

# **CEDARCREST HIGH SCHOOL**

## **ASSOCIATED STUDENT BODY CONSTITUTION**

### **ARTICLE I (1)**

#### **NAME AND MEMBERSHIP**

- Section 1 The name of this organization shall be the Cedarcrest High School Associated Student Body (ASB).
- Section 2 All students enrolled in Cedarcrest High School shall be members of the student body, but only those students purchasing an Associated Student Body card shall be considered members of the ASB and merit certain privileges, including:
1. Holding an elected ASB office or membership in the Student Council.
  2. Participation in:
    - a) Sports
    - b) Functions sponsored by the ASB at reduced cost
    - c) Clubs and organizations chartered by the ASB
  3. In the event that a student cannot afford an ASB card, he/she may be granted one by special arrangement through the ASB Activities Advisor or school Principal.

### **ARTICLE II (2)**

#### **EXECUTIVE BOARD**

- Section 1 The elected officers of the Association shall be President, Vice President, Secretary, and Treasurer. The elected officers for the Senior class shall be President, Vice President, Secretary, and Treasurer. The elected officers for the Freshman, Sophomore, and Junior classes shall be four representatives.
- Section 2 These officers and the Principal or designee shall make-up the Executive Board.

### **ARTICLE III (3)**

#### **POWERS OF THE ASB**

- Section 1 The student body shall have the power to choose its own ASB officers whose duties will be to represent the students.
- Section 2 The ASB shall have the power to control raising and distribution of all student moneys for specific clubs or the ASB as a whole.
- Section 3 The ASB may advocate for students' rights involving administrative and faculty policies, use of student funds, and essential use of constitutional liberties.
- Section 4 The ASB shall have the power to enforce ASB mandates through any and all means within the guidelines of this constitution.

### **ARTICLE IV (4)**

#### **STUDENT COUNCIL**

- Section 1 There shall be a standing body of the Association known as the Student Council which shall consist of voting and non-voting members. All officers and members of the Student Council must have an ASB card. Under extenuating circumstances, this requirement could be waived.
- Section 2 Membership shall consist of ASB officers and class officers.

- Section 3 The voting members shall be the ASB officers and class officers (ASB President votes only if a tie occurs).
- Section 4 The non-voting members shall be:  
 a) Committee chairpersons  
 b) Student government advisor  
 c) Presidents of clubs  
 d) Any interested ASB member who has properly obtained a guest pass
- Section 5 Student Council meetings shall be called as needed - no less than once per month.
- Section 6 The quorum for the Council shall be 60% of the voting members.
- Section 7 All proceedings of the Council shall function under Robert's Rules of Order, Revised.

**ARTICLE V (5)**

**POWERS OF THE STUDENT COUNCIL**

- Section 1 The Student Council shall have the power to consider all matters concerning the Student Council in this constitution.
- Section 2 The Council may override a Presidential veto by a 2/3 majority vote.
- Section 3 The Council may create temporary committees.
- Section 4 The Student Council shall have the power to prescribe a fee which will admit students to all athletic contests and other social activities as the Council directs.
- Section 5 The Student Council shall have the power to grant or revoke club charters.
- Section 6 In cases of conflict between this constitution and that on any other school organization, this constitution shall take precedent regardless of amendments to other constitutions.

**ARTICLE VI (6)**

**ELECTED ASB OFFICERS**

- Section 1 The President  
 The President shall make the chief executive decisions of the ASB and has the power to:  
 a) Call and preside over all Student Council and ASB officer meetings.  
 b) Vote only as a tie-breaker in the Council.  
 c) Veto decisions of the Student Council, except those that override a previous veto. The President must state his or her reasons and present an alternate plan, if applicable, within seven school days of the veto.  
 d) Appoint temporary vacancies and committee chairpersons for committees formed by the Student Council.  
 e) Coordinate and be informed of all committee workings.  
 f) Call special meetings.  
 g) Preside over assemblies.  
 h) Represent Cedarcrest at community and interscholastic activities.
- Section 2 The Vice-President  
 The Vice-President shall assume the duties of the President in the absence of the President, or become President due to a vacancy in that office. Responsibilities include:  
 a) Supervise all ASB and class elections providing adequate publicity to encourage participation.  
 b) Represent Cedarcrest at community and interscholastic activities.  
 c) Responsible for all leadership activities and conferences.

