

Sheldon High School Constitution

PREAMBLE

We, the student body of Sheldon High School, for the purpose of maintaining student involvement in co-curricular activities, to give the student body a form of an authority upon the decisions of this educational institution, to promote responsibility and leadership skills within the student body, and to provide the necessary means thereof, do ordain and establish this constitution.

Article I: Associated Student Body

Section 1: Name

The students of Sheldon High School form themselves into the Associated Student Body of Sheldon High School, to be known as ASB.

Section 2: Membership

A. All registered students at Sheldon High School are members of the Associated Student Body and allowed to engage in all school functions. Members must abide by Sheldon High Schools' rules and regulations.

B. Honorary membership in the Associated Student Body of Sheldon High School may be conferred by a 2/3 vote of student government.

Section 3: Mascot

The official Mascot of Sheldon High School is the *Husky*.

Section 4: Colors

The official colors of Sheldon High School are *Teal, Black, and White*.

Section 5: Alma Mater

The official Alma Mater of Sheldon High school is:

*From the top of the hill to the valley down below
Our pride will shine in the sun.
When day is done and the victor has won,
The Huskies stand as one.
Our Alma Mater strong and true,
How loyal to thee we'll be.
We will cheer at the might
Of the Teal, Black, and White
All hail to Sheldon High.*

Article II: Supremacy of the Constitution

This constitution shall be supreme, followed by the rulings of the student council, subject to existing school, district, and state laws and/or regulations.

Article III: Government

Section 1: General Procedure of Student Government

Student Government shall be governed by the following procedures:

- A. Student Government shall be a regular leadership class that meets regularly and all members must be enrolled. If for any reason they cannot take the leadership class they will forfeit their office.
- B. Parliamentary procedure shall be followed during all class council and ASB meetings using Robert's Rules of Order-revised as the guide.
- C. Meetings of Student Government shall be open to interested students and faculty at all times unless Student Government determines by a majority vote, that a meeting should be closed.
- D. A student body budget for the following year must be created by the ASB Treasurer, assisted by the Activities Director, and accepted by majority vote of ASB before, or on the new fiscal year.
- E. Adequate fiscal control must be maintained for the handling of all student funds at all times as per the California Education Code
- F. Student Government must at all times carefully review both the spirit and letter of this constitution.
- G. A quorum shall be 50% plus one of the members of the ASB voting party. A quorum must be present for the ratification or repeal of any general business.
 - a. Members of the ASB voting party include all members of ASB as well as the Class President from each council.

Section 2: Officers

- A. The student government legislates and acts within a framework of power delegated to Student Government by the Principal of Sheldon High School. Since the principal is directly responsible to the Superintendent of Schools and to the Board of Education, it is recognized that he/she is given the right and privilege of review, veto and revocation or the powers and actions of Student Government. These rights and privileges shall be extended to the Activities Director, acting as the Principal's delegate in Student Government's affairs.
- B. The Student Government shall consist of Elected Officers and Appointed Officers for ASB and Class Councils as outlined in the by-laws.

Section 3: Qualifications

- A. All student body and class officers must maintain at least a 2.0 GPA or above with the exceptions of the Presidents and ASB Vice-President. These officers must maintain at least a

2.5 GPA.

1. GPA's must be maintained while in office and be reflected through their quarter grades. If at any time an officer receives an "F" on a progress report or an unsatisfactory citizenship grade. If either of these occurs the student will be placed on academic probation. They will not be able to participate until they raise their grade, GPA and/or citizenship grade.
 2. If a person gets below the required GPA, gets an F, or gets an unsatisfactory citizenship grade two sessions in a row they will be permanently removed from student government.
- B. All members of the Associated Student Body shall be from the junior and senior classes with the exception of the President and Elections Commissioner who shall be from the senior class.
- C. Over 10 absences per term will be subject to review by the Activities Director and the current Elections Commissioner. (One unexcused absence in a class period will be considered as a full day.)
- D. Officers not fulfilling attendance requirements will have a meeting with the Activities Director and will be given an opportunity to show immediate improvement. Officers not showing improvement will be subject to removal.

