homecoming Court member and their parents, arrange the court member’s car, organize the slide show, present the court member’s biographies, and announce the Homecoming King and Queen. In the Fall and Spring, he/she will organize a school wide blood drive with the Red Cross and UCLA Medical Center. 1996 Amendment: One must have held a position on ASB for at least one year, prior to holding the office must be a Junior or Senior to hold the position of Commissioner of Special Events. Any Senior holding this office will not be an eligible candidate for Homecoming Court.

**Commissioner of Student Involvement**
Responsible for coordinating all mixers affiliated with ASB. Mixers are when a group of students get together to exchange new ideas and meet new people. Mira Costa hosts their own mixer for New Students to the district and an inter-school mixer with other ASBs in the area. This commissioner will also organize Mira Costa ASB’s involvement in other school's mixers.

**Commissioner of Publicity**
Responsible for all publicity on Mira Costa. This entails publicizing all ASB events and activities to ensuring that all other publicity on campus is in accordance with the Publicity Rules. Publicity should be responsible for making a majority of the signs on campus and leading the effort in sign-making. In addition, they will maintain and order new supplies when necessary (i.e. zip ties, paint, markers), and removing old staples and nails from bulletin boards and wood surfaces around campus with assistance of Student Government. Publicity has to provide a monthly calendar for the ASB class.

**Club Coordinator**
Responsible for all clubs affiliated with ASB at Mira Costa. This job entails drafting the Club Reference Booklet, renewing existing clubs in good standing and accepting new acceptable clubs, holding Monthly Club President Meetings, organizing the quarterly Club Days, and ensuring that all clubs are carrying out their necessary duties throughout the year. The club coordinator must be the expert in all things club-related at Mira Costa, such as forms, dates, and other information.

**Historian**
The Historian is responsible for documenting all ASB events. He/she decorates the room and posts photos of the ASB events on the walls. The Historian makes a scrapbook capturing all the events and projects of the year, creates the ASB Senior page in the yearbook, creates the Senior slide show at the All-Awards Ceremony at the end of the year, displaying pictures of every student in the Senior class, organizes the ASB Banquet in June, and creates mementos for the senior members and awards for the members.

**Student Store Coordinator**
Responsible for selling commodities and tickets in the Student Store. This entails selling Val Grams and all merchandise affiliated with the Stampede, and Team Costa gear through the student store. The commissioner will be responsible for seeking out products to sell to enhance school spirit. The commissioner will be responsible to maintain the student store and all registers. They have the authority to schedule workers when need
be.

*** ALL members of ASB are required to attend all ASB/student events and participate in our activities. All members are required to assist all other ASB members with events to ensure that the duties of ASB are implemented. As an indication of this participation, ASB members' grades depend on their enthusiasm, involvement, and contribution to be decided by Executive Board and Ms. Lisa Claypoole whenever an infraction takes place.

Section 2

**Vacancies:** In case of an ASB Student Government Office vacancy, the Student Government Executive Board shall have the power to appoint, by and with the consent of a two-thirds majority of the Student Government, an Officer Pro Tempore who shall serve until the office is filled by the regular officer or until the Student Government issues a special election to fill the vacancy.

**Voluntary Resignation:** In the event that a Student Government member wishes to resign from office, the member will have a meeting with the Student Government Executive Board and the Activities Director to explain the reasoning for the resignation. The member will be relinquished of all duties pertaining to their position as well as Student Government at the end of the academic semester. The member will also be removed from his or her respective Student Government Class period. The position will be filled through the procedure described under "Vacancies".

Section 3

**Appointments:** The Executive Board shall have the power to appoint, with the consent of the majority of the Student Government members present and voting, whatever officers and assistants are deemed necessary by the Executive Board.

Section 4

**Limitations:** No Student Government member may hold more than one position on the Student Government.

**Article VI - Discipline**

Section 1

Dismissal: Any Student Government member may be dismissed for any of the following reasons:

A. Less than a 3.0 GPA on a report card.
B. More than two unexcused absences from ASB meetings (an absence of thirty minutes or more from any meeting constitutes an absence from the entire meeting.)
C. Any immoral or illegal act committed by the member. (Refer to any of the following documents: MCHS Grounds for Suspension and Expulsion, MCHS Discipline Matrix, Mira Costa Ethics Policy)
D. Three citations in a semester from the ASB President or Activities Director. (Citations are given when an ASB member is not doing his/her job appropriately, is being disruptive, or being destructive).
E. Receives a "C+" or lower in the class of ASB at the semester. ("C+" according to the Mira Costa School-Wide Grading Scale in the Student Handbook.)
F. Fails to notify the Activities Director or the Executive Board members in advance for an absence from any ASB required event. Not to exceed two failures of notification in a semester. Attendance should be reported to either the ASB Secretary or the ASB Treasurer, or in their absense, the ASB President or the ASB Vice-President.

