

# CONSTITUTION OF JESUIT HIGH SCHOOL

## Preamble

We, the students of Jesuit High School, in order to provide for the regulation and government of our student community, and dedicated to the preservation of human dignities and rights accorded to each member of that community, acting upon the powers relegated to us by the administration, do hereby establish this student constitution.

## ARTICLE I - Name and Membership

Section A: The official **name** of this Student Body is the *Associated Students of Jesuit High School*.

Section B: All currently enrolled students of Jesuit High School who hold a current Student Body Card shall be voting members of the Associated Students of Jesuit High School, hereinafter referred to as ASJ.

## ARTICLE II - Student Council

Section A: The **Director of Student Activities** shall be the Faculty Advisor for the Student Council and Executive Council. S/he shall attend all meetings of the councils and may, at his/her own discretion, initiate, cancel, add, delete, incorporate or establish any policy of action of the councils. Additionally, the Principal of Jesuit High School shall be an ex-officio member of the Student Council and shall hold the powers of a Faculty Advisor.

Section B: The Associated Students of Jesuit High School shall elect annually a Student Council to serve as its representatives. The term of office is May to May of each school year or until replaced, whichever comes first with the exception of Freshman Class Officers. Freshman Class Officers shall serve during their freshman year only.

Section C: Members of the Student Council are the duly elected Student Body Executive Officers and the Class Officers.

Section D: The Student Council oversees and regulates all student activities on behalf of the ASJ.

- Section E: A quorum of **five** executive officers and **twelve** class officers is required to conduct Student Council business.
- Section F: Unless otherwise stated, the Student Council shall meet at least once per school week.
- Section G: Every member of the Student Council shall automatically be a member of **Block J**.
- Section H: Presidents of major school clubs shall be ex-officio members of the Student Council. They shall be non-voting members. "Major Clubs" include, but is not limited to, Block J, California Scholarship Federation, **Drama, SRO, Plank, JHS-net, and Galley Crew.**

### ARTICLE III - Executive Powers and Duties

- Section A: The executive powers and duties of the ASJ shall be vested in the executive council.
- Section B: The Executive Council shall be a separate body within the Student Council.
- Section C: The Executive Council shall consist of the elected student body officers, to-wit: **President, Vice-President, Secretary/Treasurer, Intramural Commissioner, Head Cheerleader, Chief Justice of the Student Court, Activities Coordinator, Publicity Coordinator, and Religious Coordinator.** They shall be called the Executive Officers of the Student Council.

(1) The **President** shall be the head of the Student and Executive Councils. He shall preside over all meetings of both councils. He shall lead the school delegation to all Inter-School Council meetings. He shall only vote in the case of a tie. The President, with the approval of the other Executive Officers, may appoint committees as needed.

(2) The **Vice President** shall perform all the duties of the President in the President's absence. He shall coordinate all committees pertaining to Student Body sponsored activities. He shall act as parliamentarian in the absence of the Intramural Commissioner. He shall chair the Executive Dance Committee.

(3) The **Secretary/ Treasurer** shall keep a written record of all official Student Council proceedings. He shall post a written copy of the minutes of each meeting on the Student Council

Bulletin Board within one week after each meeting. He is responsible for preparing a written agenda in advance of each meeting, said agenda to be supplied by the President. This agenda, if at all possible, should be posted at least three school days in advance of a Student Council meeting on the Student Council Bulletin Board. The **Secretary/Treasurer** shall also take attendance at all Student Council and Executive Council meetings and keep a written, accurate record of such attendance. The **Secretary/ Treasurer** shall keep formal written records of all financial matters of the ASJ. He shall give both oral and written reports to the Student Council regularly and as required by the President.

(4) The **Intramural Commissioner** shall act as parliamentarian for all Student Council meetings. He shall serve as the Vice President in the event of that officer's absence. He shall chair the Executive Intramural Committee, appoint committee members, and is responsible for the organization and promotion of the intramural program.

