

MURRIETA VALLEY HIGH SCHOOL
Associated Student Body

C O N S T I T U T I O N

PREAMBLE

WE THE STUDENTS of Murrieta Valley High School, to fulfill our desires toward a more efficient and effective student government, promoting equal representation and improving relationships of all students do hereby establish this Constitution as the chief governing instrument of the Associated Student Body of Murrieta Valley High School.

ARTICLE 1

SECTION 1. NAME

This organization shall be known as the Associated Student Body Leadership Program of Murrieta Valley High School.

SECTION 2. PURPOSE

The purpose of this organization shall be to initiate and supervise all student activities, to manage student body funds, to encourage high standards of scholarship, to advance the welfare of its students, to enhance student/teacher relations, to protect the right of its members and to provide a common means of communication between Murrieta Valley High School and the Murrieta community.

ARTICLE II

SECTION 1. MEMBERSHIP

All duly enrolled students of Murrieta Valley High School shall be members of the Associated Student Body and shall have the right to vote on issues acted upon by the Associated Student Body as a whole, under the provision of this constitution.

SECTION 2. FACULTY

All members of the administration and faculty of Murrieta Valley High School shall be honorary members of the Associated Student Body of Murrieta Valley High School without the power to vote.

ARTICLE III

SECTION 1. EXECUTIVE POWER

The executive powers of the Associated Student Body shall be vested in a cabinet composed of elected and appointed members of the Associated Student Body of Murrieta Valley High School. They shall be:

ELECTED:

- Associated Student Body President
- Secretary of Senate
- Associated Student Body Vice President
- Associated Student Body Secretary
- Commissioner of Clubs & Fundraising
- Commissioner of Publicity
- Commissioner of Cultural Awareness
- Senior Class President, Vice President , Secretary, & Treasurer
- Junior Class President, Vice President , Secretary & Treasurer
- Sophomore Class President, Vice President , Secretary & Treasurer
- Freshman Class President, Vice President, Secretary & Treasurer
- Link Crew Captains
- Nighthawk Pride President
- Nighthawk Pride Vice President

APPOINTED:

- Treasurer
- Commissioner of Homecoming
- Commissioner of Athletics
- Commissioner of Pep
- Commissioner of Academics
- Commissioner of Fine Arts
- School Board Representative
- Parliamentarian/Sergeant-at-Arms
- Historian
- Commissioner of Recognition
- Commissioner of Environmental Concern
- Commissioner of Student Activities
- City Council Representative
- Commissioner of Staff Relations
- Commissioner of Video
- Commissioner of Student Store
- Commissioner of Technology
- Commissioner of Spotlights
- Commissioner of NEST
- Commissioner of Scholar Bowl
- Commissioner of Dude be Nice

SECTION 2. DESCRIPTIONS AND DUTIES OF CABINET MEMBERS

As members of the Associated Student Body Cabinet, each of the officers shall have the following duties and responsibilities:

1. ASSOCIATED STUDENT BODY PRESIDENT

- Must be a member of the Senior Class during term of office
- Will preside and help to prepare agendas for all meetings of the Student Council
- Will appoint members of the Council to special committees
- Will insure the Council members follow through with their duties
- Will represent M.V.H.S. student body at public functions
- Will help prepare the ASB budget

Must have been a member of Student Leadership for a minimum of two years before applying for the office of president

2. ASSOCIATED STUDENT BODY VICE PRESIDENT

- Must be a member of the Sophomore, Junior or Senior class
- Will preside in the absence of the ASB President
- Will organize and preside over school-wide elections
- Must have been a member of Student Leadership for a minimum of one year before applying for the office of vice president.
- Will organize and run the Nominating Convention.

2. SECRETARY

- Must be a member of the Sophomore, Junior or Senior class
- Should have a knowledge of keyboarding skills
- Will record minutes of each meeting to be typed, copied and filed
- Will handle ASB correspondence as directed by the Student Council
- Will make reports to the Council

3. COMMISSION OF PUBLICITY

- Must be a member of the Sophomore, Junior or Senior class
Will be responsible to publicize all school activities to the school and community
- Will be responsible to report to local media concerning activities at M.V.H.S.
- Will be responsible for updating the electric marquee's.
- Be responsible for Social Media postings

5. COMMISSION OF CULTURAL AWARENESS

- Must be a member of the Sophomore, Junior or Senior class
- Will be responsible for promoting campus-wide awareness of cultural events
- Will work with the Commissioners of Assemblies and Clubs in establishing new activities and events that pertain to various cultures.

