

SUNNY HILLS HIGH SCHOOL

ASSOCIATED STUDENT BODY CONSTITUTION

We, the Associated Student Body of Sunny Hills High School, the Lancers, in order to obtain a better understanding of democratic processes, to foster better relations between students, faculty, and the administration, to promote a high standard of student conduct and scholastic achievement, and to encourage student participation and interest in activities, do ordain and establish this constitution.

ARTICLE I*THE ASB AND THE EXECUTIVE CABINET**

SECTION I – THE ASB CLASS

A. The ASB Class

1. The ASB class will consist of 44-50 members of the student body including rising freshmen.
2. The ASB class will consist of no more than 8 freshman
3. The ASB class will consist of no more than 12 sophomores
4. The ASB class will consist of no more than 18 juniors
5. The ASB class will consist of no more than 18 seniors

SECTION II – MEMBERSHIP OF THE EXECUTIVE CABINET

A. The Executive Cabinet shall consist of the following members:

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|-----------------------------|------------------------------------|
| 1. President | 9. Assemblies Commissioner |
| 2. Vice-President | 10. Activities Commissioner |
| 3. Secretary | 11. Technology Commissioner |
| 4. Treasurer | 12. Elections Commissioners (2) |
| 5. Pep Commissioners | a. 1 senior representative |
| 6. Social Commissioners | b. 1 junior representative |
| 7. Sports Commissioners (2) | 13. PTSA Representative |
| a. 1 boys' representative | 14. Class Representatives (4) |
| b. 1 girls' representative | a. each class president |
| 8. Publicity Commissioners | 15. Community Affairs Commissioner |

B. Qualifications of Executive Cabinet members shall be the following:

1. Cabinet members shall have a grade point average of 2.25 at the end of the semester preceding their election and during their term of office.
2. No member of the Executive Cabinet shall hold any other student office while serving on the Executive Cabinet.
3. Each student shall also maintain a satisfactory record of citizenship. Satisfactory citizenship will be determined by the campus administration. Satisfactory citizenship may include, but is not limited to, consideration of citizenship marks as shown on the most recent report card which includes no more than two N's without any U's or one U without any N's, the school's code of conduct, trancies, and any disciplinary actions. Teachers will be polled prior to the election to determine the citizenship grades and eligibility of the candidate.

C. Individual Qualifications

1. The President, Vice-President, ASB Secretary, and ASB Treasurer shall be seniors while in office and shall be elected by the Associated Student Body.
2. The PTSA Representative and all Commissioners must be sophomores, juniors, and seniors while in office.
3. The Junior Elections Commissioner position is a mandatory two year term. The Junior Elections Commissioner will serve as the next year's Senior Elections Commissioner upon satisfactory review by the current commissioner and Activities Director

Executive Cabinet

D. Executive Officers Elective Procedure

1. The election of Executive Cabinet Officers will be a multi-part process consisting of (but not limited to) an interview, a secret ballot of the Leadership Class, teacher recommendations, and a general election of the Associated Student Body. This process will include a weighted average for each section with the general election always weighted more than any other part of the process.
2. Executive Officers will be interviewed by a panel consisting of Senior ASB members in executive or officer positions, the Activities Director, and several administrators/teachers (as available)
3. The Leadership Tech Class will hold a secret ballot among the candidates for each office online.
4. Finally, The President, Vice-President, Secretary and Treasurer shall be elected, in part, by the underclassmen in the Associated Student Body, not outgoing seniors.

5. There shall be an election committee, appointed and headed by the ASB Vice-President and Senior Elections Commissioner, consisting of at least one representative from each class. The duties of this committee shall be:
 - a. To pass on the qualifications of each candidate.
 - b. To regulate all campaigning.
 - c. To decide upon and advertise the time and place for elections
 - d. To conduct the entire election process
6. There shall be an annual double second period assembly to introduce all of the candidates running for ASB President, Vice-President, Secretary, and Treasurer. All students shall attend the assembly.
7. All Associated Student Body elections shall be held by secret ballot.
 - a. Candidates receiving a simple majority of votes cast on the first ballot will be considered elected.
 - b. Numerical results of the general election for any office shall be available to candidates upon their request.
8. All other members of the Executive Cabinet listed in Article I, Section 1-A, will be selected by a selection board consisting of the outgoing President, Vice-President, Secretary, and Treasurer and the same incoming group of officers. After the ASB elections and before the school year is over, the selection board shall convene to interview each candidate. Final decisions shall be made in secret sessions.

