



# JOHN F. KENNEDY HIGH SCHOOL STUDENT GOVERNMENT

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## JOHN F. KENNEDY HIGH SCHOOL ASSOCIATED STUDENT BODY CONSTITUTION 2020-2021

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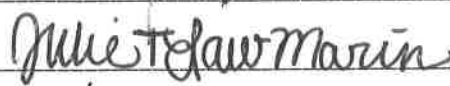
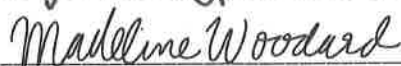
On April 19, 2020, the John F. Kennedy Student Government class approved this Constitution with a vote of thirty-four in favor and zero to not. The document was ratified on October 30, 2020.

We hope the staff and students of John F. Kennedy High School will study it carefully and find it useful in conducting all Student Body operations.

David Van Natten, Principal

Julie Law-Marín, Student Activities Director

Madeline Woodard, 2020-2021 ASB President

  
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Date: 12/4/20

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## **ARTICLE I: Name**

Section 1. The name of this organization shall be the Associated Student Body of John F. Kennedy High School hereafter referred to as the "ASB".

Section 2. The school colors shall be Green and Gold.

Section 3. The school mascot shall be the Cougar.

Section 4. The school motto shall be the "Home of the Cougars".

Section 5. The School Hymn shall be:

*On we march through the paths of wisdom, Searching for what is true and right. As we sing our praises to thee, To thee of Kennedy High, We've seen your glory And we know Your greatness through the dim, And the bright. And so we sing our praise to thee, To thee O'Kennedy High. And so we sing our praise to thee, To thee O' Kennedy High.*

Section 6: The school Fight Song shall be:

*We're the Cougars, fighting to the end. We're the only team that will never surrender. We will always say, "Oh team fight on!" Courageous Cougars, Victorious and Strong – Green and gold. Oh, we will always win. In the darkest hour we shine. Oh Kennedy. Yes we'll always sing to thee. So come on Cougars and FIGHT! FIGHT! FIGHT! We're the Cougars. Yes the C-O-U-G-A-R-S. So let the whole world know. We're Green and Gold.*

Section 7: All registered students of Kennedy High shall be members of the "ASB".

## **ARTICLE II: Student Government**

Section 1: The Student Government is the policy-making and governing organization and is responsible for the operation of all student body activities and finances. It will be the duty of the Student Government to spend ASB's money appropriately.

Section 2: Student Government shall be composed of:

A. Elected: Student body president, vice president, secretary, and treasurer. Senior, Junior, Sophomore, and Freshmen class president, vice president, secretary, treasurer, senator, and class representatives for the Freshmen and Sophomore classes.

B. Appointed:

1. By the Student Body President with the approval of a majority of the elected student council. Members will be polled under a secret ballot.
2. A cabinet consisting of the following Commissioners will be chosen from an application pool:
  - ii. Athletics (Two Representatives)
  - ii. Clubs
  - iii. Election
  - iv. Publicity
  - v. Rallies
  - vi. Spirit
  - vii. Student Sales Associate

- viii. Dance
- ix. Class Representative (for Underclassmen)
- x. Special Operations (Two Representatives)

Section 3: The terms of office for elected and cabinet appointee Student Government members is one school year, which is put into effect on June 1st, subject to maintenance of a weighted 2.8 GPA, maintenance of class status, citizenship requirements, and an evaluation first semester.

Section 4: Meetings

Student Government shall meet daily in the designated Student Government class period in which all members are enrolled. Designated business meeting days and class days will be determined by the ASB Cabinet and school master schedule.

Section 5: Vacancies

- A. Student Body President: ASB Vice President will move up to ASB President and will pick the new ASB Vice President within the Secretary and Treasurer of ASB. Then ASB will select and appoint a student from the Student Government class to be either ASB Secretary or ASB Treasurer.
- B. Class Office: Filled by appointment by the remaining class officers with input from the class advisor(s).
- C. Commissioners: Filled by appointment by the ASB President.
- D. All appointees are subject to the approval of a majority vote of the Student Government polled under secret ballot.