- Will work with the various clubs in promoting cultural awareness throughout the campus
6. CLASS PRESIDENTS AND VICE PRESIDENTS
 - Must be a member of the class represented
 - Will be elected in class elections
 - Will represent their class in the Student Cabinet
 - Will report to the Student Council on activities and transactions for their class
 - Will coordinate, with class advisor, a minimum of one school wide event during the school year
 - Must attend school Site council & PTSA meetings
 7. CLASS SECRETARY/TREASURER
 - Must be a member of the class represented
 - Will be elected in class elections
 - Will be present in Student Cabinet
 - Will keep minutes and financial records for the class
 8. LINK CREW CAPTAIN(S)
 - Must be a member of the Junior or Senior class
 - Work with Link Crew Advisor in planning the Link Crew Orientation
 9. NIGHTHAWK PRIDE PRESIDENT
 10. NIGHTHAWK PRIDE VICE PRESIDENT
 11. COMMISSION OF STUDENT ACTIVITIES
 - Must be a member of the Sophomore, Junior or Senior class
 - Will work with the Activities Director in developing a master calendar for M.V.H.S.
 - Will coordinate lunchtime class competitions
 - Will keep current records of all activities on file
 - Will work with various groups, clubs and classes in the planning of activities
 12. COMMISSION OF ENVIRONMENTAL CONCERN
 - Must be a member of the Sophomore, Junior or Senior class
 - Will be responsible for organizing and maintaining recycling programs on campus
 - Will work with various clubs in collecting the recyclable materials on campus
 - Will help the student body to be informed and aware of environmental issues locally, national and worldwide.
 13. TREASURER
 - Must be a member of the Sophomore, Junior and Senior class

- Will assist in the sale of ASB cards
 - Will help develop the ASB budget
 - Will report on financial matters at each meeting
14. COMMISSION OF TECH
- Must be a member of the Sophomore, Junior or Senior class
 - Will set up and oversee lighting and staging at all ASB functions
 - Will set up the student Leadership room for various functions
 - Will be responsible for the research and recommendation of the purchase of new P.A. and stage equipment for ASB
- 15 COMMISSION OF CLUBS & FUNDRAISING
- Must be a member of the Sophomore, Junior or Senior class
 - Will assist in the formation of new clubs
 - Will act as Chairperson of the Inter-Club Council
 - Will review the constitutions and organization of campus clubs
 - Will keep an updated file on all clubs and organizations – including constitutions and minutes
 - Will organize and run two club rushes per year.
 - Will keep all fundraising and activity records
 - Must go to one club meeting for each club, per semester
16. COMMISSION OF ATHLETICS
- Must be a member of the Sophomore, Junior or Senior class
 - Must be approved by the Murrieta Valley Athletic Director
 - Will serve as a liaison between athletics and Leadership/Nighthawk Pride
 - Will work with any school organization where athletes will be involved in activities
 - Will provide daily scores and other information to the Commissioner of Publicity for use in the daily bulletin
 - Will provide daily scores and other information to the local media after approval from the M.V.H.S. Athletic Director
17. COMMISSION OF PEP
- Must be a member of the Sophomore, Junior or Senior class
 - Will be responsible for planning all pep rallies
 - Will help promote sportsmanship and pep in the school
18. COMMISSION OF ACADEMICS
- Must be a member of the Sophomore, Junior or Senior class
 - Will be responsible for planning the Academic Rally
 - Will be responsible for promoting academic achievement and excellence at M.V.H.S. through various programs or activities
19. COMMISSION OF FINE ARTS
- Must be a member of the Sophomore, Junior or Senior class

- Will work with the Fine Arts faculty and students in promoting the Fine Arts at M.V.H.S.
- Will work with various faculty members and students in developing items that promote the arts
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20. SCHOOL BOARD REPRESENTATIVE

- Must be a member of the junior or senior class
- Will represent M.V.H.S. at all regularly scheduled Murrieta Valley Unified School District Board of Education meetings by giving reports on school activities
- Will report to student leadership on discussions and rulings of the School Board of Education pertinent to secondary student in the district

21. PARLIAMENTARIAN/SERGEANT-AT-ARMS

- Must be a member of the Sophomore, Junior Senior class
- Will attend as Student Council, Student Senate and Inter-Club Council meetings
- Will have a copy and thorough knowledge of **Robert's Rules of Order** for reference
- Will direct the chair to strict adherence to the agenda and parliamentary procedures

