



Constitution of the Associated Students of Dunsmuir High School

*Adopted by the ASB October 8, 2020
Board of Trustees Ratified October 14, 2020*

ARTICLE I

Preamble

We, the students of Dunsmuir High School, in order to promote the general welfare of the school, to secure greater cooperation and good fellowship among students as well as between the faculty and the students, advance all activities, and to extend a more effective influence to the community, do ordain and establish this constitution for the Associated Students of the Dunsmuir Joint Union High School District.

ARTICLE II

Membership

Section 1

Upon enrollment in Dunsmuir High School, a student will have the right to vote in any student body election.

Section 2

Upon enrollment in Dunsmuir High School, a student will be considered an active member of the associated students. The price of student body dues shall be determined by the Superintendent/Principal at the start of the school year. An official Student Body Card will be issued at the time of payment of dues.

Section 3

Upon enrollment in Dunsmuir High School, a student will be issued a student body card.

ARTICLE III

Student Congress

Section 1

The Student Congress shall be the legislative body of the school and shall have general supervision and control of all Student Body matters. The faculty advisor may approve or veto any actions taken by the Student Congress. In the event of the use of such veto, the Student

Congress may, with a two-thirds majority of all members, send the matter in question to the Superintendent/Principal for final approval or disapproval.

Section 2

The Student Congress shall be comprised of the: Student Body President, Student Body Vice-President, Student Body Secretary/Treasurer, Student Board Member, and four Class Officers elected from each class (Class President, Class Vice President, Class Secretary/Treasurer, and Class Representative).

Section 3

The Student Congress shall convene for the first time during the first full week of the academic school year, and shall meet once every other week thereafter. Special Student Congress Meetings of not more than one lunch period under normal circumstances may be called when determined necessary by the Executive Council (made up of the Student Body President, Student Body Vice President, and the Student Body Secretary/Treasurer) or the faculty advisor. The number of special meeting shall not exceed two per month under normal circumstances.

Section 4

The members are required to attend all Student Congress meetings, and may be excused from class for special meetings. After a Student Congress member misses two or more meetings in any semester with unexcused absences, he/she will receive a warning from the faculty advisor and/or Executive Council. If the member misses another meeting with an unexcused absence after being warned, the faculty advisor and/or Executive Council may expel the member.

Section 5

If a Student Congress member is expelled by the faculty advisor and/or Executive Council, the class from which that Student Congress member is from will vote by secret ballot for a replacement at the next class meeting.

Section 6

The Student Congress meetings shall be open to viewing by all students as long as order is maintained.

Section 7

A quorum of the Student Congress shall consist of a simple majority of the current Student Congress members.

Section 8

The meetings of the Student Congress shall be chaired by the faculty advisor in conjunction with the Student Body President and Vice President.

Section 9

The Executive Council shall have the power to veto any action taken, any appropriation made, and/or any measure passed and/or approved by the Student Congress. Any veto made by the Executive Council shall be done with the greatest regard for the general welfare of the associated

students. The Student Congress shall have the power to reinstate any action which has been previously vetoed by the Executive Council. This shall require two-thirds vote of the total current Student Congress membership.

Section 10

The Student Congress shall nominate and select all members of any committee necessary to promote school activities. The chairmen of these committees must be approved by the Student Congress after being voted into the position by said committee.

Section 11

The Student Body President shall be an ex-officio member of all committees formed by the Student Congress.

Section 12

The minutes of every Student Congress meeting shall be kept by the Student Body Secretary/Treasurer. The faculty advisor shall keep a copy as well.

Section 13

Bills to be paid from the Student Body fund must be presented to the Student Congress for approval at each meeting by the faculty advisor and/or Student Body Secretary/Treasurer. The Student Body Secretary/Treasurer and/or faculty advisor shall also give at each Student Congress meeting an accurate statement of the financial standing of the Student Body funds and a detailed record of the recent transactions.

Section 14

Due to Coronavirus and social distancing protocols, a quorum of the executive council (ASB President, ASB Vice President, ASB Secretary/Treasurer), all class Presidents, and the staff advisor will suffice to hold an ASB meeting and conduct ASB business.