Section 6: Business is conducted under Student Government Agreements. Standard operating procedures or by-laws are to be established by the Student Government. It is the duty of each Student Government member to learn and use these procedures. Student Government is required to learn these procedures in the fall of the school year.

Section 7: A quorum shall consist of 2/3 of the present voting party.

**ARTICLE III: Supreme Law**

This Constitution and its by-laws will be the supreme law of the Associated Student Body of John F. Kennedy High School.

**ARTICLE IV: Authority**

This organization will have its purpose to conduct activities, on behalf of the students, approved by the school authorities, and not in conflict with the authority and responsibility of the public school officials.

**ARTICLE V: Associated Student Body Franchise**

Section 1: Student Government has the exclusive franchise for all fundraising projects affecting Kennedy students on the Kennedy High School campus and at the Kennedy Activities held at other sites. However, the Homecoming Dance, Winter Ball, and the End of the Year Dance are solely at the discretion of the ASB Cabinet.

Section 2: Social events and fundraisers are authorized by gaining approval of both the Student Government and the Student Activities Director.

Section 3: Student Government and the Student Activities Director are to coordinate the calendar for fundraisers, social events, and athletic events so that income can be maximized.

Section 4: Deposits of income for any association event or fundraiser are to be made within the next school week of the association's event or fundraiser. Organizations are to notify the Student Government, the ASB Treasurer, and/or the Student Activities Director of their plans for deposits when seeking authorization of the event or fundraiser.

Section 5: Student Government and the Student Activities Director are to investigate any irregularities regarding the deposit of money by any associate organization. Reports are to be made to the Principal in writing.

Section 6: If a student organization submits a fundraiser request form in order to fundraise at specific times on specific days, and the student organization fails to carry out said fundraiser two consecutive times, then that student organization ultimately concedes their reservation for that fundraiser for the rest of the month.

## **ARTICLE VI: Elections**

Section 1: All elections held on campus will be held in May. Except for freshmen officers (they will be interviewed and appointed). They are subject to the jurisdiction of Student Government. Two weeks prior to the election, the Voting Process will be communicated to all Staff and Students by Student Government.

Section 2: All candidates for elected and appointed positions will be screened by interview by the Elections Committee and at least two members of the ASB Cabinet and headed by the Election Commissioner and Student Activities Director.

Section 3: Student Body Officers and class officers are to be elected by a majority of 50% of the votes plus one vote, by the students they are to represent. If no candidates receive a majority of 50% and one vote, the candidate is elected with a 15% higher margin of votes than the other candidates, by the students they are to represent. A runoff election will take place between the candidates receiving the two (2) highest percentage votes when no majority was cast during the original election. If after the run-off election, not one candidate has a majority of votes, the winner will be determined by a simple majority. A simple majority means most votes cast. If only one individual submits an application for a particular position, their name must be put on the ballot and will be elected by a 50% majority of votes plus one vote by students they are to represent.

Section 4: The election of the following year's Student Government is to be done in a manner approved by the present Student Government, the Student Activities Director, and the Principal. The plan should attempt to maximize the number of votes cast by presenting the election timeline and election process to Staff and Students.

Section 5: ASB and class officer candidates must give a campaign speech before elections at a designated date, time, and location, during the election period. The format of speech will be determined by Student Government.

Section 6: As an elected/appointed officer in Student Government, the student will be expected to attend Summer Planning and Organization meetings, but will be given at least three week's notice in writing.

Students who are elected/appointed and who refuse to attend the summer Student Government workshops and meetings will forfeit their office. Attendance of meetings percentage and actions taken as a result of an unsatisfactory attendance percentage will be at the discretion of ASB Cabinet and Student Activities Director.