Article IV: Elections

Section 1: Petitions

- A. All students running for an elected position must follow the petition procedures through the ASB office and attend informational meetings. Failure to comply will result in restriction from candidacy for that election year.

Section 2: Voting

- A. Elections shall be held once a year.
- B. All non-seniors will be allowed to vote.
- C. All voting will take place at appointed times as determined by the Activities Director with the Elections Commissioner.

Section 3: Statutes

- A. Elections for elected Student Government officers will be conducted under the supervision of the ASB President, Elections Commissioner, and the Activities Director beginning no sooner than mid March of each year and organized according to the established procedure.
- B. The interview process for the appointed positions will begin no sooner than mid April of each year according to the established procedure.
- C. Appointment of freshmen class officers will be conducted by the Elections Commissioner no later than the end of the year and according to the established procedure.

- D. No member of the Student Body who is graduating after the first term or plans to transfer at mid-year will be eligible to run for elected office or hold an appointed office.

Article V: Removal

Section 1: Removal By The Activities Director

- A. The Activities Director has the right to remove any person or persons for any violation of the constitution, by-laws, or violation of the student government class contract.

Section 2: Removal by Impeachment

- A. To begin the impeachment process there must be a petition signed by 15% of the student body.
- B. The petition must include the name of the individual and state the charge against him/her.
- C. The person has the right to make a statement to defend him/herself in front of the entire student body.
- D. The ASB has to hold an impeachment election in which 2/3 of the student body must vote to impeach the officer to remove him/her from office.
- E. In the event that an officer is impeached, the position will be filled through an appointed process with the date to be determined by the Activities Director.
 - a. In the event that the ASB President is impeached, the ASB Vice President will fill his/her position and an election will be held to appoint a new Vice President.

Section 3: Vacancy of Office

- A. In the case of vacancy after Elections, or after appointed interviews the position will be filled through appointed interviews with the date to be determined by the Activities Director.
- B. In the case of a position becoming available, vacancies will be filled through an appointed process. (This procedure applies to all positions with the exception of the presidency. The Vice President will take over the position of the President, and the appointed process will be held for the Vice Presidential position.)
 - 1. Petitions must be obtained from the Activities Offices.
 - 2. Any student may apply for an open position, including current ASB or Class officers, as long as they meet the qualifications.

Interviews and appointments will be conducted in the same way that a regular appointment would be conducted.

Article VI: Finances

Section 1: All ASB funds will be expended so as to benefit the student body, either directly or indirectly, in accordance with the California Educational Code and Board of Education Regulations.

Section 2: All expenditures must be approved by Student Government and signed by three proper authorities.

Section 3: All class, club, or organization money must be deposited with the school controller daily to meet California Educational Code requirements and to maintain security.

Section 4: An annual balanced budget will be prepared by the ASB Treasurer and Activities Director before the begging of the fiscal year (July 1st).

Section 5: Any club, class, or organization that borrows money from ASB, must repay any outstanding debt and all obligations to ASB before the end of the school year.

Section 6: Any club, or class that does not comply with the rules of the ASB Loan Policy, may not receive future financial service offered by ASB.

Article VII: Organizations

Section 1: The Senate

- A. The Senate is an internet of information between the administration, staff, and students. The Senate is responsible for reviewing and acting upon student concerns and viewpoints. Issues may rotate around existing Sheldon High School policies, procedures, courses, and other points of interest that are brought to its attention.
- B. Duties of a Senator
 1. Practice good attendance to senate meetings.
 2. Discuss agenda items with 2nd period class the next day. Bring class responses and concerns to the next meeting.
 3. Be prepared to share mature and well thought out ideas during each senate meeting.
- C. Qualifications of a Senator
 1. An objective representative for their second period class.
 2. A student who has good attendance and is able to miss a portion of their 2nd period.
 3. A student who maintains an acceptable grade in class.
 4. A student who is responsible, takes notes, follows meeting rules and takes information back to class.
 5. A student who is prepared to share class concerns and viewpoints in the senate.
 6. A student who is articulate and eager to discuss issues affecting the student body.
 7. A reliable student who would embrace this extra responsibility.
- D. Appointment of Senator
 1. Senators shall be appointed by the 2nd period teacher or elected by the second period class at the discretion of the teacher.
- E. A quorum must be present for the ratification or repeal of any general business. A quorum consists of 50% plus one of the known senators; this includes all senators of prior notification, all previous senators of the sessions, and all senators in attendance.