Section 15

If an ASB member is on distance learning, they must remain in contact with the staff advisor, the other ASB members in their class, and/or they must attend meetings via phone or video conference in order to remain on ASB. ASB members who are on distance learning should show up to meetings when and if they can. Likewise, the student board representative will continue attending board meetings on a regular basis, and the Site Council members will continue to attend Site Council meetings either via video conference or in person.

Section 16

If the whole school must be on distance learning, then a quorum of the executive council (ASB President, ASB Vice President, ASB Secretary/Treasurer), all class Presidents, and the staff advisor must meet over video conference in order for an ASB meeting to be held and ASB

business to be conducted. If video conferencing does not work, then an outside distanced meeting may also suffice.

ARTICLE IV
Executive Council

Section 1

The Executive Council shall consist of the: Student Body President, Student Body Vice-President, and Student Body Secretary/Treasurer. Their term is one school year, beginning at the first Student Congress meeting of the academic school year and ending the day school is out in June. An Executive Council member can be recalled with a two-third vote of the Student Congress. In the event of a recall, the Student Congress will re-elect a new member to the Executive Council at the same meeting.

Section 2

The Student Body President in conjunction with the faculty advisor shall chair the meetings of the Executive Council.

Section 3

The Executive Council shall meet as necessary. The Executive Council shall be allowed an unlimited number of special meetings per month, with need being determined by the Executive Council and/or faculty advisor.

Section 4

The Executive Council in conjunction with the faculty advisor shall be responsible for maintaining a workable budget. They shall also review all projects proposed, hear grievances between members, and give the Student Congress direction. The Executive Council is responsible to the membership of the Student Body and must accede to the will of the majority.

Section 5

The Student Body Secretary/Treasurer shall keep minutes of every Executive Council meeting. The faculty advisor shall keep a copy of these minutes.

ARTICLE V
Student Body Officers

Section 1

The Student Body Officers (also known as the Student Congress) shall consist of the: Student Body President, Student Body Vice President, Student Body Secretary/ Treasurer, Student Board Member, and each class' President, Vice President, Secretary/Treasurer, and Representative.

Section 2

To be eligible for any Student Body Office, a student must maintain the same eligibility required for athletic/extra-curricular activities, and be of strong character and exhibit a responsible attitude toward completing the duties of office. If a member fails to meet any of the above requirements for a Student Body office, he/she will be subject to removal with the approval of the Executive Council, the staff advisor, and the Superintendent/Principal.

Section 3

Any Student Body Officer is subject to removal by a recall election. Such an election shall be a General Student Body Election to be held in that Student Body Officer's class. In order for the recall to succeed, two-thirds of the class needs to sign the recall petition. In the event that a Student Body Officer is removed, the class from which that Student Body Officer is a part of will re-vote and elect a new member to the Student Congress.

Section 4

All officers will hold office for the specified term of one academic school year, unless removed from the office following the guidelines found in this constitution.

Section 5

In order to be eligible for the office of the Student Body President, a candidate must be at least a junior and meet the general requirements.

Section 6

In order to be eligible for the office of Student Body Vice President, a candidate must meet the same requirements as those for Student Body President.

Section 7

In order to be eligible for the office of Student Body Secretary/Treasurer, a candidate must be at least junior and meet the general requirements. If nobody else is eligible, the position may be opened at the discretion of the Student Congress to candidates who are sophomores.

Section 8

The Student Board Member shall be elected at the discretion of the Superintendent/Principal.

Section 9

The Student Body President shall be selected following the procedures outlined in the part of this constitution dealing with elections. The term of the Student Body President shall be from the first Student Congress meeting during the first full week of the academic school year to the same meeting the following year. If a runoff election is still to be held, the previous Student Body President may remain in office until a candidate wins the election.

Section 10

The method of selection and term of the Student Body Vice President shall be the same as those for the Student Body President.

Section 11

The method of selection and term of the Student Body Secretary/Treasurer shall be the same as those for the Student Body President.