#### Section 7: Freshmen Appointments

- A. The operation and execution of Freshmen appointments will be at the discretion of the Elections Commissioner, the Student Activities Director, and ASB Cabinet.
- B. Interviews for the incoming Freshman appointees will be conducted in the duration of the summer before the upcoming school year.

#### Section 8: Qualifications for Office

- A. Candidates for ASB office and class office must have a current overall weighted GPA of 2.8, satisfactory citizenship, and attendance as determined by an administrator.
- B. The student and faculty screening committee will be composed of an administrator, the Student Activities Director, and ASB President.
- C. Application for candidacy must include:
  - 1. Statement regarding current GPA.
  - 2. Attendance Record and Discipline Record (Principal and/or Assistant Principal signature).
  - 3. Signatures of the candidate's current teachers.
  - 4. Three teacher recommendations (excluding the Student Activities Director).
- D. The current and past members of the Student Government class may be subject to consideration of their performance in the class of the previous year(s).
- E. Appointed commissioners will have an overall GPA of 2.8, satisfactory citizenship, and attendance as determined by an administrator.

#### Section 9: Campaigning

- A. Three banners are allowed for each candidate throughout the whole campaign
- B. The candidate may have unlimited stickers, buttons, etc.
- C. Flyers are at the discretion of the election committee
- D. Five posters may be placed in designated areas on campus; maximum size 2' by 2.5'.
- E. All campaigning materials to be posted on campus must be signed off by the Student Activities Director.

#### Section 10: Voting

- A. The counting of the ballots for any election, subject to the jurisdiction of Student Government, will be done by the ASB Cabinet, the Elections Committee, and the Student Activities Director.
- B. If any of the aforementioned people are candidates for office, they will not participate in counting the votes.
- C. All ballots are to be counted on campus and to remain on campus until the election is concluded and new officers are announced.

Section 11: Anyone applying for class presidency, with the exception of applicants for Freshman class president, must have at least one year of experience in the Student Government class. If there is no presidential candidate in the running with at least one year of experience, or if the candidate running is unfit

for the position, then the class cabinet, Elections Commissioner, and the Student Activities Director are allowed to select and/or approve whoever is fit to run.

Section 12: The Student Body President must have two years of experience in the Student Government class. The ASB Vice President, Secretary, and Treasurer must have one year of experience in the Student Government class.

Section 13: If no person who wants the position is eligible for the position, the person with the most experience then becomes eligible. Eligibility being a person's contribution to the class, prior leadership, and an interview.

Section 14: If no one runs for office, then the incoming ASB President will appoint any vacant office, and the candidate will be sworn in after the Student Government class has voted them in with a 2/3 majority.

Section 15: If a candidate is running unopposed for an elected position and ASB Cabinet, the Elections Commissioner, and the Student Activities Director deem them unfit for that particular position, they may be denied acceptance into Student Government.

## **ARTICLE VII: Student Organizations**

Section 1: Student organizations may be chartered by anyone in the Associated Student Body with the approval of the Student Activities Director, Club Commissioner, and Student Government.

Section 2: Student Organizations applying for authorization must present to Student Government a constitution containing: (1) name; (2) purpose; (3) membership composition; (4) officers and duties; (5) meeting dates, times, and places; (6) meeting structure; (7) plan of activities; (8) membership roster, and (9) name of advisor(s).

Section 3: Activity requests must be submitted and then approved by Student Government before the activity can take place.

Section 4: If a club conducts an unapproved fundraiser or activity on or off-campus the following penalties will be levied:

- A. First Offense: A warning
- B. Second Offense: All money confiscated from the sale with no limit.
- C. Third Offense: Suspension of all club activities except normal meetings for five (5) school months from the date of the violation.
- D. Fourth Offense: Closing of club account and suspension of all club activities for ten (10) school months.

Section 5: All student organizations must renew Fundraiser Requests at the start of every month and can submit fundraisers up to 3 months in advance, as long as there is administrative approval and the fundraiser takes place 30 minutes after the end of school.