E. Oath of Office

1. The following oath is to be administered to all incoming ASB officers:
"I do solemnly affirm that I will faithfully execute the duties of the office of...(state respective office)...of Sunny Hills High School, and will, to the best of my ability, support the policies and constitution of Sunny Hills High School."

F. Term of Office

1. Elected cabinet members shall serve for one year. Terms shall commence with their installation.

SECTION II—DUTIES OF THE EXECUTIVE CABINET

A. Individual Duties of Cabinet Members

1. The President shall direct policies and activities of the student government body, represent the student body at outside functions, and preside over all meetings of the Executive Cabinet.
2. The Vice-President shall assume the President's duties in the case of his/her absence and shall also be in charge of all elections and oversee the Student Senate.
3. The Secretary shall keep a complete record of the Executive Cabinet meetings, print copies of agendas and minutes for each meeting, handle correspondence for the student body, and maintain a record of all student body activities.
4. The Treasurer shall be in charge of all student body funds, sign all purchase orders requisitioning student body funds, pay by check all bills pertaining to the student body, and be in charge of the sale of ASB cards and the student store.
5. The Pep Commissioners shall coordinate the spirit activities and pep units and promote sound school spirit. Pep Commissioners, with the aid of the Pep Committee shall organize and coordinate Homecoming Festivities including the week's activities, the Assembly, and the halftime show. They will also be responsible for the sports assemblies in the winter and spring.
6. The Social Commissioners, with the aid of the Social Committee, shall organize and coordinate approved student body social activities such as ASB-sponsored dances, and chair the Social Committee.
7. The Publicity Commissioners shall direct all student publicity and promote public relations for the student body and, as members of the election committee, shall approve all campaign posters.
8. The Assemblies Commissioner, with the aid of the Assemblies Committee, shall organize and coordinate student body assemblies including the Welcome Back, International Day and End of the Year Assemblies and chair the Assemblies Committee.
9. The Activities Commissioner shall assist in coordinating club activities on campus and keeping accurate files of all active clubs on campus, along with their constitutions. He/she shall also represent the clubs on the Executive Cabinet. Other responsibilities include directing Homecoming Week, Spirit Weeks, break or lunchtime activities, and other similar approved activities.
10. The Sports Commissioners shall represent all athletics programs. They will plan and organize game day themes, promotion of athletes including but not limited to athlete

of the month, signing days and other similar approved activities. They will serve as co-chairs of the Intramural Committee.

11. The PTSA Representative(s) shall act as liaison for the Sunny Hills High School ASB to the PTA-sponsored activities.
12. The Elections Commissioners shall organize all student body elections. They will also organize the Student Senate and plan and chair its meetings. (Student Senate representatives will be selected from each fourth period class to discuss various issues at the Student Senate meetings, and will serve only as an advisory group.) The Senior Elections Commissioner will serve as co-chair of the Elections Committee.
13. Class Representative (Presidents) will preside over their class functions and represent their class on the Executive Cabinet.
14. Tech Commissioner
15. Social Media Commissioner

B. Duties of the Executive Cabinet

1. The Executive Cabinet shall enforce all laws, regulations, goals and policies designated to it by this Constitution.
2. The Executive Cabinet shall uphold at all times the goals and policies of Sunny Hills High School.
3. The Executive Cabinet shall be responsible for coordinating all Associated Student Body activities.

SECTION III—POWERS GRANTED TO AND FORBIDDEN OF THE CABINET

A. Powers Granted to the Executive Cabinet

1. The Executive Cabinet shall have control over all Associated Student Body finances, consistent with the provisions of the California Education Code.
2. The Executive Cabinet shall assume any power not granted to any other branch of student government.

B. Powers Forbidden of the Executive Cabinet

1. The Executive Cabinet shall not assume any power herein set forth for any other branch of student government.

SECTION IV—EXECUTIVE CABINET MEETINGS

- A. At least one meeting shall be held every week.
- B. The ASB President shall preside over all meetings.
- C. Special meetings shall be called when the President deems it necessary.
- D. A quorum shall consist of a simple majority of all cabinet members.
- E. The Executive Cabinet may determine the rules of its proceedings

ARTICLE II*CLASS OFFICERS**

SECTION I—ELECTION OF CLASS OFFICERS.