Section 12

The Student Board Member shall be selected following the procedures outlined in the part of this constitution dealing with elections. The Student Board Member shall be elected at the discretion of the Superintendent/Principal. The term of the Student Board Member shall be from July 1 of the year he/she is elected to June 30 of the next year.

Section 13

If the position of Student Body President becomes vacant, the Vice President has the option of filling the position until the end of the term (the rest of the academic school year) or until a replacement takes office. If a replacement is chosen, the Student Congress shall elect the replacement unless they vote to hold a General Student Body Election. Their choice must be approved by the faculty advisor and the Principal/Superintendent. This replacement will remain in office for the remainder of the term. The faculty advisor may appoint an interim Student Body President to execute the duties of the office until a replacement takes office. This interim Student Body President is encouraged to be a current member of the Student Congress who holds another office.

Section 14

If the position of Student Body Vice President becomes vacant, the Student Congress shall elect a replacement unless they vote to hold a General Student Body Election. Their choice must be approved by the faculty advisor and the Principal/Superintendent. This replacement will remain in office for the remainder of the current term (the rest of the academic school year). The faculty advisor may appoint an interim replacement to execute the duties of the office until a regular replacement takes office. This interim replacement is encouraged to be a current member of the Student Congress who holds another office.

Section 15

The method of replacement for the Student Body Secretary/Treasurer is the same as that for the Student Body Vice President.

Section 16

The method of replacement for the Student Board Representative is at the discretion of the Principal/Superintendent.

Section 17

If both the Student Body President and Vice President are vacant at the same time, the faculty advisor will choose an interim Student Congress Chairperson to execute the duties of both positions until the replacements have taken office. The faculty advisor is encouraged to appoint a current member of the Student Congress who holds another office.

Section 18

The term for the Executive Council is one academic school year.

Section 19

Each class receives four Student Body Officers with seats on the Student Congress exclusively for class representation. Normally there shall be one Class President, one Class Vice President, one Class Secretary/Treasurer, and one Class Representative. The terms of these Student Body Officers are from beginning of the academic school year until the end of the school year they are elected for. The Student Body Officers shall be determined by the guidelines in this constitution in the section dealing with classes.

Section 20

The Student Body President shall be the official representative of the Student Body, and shall preside at all assemblies.

Section 21

It shall be the duty of the Secretary/Treasurer in conjunction with the faculty advisor to receive and file all student body mail and to take care of all correspondence.

Section 22

The Secretary/Treasurer shall assume the duties for the Vice President if he/she is unable to fulfill his/her duties.

Section 23

It shall be the duty of the Secretary/Treasurer in conjunction with the faculty advisor to keep an accurate record of all financial transactions of the Student Congress funds.

Section 24

It shall be the duty of the Student Board Member to attend all School Board Meetings. If he/she must be absent, he/she must arrange for temporary replacement. He/she shall prepare a brief but informative report on the Board's activities as to the effect on the students. He/she shall also prepare a report to the Board on the student's activities and feelings.

Section 25

The Student Board Member shall perform the task of liaison between the students and the administration and between the students and the Board.

Section 26

It shall be the duty of the Student Body President to create and head the Rally Squad (made up of student volunteers), which shall organize all rallies and whatever other activities may be required.

ARTICLE VI
Clubs and Classes

Section 1

Each of the four classes, and all clubs, etc. at the school are organized under the auspices of the Student Congress. They must all accede to the authority of the Student Congress.

Section 2

The offices of each class shall be: Class President, Class Vice President, Class Secretary/Treasurer, and Class Representative. Each officer shall be elected by his/her class. Each officer shall be nominated from the floor in a class meeting. The class must then hold an election by secret ballot. The officer must win by a majority vote. If no majority is reached, the class must hold a runoff election. After the first officer is decided, the next three shall be decided in turn by the same method. The class elections for the freshman class shall be held within the first two weeks after school convenes in August. All other class elections shall be held during the last 30 days of the academic school year.

Section 3

Club elections shall be by nomination from the floor of each respective club. Elections shall be by secret ballot.

