

# THE CONSTITUTION OF THE CENTURY HIGH SCHOOL ASSOCIATED STUDENT BODY

## **Preamble**

We, the students of Century High School, in order to establish unity, provide representation for each student and ensure a healthy learning environment that supports co-curricular activities, do establish this constitution.

## **Article I: Name, Mascot, Colors, Fight Song**

**Section 1:** The name of the organization shall be the Associated Student Body of Century High School.

**Section 2:** The mascot of the organization shall be the Jaguar. The mascot's name is "Mick Jagger".

**Section 3:** The colors for the organization shall be teal, black, and silver.

**Section 4:** The school fight song shall be the "Jaguar Roar".

## **Article II: Membership**

**Section 1:** The membership of the Century High School Associated Student Body shall consist of all regularly enrolled students at Century High School.

**Section 2:** All Century High School ASB Officers, Class Officers, club and organization members and participants in activities or athletics are required to pay the Century High School ASB fee.

**Section 3:** The Associated Student Body members who pay the ASB fee shall be entitled to privileges which shall include free admission to all regular season home athletic events and at least \$1.00 off the cost of admission to a majority of school sponsored dances and events.

## **Article III: Purpose**

**Section 1:** The purpose of this organization is to give the students a voice in school operations, to develop activities for the students and to create a spirit of unity within the school and community.

**Section 2:** The mission statement for the student government shall be: "Encourage unity in our community by promoting acceptance for those heard and unheard."

## **Article IV: Objectives**

**Section 1:** The objectives of the Century High School Associated Student Body are:

**Clause 1:** To provide a democratic forum in which students can address school related issues that affects their lives.

**Clause 2:** To maintain a continuous communication channel from the students to the staff, students, community, and district.

**Clause 3:** To establish traditions, community involvement, and a year long program of activities that reflects the student's' interests.

**Clause 4:** To develop pride and school spirit among students, staff and community.

**Clause 5:** To ensure that all students are treated with respect and promote recognition of the students and staff.

**Clause 6:** To provide for the collection of ASB dues and the distribution of the revenue for the promotion of the general welfare of the students.

**Clause 7:** To increase student, staff and community participation at/in CHS events.

**Clause 8:** Connectedness: To connect every student to a peer group, a staff member, a club, an activity or a sport.

**Clause 9:** To serve the community for the betterment of all, promoting and inspiring confidence in others.

### **Article V: Elections and ASB Appointments**

**Section 1:** The ASB Executive Board will be elected in February or March and will take on office at the beginning of the first semester the following year. He/she will remain in office all year.

**Section 2:** The ASB Executive Board candidates will give speeches to the student body and will be elected with printed ballots. Once elected, all officers must follow the criteria listed in Article VI, the Century High School Student Handbook, the Hillsboro School District Board Policy and the election Pledge and Awareness Form signed prior to campaign week the previous year. Speeches may take the form of videos.

**Section 3:** Appointments for ASB Senators will be made by the newly elected ASB President, ASB Vice President and the Activities Director.

**Section 4:** Officer transition shall take place in the spring.

**Section 5:** Officer retreat shall take place in the summer.

**Section 6:** Election results shall be determined by a point system in which candidates receive points. 25% of the overall score will come from teacher evaluations, 25% will come from the candidate packet, 25% will come from the student body vote and 25% will come from the public candidate materials (speech and candidate sheet/pamphlet).

### **Article VI: Qualifications of Officers**

**Section 1:** To be considered a candidate for any position on student government, candidates must have a cumulative 2.5 GPA for all classes.

**Section 2:** Officers shall become ineligible to serve in office if his or her GPA drops below a 2.5 or if any quarter average drops below a 2.0 including the semester just prior to the elected term of office. Grades will be reviewed every quarter.

**Section 3:** Officers shall live up to standards and behavior expectations as illustrated in student handbook and as elaborated by Activities Director.

**Section 4:** A student of Century High School who has met all requirements is only entitled to hold one office in the leadership class.