Section 2: Inter-Club Council (ICC)

- A. The Inter-Club Council is the ASB's connection with the various organizations on campus. There is an inter-club council representative from every chartered organization and club. Part of the responsibilities of these representatives is to help make decisions regarding rules and regulations, share ideas about fundraising events, talk about club accounts, and communicate with their respective clubs. At inter-club meetings, the representatives will get information about upcoming food faires, receive information on club training, discuss issues that are important to clubs, and communicate amongst each other to see the progress made by the clubs over the year.

Section 3: Athletic Council

- A. The Athletic Council meets monthly. There is an athletic representative from each team that attends each meeting. They talk about encouraging and fostering pride in the student body at games or meets. The meetings also deal with questions or problems that the athletes may have. The athletic representatives are in charge of reporting information to their coaches and fellow teammates.

Section 4: Diversity Forum

- A. The Diversity Forum meets monthly. The members of the forum are nominated by the students in Student Government and staff. During the meetings the delegates address issues regarding race, sexual orientation, socioeconomic status, and other prevalent topics on campus, while promoting understanding. The forum encourages students to raise awareness about diversity and understand the differences on campus.

Article VIII: Commitment to Contract

Section 1: Contents

- A. When becoming a member of Sheldon High School's Student Government, officers will have to sign the following written oath.
- a. As a member of Sheldon High School's student government, I hereby swear that I, the undersigned, will fulfill the following requirements. These requirements are:
 - i. To arrive to class, having a regular and punctual attendance. Show respect by being silent during the daily bulletins and use proper care when using or putting away materials.
 - ii. Have an active participation in class discussions, council meetings, projects and activities.
 - iii. To fulfill the requirement of my specific office's responsibility.
 - iv. Volunteer my time and help to other committees that are not otherwise specified on my job description.
 - v. Have exemplary citizenship at school and at all school related activities.
 - vi. Use and maintain a daily notebook (this notebook containing weekly calendars, project planning sheets, the Constitution, etc.).
 - vii. Maintain a 2.0 GPA or better. (With the exceptions of the Presidents and the ASB Vice President who must maintain a 2.5 GPA or higher)
 - viii. Maintain a lifestyle free of alcohol, tobacco, violence, drugs, and drug paraphernalia at all times.

- ix. Take an active role in seeking a common identification among student groups and generally aid in the promotion of school, district, and Delta League cohesiveness and sportsmanship.
- x. Do my best to represent the student body when working with staff and/or administration, district and community.
- xi. Help plan and/or participate in projects aimed at enhancing the school's atmosphere. (For example: campus cleaning, student group relations, school spirit, community service, etc.)
- xii. Report any activities that are illegal or otherwise specified in the Sheldon High School Disciplinary Handbook.

Article VIII: Ratification

This Constitution shall be in effect as soon as ratified by a 3/4 vote of the Student Senate and then by a 2/3 vote of ASB and Class councils. It is agreed that for the first four years after Sheldon High School ratifies its constitution, it will be reviewed yearly and at least every four years thereafter.

Article IX: Amendment Process

Section 1: Proposals

- A. Amendments to this constitution must be submitted in writing during a regularly scheduled meeting of Student Government or the Senate. Each proposal may be accepted or received by a simple majority vote of the Student Government Class or Student Senate.

Section 2: Amendment Vote

- A. Any amendment or revision, to become part of this constitution, must be approved by no less than 3/4 vote of the Student Senate and 2/3 of Student Government. If the amendment or revision is approved it shall be added to this constitution.

Section 3: Amendment to By-Laws

- A. All amendments to the procedures under the by-laws shall originate in the Student Government Class or Student Senate and be ratified by a 2/3 vote of the Student Government Class.