- d) Responsible for management of Interhigh Representatives.

Section 3 The Secretary

The Secretary shall handle all records and correspondence of the ASB. Responsibilities include:

- a) Keep accurate records of all motions, nominations, elections, absences, and other records of the Student Council.
- b) Make copies of the minutes of Student Council and making them available to all Student Council members and advisor groups.
- c) Appoint a staff to help him/her if necessary.
- d) Maintain a file of all ASB activities and decisions.

Section 4 The Treasurer

The Treasurer shall account for all financial aspects of the ASB. Responsibilities include:

- a) Account for all moneys spent by the ASB, and reporting to the Student Council at each meeting and at the beginning and end of the school year.
- b) Carry forth the financial business of the ASB and work closely with the school budget clerk.

**ARTICLE VII (7)**

**APPOINTED COMMITTEE CHAIRPEOPLE**

Section 1 The Appointed Committee Chairpeople

The Appointed Committee Chairpeople must be appointed by the President. They must attend Student Council meetings and be prepared to give a summary of their committee's recent activities.

**ARTICLE VIII (8)**

**INTERHIGH REPRESENTATIVES**

- Section 1 The Interhigh Representatives will primarily be selected from the Executive Board, but may also be selected from the general student body.
- Section 2 The Interhigh Representatives shall have several meetings with other schools to discuss and work toward solutions to the problems that the schools collectively face.
- Section 3 An Interhigh Representative must be present at all Student Council meetings and report to the Council on the Interhigh meetings.

**ARTICLE X (9)**

**CLASS OFFICERS AND MEETINGS**

Section 1 Senior Class Officers

- a) The class President shall coordinate activities with the interest of a majority of his/her class.
- b) The class Vice-President shall assist the President in his/her duties and assume the office if the President is unable to do so.
- c) The class Secretary shall keep records and minutes of class meetings, functions, and actions.
- d) The class Treasurer shall account for all financial aspects of the class and work closely with the class advisor and school budget clerk.

Section 2 Freshman, Sophomore, Junior Class Officers

- a) These classes will select four officers who will represent their class at executive council meetings and will organize and run class activities and meetings.
- b) Representatives will share the duties of office.

Section 3 Class meetings shall be called as deemed necessary by the class officers, under the supervision of the class advisor, to obtain class consent for class activities. At least three (3) meetings shall take place for the senior class.

Section 4 The quorum for class meetings shall be an informal 2/3 of the class.

### ARTICLE XI (10)

#### **ASB ELECTION AND CLASS ELECTIONS**

- Section 1 All students enrolled in Cedarcrest High School shall be granted the privilege of voting at any and all elections and open meetings of the Association, except for ASB officer elections, where the incoming Freshmen shall be included in the voting and the outgoing Seniors shall be excluded from the voting.
- Section 2 All elective officers of the Association shall be elected by a process which combines several election criteria. The criteria will include the popular vote, the quality of the application packet, staff recommendations, and the campaign speech. The candidate's packets will be scored by a panel of staff members to include the primary ASB advisor and a class advisor from each of the four classes. Four officers will be selected for each class. ASB Executive Officers and Senior Class Officers will be placed in an office that is the best fit for their skills. The Freshman, Sophomore, and Junior Class Officers will be elected as "representatives" not for a particular office.
- Section 3 The ASB President and Vice-President shall be chosen from the upcoming Junior or Senior classes. The Treasurer and the Secretary shall be chosen from the upcoming Sophomore, Junior, or Senior classes. All candidates must hold and maintain a 3.0 accumulative grade point average and not have failed any class. The past year's grades are determined by semester or term grades.
- Section 4 All ASB candidates must declare their intention by signing up with the Student Government Advisor and will attend an information interview by the current ASB officers before beginning the petition process as described in Section 5.
- Section 5 All candidates must file a petition to run for office. This petition must specify which office is being sought, as well as contain the signatures of three teachers, that candidate's parent, and at least 25 members of the student body. A student body member may sign the same number of petitions for an office as there are positions to be filled. If a candidate wishes to seek a different office than the one originally filed for, he/she must file a new petition.
- Section 6 All ASB officers shall be elected not sooner than April 15, and not later than May 15.
- Section 7 All Class officers shall be elected not sooner than May 15, and not later than June 15.
- Section 8 Campaigns must be non-discriminatory against one's opponents, must be in good taste, be in compliance with Cedarcrest Campaign Rules.
- Section 9 All candidates may have a campaign manager.
- Section 10 Swearing in of officers:
- a) The ASB President shall administer the Oath of Office to newly elected ASB officers at the last all-school assembly of the school year. If the office is filled at a time other than spring elections, or if the newly elected officer is unable to attend the regular ceremonies, the Oath of Office shall be administered at the first available Student Council meeting.
  - b) The Oath of Office should be as follows:  
 "I, (name), do solemnly swear to uphold and protect the Cedarcrest High School Associated Student Body Constitution, to represent Cedarcrest High School in a respectable manner in the eyes of the community and my fellow students, and to fulfill the duties of the office to which I have been elected to the best of my ability."
- Section 11 Failure to comply with CHS campaign rules will result in forfeiture of your candidacy prior to the election or removal from office if the discovery of the violation is after the new officers are sworn into office.