Section 4

Concessions at games, dances, and all other student oriented school sponsored activities will go first to the Student Store. The only exception is school dances, providing that the sponsors of the dance notify the management of the Student Store one week before the dance. The Junior Class will be given first chance to run the Student Store. If they do not choose to run it, they may give it to any other student body club, class, or booster organization. If the Junior Class does not decide by one week before the first football game or two weeks before any other activity, the Student Congress has the authority to decide for them.

Section 5

All fundraisers, with the exception of concessions, for any student body club, class, or organization are at the discretion and under the control of the Student Congress.

Section 6

Whichever organization that is in control of running the Student Store may borrow up to \$300 from the fund, interest free, in order to stock the store for the first time, but must pay the money back by the end of the academic year.

Section 7

New clubs may be formed if the prospective members submit a list of charter members to the Student Congress. They must have a faculty advisor or another adult advisor approved by the Principal/Superintendent. The club must be approved by a two-thirds vote of the entire current membership of the Student Congress and by the Principal/Superintendent.

Section 8

Beginning in the 2017-18 school year, the sophomore class is in charge of the Homecoming Dance. They, along with their class advisor, will fundraise, decorate, take tickets, provide adequate chaperones, and clean up.

Section 9

Beginning in the 2017-2018 school year, the freshmen class is in charge of the Winter Coronation Dance. They, along with their class advisor, will fundraise, decorate, take tickets, provide adequate chaperones, and clean up.

ARTICLE VII

Issues Not Covered In This Constitution

Section 1

Should any question of procedure arise and satisfactory answer or definition is not found in this constitution, the Student Congress shall give an opinion which will be the final level of student decision. This opinion will be found with discussion and a two-thirds majority vote. Individuals shall have the right to render their arguments before the Student Congress concerning the issue in question.

Section 2

If the said issue cannot be solved with the Student Congress, then the matter will go to the Executive Council. If the issue still cannot be solved, then it will be handled by the faculty advisor and Principal/Superintendent.

ARTICLE VIII

Finances

Section 1

The controller of all finances within the school shall be the Administrative Assistant/CBO. The controller shall be ready with reasonable notice to give to the Secretary/Treasurer of any organization an account on its funds.

Section 2

The Administrative Assistant/CBO shall take care of all funds collected from faculty or from the students, such as student body dues, candy sales, proceeds of ticket sales to games, plays, etc.

Section 3

The interest from the Dunsmuir High School Student Body Account shall be deposited in the Student Congress Funds.

Section 4

The Secretary/Treasurer of each organization together with the Administrative Assistant/CBO and the faculty advisor shall keep an accurate account of receipts and reimbursement for Student Body funds.

Section 5

All bills must be paid immediately by the Administrative Assistant/CBO after they have been approved by the Executive Council and/or the Student Congress.

Section 6

No person shall spend money from the Student Body accounts without the written consent from the faculty advisor and a member of the school administration.

Section 7

Indebtedness shall not be incurred on behalf of any group or organization without the previously obtained consent of the Principal/Superintendent, faculty advisor, and Student Congress.

Section 8

The Student Body Secretary/Treasurer in conjunction with the faculty advisor shall keep an accurate record of all financial transactions of the Student Congress' funds and prepare a statement of them for the Student Congress at each meeting.

Section 9

The Athletic Director shall prepare a monthly statement of all financial activity of the athletic fund for the Student Congress.

Section 10

The Student Congress shall have control over expenditures of all the Student Body funds except for operational costs which will be controlled by the Executive Council.

Section 11

At the end of each school year in June, 5% of all ASB accounts will be transferred into the Student Body account.

ARTICLE IX
Elections

Section 1

A General Student Body Election is an election held at school, during school hours, and on a school day in which every student enrolled at Dunsmuir High School may vote. These elections

may not be held when an official group of the student body is gone on a trip, such as to an athletic event, on a field trip, etc.

Section 2

The offices of Student Body President, Student Body Vice President, and Student Body Secretary/Treasurer shall be voted on by the Student Congress. This is to be done at the first Student Body meeting at the beginning of the academic school year.

Section 3

Nominations for these positions shall be made by a method selected by the Student Congress. The Student Congress may require reasonable campaigning by candidates.