Sheldon High School's By-laws

Section 1: Class Positions

<u>ELECTED SENIOR OFFICERS LEVEL</u>	<u>TERMS OF OFFICE</u>	<u>NUMBER OF OFFICERS</u>	<u>GRADE</u>
President	both	1	12th
Vice President	both	1	12th
Spirit Rep./Publicity	both	1	12th

APPOINTED SENIOR OFFICERS

Treasurer/Secretary	both	1	12th
Historian	both	1	12th
Senior Payment Plan/Sober Grad Com.	both	1	12th

ELECTED JUNIOR, SOPHOMORE AND FRESHMAN OFFICERS

President	both	1	9, 10, 11th
Vice President	both	1	9, 10, 11th
Spirit Rep./Publicity	both	1	9, 10, 11th

APPOINTED JUNIOR, SOPHOMORE AND FRESHMAN OFFICERS

Treasurer/Secretary	fall/spring or both	2	9, 10, 11th
Historian (9th and 10th)	fall/spring or both	1	9, 10th
Historian (11th)	both	1	11th

Section 2: Class Council Job Descriptions

A. PRESIDENT

- a. Must hold monthly Class Cabinet Meetings
- b. Responsible for all class functions and delegating each project/activity to the members of the class council
- c. Must select a representative to attend SPAC Meetings
- d. Must attend or select a replacement for all scheduled ASB Meetings as a voting member to represent the views of their class
- e. Must be a two-term member of the Student Government Class

B. VICE PRESIDENT

- a. Fills in for Class President when absent
- b. Must attend or select a replacement for all Student Senate Meetings
- c. Must be a two-term member of the Student Government Class

C. CLASS SPIRIT/PUBLICITY COMMISSIONER

- a. Must attend all Rally and Spirit Committee Meetings
- b. Publicize all class functions using new, innovative, and creative forms of communication
- c. In charge of promotion of class spirit
- d. Organize class participants in spirit competitions and rallies
- e. Must be a two term member of the Student Government Class

D. TREASURER / SECRETARY

- a. Must record minutes from each meeting and disperse to all class council members in a timely manner
- b. Must submit all P.O.s on time for ASB Meetings
- c. In charge of communication with outside organizations

- d. Must maintain a budget
- e. Be the official keeper of money, bills, expenditures, and shall act as controller of all class funds
- f. Will work with the school bookkeeper on the proper procedures for handling money, requesting purchase order forms, providing receipts and/or invoices for each purchase
- g. In charge of keeping each council member within his/her budget for all activities
- h. Must be at least a one-term member of the Student Government Class (9,10,11)
- i. Must be a two-term member of the Student Government Class (12)

E. HISTORIAN

- a. Must document class functions (spirit activities, rallies, sporting events and all other functions)
- b. Keep scrapbook of newspaper articles and class accomplishments
- c. Is a member of the Historian Committee and contributes to the end of year slide show
- d. Must be at least a one-term member of the Student Government Class (9,10)
- e. Must be a two-term member of the Student Government Class (11,12)

F. SENIOR PAYMENT PLAN / SOBER GRAD NIGHT COMMISSIONER

- a. In charge of implementing all aspects of the Senior Payment Plan
 - i. Development, paperwork, contracts, items included in preparation for the Hot August Days
 - ii. Keep track of payment collections each month through the computerized accounting system
- b. Must attend all Sober Grad Night Meetings
- c. Must be a two-term member of the Student Government Class

Section 3: ASB Positions

<u>ELECTED A.S.B. OFFICERS:</u> <u>LEVEL</u>	<u>TERMS OF OFFICE</u>	<u>NUMBER OF OFFICERS</u>	<u>GRADE</u>
President	both	1	12th
Vice President	both	1	11th or 12th
Publicity Commissioner	both	1	11th or 12th
Diversity Commissioner	both	1	11th or 12th
Rally Commissioner	both	1	11th or 12th
Spirit Commissioner	both	1	11th or 12th

APPOINTED A.S.B. OFFICERS:

Secretary	both	1	11th or 12th
Treasurer	both	1	11th or 12th
Academic Awards	both	1	11th or 12th
Athletic Commissioner	both	1	11th or 12th
Club Commissioner	both	1	11th or 12th
Events Commissioner	both	1	11th or 12th
Elections Commissioner	spring/both (opt.)	1	12th

