

Constitution of the Student Council
Associated Student Body
Bishop Garcia Diego High School
Santa Barbara, California

Article I: Name

The name of the organization is "The Student Council of the Associated Student Body of Bishop Garcia Diego High School."

Article II: Powers, General Purposes, Duties, Responsibilities of the Student Council

- Section 1: All powers of the Student Council are delegated to it by the Administration. The Administration has a right to veto any act of the Student Council. In the case of a veto, the Administration may put forth to the Council reasons for this veto, either in writing or by a personal appearance by the Principal.
- Section 2: the Student Council shall be the governing body of the Associated Student Body; it exists for the following purposes:
 - A. To promote and support student activities.
 - B. To promote school spirit, unity and civic pride.
 - C. To promote a channel for student expression on all school activities.
 - D. As an educational experience, to develop and promote the individual's self confidence, maturity, and responsibilities in and to an adult society.
 - E. To help students develop leadership skills.

Article III: Membership qualifications for officers and members

- Section 1: All officers shall have and maintain a 2.5 or higher grade point average (overall) or be removed from office. Upon achieving the required 2.5 GPA, the student may petition to resume office. In the interim, the president of the particular group may appoint a temporary replacement.
- Section 2: All officers shall be exemplary in following school policy and rules as outlined in the Student Handbook. Failure to do so may result in removal from office.
- Section 3: The ASB officers shall be elected from the forthcoming junior or senior class.
- Section 4: An officer may be removed from his/her position for being absent from meetings or planned events three times without an excuse, failure to represent his group properly and fairly, or for any actions which are detrimental to the Student Council. A student may be removed by a two-thirds vote of the Council, by the Dean of Activities, or by the principal for good and sufficient reason.
- Section 5: Upon the occurrence of a vacancy on the Student Council, the representative group of officers will elect a replacement. Upon the occurrence of a vacancy in the position of president, the vice president shall assume all duties and responsibilities. Any replacement must meet student council standards and be approved by the Dean of Activities.
- Section 6: A Student Council member may be suspended or removed from office because of academic or disciplinary probation.

Article IV: ASB Officers and Directors/Commissioners

- Section 1: Membership and Organization
 - A. The Associated Student Cabinet shall consist of a President, a Vice President, a Secretary and Treasurer.
 - B. The Student Council shall consist of ASB officers, class officers, and Directors/Commissioners.
 - C. All classes shall be equally represented.

- Section 2: Duties and Responsibilities
 - A. ASB President
 1. Shall preside over all meetings of student council and ASB assemblies.
 2. Shall serve as ASB representative to the administrative council, when requested.
 3. Shall be responsible for carrying out the plans and policies of the student council.
 4. Shall be responsible for preparing an agenda for all ASB meetings and approving the agenda with the ASB moderator and other ASB officers prior to the meetings.
 5. Shall represent the student body in all interscholastic meetings, forums, and outside organizations.
 6. Maintain and enforce the School Constitution and ASB by-laws.
 7. Shall schedule and conduct the voting for the ten homecoming candidates in the senior class.
 8. Shall have general charge of all activities sponsored by ASB but not those of specific classes.
 9. Shall be part of the Spirit Week activities committee.
 10. Shall attend the monthly Parent Board meetings or make certain one ASB officer is there.
 - B. ASB Vice President
 1. Shall perform the duties of the president in the absence of that officer.
 2. Shall manage ASB and Class elections.
 3. Shall be in charge of ASB blood drives.
 4. Shall be part of the Spirit Week activities committee.
 5. Shall attend the monthly Parent Board meeting if the ASB president is unable to attend.
 - C. ASB Secretary
 1. Shall keep the attendance and minutes of all ASB meetings.
 2. Shall maintain a roster of the student government.
 3. Shall maintain official ASB files (DJs, photographers, records, etc.)
 4. Shall handle all typing as required by fellow cabinet members.
 5. Shall handle all matters of correspondence of the ASB (bulletins, thank-you notes, etc.).
 6. Shall be a member of the Spirit Week activities committee.
 - D. ASB Treasurer
 1. Shall maintain a ledger or computer file logging all general ASB funds.
 2. Shall assist the Dean of Activities with the issuing of student parking permits and maintaining parking maps and records.
 3. Shall be responsible for preparing all purchase orders and requisitions for the ASB.
 4. Shall be responsible for turning in all receipts to the bookkeeper.