**ARTICLE XII (11)**

**OFFICE LIMITATIONS**

Section 1 The following Group (1) shall be considered major officers and activities:  
President ASB President Senior Class  
Vice President ASB  
Secretary ASB  
Treasurer ASB

Section 2 The following Group (2) shall be considered minor offices and activities:  
President or leader of any organization not listed in Group 1  
Vice President Senior Class Editor School Paper  
Vice President Junior Class Drill Captain(s)  
Editor Annual  
Cheerleader Captain(s)

Section 3 A student may hold one office only from Group 1.  
A student may hold two offices only from Group 2  
A student may hold one office from Group 1 and one office from Group 2.

**ARTICLE XIII (12)**

**CLUBS AND ORGANIZATIONS**

Section 1 Any new group or organization wishing to become an authorized club or organization of Cedarcrest High School must submit a petition signed by 25 members of the student body and present a charter to the Student Council.

Section 2 All charters are to be reviewed and approved by the Student Council. Charters will be kept on file and must be updated by the club or organization if changes are necessary.

Section 3 Each club and organization must have a faculty advisor and elected officers.

Section 4 All officers shall have and maintain a 2.0 accumulative grade point average. Past year's grades are determined by semester or term grades.

Section 5 Any officer may be removed from office by the teacher advisor and a 2/3 majority vote of all registered members in the club or organization.

Section 6 There must be a representative from each club or organization at Student Council meetings to present the club's activities and/or accomplishments.

Section 7 Clubs may be disbanded for failure to show proof of school or community involvement, or failure to submit a charter.

**ARTICLE XIV (13)**

**IMPEACHMENT**

Section 1 Any member of the ASB or class governments may be impeached for conduct unbecoming to their office, not carrying out their constitutional duties, for excessive absences from their meetings or for violation of the co-curricular code of conduct.

Section 2 A petition of impeachment must be signed by a majority of the accused member's constituents (ASB officers and class officers), validated by the Principal or the Activities Advisor, and filed with the ASB Secretary.

Section 3 Upon the request of the person charged, he/she shall be given a hearing before the Student Council within five school days following the filing of the charge. If voted guilty, he/she will be removed from office. If no hearing is requested, he/she will automatically be removed from office.

#### ARTICLE XV (14)

### VETO

The Principal of Cedarcrest High School has the legal right to veto any action taken by the Student Council, provided that such a veto with a written explanation be communicated to the ASB President or other officers in charge. If the Student Council would like to contest the veto, the matter may be placed before the Superintendent's office by a resolution from the Student Council in a timely fashion.