Homecoming Commissioner	both	1	11th or 12th
Link Crew Commissioner	both	1	11th or 12th
Renaissance Commissioner	both	1	11th or 12th
Technology Commissioner	both	1	11th or 12th

Section 4: A.S.B. Job Descriptions

A. PRESIDENT

- a. Presents information about Sheldon High School to the Elk Grove Unified School District Board of Education along with the Vice President as scheduled
- b. Must be a member of the Senior Class
- c. Must attend all Senate Meetings
- d. Must attend or select a representative for all Intra-District Meetings
- e. Delegates each project/activity to the members of the ASB Council
- f. Delegates attendance at SPAC meetings
- g. Must be a two-term member of the Student Government Class
- h. Must coordinate and attend standing and ad-hoc committee meetings
- i. Must be a two-term member of the Student Government Class

B. VICE PRESIDENT

- a. Presides over Student Senate
 - i. Organizes Student Senate Agendas
 - ii. Correspondence and Organize Speakers
 - iii. Informs ASB and class about Student Senate concerns
- b. Must be a member of the Junior or Senior Class
- c. Presents information about Sheldon High School to the Elk Grove Unified School District Board of Education along with the President as scheduled
- d. Fills in for ASB President when absent
- e. Must be a two-term member of the Student Government Class

C. PUBLICITY COMMISSIONER

- a. In charge of the publicity of all ASB functions
- b. In charge of inventory of all class publicity supplies, and must order when necessary
- c. In charge of daily bulletin
- d. Must be a member of the Junior or Senior Class
- e. Must attend all rally, publicity, and spirit committee meetings
- f. Must be a two-term member of the Student Government Class

D. DIVERSITY COMMISSIONER

- a. Promote Campus Diversity by implementing activities
- b. Presides over Diversity Forum
- c. In charge of Multicultural Week, Fashion Show, and Assembly
- d. Coordinate with Club Commissioner for ICC meetings and club events
- e. Must be a member of the Junior or Senior Class
- f. Presides over Teens For Tolerance
- g. Must be a two-term member of the Student Government Class

E. RALLY COMMISSIONER

- a. In charge of the implementation of all Rallies
- b. Will preside over the Rally Committee
- c. Has the option to emcee rally or find a replacement
- d. Must be a member of the Junior or Senior Class
- e. Must attend homecoming and rally committee meetings accordingly
- f. Must be a two-term member of the Student Government Class

F. SPIRIT COORDINATOR

- a. Coordinates and organizes all activities involved with Spirit Days:
 - i. Lunch Time Activities
 - ii. Spirit Points
 - iii. Dress-Up Days
 - iv. All Spirit Competitions
- b. Will preside over the Spirit Committee
- c. Attend rally and homecoming meetings accordingly
- d. Must be a member of the Junior or Senior Class
- e. Must be a two-term member of the Student Government Class

G. SECRETARY

- a. Act as official secretary at all Executive Board, ASB, and Student Senate Meetings
- b. Submit Minutes to ASB in a timely manner
- c. Head all staff recognition projects for ASB
- d. Must be a member of the Junior or Senior Class
- e. Must be a two-term member of the Student Government Class

H. TREASURER

- a. Act as official treasurer at all Executive Board, and ASB Meetings
- b. Organize P.O.s on a database and discuss appropriate requests at ASB Meetings
- c. Submit organized P.O.s to ASB, class, and club advisors in a timely manner
- d. Maintain a budget for all ASB accounts
- e. Must be a member of the Junior or Senior Class
- f. Must be a two-term member of the Student Government Class

I. ACADEMICS COMMISSIONER

- a. Must work with school data processing clerk to obtain student grades for ceremony
- b. In charge of the logistics of each ceremony
- c. Must delegate responsibilities of ceremonies to members of the Student Government Class
- d. Must work to involve CSF in the spring ceremony
- e. Must be a member of the Junior or Senior Class
- f. Must coordinate with administration to offer academic incentives
- g. Must be a two-term member of the student government class