Section 2

Consequences: If a Student Government member is found to be breaking any of these guidelines, the ASB Government member will be immediately removed from office. This said member may appeal his/her termination to the Executive Board. If the Executive Board unanimously approves the member's return, then the member will be on probation for a specified amount of time (to be decided by the Executive Board) on a review basis only. When this allotted time has ceased, the Board may vote for either:

A. the immediate and permanent return of the member into ASB Student Government, or;
B. the immediate and permanent removal of the member from ASB Student Government to no longer have any affiliation with the ASB Council.

Section 3
Absence/Tardy Policy: The following are the guidelines for the absence/tardy policy for the ASB Student Government:

A. When a member assumes three unexcused tardies or absences from any event without prior notice, he/she will be denied admission to the next meeting. This absence is marked as unexcused. No points will be awarded for that given meeting.

B. If in a meeting a member receives three out of orders (disruptions), he/she will be asked to leave the meeting and will be denied admission to the next. This absence will be marked as unexcused. No points will be awarded for that given meeting.

Article VII – Elections

Section 1

Date: The election and appointment of ASB Executive Board Officers, Class Officers, Representatives, Coordinators and Commissioners shall be held at the general Student Body Election held in the spring semester. The exact date of the election shall be listed in the master calendar.

Section 2

Election Procedure:

A. The General Election shall be held during the school day.

B. Voters must be members of the Associated Student Body who will be returning to the Mira Costa High School Student Body the next school year.

C. The Commissioner(s) of Elections and Director of Student Activities will be in charge of elections and any primary activities.

D. The candidate receiving the plurality of votes cast for each office will be declared the winner.

Section 3

Run Off Elections:

A. If no one candidate receives a majority of votes cast, a runoff election will be held between the two candidates receiving the highest number of votes. This election will be conducted in accordance with the provisions of Section 2.

Section 4

Nominating Petitions:

Any member of the MCHS ASB wishing to become a candidate for office in MCHS ASB Student Government shall secure a petition from the Commissioner of Elections. That person shall have said petition approved for attendance by the Attendance Office, for citizenship and scholarship by each of his teachers, for grade level and eligibility from previous semester from the Recorder, and for general approval by the Assistant Principal and Director of Student Activities.

Article VIII - Terms

The term of office for all elected Student Government members shall be two semesters. The term shall commence at the inauguration of the officers the following year.

Article IX – Amendments

Section 1

Presentation: All proposed amendments must be proposed in writing to the Student Government at least one meeting prior to the final vote.

Section 2

Voting: This Constitution may be amended by a three-fourths vote of the Student Government. Amendments will not take effect until ratified by the ASB Student Government.

Article X - Ratification

This Constitution shall be approved by a two-thirds vote of the Student Government members present and voting and ratified by a three-fourths vote.
of the ASB members present and voting. In the case of constitutional amendments, the entire constitution must be ratified by a two-thirds vote of the ASB members present and voting to take effect. The method of voting for Constitutional Ratification shall be determined by the Executive Board of the Student Government. If ratified, it shall be put into effect and be binding as of that date.

APPENDIX:

ALL STUDENT GOVERNMENT MEMBERS
WILL BE REQUIRED TO:

- Attend Monday/Office Hours Meetings
- Attend Stampede Game
- Attend Dances: Homecoming, Winter Formal, Sadie Hawkins, Prom, etc.
- Count Coins for Pennies for Patients
- Work at and/or Participate in Blood Drive
- Homecoming Elections/ Homecoming Week
- Count Ballots or Work Elections
- Assist with Operation Happiness
- Dress Up During Spirit Weeks
- Wear Green and Gold on Fridays
- Attend ASB Mixers at Other Schools and Our Own
- Attend and Cheer at Pep Rallies
- Set Up and Clean Up Basketball, Volleyball, Ping Pong, Soccer & Dodge Ball Tournaments
- Dance in Lip Sync (Yes, Dance…)
- Work Talent Show
- Attend or Work at Informational Meetings
- Work at Freshmen Orientation in August
- Greet & Assist New Students
- Set Up and Clean Up Club Days
- Work/Organize Staff Appreciation Week
- Make & Hang Up Signs
- Remove Staples from Bulletin Boards
- Participate in/Work Homecoming