A. Each class shall have the following officers:

- 1. President
- 2. Vice President
- 3. Secretary
- 4. Treasurer

B. Qualifications of class officers shall be the same as Article I, Section I-B.

C. Election Procedures

- 1. Class elections shall be supervised by the Election Committee as designated in Article I, Section I-D.
- 2. All class officer elections shall be held by secret ballot.
- 3. All class officers shall be elected by their respective classes.
- 4. Candidates receiving a simple majority of votes cast on the first ballot shall be considered elected.
- 5. A procedure similar to the election of Executive Cabinet Officers shall be put in place for class officers including interviews, teacher recommendations and a general election.

D. Term of Office

- 1. All class officers shall serve for one year.
- 2. The terms of all officers, excluding freshman class officers, shall commence with the installation of the incoming cabinet members and shall expire with the installation of the new class officers the following year.

SECTION II—DUTIES OF CLASS OFFICERS

A. Individual Duties of Class Officers

1. The President shall call and preside over all meetings of his/her class and shall be the representative of his/her class on the Executive Cabinet.
2. The Vice-President shall serve as President of his/her class in the absence of the President and shall assist the President in his/her respective duties.
3. The Secretary shall keep an accurate account of all proceedings of his/her class and shall assume responsibility for all correspondence concerning his/her class.
4. The Treasurer shall keep an accurate record of class finances and shall provide to his/her class an accounting of class finances upon request.

B. Duties of Class Officers

1. Class officers shall lead their classes in a manner which will encourage high standards of behavior and school spirit.
2. Class officers shall aid the students in matters which pertain to their respective classes.

SECTION III—CLASS MEETINGS

- A. The meetings of a class shall be called by the President of that class when he/she deems it necessary.
- B. The proceeding of every meeting of all classes shall be kept by the secretary of each respective class.

ARTICLE III* STUDENT SENATE**

SECTION I – DESCRIPTION/PURPOSE

- A. The Student Senate is a student-run forum where students can ask questions, propose changes, and work together to find solutions
- B. Officers
 - a. The administration of the body shall be the ASB Vice President, both Elections Commissioners and the class presidents, The President of the Senate is the ASB Vice President
- C. The ASB Vice President shall consult with the ASB Election Commissioners and class presidents on the monthly agenda and other matters

- D. Feedback from student senate shall be taken into consideration when planning future ASB events
- E. Student Senate is intended to reflect a broader perspective from a wide range of students in all classes
- F. Every year there will be a general Student Senate Project that they are required to complete and decide upon
- G. Student Senators will be reviewed after each semester for attendance, participation and work in the group. This evaluation will determine the following semester's acceptance into the Senate.

ARTICLE IV*ELIGIBILITY OF HOMECOMING/PROM COURTS**

SECTION I—HOMECOMING/PROM COURT ELIGIBILITY REQUIREMENTS

- A. A Homecoming/Prom Court candidate must have a grade point average of 2.5 at the end of the semester preceding their election and during their term of office.
- B. Each student shall also maintain a satisfactory record of citizenship. Satisfactory citizenship will be determined by the campus administration. Satisfactory citizenship may include, but is not limited to, consideration of citizenship marks as shown on the most recent report card which includes no more than two N's without any U's or one U without any N's, the school's code of conduct, trancies, and any disciplinary actions. Teachers will be polled prior to the election to determine the citizenship grades and eligibility of the candidate.

SECTION II—HOMECOMING COURT ELECTIONS

A. Election Procedures:

1. Homecoming King and Queen elections shall be supervised by the Associated Student Body Cabinet, the 2 Elections Commissioners and the Pep Committee.
2. A candidate for Homecoming Royalty must be a senior. Resumes will be required.
3. There will be a board of judges to select the court. The board of judges shall select five candidates for Homecoming King and Queen. Panel is selected by program leaders/teachers on campus.
4. The Homecoming Queen shall be elected by the Associated Student Body. Elections shall be held by secret ballot.
5. Judges, talliers, and anyone involved in the selection process must not have dates, girl friends, or relatives running for Homecoming Queen.