## **ARTICLE VIII: Student Government Code of Conduct**

Section 1: Proper Conduct

- A. MUST walk into class with respect for others and for what is going on in class.

B. MUST come to class completely prepared with necessary materials and have all assignments completed.

#### Section 2: Fulfillment of Responsibilities

A. Take into consideration the job/duties listed in the Constitution, what the job consists of, and all appropriate requirements and purposes.

#### Section 3: Eligibility

A. All elected and appointed persons must maintain an overall weighted 2.8 GPA or better and be making progress towards graduation. Grades and Citizenship will be checked at the end of each quarter to ensure all students are meeting eligibility. A probationary period may apply and the student will have until the next quarter to bring up the low grade(s) or Citizenship. Incoming 9th graders need a 2.8 GPA to be eligible. .

#### Section 4: Deadlines

A. All deadlines must be met in order to keep things moving. Every person in Student Government must follow the Code of Conduct and fulfill the GPA and Citizenship requirement.

#### Section 5: Code of Conduct

- A. No Suspensions or Expulsions
- B. No excessive tardies and/or unexcused absences
- C. No excessive behavior referrals
- D. No incidences of disrespect
- E. If any of the Code of Conduct are violated by a member of the Student Government, said student will be subject to removal from the class (refer to Article XIV for more information).

### **ARTICLE IX: Ratification and Amendment Process**

Section 1: This Constitution will be considered amended upon approval by a majority of Student Government.

Section 2: Suggestions/input for amendments shall be actively solicited from all Students and Staff.

Section 3: Amendments may be proposed by one of the following:

- A. A  $\frac{2}{3}$  vote of the Student Government
- B. A petition submitted by a current member of the student population with signatures of 20% of the current ASB population.

Section 4: Student Government shall review the constitution at least once per year when time is permitted, and solicit, discuss, and make specific amendment proposals.

Section 5: This Constitution may be adopted by a majority vote of the Student Government class, and whereupon the approval of the Student Activities Director and the Principal will it then go into immediate effect.

### **ARTICLE X: Financial Policy**

Section 1: All expenditures will be approved by Student Government during assigned business meeting days.

A. The Student Government class (consisting of class cabinet members, commissioners, and the ASB Cabinet) will be responsible for approving:

1. Class Cabinet, committee, and ASB proposed expenditures
2. Club proposed expenditures

B. In the event of a tie between class cabinet voting, the ASB Cabinet and the Student Activities Director will act as a tie-breaker.

C. If a consensus is not reached, the expenditure's approval will be postponed to the next business meeting.

Section 2: All clubs, class, and athletic accounts must maintain a positive balance in their account at all times. Failure to comply with all of these conditions may result in the termination of clubs by the ASB Cabinet and club commissioner.

Section 3: When expenditures are necessary to activate fundraising activity which might result in a negative balance in a club account or budget item, both ASB and clubs will request special action for that expenditure from Student Government.

Section 4: All of the following people must approve the issuance of checks from ASB Funds: Principal, Student Activities Director, ASB Treasurer, and Class/Club Advisor.

Section 5: All reimbursements and P.O. requests, including clubs and classes, must go through the administrator in charge of activities and the ASB Treasurer.

#### **ARTICLE XI: Power of the Principal**

Section 1: It is understood that the Principal of John F. Kennedy High School may veto any decision made by any Association organization. This decision on any nature is final unless it conflicts with district policy. Information on relevant district policies may be obtained from appropriate District offices.

Section 2: Naturally, the principal can designate power to the Student Activities Director or Advisor as needed.

Section 3: Any decision may be appealed to the principal in writing.

#### **ARTICLE XII: Student Government Officers' Duties**

##### **Section 1: ASB President**

- A. Responsible for seeing that all aspects of the Constitution are carried out.
- B. Presides over and prepares the Agenda for council meetings. Votes only in the case of a tie.
- C. Serves as an official member of all student association organizations.
- D. Acts as the official student body representative in all functions or appoints other students to fill this responsibility.
- E. Makes sure that the month's calendar has Student Government activities, class activities, and club fundraisers as created by the ASB Secretary.
- F. Appoints chairpersons to committees established by the Student Government.
- G. Serves as the Chief Administrator of the student association.
- H. Has the power to veto but can be overridden by  $\frac{2}{3}$  Student Government vote.