(5) The **Head Cheerleader** shall be responsible for leading the student cheering section at athletic contests. He shall lead rallies and publicize varsity games. He may not hold any other Student Council office. He shall co-chair the **Galley Crew**.

(6) The **Chief Justice** is the head of the Student Court. He shall take roll at all Student Court meetings and/or proceedings and shall keep accurate, written records of attendance. He is responsible for enforcing Article X of this Constitution.

(7) **Activities Coordinator** shall chair a committee of student representatives from each club/ activity. He shall actively recruit student involvement in clubs and activities. He shall, in concert with the publicity coordinator, ensure that all programs and activities are well-attended. He shall work with the Vice President to coordinate school wide or inter-school activities. He shall be an executive officer.

(8) The **Publicity Coordinator** shall serve as co-chair of the Galley Crew. He shall keep the student body informed of all activities through signs, posters, banners, and announcements. He, with the help of the Galley Crew, shall prepare and post pertinent materials each Monday to publicize the activities of the week. He shall serve as official PR person with other high schools to publicize school events. He shall be an executive officer.

(9) The **Religious Coordinator** shall serve as the liaison between the Student Council and both the Campus Ministry and Christian Service Departments. He shall co-chair the Campus Ministry Advisory Board along with the Campus Minister and also co-chair the Liturgy Planning Committee with the Liturgist. He shall be actively involved in the promotion and running of the CLC (Christian Life Community) program. He shall be in charge of the Morning Prayer. He is an assistant under the direction and coordination of the Campus Minister and the Campus Ministry staff. He is an executive officer. He shall be proposed by a committee headed by the Campus Ministry staff for approval by the members of the newly elected Executive Committee and Director of Student Activities.

Section D: Qualifications of Executive Officers:

(1) All candidates for executive offices must have compiled at least a 2.75 grade point average and must have completed at least one semester at Jesuit High School.

(2) Candidates for all executive office must be seniors by August of their term of office.

Section E: Terms of office shall begin immediately after the new officers are sworn in by the faculty moderator, usually at the meeting during the fourth week of May. In the event of a special election, the new officer shall be sworn in at the next regularly held meeting of the Executive Council after election.

Section F: In the event an executive officer is unable or unwilling to complete his term, the Student Council may declare the office vacant. Whether or not to replace that officer shall be decided by the remaining members of the Student Council.

Section G: Executive Officers cannot be on academic or disciplinary probation at the time of election.

Section H: Any disputes which arise out of an election are to be decided by the Council in office during the election process.

#### ARTICLE IV - Standing Committees

Section A: The Standing Committees include the **Executive Dance Committee, Executive Intramural Committee, The Activities Committee, The**

**Galley Crew**, and other Committees so appointed.

Section B: **The Executive Dance Committee** shall be appointed by the Vice-President. This Committee shall have responsibility for all aspects of planning, setting up of all school dances.

Section C: **The Executive Intramural Committee** shall consist of the Intramural Commissioner as Chair and a committee of team captains appointed by the Commissioner. The Commissioner shall appoint an assistant to lead the committee in his absence. This assistant is not a member of the Executive Council.

Section D: **The Galley Crew** shall be co-chaired by the Head Cheerleader and Publicity Coordinator. Membership in this committee is open to any member of the ASJ. This committee works with the school cheerleaders by painting signs, assisting in the planning and execution of rallies, and assists in the organizing of cheering sections at home and away games, and provides such additional assistance as may become necessary.

Section E: The Student Council President, with Student Council and Faculty Advisor approval, has authority to appoint additional standing committees.

Section F: Membership on a Standing Committee begins immediately upon appointment. Standing Committee membership may be terminated by the committee chair with the approval of the Faculty Advisor, or by resolution of the Student Council, or by the school's Principal, Dean of Students or Faculty Advisor.

#### ARTICLE V - Class Officers

Section A: "Class" is defined as members of each grade level, to-wit: Freshman Class, Sophomore Class, Junior Class and Senior Class.

Section B: Each class shall elect a President, Secretary/Treasurer and three Senators to serve as class officers for a specific class. Each officer must be a current member of its specific class.