6. An advisor must be present at all times throughout the selection process.

SECTION III—PROM COURT ELECTIONS

A. Election Procedures:

1. Prom Court elections shall be supervised by the ASB Cabinet and the Prom committee.
2. A candidate for Prom Court must be a senior. Resumes will be required.
3. There will be a board of judges to select the court. The board of judges shall select five candidates for Prom King and Prom Queen.
4. The Prom King and Queen shall be elected by the members of the Junior and Senior classes who attend the Prom. Elections will be held by secret ballot.
5. Judges, talliers, and anyone involved in the selection or election process must not have dates, boy friends, or relatives running for King or Queen.
6. An advisor must be present at all times throughout the selection process.

ARTICLE V*VACANCIES OF EXECUTIVE CABINET OFFICERS, CLASS OFFICERS, AND HOMECOMING/PROM COURT**

SECTION I—VACANCIES

- A. Vacancies of the office of Associated Student Body President shall be filled by the ASB Vice-President
- B. Vacancy of the office of Class President shall be filled by the Class Vice-President.
- C. Vacancies for the remaining executive cabinet members, class officers, and Homecoming/Prom court members shall be filled in the following manner:
 1. If the office is vacated before the end of the first semester, a special election shall be called within two weeks to fill the vacancy.
 2. Vacancy of an Executive Cabinet appointed office shall be filled by a reappointment by the Executive Cabinet within two weeks of the vacancy.
 3. If the office of one of the class officers is vacated after the first semester, the new officer(s) shall be appointed within two weeks by the respective class cabinet.
 4. Vacancy of Homecoming/Prom court members will be filled as follows:
 - a. A candidate must have completed the second round of interviews before the Homecoming/Prom court selection board.

- b. As only candidates with highest point totals are selected for the Homecoming/Prom court, the candidate with the next highest score will be selected to fill the existing vacancy.
- c. If the candidate with the next highest score refuses the appointment, the candidate with the next highest point total will fill the vacancy and so on.

SECTION II—IMPEACHMENT FROM OFFICE; EXECUTIVE CABINET OFFICERS OR CLASS OFFICERS

- A. The following shall constitute grounds for impeachment:
 - a. Not fulfilling the duties of his/her office.
 - b. Displaying serious or continual misconduct.
- B. The following shall be the procedure for impeachment:
 - a. A petition consisting of the signatures of 15% of the students shall be necessary to commence impeachment procedures. Such a petition shall be submitted to the Executive Cabinet by any member of the Associated Student Body.
- C. All impeachment trials shall be held in the Executive Cabinet with the ASB President presiding. In case of an impeachment trial of the ASB President, the Senior Class President shall preside unless three-fourths of the Executive Cabinet desires to appoint another Cabinet member to act as the presiding officer.
- D. An ASB officer shall be removed from office by a two-thirds vote of the Executive Cabinet.

ARTICLE VI*AMENDMENTS**

SECTION I—PROPOSALS

- A. It shall take a majority of Executive Cabinet Members to approve a proposal for an amendment.

SECTION II—RATIFICATION

- A. Following Executive Cabinet approval of a proposed amendment, it shall be presented to the Associated Student Body for ratification.
- B. A majority vote of all students voting shall be necessary to ratify an amendment.
- C. These amendments will become effective the quarter following their ratification

ARTICLE VII*DERIVATION OF AUTHORITY**

SECTION I— All powers herein set forth are granted by the District Board of Trustees and the Superintendent through the Principal and may be revoked at any time by the Board.

SECTION II—All actions derived from the powers herein set forth shall be subject to the approval of the District Board of Trustees and the Superintendent through the Principal.

SECTION III—In the event that ASB is unable to accommodate specific existing constitutional mandates, ASB may, by a simple majority vote, suspend a constitutional cause indefinitely.

ARTICLE VIII*RATIFICATION AND ESTABLISHMENT OF THIS CONSTITUTION**

SECTION I—This Associated Student Body Constitution of Sunny Hills High School shall be approved by the Principal or designee and ratified by the majority vote of the Associated Student Body of Sunny Hills High School.

SECTION II—This Associated Student Body Constitution of Sunny Hills High School shall be established on the first day of the quarterly grading period following its ratification.

SECTION III—In general, no part or provision of this Associated Student Body Constitution of Sunny Hills High School shall be effective retroactive to its establishment. This section shall not apply to instances where the Executive Cabinet, in the interest of the general student body, recognizes an unavoidable need to establish a vital means of procedure retroactive to its establishment.