

Associated Student Body Handbook

Preface



Our philosophy at Crenshaw High School is one of child advocacy, empowerment and excellence in education. We believe the Student Leadership program at Crenshaw High School has a key role in reinforcing the belief that students come first and that all aspects of the school program should reinforce academic achievement. The curriculum of the Leadership program and course is based upon *The 7 Habits of Highly Effective Teens*, as presented by Steven Covey, which focuses on self-reflection, self-realization, self-esteem and self-improvement.

This Constitution and Activities Handbook is designed to be an evolving document. The Constitution, procedures and guidelines herein are subject to revision based on the changing needs of the student body and the continuing expansion of the Student Leadership program. Nothing contained in this book is intended nor designed to conflict with the policies of the Los Angeles Unified School District.

The Activities Handbook contains the guidelines and other important information regarding Student Body activities, finances and events. The appendix includes copies of required forms, necessary for the cohesive existence of the Student Body. These are also designed to be evolving documents and will be revised annually to meet the demands of the Crenshaw High School Student Body and Student Leadership organization.

The structure of the Crenshaw High School Student Leadership organization is as follows:

- L.I.T.E. is a training program, established by Charne' Tunson in the spring of 2004, and is designed to give Student Council applicants hands on experience in the world of being a leader, prior to the election process.
- Leadership AB is a curriculum based course that any student may enroll in (with the instructor's approval) and is a required course for all Student Council members.
- Student Council is a body of students that consists of elected Associated Student Body (ASB) and Class officers, as well as grade level representatives appointed by the ASB Advisor, herein referred to as Members at Large.
- Student Government consists of all of the elected officers from chartered clubs, organizations and athletic teams, as well as the House of Representative members.

Preamble

We, the Associated Student Body of Crenshaw High School in order to develop and perpetuate school pride and to secure for ourselves and those who follow us the privileges and responsibilities of American citizenship and self-government; to help to promote a closer relationship between the school and the community, do hereby establish and ordain this Constitution. It is the purpose of this constitution to promote and maintain high standards of scholarship, leadership, and citizenship throughout the Student Body of Crenshaw High School.

The name of this organization shall be the **Associated Student Body of Crenshaw High School**. The colors of the school shall be *royal blue and gold, with white*. The mascot shall be a Cougar. We are therefore, **the Crenshaw Cougars**.

Article One **Membership**

Section One

The membership of the Associated Student Body of Crenshaw High School shall consist of all students in good academic standing and are regularly enrolled, either full time or part time. They are entitled to all rights and privileges and are also expected to assume the responsibilities set forth herein.

Section Two

Members of the Associated Student Body of Crenshaw High School shall have the right to participate in all activities in the school including Student Body elections with certain conditions, unless prohibited by the Board of Education policies, State or Federal Laws, or not in the best interest to the school community.

Article Two **Sources of Power**

Section One

Since the principal is held directly responsible to the Superintendent of Schools and to the Board of Education for the welfare of the Student Body, he has the legal power to veto any action taken in accordance with this Constitution. Should it become necessary to veto an action, the principal will either meet with, or have his representative meet with, or submit a written statement to the Student Council in order to establish that the proposed action is either illegal, in opposition to the rules, or the expressed wishes of Superintendent of the Board of Education of the city of Los Angeles, and the State of California or not in the best interest of the school or community.

Section Two

The Associated Student Body of Crenshaw High School recognizes that the final authority for all student affairs is vested in the principal, with guidance from the School Site Council, faculty, community, students, and parents of the school and as a result shall function with this in mind.

Article Three **Officers**

Section One

The elected officers of the Associated Student Body shall be President, Vice President, Secretary, Treasurer, Parliamentarian, and Presidents and Vice Presidents of the ninth, tenth, eleventh and twelfth grade classes. All officers must be enrolled in the Leadership course.

Section Two

A Student Body presidential vacancy shall be filled in order of succession beginning with the Student Body Vice President, Senior Class President, and finally, if necessary a special Student Body election.