Section C: A committee comprised of the newly elected Executive Council, the current senior Justice and Chief Justice of the student court, the Cheerleader Moderator, the current Head Cheerleader and the **Director of Student Activities**, will be convened near the end of the academic year. The Committee will appoint from the cheerleader applicants two current juniors and two sophomores to be cheerleaders. During the general class election, three additional juniors (to be

seniors in the next school year) and one sophomore (to be a junior in the next school year) will be elected according to the usual election procedure. Assistant Cheerleaders **are not** Class Officers.

Section D: Duties of Class Officers are:

(1) The **Class President** shall preside over all class officer meetings. He shall represent his class at all Student Council meetings and shall be a voting member of the Student Council.

(2) The **Class Secretary/Treasurer** shall keep a written record of all class officer meetings and financial matters. He shall take the place of the Class President in the Class President's absence. He shall serve as the chair of the class fund raising activities. He shall post written minutes of all class officer meetings on the Student Council Bulletin Board within one week after each meeting. He shall also keep an accurate, written record of attendance at all class officer meetings. He shall be a voting member of the Student Council.

Section E: (3) The three **Class Senators** shall assist the Class President and Class Secretary/Treasurer in all class representative duties. They shall assist the intramural commissioner as he sees fit. Each senator shall be a voting member of the Student Council.

Section F: Qualifications for Class Officers are:

(1) All candidates, with the exception of the Freshman class officers, shall have compiled at least a 2.50 grade point average at Jesuit.

(2) All candidates must not be on disciplinary probation at the time of application or election.

(3) All candidates must be current members of the ASJ. With the exception of Freshman class officers, all candidates must have completed at least one full semester at Jesuit High School immediately preceding the semester of the election.

(4) Elected class officers may not hold any other concurrent Student Council or Executive Council office.

Section G: Term of office for class officers, other than Freshman class officers, shall begin immediately after such officer has been sworn in by the Faculty Advisor, usually during the meeting held during the fourth week

of May. Freshman class officers are sworn in at the next regularly held Student Council meeting following the Freshman class officer elections. Each member shall serve until a new member is sworn in his place or until terminated, dismissed or impeached.

Section H: In the event a class officer is unable or unwilling to complete his term, his replacement or non-replacement shall rest with the decision of the full Student Council.

Section I: Ex-officio (non-voting) members of the Executive Committee shall include the Senior Court Justice and Senior Class President(s).

#### ARTICLE VI - Election Procedure

Section A: Inasmuch as members of the Executive Council cannot be elected to class office, elections for Executive Council officers shall be completed prior to the election of class officers.

Section B: The Faculty Advisor together with the current Executive Council shall prepare the ballots for the ensuing election for Executive Council officers and all Class officers.

Section C: The Faculty Advisor together with the current Executive Council may establish particular rules and regulations on the procedure for carrying out a campaign for any elected office, including, but not limited to, methods used to entice voters, total monies spent (or equivalent value invested) on a campaign, speech or poster wordings, etc. Any candidate may be disqualified (whether elected or not) if the Faculty Advisor and/or Executive Council feel there are any campaign irregularities by that candidate.

Section D: Procedures for election of Executive Council officers are:

(1) Each candidate must petition the school administration to be placed on the ballot. Such petition must contain at least forty valid signatures from current members of the ASJ. In order for a signature to be valid, it must be an original signature of a student currently enrolled at Jesuit High School and said student may not have signed more than one petition for each office. In the event of a duplication of signatures, that signature shall be invalid on all petitions for the same office.

(2) Each candidate must write and submit a personal statement of goals and objectives, said statement may also include qualifications. These statements, if accepted by the Faculty Advisor, shall be posted on the Student Body Bulletin

Board prior to the election.

(3) Each candidate may be required to give an oral speech before the assembled student body prior to election at a time designated by the Faculty Advisor. Each speech must be submitted in advance to the Faculty Advisor for approval.