22. HISTORIAN

- Must be a member of the Sophomore, Junior or Senior class
- Will be responsible to have photographs taken at all student leadership activities
- Will be responsible for maintaining a scrapbook of photos, newspaper clippings and other memorabilia from student leadership activities for the year
- Will be responsible for the photo pages for the Outstanding Activity Award

23. COMMISSION OF HOMECOMING

- Must be a member of the junior or senior class
- Responsible for organization of Homecoming and Mid-Winter formal dances including DJ.
- Responsible for selecting theme of dances.
- Work with treasurer to develop a budget for dances.
- Organizing ticket sales and guest pass procedure at dances.

24. CITY COUNCIL REPRESENTATIVE

- Must be a member of the junior or senior class
- Will represent M.V.H.S. at all regularly scheduled monthly Murrieta City Council meetings by giving reports on school activities
- Will report to the student leadership on discussions and rulings of the Murrieta City Council pertinent to secondary education

25.. COMMISSION OF STAFF RELATIONS

- Must be a member of the sophomore, junior or senior class
- Responsible for staff member of the month and the staff appreciation gift.
- Work with Commissioners of Pep and Activities to get staff involved in school activities.
- Promote student and staff relations by positively reinforcing staff contributions

26.. COMMISSION OF RECOGNITION

Must be a member of the sophomore, junior or senior class
Responsible for the weekly birthday list
Responsible for recognizing students and staff in times of need and special accomplishments
Working with academics in recognizing most improved students

27. COMMISSION OF VIDEO

Responsible for making video's to promote all student leadership events for the campus.

28. SECRETARY of SENATE

Must be a member of the Senior Class during term of office
Will preside and help to prepare agendas for all meetings of the Student Senate
Will appoint members of Student Senate to special committees
Will insure the Senators follow through with their duties
Can represent M.V.H.S. student body at public functions
Will help prepare the ASB budget
Must have been a member of Student Leadership for a minimum of two years before applying for the office of Secretary of Senate

29. RECORDING SECRETARY OF SENATE

- Must be a member of the Sophomore, Junior or Senior class
- Should have a knowledge of keyboarding skills
- Will record minutes of each meeting to be typed, copied and filed
Will make reports to Student Senate.

SECTION 3. QUORUM

The Associated Student Body shall meet with a quorum present at least twice a week. A quorum shall consist of a majority of class members.

ARTICLE IV

SECTION 1. ELECTIONS OF OFFICERS

All members of the Associated Student Body Cabinet, with the exception of the Freshman Class Presidents, Vice Presidents, and Secretary Treasures, shall be elected by the popular vote of the students of Murrieta Valley High School to be held during the year preceding that in which the officers will serve. The final election must take place no later than three weeks prior to the end of the second semester.

The President of the Freshman Class (and other officers) shall be elected no later than three weeks after the beginning of the start of the school year.

SECTION 2. ELIGIBILITY OF OFFICERS

The requirements for eligibility for officers of the Associated Student Body Cabinet are as follows:

- a. Members will have a 2.5 or above grade point average
- b. Members must be a member of the regular Leadership Class
- c. Members should not have any outstanding bills owed to M.V.H.S.
- d. Members must not have a suspension in the semester prior to the election. This can be waived after an interview with the Activities Director and a team of faculty and students.
- e. Members should have a valid ASB sticker

SECTION 3. PROBATIONARY PERIOD

If any officer's grades fall below those required for his/her office, he/she shall be given six weeks in which to raise them. If, at the end of that semester, he/she fails to do this, the office shall be declared vacant by the Associated Student Body President and shall be filled in accordance with the terms and by-laws of the this Constitution.

SECTION 4. RECALL OF OFFICERS

Any officer of the Associated Student Body of Murrieta Valley High School may be recalled and discharged by a proposal of the Associated Student Body Cabinet and confirming vote of two-thirds of the members of the Associated Student Body Student Senate. If the officer is recalled, he/her office are to be declared vacant and shall be filled according to the provisions of this Constitution. Written charges should be brought forward and officer will be given the opportunity to respond to charges.

SECTION 5. RESIGNATION OF OFFICERS

An officer of the Associated Student Body may resign from office by submitting a letter of resignation to the Associated Student Body Cabinet and, after its approval; the office is to be declared vacant and filled according to the terms of this Constitution.