Section Three

These officers shall hold office for no more than one school year unless prohibited by a specific clause in this constitution.

Section Four

All officers will be elected by the entire Associated Student Body during elections held each year except the class officers, which will be elected by their respective grade levels.

Article Four **Executive Powers**

Section One

Clause 1:

The Executive Department shall be called Student Council.

Clause 2:

Membership – The following Student Body elected and appointed persons shall serve as members of the Student Council.

- Student Body elected officers;
 - a. Student Body President
 - b. Student Body Vice President
 - c. Secretary
 - d. Treasurer
 - e. Parliamentarian/Historian
- 9th, 10th, 11th and 12th grade President and Vice President
- Appointed Members at Large

Section Two

Clause 1:

The Student Body President shall have the authority to veto any and all actions of the Student Council and House of Representatives, subject to being overridden by a two-thirds vote of either body.

Clause 2:

The Student Body President shall have one vote on Student Council.

Section Three

Clause 1:

In the event of removal from office by impeachment, resignation, or lack of compliance of District eligibility laws, the Vice President shall assume the office of President. Order of succession is then 12th grade President and 12th grade Vice President.

Clause 2:

The Student Body Vice President when presiding over the Student Council and shall have the same authority as the President in case of absence.

Section Four

The President shall have the following authority:

1. One vote in student council.
2. To enforce all rules and laws of Crenshaw High School and Student Council.
3. To conduct school relations with other schools, the Board of Education and the Crenshaw community.
4. To represent Crenshaw High School at all district and area meetings.
5. To fill all vacancies that may occur on Student Council with the approval of a majority vote of Student Council.
6. To recommend all assignments of council members.
7. To propose and to execute any programs, appointments or policies that are necessary to the general welfare of the General Student Body.
8. To approve all student body expenditures.

Section Five

The Student Body President or any member of the Council may be removed from office only by two-thirds (absolute) vote of Student Council and the House of Representatives for the following reasons:

1. A violation of the Constitution.
2. Misconduct that result either in class or school suspension, expulsion proceedings or any other serious offense of school, L.A.U.S.D. city, state or federal laws.

Article Three **Legislative Powers**

Section One

Clause 1:

All power to make rules as they pertain to student body shall be vested in the Student Council and the House of Representatives.

Clause 2: The Student Council may establish any rules or bylaws for the correct functioning of Student Body in conformance with the Constitution. The constitution may be amended only with a two-thirds vote of the Student Council and the House of Representatives combined.

Clause 3:

A quorum must be established in Student Council and the advisor must be present before any student body business may be conducted. All legally constituted meetings shall be conducted under **Parliamentary Procedure**.

Clause 4:

The Student Body President or Acting President shall have the exclusive power to call all meetings of the Student Council to order.

Clause 5:

Student Council shall meet at regularly scheduled times during the Leadership class period.

Clause 6:

For all meetings, other than regularly scheduled meetings in which they must be in attendance, Student Council Members shall be informed in writing, twenty - four (24) hours in advance.

Clause 7:

All meetings of Student Council shall be open to members of the General Student Body with valid reasoning.

Section Two

Clause 1:

Student Council has the power to vote on legislation by a majority of the members of the Student Council.

Clause 2:

The Vice President shall preside over meetings of the House of Representatives. The Co-chair person of the House of Representatives will be chosen by the Student Council.

Clause 3:

The House of Representatives shall meet at least once a month during the Leadership class period, except during the months of September, and June.

Clause 4:

The Student Body President shall have the power to call emergency meetings of the House of Representatives.

Clause 5:

All House of Representatives meetings shall be attended by one Representative from each 4th period class, and also a representative from each club, organization and sports team currently in season.

Clause 6:

It is the right of every student to have a representative from their class to attend all of the House of Representative meetings and to report back to class after each meeting.