(4) All current members of the ASJ with the exception of graduating seniors are permitted to cast a single ballot for each office in the regularly held General Election for Executive Council officers. Each ballot may contain only a single vote for each office. If a ballot contains more than a single vote per office, the entire ballot becomes void.

(5) The candidate for each office receiving one more than 50% of the ballots cast for his office, shall be declared the winner. In the event that no candidate receives such a majority, a run-off election shall be held between the top two candidates for that office.

Section E: Procedures for election of Class Officers and Assistant Cheerleaders are:

(1) Each candidate must petition the school administration to be placed on the ballot. Such petition must contain at least forty valid signatures from current members of the class which the candidate is petitioning to represent. In addition, in order for a signature to be valid the student may not have signed more than one petition for Class President, more than one petition for Class Secretary/Treasurer, nor more than three petitions for Class Senator (and two petitions for sophomore cheerleader and four for junior cheerleader).

(2) Each candidate for Class Officer and Assistant Cheerleader must write and submit a personal statement of goals and objectives, said statement may also include qualifications. These statements, if accepted by the Faculty Advisor, shall be published by Student Affairs prior to the election.

(3) In the Primary election, each student shall cast a single vote for each position. Winners shall earn at least 50% plus one of the votes cast. The Run-Off Election ballot shall be the top two vote earners for the single positions (President, Sec., etc). The top six senatorial candidates and the top **four Junior**



Assistant Cheerleaders and **four Senior** Assistant Cheerleaders candidates shall form the ballot.

(4) In the run-off election, all current members of a particular class may cast a single ballot for his own Class office. A single vote is permitted for the offices of President and Secretary/Treasurer. Three votes per ballot are permitted for the office of Senator. Any ballot containing more than the maximum votes shall void the entire ballot. Winners shall receive 50% plus one in the two-candidate races. The top three vote earners, and in the case of sophomore Assistant Cheerleaders the top two and in the case of junior Assistant Cheerleaders the top four vote earners shall be declared the winners.

Section F: General Election Schedule:

(1) The Primary Election for Executive Council shall be held during or near the last week of April. The run-off election shall be during of near the first week of May.

(2) The Primary Election for Class Officers shall be held during or near the second week of May. The run-off election shall be during or near the third week of May.

(3) Elections for Freshman Class officers shall be held during or near the last week of October. The run-off election shall be held during or near the first week of November.

Section G: In the event it is necessary to elect an officer to fulfill an unexpired term of an elected officer, the following process shall be observed: The Executive Committee shall announce the opening. The Executive Committee shall then review the applications and recommend 3-5 candidates to the full student council for interview and vote. A simple majority of the votes shall result in the candidate being elected.

ARTICLE VII - Intramural Procedures

Section A: (1) The **Intramural Commissioner** may select an assistant to run the program in his absence.

(2) Intramural programs can be organized through 3<sup>rd</sup> Period class sign-ups or in other ways determined by the Commissioner. All who wish to participate, as captains or players, will have the opportunity to sign-up.

(3) It is the Commissioner's responsibility to approve team captains and organize player drafts, if necessary.

## ARTICLE VIII - Student Council Funds

Section A: Student Body funds are held in Student Council bank accounts and are accounted for through the General Funds, Contingency Funds, Class Funds or other accounts as become necessary in the opinion of the Student Council.

Section B: General Funds are:

(1) Those funds collected through the general operation of the ASJ, such as school dances or other ASJ fund raisers during a school year.

(2) The General Fund is the depository for all collections of monies belonging to the ASJ and is the source of payment for all debts of the ASJ. Debts are to be paid at time of incurrance and shall not be carried over to a new fiscal year of an incoming Council.

(3) Any school organization may request a grant from the Student Council if excess funds are available after allowing for payment of valid debts incurred or to be incurred. Grants in excess of \$150 require approval of the school's Administration prior to funding.

(4) Grants approved by the Student Council require a majority vote of the council members present and voting at the time the request comes before the Council for action.

(5) By Amendment to this Constitution (11-18-94), 15% of the profit of all school dances shall be contributed to the Diocese of Sacramento for the Succeed Schools program.