**Section 5:** All officers must be enrolled in and regularly attend (fulfill duties and obligations as detailed in the constitution) all Leadership classes. Failure to do so will result in dismissal from office and the Leadership class.

**Section 6:** All officers must participate in their class senate and are encouraged to participate in at least one external club.

### **Article VII: Voting**

**Section 1:** Any student enrolled in Century High School is eligible to vote.

**Section 2:** Candidates for all elected offices shall be presented before elections.

**Section 3:** Voting procedures shall be determined by the Activities Director and run by the ASB Vice President.

**Section 4:** To be elected ASB President, ASB Vice President, to the ASB Executive Board, or a class officer, a candidate must receive the majority of the points. If there is a tie, the tie will be broken by referring back to the overall score from the packets.

**Section 5:** All elected and appointed officers serve a full year term.

**Section 6:** ASB President and ASB Vice President need previous student government experience and must be elected during the spring of their junior year to serve during their senior year.

**Section 7:** Scantron ballot counting will occur on the same day as the elections and will be conducted by the activities director only. An administrator or the athletic director will take over these duties should the activities director be unable to do so. Announcements will be made as soon as election results are finalized and approved by administration on a one-on-one, face-to-face manner between the activities director and each of the candidates. An end-of-the day announcement will be made to the whole school over the PA system as soon as the candidates have all personally received the election results. Results may also be run (but is not limited to) over JagTV, the scrolling announcements, the Jag Weekly, and the HSD Board report.

### **Article VIII: ASB President and ASB Vice President**

**Section 1:** The ASB President shall be responsible for, but not limited to, the following:

**Clause 1:** Ensure the Constitution is properly executed.

**Clause 2:** Preside over all student body meetings, leadership class meetings, and can call special leadership meetings.

**Clause 3:** Appoint representatives to the School Board and Booster Club with the Activities Director.

**Clause 4:** Be an ex-officio member of all clubs and organizations.

**Clause 5:** With the ASB Vice-President, set up a leadership planning retreat for the student government before school starts.

**Clause 6:** Plan and execute a banquet/officer transition meeting

**Clause 7:** Appoint specific duties to the ASB Executive Board with ASB Vice President and Activities Director.

**Clause 8:** With the assistance of the ASB Vice President and ASB Administrative Assistant, apply for all applicable honors including but not limited to the NASC Council of Excellence award and the OASC Honor Council Award.

**Clause 9:** With the assistance of the ASB Vice President and ASB Administrative Assistant, update and organize the Constitution with the assistance of the Student Government.

**Section 2:** The ASB Vice President shall be responsible for, but not limited to, the following:

**Clause 1:** Assume all responsibilities of the ASB President if he or she cannot fill them.

**Clause 2:** Run all student body elections for the elected year.

**Clause 3:** Monitor and promote clubs, sponsor and organize Club Rush, keep a record of constitutions and letter requirements for all clubs, and, with ASB Senators, approve of or reject club constitutions and letter requirements.

**Clause 4:** Will assist Activities Director in monitor lettering for student government.

**Clause 5:** ASB President and Vice President with Executive Board plan Welcome Assembly and Hello Dance.

### **Article IX: ASB Officers**

**Section 1:** The ASB Executive Board shall be composed of the number of decided and advertised offices. That decision will take place prior to spring elections by the ASB President, the ASB Vice President and the Activities Director.

**Section 2:** The ASB Senate shall be composed of appointed members, less than fifteen from each grade.

**Section 3:** The ASB is responsible for, but not limited to, the following: Raising money for ASB funds and student activities and recognition, Jagfest, Doernbecher Parents Night Out, Think Pink Weeks, Club Rush, Thanksgiving Baskets, the Canned Food Drive, Teacher Appreciation Week, American Education Week, Pep Assemblies, Copper/Silver drives, Staff relations, etc.

**Section 4:** The ASB shall meet the first class period of every month.

**Section 5:** Any ASB officer not performing his or her duties can be dismissed by Activities Director.

**Section 6:** If a vacancy occurs on ASB, the ASB officers may choose to appoint someone new from current ASB senators.

**Section 7:** Any and all amendments of the constitution may only be passed by a 2/3's vote from the student government.