Clause 7:

All meetings of the House of Representatives shall be conducted under Parliamentary Procedures.

Section Three

Clause 1:

The legislative power of the Student body shall be vested in the Student Council.

Clause 2:

The Student Council shall have the power to:

1. By a two-thirds vote determine the rules and regulations of Student Council and the House of Representatives not referred to in the Constitution.
2. Levy such fees or charges for certain events or programs or as it shall deem necessary for the functioning of the school and for the general welfare of the Student Body.
3. Approve and disapprove all expenditures of Student Body funds.
4. Plan and actuate activities for the General Student Body.
5. Aid and assist in the making of school policies concerning school discipline and the orderly running of the school and the Student Body in general.
6. To approve activities of all chartered clubs, organizations and athletic teams on the Crenshaw High School campus.

7. Collect a minimum of 10% and a maximum of 50% of all profits derived from the Student Body.
8. Approve and revoke school club constitutions.
9. Affirm and disaffirm all student body contracts.
10. Attend appropriate school meetings such as School Site Council, Small Learning Community, Leadership Team, CEAC, Booster Club, Faculty, etc...

Section Four

Student Council shall have the power to judge the conduct of their members and members of the House of Representatives. A Student Council Member may be impeached by a two-thirds vote (absolute) of the Student Council and the House of Representatives. A member of the House of Representatives may be removed upon a motion from the Student Body President and a majority vote of the Student Council.

Section Five

Any member of Student Council shall:

1. Be a student of Crenshaw High School.
2. Have at least a "C" Average which must be maintained throughout the year.
3. Have no more than two "U"s" in work habits and one "U" in cooperation throughout the year.
4. Hold only one elected Student Body Office.
5. Have excellent attendance and abide by all school rules.
6. Demonstrate appropriate leadership skills at all times.
7. Maintain a positive and supportive attitude towards all Student Body matters.
8. Meet all of the Leadership Course requirements.

Section Six

Clause 1:

All members of Student Council shall be elected during the end of the spring semester and shall serve a term of one year commencing Installation Day which shall be prior to graduation.

Clause 2:

Members of the House of Representatives shall be elected within the first three weeks of each semester by their period four class and shall serve a term of one semester.

Section Seven

Clause 1:

Student Council shall make no law which does not apply equally to all students of Crenshaw High School, nor shall it deny any student without due process to the rights and privileges of all students.

Clause 2:

No club or organization shall make any law which shall not apply equally to all students, religions or races, nor shall they deprive any student the rights and privileges of all students without due process.

Article IV **Initiative and Referendum**

Section One

Any member of the Associated Student Body may initiate legislation by attending a meeting of the Student Council and presenting its proposal to that body.

Section Two

Proposal for initiation of legislation originating in the Student Council shall be posed in the campus for one week. The signature 20% of students registered for the last school election will be required for placing the initiative measure on a ballot.

Section Three

An initiative measure placed on the ballot shall require a majority vote for passage.

Section Four

Only the Student Council shall have the power to refer Legislation to the electorate (registered voters).

Section Five

The Student Council may, by 2/3 majority vote of its membership refer any bill to the Associated Student Body, for a measure to be added.

Section Six

Ratification and passage of a referendum or initiative measure shall require a 2/3 majority vote of the Associated Student Body electorate.

Section Seven

All initiative measures and referendum measures must be received by the Student Council at least (20) days prior to the election.

Section Eight

The Election Committee shall provide for pro and con arguments for each proposition placed on the ballot.

Article Five **Elections**

Section One

Procedures, regulations and requirements for all elections shall be established by an Election Committee.

Section Two

The Chairman of the Election Committee shall be appointed by the ASB President from the Student Council.

Section Three

The general Student Body elections shall be held during the Spring semester. Junior and Senior Cabinet candidates may be included in this election.

Section Four

The Election Committee is responsible for the filing of the official return with the Student Council. Each Student Body election must conform to the general guidelines established by the Election Committee.