J. ATHLETIC COMMISSIONER

- a. Facilitates all Athletic Council Meetings
- b. In charge of relaying all concerns of teams to ASB and all concerns of ASB to teams
- c. Must complete "Welcome" posters for every visiting sports team

- d. Is a member of the Rally and Spirit Committees
- e. Assistant Athletic Director as directed
- f. In charge of the Bi-Monthly Athletic Calendar for Parent Newsletter
- g. In charge of updating Athletic Calendar in Cafeteria
- h. In charge of athletic schedule for ASB Newsletter
- i. Must be a Junior or Senior, member of a Varsity Sports Team, and approved by the Athletic Director
- j. Must update athletic calendar and the school website calendar
- k. Must be a two-term member of the Student Government Class

K. CLUB COMMISSIONER

- a. Responsible for communicating with all club advisors and club presidents about club functions
 - i. Facilitates monthly Inter-Club Council Meetings
- b. Organize Food Faires
- c. Work with Diversity Commissioner to promote diversity awareness on campus
- d. Maintain Club Charters
- e. Must be a member of the Junior or Senior Class
- f. Must be a two-term member of the Student Government Class

L. EVENTS COMMISSIONER

- a. In charge of the bi-monthly Activities Calendar for the Parent Newsletter
- b. In charge of the ASB Newsletter
- c. In charge of updating the Activities Calendar in the Cafeteria
- d. Communicate activities with outside organizations including newspapers
- e. Must be a member of the Junior or Senior Class
- f. Must be a two-term member of the Student Government Class

M. ELECTIONS COMMISSIONER

- a. Responsible for communicating with T.R. Smedberg Middle School for freshmen elections
- b. In charge of organizing all applications, election assemblies, balloting, and appointed position interviews
- c. Set all guidelines for elections with the consent of the Activities Director
- d. Must be a member of the Senior Class
- e. Must be at least second term member of the Student Government Class

N. HOMECOMING COMMISSIONER

- a. In charge of coordinating and running all activities and events regarding Fall and Winter Homecomings
 - i. Royalty
 - ii. Floats/Parade
 - iii. Powderpuff Football/Cheerleaders
 - iv. Outstanding Club Seniors
 - v. Halftime Shows
 - vi. Pregame Shows
- b. Must be a member of the Junior or Senior Class

- c. Attend committee meetings accordingly
- d. Must be a two-term member of the Student Government Class

O. LINK CREW COMMISSIONER

- a. In charge of selecting members to participate in Link Crew Orientations in August
- b. In charge of organizing Freshmen Orientations in August
- c. In charge of ongoing Link Crew events throughout year
- d. Must be a member of the Junior or Senior Class
- e. Must be a two-term member of the Student Government Class

P. RENAISSANCE COMMISSIONER

- a. Responsible for the applications, community relations, putting together incentives, and award packets
- b. Works with outside Renaissance Advisor
- c. Must be a member of the Junior or Senior Class
- d. Must be a two-term member of the Student Government Class

Q. TECHNOLOGY COMMISSIONER

- a. Must keep student government computer system updated and working
- b. Must delegate tasks concerning the sound system operation at all major events
- c. Must organize and create a clean, current set of music CDs, mini discs, tapes, etc., for all events and archives
- d. Must maintain ID card machine and have a knowledge of the design template
- e. Must keep track and order supplies, replacement items, and general upkeep technological equipment
- f. Must communicate work closely with technology department
- g. Must attend all rally meetings
- h. Must be a two-term member of the Student Government Class

Section 5: Standing Committees

Committee

Attendees

ASB

All ASB officers
Class Presidents

Rally

Rally Commissioner
Technology Commissioner
Spirit Commissioner
Homecoming Commissioner
Publicity Commissioner
Spirit/Publicity Reps.
Athletic Rep.
ASB Vice President

Spirit

Spirit Commissioner
Publicity Commissioner

ASB Vice President

Homecoming

Homecoming Commissioner

Rally Commissioner

Spirit Commissioner

Publicity Commissioner

Spirit/Publicity Reps.

Athletic Rep.

ASB President