Section C: Contingency Funds are:

(1) An allowance to permit the Student Body President and Vice President, acting together with the approval of the Faculty Advisor and school Principal, to fund up to \$500 per instance in matters of emergency grants.

(2) A full accounting of a contingency disbursement shall be given to the Student Council at the next regularly held meeting.

(3) Such contingency disbursements can only be made from excess funds of the General Fund after allowance for all debts incurred or to be incurred.

Section D: Class Funds are:

(1) Those funds collected by individual classes. Each class may, but is not required to, open and maintain an account for the purpose of collecting and disbursing funds. Said account shall be under the supervision of the Class Officers and the Class Moderator.

(2) All funds collected or disbursed by any class must be accounted for quarterly by the Class Secretary/Treasurer to the Student Body Treasurer.

ARTICLE IX - Student Court

Section A: The Student Court consists of one Chief Justice and four Court Justices, one from each grade level. The term of office for each Justice is May to May or date of replacement, whichever occurs first with the exception of Freshman Justice. The Freshman Justice shall serve during his freshman year only. The **Director of Student Activities** shall be the Faculty Advisor for the Student Court. All members of the court are by appointment as follows:

(1) The current Chief Justice and Senior Class Justice shall prepare application forms for distribution during the second week in May.

(2) Candidates must have complied at least a 3.00 cumulative grade point average at Jesuit High School (except for Freshman Justice).

(3) Candidates for Chief Justice must be a senior during the service year. All other candidates must be members of the grade level which they are applying to represent.

(4) No Court Justice may also be a member of the Student Council during his service year.

(5) Applications for Court Justice must contain the applicants name and grade level. The application should also contain information about the candidate stating reasons for applying and qualifications. These completed Applications must be

submitted to the Office of the Student Activity Director by the third week of May or when announced.

(6) Each application is to be analyzed by the current Chief Justice and Senior Justice who will then draw a list of recommended Justices for each grade level.

(7) The newly elected **executive council** officers shall review the recommended list of applicants and shall appoint a Chief Justice, Senior Class Justice, Junior Class Justice and Sophomore Class Justice during the fourth week of May. The Freshman Class Justice shall be appointed after the election of all Freshman class officers.

- Section B: The Chief Justice shall take roll at all Student Court meetings and/or proceedings and shall keep accurate, written records of attendance.
- Section C: The Senior Court Justice shall act as Chief Justice in the absence of the Chief Justice.
- Section D: The Student Court shall act as a fact finding board for the Student Council. It shall review policies as directed by the Student Council and shall submit a written report to the Student Council or findings or recommendations as requested by the Student Council.
- Section E: The Student Court shall be in charge of the operations of all student council and class officer elections.
- Section F: The Student Court shall act as the interpreter of this Constitution. Being conscious of the spirit of this Constitution, the Court may find it necessary to make decisions or interpretations of matters not specifically covered in the written Constitution.
- Section G: All decisions or interpretations of the Court are to be formally written showing the majority opinion, names of the Justices and how each voted. A minority opinion may also be formally written. All written opinions are to be made a permanent record of the Court and included in the minutes of the Student Council during the meeting when the opinion is received.
- Section H: The Student Court shall hear all impeachment matters as specified in Article X of this Constitution.
- Section I: All Court Justices must attend all regularly held Student Council meetings. Justices of the Court may address the Council at any time but none have a vote on Student Council issues.

Section J: If a vacancy occurs on the Court the Executive Council will decide if that vacancy shall be filled. If the Executive Council so decides, it shall appoint a Justice to complete the vacated term.

Section K: The Student Court shall hear all appeals for dismissal from membership on Standing Committees and may or may not reinstate the member for cause.

#### ARTICLE X - Impeachment and Removal from Office

Section A: Other than Kairos (or retreat activity off campus) or school-approved athletics, members of the Student Council may not miss more than two regularly held meetings of the Student Council per semester. Members of the Student Court may not miss more than two regularly held meetings of either the Student Council or Student Court. When a hearing occurs, the top two Executive Council officers will be present but non-voting.