Article Six **Clubs and Student Organizations**

Section One

Clause 1:

Clubs and Organizations shall have a faculty sponsor and shall submit a constitution to the Student Council for approval before they can begin to function.

Clause 2:

All Clubs and Organizations shall conform to the Los Angeles Board of Education's Rules and Regulations concerning clubs and organizations.

Section Two

Clause 1:

No club or organization may have policies that conflict with the Constitution of the Associated Student Body.

Clause 2:

All clubs and organizations shall be required to send an official representative to the H.O.R. and to host one school activity and fundraiser per year.

Clause 3:

Only clubs with updated and approved constitutions on file and in good standing will be allowed to participate in school events, be pictured in the yearbook, publicize information, fundraise and conduct business in the Student Store. These clubs will receive their charter which must be updated annually.

Clause 4:

No club or organization shall fundraise or charge dues or fees without the approval of Student Council.

Clause 5:

All clubs and organizations shall have the right to determine the requirements of membership so long as those requirements apply equally to all students.

Section Three

Clause 1:

All club activities and fundraiser must be submitted in writing to Student Council and Administration for approval.

Clause 2:

All clubs and organizations must submit a budget to Student Council for any activity that involves the use of Student Body funds.

Clause 3:

All club and organization advertising or publicity must be submitted to Student Council for approval.

Article Seven **Publications**

Section One

Student Body funds may be used to publish, under the direction of the faculty sponsor, an annual yearbook called "The Cougars Path."

Section Two

Student Body funds may be used to publish, under the direction of the faculty sponsor, a school newspaper called "The Cry of the Cougar."

Section Three

Student Body funds may be used to publish, under the direction of the ASB Advisor, a Student Body newsletter called "The Leadership Gazette."

Section Four

Each above will be published by a staff of Crenshaw High School students under the direction of a faculty sponsor. The contents of each publication must be consistent with school policy.

Section Five

The editors of the school publications must meet the requirements of the Associated Student Body Officers.

Article Eight **By Laws, Amendments and Proposals**

Section One

All amendments to this Constitution shall require a 2/3 affirmative vote of the voting members of the Student Body.

Section Two

All amendments may be proposed to the Student Body with a 2/3 affirmative vote of the House of Representatives and Student Council in joint session.

Section Three

All proposed amendments must be publicly announced and posted at least twenty days prior to the election.

Section Four

All proposals must be submitted at least one meeting prior to the time the actual voting takes place.

Section Five

All proposals and/or amendments must originate in either the Student Council or House of Representatives.

Section Six

The By Laws to the Constitution shall be formulated and passed by a joint session of the Student Council and House of Representatives. By Laws must not be contrary to this Constitution.

Article Nine **Ratification**

This Constitution shall be effective the first day of the semester of 1968, after having received the approval of 2/3 of the Student Body in an election called for that purpose. When the system goes from the school semester to the school year all officers and situations referred to on the semester basis will automatically change to the yearly basis. This Constitution shall be deemed ratified and in full effect when signed by the head principal and approved by three-fourths of the Student Council. Henceforth this Constitution shall be binding and always preserve, protect and guide the Student Government of Crenshaw High.

Associated Student Body By-Laws

Article One

Duties of Associated Student Body Officers

Section One

The Student Body President shall:

- A. Act as the chief executive officer of the Associated Student Body.
- B. Preside as a voting member at all meetings of the Student Council.
- C. Be an honorary member of all committees for the general welfare of the Student Body.
- D. Be empowered to appoint any special committees for the general welfare of the Student Body.
- E. Be empowered to veto any legislation of the Student Council subject to override by two-thirds vote of the Student Council.
- F. Preside over Student Body activities and assemblies.
- G. Maintain a 2.5 G.P.A. and display leadership skills at all times.