5. Shall make a financial report to the student council whenever funds change.
 6. Shall serve as a consultant to other group treasurers as to proper financial procedures, etc.
- E. Rally Commissioner(s) (As needed by Student Council)
1. One or two person teams may apply for this position.
 2. Shall consult with the cheerleaders, band director, team captains, etc. to plan rallies and raise school spirit.
 3. Shall work with the class representatives assigned to each pep rally to organize and carry out rallies.
 4. The Rally Commissioner(s) will be asked to attend ASB meetings prior to scheduled pep rallies to coordinate activities.
 5. Must have an abundance of school spirit, love Bishop, have enthusiasm, energy, be responsible, organized and task oriented and be a dynamic public speaker.
- F. Marketing Director (As needed by Student Council)
1. Any qualified student may apply for this position.
 2. Shall market school events via Web, BDTV, advertising boards, school newsletter, etc.
 3. Shall be enthusiastic, energetic and excited about promoting Bishop and ASB activities.
 4. Shall inform BDTV and yearbook of upcoming events to ensure photo and video coverage.
 5. Shall maintain the ASB calendar and bulletin board outside of the library as well as the two bulletin boards on either side of campus.
 6. Must be creative, artistic, energetic, visionary, positive, organized, reliable and resourceful.
- G. Audio/Visual Director (As needed by Student Council)
1. Any qualified student may apply for this position.
 2. Shall be responsible for setting up, operating and taking down sound and visual equipment at rallies, assemblies, etc.
 3. Must be trustworthy, self disciplined, responsible and resourceful.
 4. No special expertise required but a level of comfort with technical equipment is necessary.
- H. Clubs Commissioner (As needed by Student Council)
1. Any qualified student may apply for this position.
 2. Shall be the ASB liaison to school clubs and organizations.
 3. Shall maintain files of club rosters and constitutions for all clubs and organizations on campus.
 4. Shall ensure that clubs are active by distributing an evaluation form twice during the school year.
 5. Must be dependable, have initiative, be creative and have the ability to communicate effectively with adult moderators.

Article V: Class Officers

- Section 1: Membership and Organization
 - A. The Associated Student Cabinet shall consist of a President, a Vice President, a Secretary and Treasurer.
 - B. The Student Council shall consist of ASB officers, class officers, and Directors/Commissioners.
 - C. All classes shall be equally represented.
- Section 2: Duties and Responsibilities

- A. Class President
 - 1. Shall preside over all class meetings.
 - 2. Shall have general charge of all class sponsored activities.
 - 3. Shall serve as class representative to the administrative council or other party when requested.
- B. Class Vice President
 - 1. Shall perform the duties of class president in the absence of that officer.
 - 2. Shall help organize, plan, and execute class sponsored events and activities.
- C. Class Secretary
 - 1. Shall record the minutes of class meetings and submit these (typed) to the Dean of Activities and class moderator within two days of the meeting.
 - 2. Shall be responsible for publicizing class sponsored activities and to make sure these are on the ASB calendar.
 - 3. Shall handle all typing and correspondences as required by the class officers.
- D. Class Treasurer
 - 1. Shall maintain a ledger or computer file of all class funds and expenses.
 - 2. Shall work with the class moderator and the school bookkeeper in preparing deposits, withdrawals, and purchase orders.
 - 3. Shall maintain copies of receipts of all class expenditures.
 - 4. Shall make certain that budgets are followed and that spending limits are enforced.

Duties and Responsibilities of ASB Officers, Class Officers and Directors/Commissioners may vary and are subject to change by the Dean of Activities.