**Section 8:** Student Government has the power to ratify the Constitution and shall do so once per year.

### **Section 9: ASB Director of Academics:**

The ASB Director of Academics shall have the duty and power to:

A. Be responsible for organizing, promoting, and awarding teacher and student recognition through the:

1. Student of the Month program (one per department)

B. Be responsible for establishing and upkeep of the Student of the Month Display Case in front of the main office.

### **Section 10: ASB Director of Activities**

The ASB Director of Activities and Special Events shall have the duty and power to:

A. Promote achievements for all non-athletic clubs and activities

B. Promote upcoming competitions and contests for all non-athletic clubs and activities

- C. Act as liaison between Directors of Assemblies and clubs/activities to ensure equal representation and recognition in assemblies as compared to athletics
- D. Send congratulation notes to clubs, activities and individuals on behalf of the Leadership class or Student Council.
- E. Coordinate all student body activities and maintain the master calendar.
  - 1. Complete and keep up to date information on school's master calendar. Calendar should be completed at least one week prior to the month starting.
  - 2. In conjunction with Historian, keep a calendar for student government and classes listing completion dates. This will be used as a goal worksheet for following years.
- F. Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.
- G. Distribute planning packets to clubs who would like to put on events.

**Section 11: ASB Directors of Assemblies:**

The ASB Directors of Assemblies shall have the duty and power to:

- A. Coordinate, plan, and supervise monthly assemblies including but not limited to pep assemblies.
- B. Communicate effectively with head coaches and advisors, four weeks before assemblies.
- C. Work closely with Spirit Director, Director of Activities and Director of Athletics to collect needed information and recognition.
- D. Further involve and recognize Century High School students and groups including but not limited to speakers and special programs at assemblies.
- E. To unite and educate the student body, the staff, and the community of Century High School regarding pertinent issues including but not limited to the use of programs, speakers, and assemblies.

**Section 12: ASB Director of Athletics:**

The ASB Director of Athletics shall have the duty and power to:

- A. Work with the Athletic Director and Activities Director to improve school spirit and sportsmanship at athletic events, and club games and functions including all athletes.
- B. Exercise general supervision and knowledge of all athletic activities.
- C. Represent athletics and, in case of need, act as a liaison for the ASB Director of Assemblies in order to ensure teams are properly represented at assemblies.
- D. Daily or weekly informs school of upcoming games and sporting events. This communication could include written announcements for athletics, end-of-the-day audio announcements, posters, flyers, including but not limited to notifying the student body of games and matches to be played, roter buses and scores of previous games and matches.
- E. Send congratulation notes to teams and individuals on behalf of the Leadership class or Student Government.
- F. Promote attendance and school support at athletic events and club sports.
- G. Create and post signs and banners for teams about game days.
- H. Initiate possible intra-mural sports.

- I. Act as the liaison between Century and other league schools.
- J. Promote cooperation and sportsmanship between league and non-league schools.
- K. Coordinate activities and information between all district schools.
- L. Coordinate and advertise rooter buses with Director of Spirit.

**Section 13: ASB Director of Community and School Service:**

The ASB Director of Community and School Service shall have the duty and power to:

- A. Promote community service options to the Student Government, the student body, NHS, and the Key Club.
- B. Supervise and coordinate Century's service weeks and projects including but not limited to Think Pink Week, the canned food drive, DOernbecher Parents Night Out, etc.
- C. Contact and organize events between competing schools during canned food drive.
- D. Contact and be the liaison between the Elks and Century High School including inviting them to speaking opportunities at Century.
- E. Goal: Organize one class service project per month

**Section 14: ASB Historian:**

The ASB Historian shall have the duty and power to:

- A. Collect newspaper articles, pictures and other data concerned with Century High School Activities and Athletics. The ASB Historian should be able to use items collected to create a scrapbook which will serve as a visual catalog of events.
- B. To maintain an up-to-date scrapbook of ALL student government events throughout the year.
- C. Create the end of the year slideshow for the banquet.