Section 4

In the elections, a majority vote of the Student Congress shall elect. If no candidate receives a majority in any election, the two candidates receiving the highest number of votes shall be placed in a runoff election.

Section 5

Each class shall elect their own class President, Vice President, Secretary/Treasurer, and Class Representative. These Student Body Officers will make up the Student Congress. The election will be held during a class meeting by a secret ballot. If there is a tie, the two candidates receiving the highest number of votes shall be placed in a runoff election.

Section 6

Nominees for Homecoming King and Queen shall meet the following requirements: Students must be in good academic standing, must have attended DHS for at least one year (beginning in the 2016-2017 school year), and must have participated in extracurricular activities during his/her tenure at DHS. Foreign exchange students can be eligible for nomination for Prince or Princess, but are not eligible for the King or Queen position. The nomination process will be held during a senior class meeting as all of the nominees will be seniors. Nominees will be elected by a secret ballot. Faculty advisor and/or Principal/Superintendent must be present for the voting process.

Section 7

The elections for Homecoming King and Queen shall be a General Student Body Election during lunch the week before the Homecoming football game. The election will be done by secret ballot and the votes will be tallied by members of the office staff.

Section 8

If there is a tie for Homecoming King and/or Queen, both the classified and certificated staff will hold a vote between the two candidates with the highest number of votes to determine the ultimate winner.

Section 9

Nominees for Winter Coronation shall meet the following requirements: Students must be in good academic standing, must have attended DHS for at least one year (beginning in the 2016-2017 school year), and must have participated in extracurricular activities during his/her tenure at DHS. Foreign exchange students can be eligible for nomination for Prince or Princess, but are not eligible for the King or Queen position. Nominations will be held during class meetings. Elections will be done by secret ballot. Each class may only nominate one female and one male for Winter Coronation. A faculty advisor and/or Principal/Superintendent must be present for the voting process.

Section 10

The elections for Winter Coronation King and Queen shall be a General Student Body Election during lunch the week before the Winter Coronation basketball game. The election will be done by secret ballot and the votes will be tallied by members of the office staff.

Section 11

If there is a tie for Winter Coronation King and/or Queen, both the classified and certificated staff will hold a vote between the two candidates with the highest number of votes to determine the ultimate winner.

Section 12

The requirements for nomination for Junior Prom King and Queen are limited to juniors that are in attendance at prom. Foreign exchange students can be eligible for nomination for Prince or Princess, but are not eligible for the King or Queen position.

Section 13

Voting of the Junior Prom King and Queen will take place during Prom. The vote will be open to all students in attendance. This will be done by secret ballot which will be tallied by the Principal/Superintendent and the Class Advisor.

ARTICLE X ***Amendments***

Section 1

Amendments to this constitution may be initiated in one of two ways: 1) by a Student Congress action taken on a proposal made by a member of the Student Congress (which can be amended on the floor), or 2) by a petition bearing signatures of over 10% of the student body. The petition must have attached the text of the amendment and an explanation of the amendment that has been approved by the Principal/Superintendent.

Section 2

Proposed amendments must be posted in at least one visible place at the school. The posted material must include the text and an explanation of the amendment that has been approved by the Principal/Superintendent. The Student Congress will then vote on the proposed amendment.

Section 3

All members of the Student Congress as well as the faculty advisor must be provided with a copy of the proposed amendment prior to the day of the vote. During the Student Congress meeting, a discussion will be held to answer any questions and deal with any disputes before said voting will take place.

Section 4

An amendment must be passed by a two-third majority vote of the Student Congress.

ARTICLE XI
Miscellaneous

Section 1

All Student Congress members must be given a copy of this Constitution at the start of each academic school year. Student Congress members will sign that they agree to adhere and uphold this Constitution. It will be the responsibility of the faculty advisor will keep these signatures on file.

Section 2

All Students will be given a copy of this Constitution at the start of each academic school year.

I, _____, do hereby sign and agree to uphold the guidelines,
(print name)

rules, and regulations in this constitution.

_____ (signature)

_____ (date)