SECTION 6. VACANCIES AND APPOINTMENT OF OFFICERS

An officer of the Associated Student Body Cabinet, which has been declared vacant, may be filled by appointment by the Associated Student Body President with the approval of the Student Senate. The appointment shall be decided by a majority of the Senate members present. In such case as the office of the Associated Student Body President is declared vacant, it shall be filled by the Associated Student Body Vice President, who will, in turn, nominate a new Vice President with the advice and consent of the Student Senate. The member appointed to a vacant office must meet with the terms of eligibility for that office.

SECTION 7. NOMINATIONS FOR OFFICERS

Nominations for Associated Student Body Officers shall be made by application and petition. After filling out the required application and having it signed by the appropriate persons, each student is required to have the signatures of no less than fifty (50) students of the Murrieta Valley High School Student Body.

SECTION 8. NOMINATING CONVENTION

Before the regular elections a nominating convention will be held and ran by the ASB vice president to choose the two candidates to be placed on the ballot. The offices that will be selected will be ASB president, vice president, secretary, all class officers (president, vice president, and secretary/ treasurer), commissioners of Clubs and Fundraising, Publicity, Link Crew Captain, Nighthawk Pride President, Nighthawk Pride Vice President and cultural awareness. If there is less than two or no candidates for any of the offices a delegate may be nominated off the floor, only if they have met the eligibility of officers (Article IV, Section 2).

SECTION 9. CAMPAIGN GUIDELINES

1. All posters, handbills, and banners must be approved by the Activities Director before they go up.
2. Any surface where equipment (i.e., ladders, hydraulic lift, etc.) is needed to secure a poster needs approval from the Activities Director.
3. Posters, handbills and banners cannot have material maligning any other candidate.
4. All materials needed by the candidates for production of posters, handbills, and banners are the responsibility of the individual candidates. No candidate will spend more than \$100, for the purchase of campaign materials. Receipts are to be saved.
5. Each candidate is responsible for the clean up of his/her posters.
6. Any unique campaign strategies must first be approved by the Activities Director.

ARTICLE V

SECTION 1. LEGISLATIVE POWER

The legislative power of the Associated Student Body of Murrieta Valley High School shall be vested in a Senate of representatives of the Student Body of Murrieta Valley High School. This group shall be called the Student Senate.

SECTION 2. STUDENT SENATORS

The Student Senate shall be composed of appointed representatives from the student body.

SECTION 3. STUDENT SENATE

The Student Senate shall have at least two officers. The Secretary of the Student Senate and a Recording Secretary whom will conduct the business of the Senate. They will be elected by Article IV section 1.

SECTION 4. MEETING REQUIREMENTS

The Associated Student Body Senate shall meet with a quorum present. A quorum shall consist of fifty percent of the number plus one. The Student Senate shall meet as a regular class with a quorum present.

SECTION 5. PURPOSE OF STUDENT SENATE

The Associated Student Body Senate shall assist the Associated Student Body Officers in improving and maintaining the general welfare of the Associated Student Body. The Student Senate shall also be required to confirm, by a majority vote, all nominations made by the Associated Student Body President concerning vacant ASB positions. The Student Senate will be a separate class from student leadership.

SECTION 6. STUDENT SENATE RECALL POWER

The Associated Student Body Senate shall also be the sole means of recalling an elected officer. A two-thirds majority vote will be required to remove an officer from his/her office.

ARTICLE VI

SECTION 1. CLUBS

All student clubs and organizations shall be chartered by the Associated Student Body Council.

SECTION 2. APPLICATION PROCESS

In order for the Student Council to consider granting a charter, a representative of the club must submit the proper application which shall include the following: Club President, Club Vice-President, Club Secretary/Treasurer, Faculty Advisor, purpose of the club, prerequisites for membership, meeting times, explanation of club's function and a copy of the clubs' constitution. A representative of the club shall be available to answer questions at an Associated Student Body Cabinet meeting in which the club's approval will be discussed.

SECTION 3. INTER-CLUB COUNCIL

An Inter-club Council shall be formed. All Clubs and organizations either receiving charter acceptance from the Associated Student Body Cabinet with intent to raise money on campus or receiving Associated Student Body funds shall be required to be represented on the Inter-club Council. The Inter-club Council shall meet no less than once a month with the Commissioner of Clubs.

ARTICLE VII

SECTION 1. AMENDMENTS

This Constitution can be amended, or have parts repealed by a fifty- percent, plus one, majority vote of Student Leadership and Student Senate.