**Section 15: ASB Director of Public Relations: (Community Ties and Marketing)**

The ASB Director of Public Relations shall have the duty and power to:

1. Publicize school functions and activities in a creative way.
2. Help supervise all school bulletin boards and the reader board.
3. Publicize school activities; issue press release to news, newspapers, radio and social media.
4. In charge of coordinating all communication both within and outside of the school including but not limited to fliers, press releases, the school newsletter, and grocery store reader boards.
5. Create, distribute and post all notices, agendas, informational material, letters, and official ASB information to needed recipients.
6. Promote better relations between Century High School and community.
7. Create a quarterly newsletter to inform the student body.
8. Update social media sites with any upcoming events or news.
  - a. Coordination with Directors of Spirit, Athletics and Activities is expected.
9. Inform HSD website (and CHS webmaster) of events and recognition.
10. In charge of updating TVs in coordination with the CHS Dean of Students.

### **Section 16: ASB Secretary:**

The ASB Secretary shall have the duty and power to:

1. Record and distribute an agenda for each Exec. Board meeting in conjunction with the student body president.
2. Take Executive Board minutes and keep a neat and accurate account of each student government meeting.
3. Write and distribute Student Government Parent newsletter called Jag-WOW-er
4. Carry on all necessary correspondence between the Student Council and the student body.
- 5.
6. Send out special notes to faculty and students.
7. Send thank you and congratulation notes, letters and fliers on behalf of the Leadership Class or Student Council.
8. In charge of creating the monthly "Paw": a mini calendar reflecting the most pertinent events for the month.
9. Record and document attendance during every class period.

### **Section 17: ASB Director of Spirit: (Spirit Coordinator)**

The ASB Director of Spirit shall have the duty and power to:

1. Encourage and maintain a high level of school spirit.
2. Focus on including all members of the Century High School student body.
3. Help Director of PR to raise awareness of and attendance at school events.
4. Work closely with Director of Activities, Director of Assemblies, and Director of Athletics.
5. Promote positive forms of expressing school spirit.
6. Organize and promote rooter buses with Director of Athletics.
7. Organize and promote dress-up themes/ days/evenings at assemblies and games.
8. Get participation for/during assemblies.
9. Prepare and use Spirit Stick.
10. Prepare and display Spirit Posters.
11. Search for new and exciting ways to promote Jag Spirit.
12. Responsible for creating advertisements for the purpose of enticing participation utilizing technology including but not limited to a school-wide Twitter account (ex: Century Spirit), Instagram, Facebook, etc. and submitting to Director of PR.
13. Work in collaboration with Director of Activities and Director of Athletics to lead and maintain a strong spirit organization (ex: Jaguar Roar)

### **Section 18: ASB Director of Student/Staff Relations:**

The ASB Director of Staff Relations shall have the duty and power to:

1. Publicize school functions and activities to staff in a creative way.
2. Oversee National Education Week (fall/winter), Administrative Professionals' Day (April) and Staff Appreciation Week (May).
3. Keep an ongoing record of staff volunteers.

4. In charge of coordinating all communication both with staff including but not limited to fliers, press releases, and reader boards.
5. Create, distribute and post all notices, agendas, informational material, letters, and official ASB information to needed recipients.
6. Organize and distribute 2<sup>nd</sup> period notices to teachers.
7. Promote better relations between Century High School and Century Staff.
8. Help in determining "The Spirit of Century" JagFest awards
9. Coordinate and promoting the "Teacher Buddies" program when it exists.
10. Coordinate and promoting the "Lawnchair Lunches" program when it exists.

#### **Section 19: Directors of Tech and Sound:**

The ASB Directors of Tech and Sound shall have the duty and power to:

1. Coordinate all technical and sound needs during, and not limited to assemblies, games, dances, movie nights, special events, and speakers.
2. Incorporate the use of video into, and not limited to assemblies.
3. Incorporate any type of computer-generated support to presentations and special events.
4. In charge of posting all reader board announcements.
5. In charge of all lighting and sound aspects for JagFest.
6. Coordinate all equipment needs.
7. These officers are often ASB Senators, ASB Exec. Board members, Class Officers or a mix of offices listed.