Section Two

The Vice President shall:

- A. Be director of the social activities of the Student Body.
- B. Be an honorary member of all committees of the Student Body.
- C. Be an assistant to the Student Body President for all executive tasks.
- D. Preside in absence of the President.
- E. Serve as Speaker of the House in all House of Representatives meetings.
- F. Hold House of Representatives meetings once a month.
- G. Maintain a 2.5 G.P.A.

Section Three

The Student Body Secretary shall:

- A. Keep minutes of all meetings of the Student Council and House of Representatives.
- B. Maintain a record book containing the minutes listed in Section 4A.
- C. Handle all correspondence for the Student Body.
- D. Record and type minutes for the House of Representatives and all general meetings of the Student Body.
- E. Type all correspondence.

Section Four

The Student Body Treasurer shall:

- A. Be chairman of the Finance Committee.
- B. Assist the Financial Manager daily.
- C. Assist in all Student Body fund raising drives.
- D. Be responsible for monitoring Student Body funds.
- E. Be a service worker in the Student Store.
- F. Attend all budget meetings and help devise budgets.
- G. Give reports on all money raised.
- H. Keep records of all Student Body fundraising activities.

Section Five

The Parliamentarian shall:

- A. Maintain order in Student Council and House of Representatives meetings.
- B. Collect all Student Council fines.
- C. Monitor the proceedings of all Student Body activities and ensure that they are in accordance with Student Council guidelines.

Section Six

The Class Presidents shall:

- A. Work with their sponsor to coordinate the activities of their classes.
- B. Serve as the official spokesman of their class to the Student Council.
- C. Work with the *Vice President* and the *Class Sponsor* to form a *Steering Committee*.
- D. Hold committee meetings bi-monthly and prepare an agenda for each meeting.
- E. Appoint additional officers and committee chairs as needed.

- F. Work with the *Vice President* and *Steering Committee* to plan the activities of their classes, in compliance with *Student Council* guidelines.
- G. Serve as the official spokesman of their class to *Student Council*, including preparing reports for council meetings.
- H. Maintain communication with their peers through homeroom visitations, suggestion boxes, newsletters and class meetings.
- I. Work closely with the *Class Counselor* to assist with Senior Portfolio and Community Service.
- J. Work with the *Herff Jones Representative* to coordinate the Senior Packages.

Section Seven

The Class Vice Presidents shall:

- A. Fill any vacancy left by the *Class President*.

Section Eight

The Class Steering Committee shall:

- A. Be selected by the *Class President* and *Vice-President* under the guidance of the *Class Sponsor*.
- B. Contain a representative from at least 60% of their class homerooms.
- C. Be unofficial spokespersons for their homerooms.
- D. Attend all scheduled meetings and events sponsored by their class.
- E. Contribute to the planning, organizing and execution of class activities that promote school and class pride, in compliance with *Student Council* guidelines.
- F. Plan at least one fundraiser per semester, in compliance with *Student Council* guidelines.
- G. Dedicate time and effort, including possible evenings and weekends, needed to successfully host their class's events.
- H. Notify the *Class President* and *Class Sponsor* if at any time they are unable to fulfill their responsibilities.

Section Nine

The Junior Class Sponsor is responsible for:

- A. Advising the Officers in establishing a *Steering Committee*.
- B. Organizing the voting of the class name, motto and colors. The actual election will be conducted by Student Council as will all student body affiliated elections.
- C. Overseeing the planning and execution of "low key" lunch activities during Junior Week, in compliance with Student Council guidelines.
- D. Securing a prom site with the advice of the *Class Administrator*.
- E. Hosting at least one fundraiser per semester in compliance with Student Council guidelines.