(1) If any member has more than the maximum absences allowable during his term, the Student Body Secretary or Chief Justice, whoever is responsible for keeping the attendance records for the body, shall report that violation to both the Student Body President and Student Court immediately.

(a) The Chief Justice shall then notify the Officer/Justice involved and the other Justices of the impeachment within three days.

(b) If it is the Chief Justice who is to be impeached, the Senior Justice shall serve as Chief Justice pro tem. In the event of a tie vote in the impeachment process, the Student Body President shall cast the deciding vote.

(2) The impeached Officer/Justice shall appear before the Student Court within one week of being notified to explain his absences.

(a) The Court shall vote by secret ballot whether to retain or remove the Officer/Justice permanently from office. A majority vote is required. If the Court retains the Officer/Justice the decision must also include information on the actual number of absences, if any, the retained Officer/Justice has remaining.

(b) If the Court removes the Officer/Justice, that

removal shall be effective immediately. The removed member may appeal to the full Student Council and present his case for reinstatement. The Student Court will also present its case for removal. A two-thirds majority vote of Student Council members present and voting is required to reinstate a removed member.

Section B: Any member of the ASJ (through his elected representative), the Faculty Advisor or any Class Office Advisor may request to appear before the Student Court to bring a case for impeachment for cause of any elected Student Body Officer.

(1) The Student Court shall notify the subject Officer in writing of the request to impeach citing the date of hearing.

(2) The Court shall hear the petitioner's case first. The subject Officer shall then be given a limited time to prepare his case not to exceed one week.

(3) After hearing both sides, the Justice's shall adjourn the Court to deliberate and vote by secret ballot. A majority vote is required for removal.

(4) The petitioner, subject Officer and Student Council shall be notified in writing of the Court's decision within 72 hours after the Court adjourns.

(5) If the Officer is removed, his office shall be declared vacant immediately. Said Officer may appeal to the full Student Council. If appealed, the removed Officer shall present his case to the Student Council, the Student Court shall present a record of the hearing for impeachment, and the Student Council shall vote by secret ballot. A two-thirds majority is needed to reinstate the removed Officer.

(6) No appeal from the Student Court's decision is permitted if the Officer is not removed from office.

Section C: Any member of the ASJ (through his elected representative), the Faculty Advisor, or Class Office Advisor may request to appear before the Executive Council of the Student Council to bring a case for impeachment of any member of the Student Court for cause.

(1) The Executive Council shall hear the petitioner and vote for or against impeachment proceedings. A majority vote is required. In the event impeachment of the Justice is to

proceed, the Executive Council shall appoint one of its members to present the case to the Student Council.

(2) The impeached Justice shall be notified in writing of the impeachment proceedings at least three days prior to the opening of the proceedings.

(3) The subject Justice may present his case before the Student Council after the Executive Council representative has closed his case.

(4) The Student Council shall vote by secret ballot. If even one vote is cast in favor of the Justice to remain in office, the Justice shall not be removed. If all the votes are for removal, said removal is immediate and the position shall be declared vacated.

Section D: No impeached Officer or Justice may sit in judgment of his own hearing.

Section E: Any member of the Student Council whose behavior results in suspension, probation or behavior contract shall immediately be removed from Student Council. He shall have the right to be reinstated pursuant to impeachment policy.

Section F: Should a member of student council be on behavioral contract with the school and the school determines the student violated terms of the contract, that student will be removed from office with no appeal heard.

#### ARTICLE XI - Amendments

Section A: This Constitution may be amended by the Student Council. A two-thirds majority vote of the members of the Student Council are required to amend this Constitution.

Section B: This Constitution may be amended by the Executive Council. A two thirds vote of a quorum of the members of the Executive Council together with the approval of the Faculty Advisor and the school Principal are required to amend this Constitution.

Section C: All approved amendments shall be effective immediately unless otherwise stated in the amendment.

revised9/02