Article VI: Student Council Meetings

- Section 1: Student Council shall meet three days a week in a for-credit elective.
- Section 2: The ASB president may call special meetings with the consent of the Dean of Activities.
- Section 3: Two thirds of the voting members present of the Student Council shall constitute a quorum.
- Section 4: Procedures for the meetings
 - A. ASB President submits an announcement of the meeting two days in advance
 - B. Type and circulate an agenda (by ASB officers and Dean of Activities)
 - C. Call to order by presiding officer (usually ASB President)
 - D. Taking of roll by Secretary (roll sheet, not orally)
 - E. Approving of minutes of previous meeting
 - F. Treasurer's report (as necessary)
 - G. Old business
 - H. New business
 - I. Other business
 - J. Adjournment
- Section 5: Class and committee meetings

- A. Shall be held when necessary and outside of the normal Student Council meeting.
- B. May be initiated by the class president, the class moderator or Dean of Activities.
- C. Shall follow standard meeting procedures.

Article VII: Election rules for ASB and class officers and Homecoming Court

- Section 1: ASB and class officer elections shall take place between the months of March and May. The ASB elections must precede the class officer elections. Freshmen class officers will be elected at the end of the first quarter and take office beginning second semester.
- Section 2: ASB and class officers will be elected by popular vote. The candidates will be presented in an assembly before the entire school or, for class elections, the particular class. All candidates must give a speech to the student body or class regardless of whether they are running unopposed. Students will be able to cast their votes during the following lunch period. Voting is voluntary.
- Section 3: The ballots will be cast into locked boxes. Poll workers, selected by the ASB Vice President and approved by the Dean of Activities, will man the polling center during the election process. Poll workers will cross off student names from a register as they vote. Poll workers will not have access to the completed ballots in the locked boxes. After the polls close, the Dean of Activities and at least one other assistant will tally the ballots. The winners will be announced by the following school day.
- Section 4: Rules for voting in elections
 - A. Only registered students of Bishop Garcia Diego High School will be allowed to vote.
 - B. All students may vote for ASB officers.
 - C. Only students of the respective class may vote for the class officers.
 - D. If no candidate receives a majority of the votes cast, a run-off election will be held between the two top officers. If only one candidate runs and does not win over 50% of the votes cast, the office will be open for new petitions in the re-vote. Anything over 50% of the vote constitutes a win in the run-off election.
- Section 5: Homecoming Elections
 - A. Senior girls and boys may be nominated in September to be on the court. Nominees must meet the following requirements: approval by the Campus Minister of completion of 50+ service hours; participation in at least one school sport, club or activity prior to the senior year; no time spent on disciplinary probation during the junior or senior year; and at least a 2.0 GPA.
 - B. Each senior may nominate 3 girls and 3 boys during a homeroom nomination session. The top 6 girls and the top 6 boys would then be on the court.
 - C. Up to 6 qualified girls and 6 boys may participate in the homecoming assembly.
 - D. The Friday after the homecoming assembly, seniors, juniors and sophomores may vote for the homecoming King and Queen. Voting is voluntary and will take place during second period.
 - E. The Dean of Activities and one other faculty assistant will tally the votes.

- F. The girl and boy with the most votes will be the King and Queen and will remain unannounced until the Homecoming Game.
- F. If there is a tie for the king or queen there will be a run-off ballot. Only the votes for the two candidates in question will be considered in the run-off count.

- Section 6: Taking Office

The four newly elected ASB officers will begin working with the outgoing officers during the 4th quarter of the school year. They will attend ASB meetings and begin planning activities and the calendar for the following school year. The newly elected class officers will officially take office at the beginning of the following year, but are encouraged to begin working on planning activities, etc. with student council and their class moderator during the fourth quarter.

Article VIII: Amendments to the Constitution

- Section 1: When required, the following procedures must be followed to amend the constitution.
- Section 2: Any school community member may propose an amendment. The amendment shall be brought before the ASB president, the Dean of Activities and the Principal.
- Section 3: The ASB president, Dean of Activities and the Principal shall approve all recommended amendments before Student Council may vote on the amendment.
- Section 4: Constitutional amendments require 60% of the Student Council votes in favor of the measure before they pass.

*Last amended and revised, Spring 2007.