The Senior Class Sponsor is responsible for:

- A. Coordinating the Senior Package along with the Class Officers and the Herff Jones Representative.
- B. Assisting the Yearbook Advisor in coordinating the Senior Portraits.
- C. Overseeing the planning and execution of Senior Nights, Senior Week (including Panorama Picture and Senior Recognition), and other senior activities such as the Senior Prom, After Prom and Grad Night, in compliance with Student Council guidelines.
- D. Maintaining regular communication with parents and seniors by publishing a calendar of events, cost fact sheet and a newsletter. Also collaborating with the Senior and College Counselors to plan a Parent Information Night during the Fall and Spring semesters.
- E. Coordinate the Senior Most elections with the Yearbook and ASB Advisors during the second month of the Fall Semester.
- F. Assisting the Class Administrator with coordinating Graduation.
- G. Assisting the College Counselor with coordinating Senior Awards Night.
- H. Assisting the Senior Counselor with coordinating the Senior Portfolio and Community Service.

The Class Administrator

- A. The Class Administrator is mainly responsible for overseeing and supporting the activities of the Class Sponsor and Steering Committees.
- B. The Administrator should also be included in the decision making processes along with the Class Sponsor and the Class Officers.
- C. The Administrator is the principle designee to communicate with the other administrative staff, the activities of the Class, and also obtains final approval from the Principal.
- D. The Class Administrator works with the graduation committee in planning the graduation activities.

Section Ten

The Financial Manager shall:

- A. Give priority to the following students to work in the Student Store during nutrition and lunch:

- Student Body President or Vice-President
 - Senior Class President or Vice-President
 - Treasurer
 - Two undergraduates enrolled in leadership
- B. Work with the ASB Treasurer to prepare a monthly income/expenditure report of Student Body funds.
- C. Not distribute Student Body funds without the approval of the Student Council.
- D. Work with the Associated Student Body Advisor to develop a list of approved vendors and only conduct business with these approved vendors.
- E. Only expend funds as they have been allocated according to the approved Associated Student Body budget.

Section Eleven

School Site Council Representatives:

A. There will be one Student Council member (to be elected out of the class) and one alternate to attend all School Site Council meetings.

Section Twelve

Student Body President, Vice-President and Treasurer shall:

Approve all Student Body expenditures **before** checks are issued. The administrators **must not** sign any checks that do not have a signature of an elected student body officer on the request form. The Financial Manager **must not** issue any checks without obtaining the signature of an elected student body officer; as stated in LAUSD Bulletin No. 28 dated 11/89.

Article Two **Qualifications for Office**

Section One

The Student Body President must be a member of the twelfth-grade when in office, have a 2.5 grade point average or above, and have served at least one year on the Crenshaw High School Student Council.

Section Two

The Student Body Vice-President must be in the eleventh or twelfth grade when serving in office, have a 2.0 grade point average and must have served at least one year on the Crenshaw High School Student Council.

Section Three

All other members of Student Council must be in at least the tenth grade when serving in office with the exception of the ninth grade class president or representative and must be enrolled in the period 4 Leadership Course.

Section Four

To be eligible for any Associated Student Body or class office, one must have at least a “C” average with no “Fails”, no “U’s” in Cooperation, and no more than one “U” in Work Habits as recorded on the last school report card. Treasurers must have at least a “B” in math and secretaries must have at least a “B” in English on the most recent official school report card (10 week or 20 week).

Article Three **Student Council**

Student Council shall:

- A. Charge each Student Council and House of Representatives meeting attendee a fee of \$.25 for each out of order.
- B. Have an official roll and a record of fees owed kept by the Secretary and Treasurer.
- C. Allow the chair to never be out of order.
- D. Know that the gavel is order and whenever it is rapped all members come to order.
- E. Be recognized by the chair before speaking.
- F. Count absentees as **Nay** voters.
- G. In October and May, evaluate all Student Body expenditures and make the Student Body Budget.

Ratification of Associated Student Body Constitution

I do hereby agree to the terms set forth in this Student Body Constitution of Crenshaw High School:

Title	Signature	Date
Principal	_____	_____
Assistant Principal (Activities & Athletics)	_____	_____
ASB Advisor	_____	_____
Financial Manager	_____	_____
ASB President	_____	_____

Student Council Members

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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