#### ARTICLE XVI (15)

### VACANCIES IN OFFICE

- Section 1 An office is considered officially vacant when an officer has:
- a) Resigned
  - b) Withdrawn from school
  - c) Has continuous absences lasting over twenty (20) days (except under extenuating circumstances)
  - d) Been removed from office
  - e) Missed seven days of school due to suspension or unexcused absences (per term).
  - f) Been expelled
- Section 2 If an office other than President is vacant, the following procedures will be followed to fill the vacancy:
- a) Vacancy in the ASB government:
    - (i) The ASB Officers shall present a suitable candidate for the vacant office to the Student Council
    - (ii) The Council may nominate and elect the officers' choice or may nominate and elect another individual
    - (iii) Student Council approval is required
  - b) Vacancy in the class governments:
    - (i) The class officers and advisor(s) shall present a suitable candidate for the office.
  - c) Temporary vacancy created from Article XVI, Section 1C:
    - (i) The Executive Board shall appoint a suitable replacement upon 2/3 vote by the Board.
- Section 3 In the case of the Office of the President becoming vacant, the Vice-President will become President and a suitable candidate for Vice-President shall be nominated.

#### ARTICLE XVII (16)

### FINANCING

- Section 1 The Student Council must approve all major fund raising activities before commitments are made. A completed Activity Form must be presented to the Student Council for approval. If a club or organization fails to follow proper procedure, 50 percent of all profits from that activity shall be transferred from that club's, team's, or organization's account into the ASB General Fund. If there is no profit from the activity, the Student Council shall prescribe a fee, not less than \$10 but not to exceed \$25 to be transferred into the ASB General Fund.
- Section 2 When a club or organization becomes inactive or fails to renew its charter, its money shall be deposited in the Associated Student Body General Account for redistribution. All clubs and organizations shall deposit their funds into the ASB account as soon as they have receipts from any fund-raiser.

- Section 3 All moneys collected by the ASB must be accounted for and shall be in accordance with proper ASB accounting procedures. All moneys collected become public moneys and therefore are under the jurisdiction of the Riverview School District.
- Section 4 The ASB will submit an annual budget committee appointed by the President and headed by the Treasurer.

**ARTICLE XVIII (17)**

**SCHOOL COLORS AND MASCOT**

- Section 1 The official colors of Cedarcrest High School shall be crimson, black, and gray.
- Section 2 The official mascot of Cedarcrest High School shall be the Red Wolves.

**ARTICLE XIX (18)**

**SCHOOL LETTERS AND AWARDS**

- Section 1 Varsity letters may be awarded for extra-curricular activity in the form of a sport. Letters may also be awarded for Academics, Cheerleading, Drill Team, Band, Chorus, Drama, and ASB Officer. Students participating must complete the year/season in good standing and have followed the requirements in the Extra-Curricular Activities Code.
- Section 2 Special recognition awards for extra-curricular activities of Cedarcrest High School shall be awarded by the Association. Extra-curricular activities shall include: Football, Cross Country, Volleyball, Girl's and Boy's Soccer, Girls's and Boy's Basketball, Wrestling, Track, Baseball, Fastpitch, Cheerleading, Band, Chorus, Art Club, Drama, Drill Team, Honor Society, Weightlifting Club, Knowledge Bowl, Future Business Leaders of America (FBLA), and DECA.
- Section 3 Letter awards or pins may be awarded to clubs and organizations described in Section 2 after presentation and approval by the Student Council. All criteria must be approved by the Student Council and the club or organization will be responsible for the expense of that award.
- Section 4 There will be an awards assembly at the end of each year. Sports awards may be given at a Sports Banquet.
- Section 5 School sweaters and letter jackets shall be a combination of crimson, black, and gray. The Letter will be worn on the front, left side of the sweater or jacket. No student, with the exception of the person receiving a Letter from the student body as an award, shall be allowed to purchase any kind of a school Letter or Bar, namely "C," but any person is allowed to wear numerals. Anyone can order a jacket or sweater without have lettered.
- Section 6 Any student who earns a 3.7 GPA for the semester shall receive an Academic Letter Award.
- Section 7 The Student Council shall enforce all regulations governing wearing of awards issued by the Student Council.

**ARTICLE XX (19)**

**AMENDMENTS**

- Section 1 A proposal to amend the constitution may be made by a Student Council member, or by a student bearing a petition with signatures of 25 percent of the student body.
- Section 2 At the next meeting of the Student Council (no earlier than one month later), the proposed amendment must be passed by a 2/3 majority vote of the Student Council.

Section 3 All proposed amendments to the constitution must receive final approval from the Riverview School District Board of Directors.

This constitution was developed for the newly constructed Cedarcrest High School in September, 1993 using the constitution from Tolt High School which was revised in June, 1993, as a model.

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