I. Be familiar with the ASB Constitution.

Section 2: ASB Vice President

- A. Presides over and prepares the agenda for Student Government meetings in the absence of the ASB President or at the ASB President's discretion.
- B. Helps conduct Student Council elections by co-chairing with the ASB Elections Commissioner.
- C. Performs other duties as assigned by the ASB President and/or Student Activities Director.
- D. Be familiar with the ASB Constitution.

Section 3: ASB Secretary

- A. Takes minutes for Student Council meetings and keeps a record of all minutes taken.
- B. Takes care of all correspondence at the request of the president and/or Student Activities Director.
- C. Types and runs copies of the Student Government meeting agendas and minutes.
- D. Performs other duties as assigned by the President and/or Student Activities Director.
- E. Creates and updates the month's calendar that includes Student Government activities, class activities, and club fundraisers.

Section 4: ASB Treasurer

- A. Presents to the Student Government on established business meeting days and keeps the following information:
  - 1. The preceding day's deposits by the ASB.
  - 2. The balance in ASB's account.
  - 3. The balance of the money held in trust by ASB.
- B. Serves as Treasurer for the Student Government account and reconciles any differences with the Controller.
- C. Keeps a record of the money and expenses of all ASB events and fundraisers.
- D. Reports any financial irregularities to the Student Government Class.
- E. Performs other duties as assigned by the President and/or Student Activities Director.

Section 5: Senior, Junior, Sophomore, and Freshman Class President

- A. Presides over and prepares agenda for class meetings and ASB meetings if needed.
- B. Serves as chief administrator of class.
- C. Establishes necessary committees and appoints chairpersons within their class.
- D. Relays class activities to the Publicity Commissioner for the Student Government master calendar.
- E. Performs other duties as assigned by the ASB President and/or Student Activities Director.

Section 6: Senior, Junior, Sophomore, and Freshman Class Vice President

- A. Performs duties as assigned by the class president.
- B. Presides over and prepares the agenda for class meetings in the absence of the class president or at the class president's request.
- C. Assists in relaying class activities to the Publicity Commissioner for the Student Government master calendar
- D. Performs other duties as assigned by the ASB President, Class President, and/or Student Activities Director.

Section 7: Senior, Junior, Sophomore, and Freshman Class Secretary

- A. Records and presents minutes of all class meetings.
- B. Takes care of all class correspondence.
- C. Senior Secretary serves as secretary at all general meetings such as the weekly Student Government class meeting in the absence of the ASB Secretary. If the Senior Secretary is absent, the next class secretary will serve as secretary for that meeting.
- D. Performs other duties as assigned by the ASB President, Class President, and/or Student Activities Director.

Section 8: Senior, Junior, Sophomore, and Freshman Class Treasurer

- A. Keeps the records of the class account and reconciles any differences with the student body treasurer and the student activities office.
- B. Serves as the fundraising chairperson at the direction of the Class President.
- C. Performs other duties as assigned by the ASB President, Class President, and/or Student Activities Director.

Section 9: Senior, Junior, Sophomore, and Freshman Class Senator

- A. Acts as a class representative (for only Junior and Senior class)
- B. Fills in class positions, in the absence of Vice President, Treasurer, or Secretary including jobs and tasks.
- C. Set agenda for class and class advisor meetings.
- D. Performs other duties as assigned by the ASB President, Class President, and/or Student Activities Director.

Section 10: Committee Commissioners

- A. Leads the committee to execute the charge of the designated committee.
- B. Determines what roles committee members play in order to complete the assigned expectations.
- C. Reports to the Student Body President, Student Activities Director, and at Student Government meetings any relevant information.
- D. Performs other duties as assigned by the ASB President and/or Student Activities Director.