#### **Section 20: ASB Director of the Treasury and Fundraising:**

The ASB Treasurer shall have the duty and power to:

1. With administration approval, handle or oversee all finances of this organization.
2. Create a goal budget for the year and again for JagFest committees
3. Keep records of all ASB receipts, purchase orders and disbursements and make recommendations to the executive board for withdrawals from student body funds not previously appropriated.
4. Present upon request of the President or Advisor a report of the state of the Student Body Treasury.
5. Disperse reimbursement paperwork to Student Council Officers for pre-approved purchases.
6. Limit over-expenditures by focusing on creating a cushion in ASB account.
7. Keep accurate profit and loss sheets of all ASB functions and assist classes and clubs in keeping accurate records.
8. Plan, organize, and supervise all student body fundraising projects.
9. Coordinate profitable fundraisers with a designated goal in mind.
10. Coordinate with ASB clubs and teams in their fundraising projects.

#### **Section 21: ASB Administrative Assistant:**

The ASB Administrative Assistant shall have the duty and power to:



- A. Assume all responsibilities of the ASB President or ASB Vice President if he or she cannot fill them.
- B. Assist the ASB President and Vice President with all of their assigned duties.
- C. Responsible for school wide calendar outside of leadership room.

## **Article X: Class Officers**

**Section 1:** The class officers for each grade shall be President, Vice President, and Secretary/Treasurer. These officers shall be elected to serve for the entire school year.

**Section 2:** Class officers and senators must meet and assign delegated duties at the beginning of each month.

**Section 3:** The class officers' duties shall be but not limited to the following: (These job descriptions can be interchangeable.)

### **President**

1. Be responsible for the effective functioning of the class senate.
2. Call, run and preside over class meetings, officer meetings and class senate meetings.
3. Prepare a written agenda for each meeting and keep them in the secretary's class notebook.
4. Plan, coordinate, and supervise all class activities.
5. Work in conjunction with ASB activities.
6. Communicate with Class Advisors
7. Be responsible for class fundraisers.

### **Vice President**

1. Assume the office of President in case the presidency is vacated, is unable to serve, or when the president delegates.
2. Must attend all class senate meetings.
3. Assist the advisor in keeping records for the Activity Letter Program for all officers and senators.
4. Communicate with Class Advisors
5. Be responsible for class fundraisers.

### **Secretary/ Treasurer**

1. Keep and distribute written minutes of class officer or general class meetings. Post minutes publicly (ex:school bulletin board)
2. Take attendance at all class senate meetings.
3. Keep a notebook of attendance and meeting minutes from all class senate meetings.
4. Handle general correspondence for the class.
5. Deposit class money with the school bookkeeper.
6. Keep accurate financial records of class accounts.
7. Give Treasurer's report at class senate meetings.
8. Be responsible for class fundraisers.
9. Prepare and sign vouchers for class expenditures and fund-raisers.
10. Deposit class funds with Bookkeeper.
11. Must attend all class senate meetings.

12. Responsible for lettering list at end of year based on attendance and participation
13. Communicate with Class Advisors
14. Responsible for completing planning budget sheet for each class-sponsored event

**Section 4:** Class Officers' responsibility as a whole is to raise money for Senior Prom, Senior BBQ, JagFest, a Senior Gift to the school and will leave \$500 left for the incoming freshman class the following year. Any remaining funds will be considered a gift to the school and will be transferred into the ASB account.

**Section 5:** Each grade is responsible for planning different events during the year as follows:

A. **Seniors:** Homecoming Week, Assembly, Halftime and Dance, Prom, Gift to school, Graduation, Senior Hall of Fame and Hall of Fame Gifts, Senior Slide Show, selecting graduation speakers and performers, Leaving \$500 for the following year's incoming freshman class, contributions towards JagFest and fundraising.

B. **Juniors:** Homecoming BBQ and Rally, Homecoming Stadium Decorating, Powder Puff, Service Court, Service Court Assembly, Winter Week, Winter Formal, Winter Wishes, Ordering Homecoming Supplies for the Following Year, Graduation Announcement Selection, Reserving Prom Site for the Following Year and Fundraising.

C. **Sophomores:** Homecoming Car Caravan and/or Bonfire, Homecoming Stadium Decorating Assistance, Datamatch/Match-maker, Valentine's Spirit Week, Powder Tuff and/or another approved dance by Kasper and Fundraising.

D. **Freshmen:** Neon night club, Homecoming Stadium Decorating Assistance and Fundraising.

**Section 6:** Each class is responsible for at least one major fundraiser (i.e dance or event) and spirit week hall decorations.

**Section 7:** If a class officer fails to perform his or her duties, a case to remove that officer may be presented to the ASB President, Vice President, and a Class Officer Board (nine officers NOT from officer in question's class) for examination. This judicial board will hear arguments from the officer in question and then from the accuser (separately if by choice). If the complaint is properly justified, the judicial board may vote to remove that person from office. A 2/3's vote needed to pass the dismissal. The officer in question may be given the choice to resign at any time prior to announcing the results of the vote.

### **Article XI: ASB Senators**

**Section 1:** All senators will be assigned jobs either at the summer retreat or during the first month of school.

**Section 2:** When not doing their assigned senator jobs, ASB senators will assist grade level class officers and/or ASB Executive Board members.

**Section 3:** ASB Senators will meet with class officers on the first class period of every month.

**Section 4:** ASB Senators will attend class senate meetings every month.

**Section 5:** ASB Senators will coordinate and run the Jostens Renaissance program and all that that entails.

### **Article XII: Class Senates**

**Section 1:** There shall be an organization called the Class Senate for each grade to carry out the duties and activities of each respective class.

**Section 2:** Each class senate shall be open to any and all members of the respective class.

**Section 3:** At least one advisor for each class senate shall be chosen by the class officers and approved or appointed by the activities director and must be a faculty member.

**Section 4:** The lettering criteria needs to be consistent for all four grade levels at a minimum 80 % of attendance at all senate meeting and set-ups and needs to be submitted to the ASB Vice President in October after Club Rush.

**Section 5:** Senate members are required to attend scheduled senate meetings.

### **Article XIII: Clubs and Organizations**

**Section 1:** A club may be formed by ten or more students who have a faculty member for an advisor and have submitted a HSD Club Application Form and constitution to the ASB Vice president for approval within two weeks from the date of Club Rush. These constitutions must be approved by the ASB Vice president and ASB senators and submitted to the district for approval.

**Section 2:** The Activities Director and the district must approve of all clubs.

**Section 3:** Each club must have at least 10 students.

**Section 4:** In order for club members to earn activity letters, lettering criteria must be submitted with club paperwork and approved requirements must be met. These criteria can be approved or rejected with suggested improvements for revision by the ASB Vice president and Senators.

### **Article XIV: Publications**

**Section 1:** There shall be a Parent/Student handbook, which will be the general guide for all students.

**Section 2:** Copies of the constitution shall be readily available.

**Section 3:** The Century High school Newspaper will be called *The Jagwire*.

**Section 4:** The Century High school Yearbook will be named through the Yearbook Publication

**Section 5:** The ASB Director of PR or a member of the Jagwire staff shall be the writer for the Parent Newsletter, the *Jaguar Jargon*.

**Section 6:** The receptionist will write a weekly publication called the *Jag Weekly*.

**Section 7:** The ASB Secretary will write a quarterly publication called the Jag- WOW- er.

### **Article XV: The Constitution**

**Section 1:** This constitution may be amended by 2/3's vote from the ASB Executive Board, the Class Officers and the ASB Senate.

**Section 2:** This constitution shall be voted on by the ASB officers in June and may become effective the first day of school in September.

**Section 3:** This constitution was voted on and passed on the 13<sup>th</sup> day of June 2018.