Section 11: Student Activities Director

- A. Responsible for seeing that all aspects of the constitution are carried out.
- B. Responsible for overseeing the class and guiding them to success.
- C. Presides over ASB Cabinet and gives guidance or advice when needed.
- D. Cannot be the advisor to any class or club unless no one else takes the position; however, if an advisor previously not the Student Activities Director becomes the Student Activities Director, they may continue to be the advisor for that class and/or class club.

Section 12: Freshmen and Sophomore Class Representatives

- A. To talk and inform their class, during class representative meetings, on any events or activities going on within the school.
- B. Help out their cabinet with what needs to be done.
- C. Performs other duties as assigned by the ASB Cabinet, Activities Director, and/or Class President.

## **Article XIII: Student Activities Policies and Procedures**

### **Section 1: Dance Royalty**

- A. Must maintain at least a weighted 2.0 GPA in the previous grading period.
- B. Voting is to be conducted at the discretion of ASB and Elections Commissioner.
- C. Dance Royalty shall be conducted by the Elections Committee.
- D. Any nominees and/or participants in Dance Royalty that are members of the Student Government are not allowed to partake in the Elections Committee.
- E. Candidate must campaign to be put on the ballot.

### **Section 2: Publicity and Social Media**

- A. All flyers and publicity for student activities on campus will be previewed, reviewed, and signed by the Student Activities Director.
- B. Clubs and/or committees are responsible for the removal of publicity within one week of the conclusion of the activity or activities.

**Section 3:** Refunds for dance tickets can only be made before the event occurs. If the event already occurred, students can appeal to get refunded, which will be decided by the Student Government.

**Section 4:** Student Government will elect two representatives for School Site Council (SSC) meetings at the beginning of each school year and abide by the SSC policies.

**Section 5:** If a club requests to participate in a club celebration/food fair but fails to fulfill that request without three days prior notice, they are suspended for the following event.

**Section 6:** \$500 will be given to the class of the 1st Place winning float from the ASB General Account.

## **Article XIV: Impeachment and Disciplinary Action**

**Section 1:** Both appointed and elected officials are subject to temporary removal from office or impeachment at any point in the school year.

**Section 2:** Student Government members may be subject to temporary removal from office or impeachment for the following reasons:

- A. Illegality
- B. Impropriety
- C. Incompetence
- D. Violating official policies of the representative body

### **Section 3: Impeachment of Elected Officials**

- A. A hearing will occur in the presence of the ASB cabinet and the Student Activities Director. During the said hearing, members of ASB and the Student Activities Director will listen to the official's perspective and if they see fit may remove them from office, with clear terms of removal and clear reasons for removal from office. The reasons must be recorded as part of the impeachment process.
- B. All members of the ASB Cabinet and the Student Activities Director must agree on the decision for it to be put in place. In the event that the ASB Cabinet and Student Activities Director are not in agreement, the Principal will act as tiebreaker and have final say on the matter.

C. The hearing will take place indefinitely within a month of a submission of impeachment from members of the class, excluding the allegedly impeached member, following the approval of said submission by the ASB cabinet and the Student Activities Director.

D. Impeachment submissions may take place in the form of:

- i. A written statement with the signatures of half of the members the class cabinet with the exception of the member who is the subject of impeachment.
- ii. An oral account with the Student Activities Director where half of members of the class with the exception of the member subject of impeachment are present and agree unanimously to call a hearing.

#### Section 4: Impeachment of Appointed Officials/ ASB Cabinet

A. A hearing will occur in the presence of the entire Student Government. During the hearing, all parties will be allowed to state their respective contentions for their stance. After all parties have spoken, voting will take place.

B. An unlimited number of representatives may speak for a party.

- i. Time is limited to two minutes for each representative.
- ii. Rounds are to be established before the discussion.

C. A minimum of a  $\frac{3}{4}$  vote from those in the Student Government is necessary to implement the impeachment of the accused.