



# LCC ASB

Associated Student Body  
LA COSTA CANYON HIGH SCHOOL

## *The Constitution Of the Associated Student Body At La Costa Canyon High School*

As today's students and tomorrow's leaders, we have been assigned the duty to provide leadership to the student body that will move La Costa Canyon High School forward in a positive fashion. Striving for progress and community, we establish the Associated Student Body at La Costa Canyon High School as the representative organization of students in the La Costa Canyon High School community. We accept the following document as the constitution of the Associated Student Body at La Costa Canyon High School.

### Article I: Establishment

#### *Section 1: Name*

This organization shall be named "The Associated Student Body at La Costa Canyon High School." In this constitution and for all organizational purposes, it shall be referred to, hereafter, as LCC ASB or ASB.

#### *Section 2: Affiliations*

LCC ASB is the officially recognized student union and student government at La Costa Canyon High School. La Costa Canyon High School is a member of the San Dieguito Union High School District, governed by the Board of Trustees. Therefore, the San Dieguito Union High School District is the supreme governing authority of LCC ASB.

#### *Section 3: Role*

The organization has been assigned the duty by the students to provide leadership of the student community. The ASB shall ensure that the organization is responsive to the values, beliefs and priorities of the school. The ASB shall work with the Advisor to fulfill its major responsibilities, which include:

- a) Setting the direction for the school through a process that involves the students, the community, parents/guardians, staff, and is focused on student social and emotional well-being and experiences
- b) Establishing an effective and efficient organizational structure by
  - i. Electing the Executive Board members and Class Officers;
  - ii. Appointing students to hold membership in the ASB;
- c) Establishing budget priorities and adopting the budget;
- d) Managing financing programs;
- e) Establishing and adhering to standards of responsible governance; and

- f) Organizing, funding, and planning all student activities, events and functions, including but not limited to:
  - i. Dances;
  - ii. Activities;
  - iii. School spirit;
  - iv. Senior class events;
  - v. Middle school outreach;
  - vi. Campus tours; and
  - vii. Providing student leadership on behalf of students to build support within the local community.

#### *Section 4: Actions*

The ASB shall act by a majority vote of all the membership constituting the ASB, unless otherwise required.

An “action” by the ASB means:

- a) A collective decision by a majority of the ASB members;
- b) A collective commitment or promise by a majority of the ASB members to make a positive or negative decision; and
- c) A vote by a majority of the ASB members when sitting as the ASB upon a motion, proposal, resolution, order, or ordinance.

The ASB shall not take action by secret ballot, whether preliminary or final. Actions taken by the ASB in open session shall be recorded in the ASB minutes.

### Article II: Membership

#### *Section 1: Description*

Members are responsible for assisting in all organization duties, initiatives, events, activities, and programs. Members also serve as representatives of the school and the program to the school and district communities.

#### *Section 2: Qualifications for Membership*

All persons who shall be duly enrolled as a student of La Costa Canyon High School, and who shall be actively engaged in pursuing a prescribed course of work and attending classes at La Costa Canyon High School, shall be deemed a student and shall be entitled to all rights and privileged allowed under this constitution. However, only students appointed as members by the Executive Board are permitted to participate in ASB duties.

Members must fulfill the below requirements to be eligible for ASB membership:

- a) Be enrolled as a first-year, second-year, or third-year student at La Costa Canyon High School;

- b) Hold and maintain a minimum cumulative Grade Point Average (GPA) of 3.00 on a 4.00 scale; and
- c) Hold an exceptional academic and behavioral standing, including no record of administrative referrals or suspensions.

Members may hold a maximum of four years of ASB membership. Members shall be enrolled the ASB on the 1<sup>st</sup> day of July and vacated on the 30<sup>th</sup> day of June of each year.

### *Section 3: Non-Discrimination Policy*

San Dieguito Union High School District policy prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. SDUHSD requires that school personnel take immediate steps to intervene when safe to do so when staff witnesses an act of discrimination, harassment, intimidation, or bullying.

### Article III: Officers

#### *Section 1: Officers*

The officers of the ASB shall be a President, Vice President, Secretary, Treasurer, School Board Representative, Senior Class President, Senior Class Vice President, Junior Class President, Junior Class Vice President, Sophomore Class President, and Sophomore Class Vice President, who shall have the respective duties described in the sections below. Officers shall be elected by the methods prescribed in the following sections and shall be eligible to a prescribed number of re-elections. All officers shall assume office on the 1<sup>st</sup> day of July and vacate on the 30<sup>th</sup> day of June the year of each year, unless subject to extenuating circumstances. Terms of office shall end when their successor's term begins.

#### *Section 2: Executive Board*

The President, Vice President, Secretary, Treasurer, School Board Representative, and Senior Class President shall constitute an Executive Board, which shall meet at least once each week during the school year, on the call of the President with not less than forty-eight hours' notice to all officers. Meetings of the Executive Board are open to Executive Board members and invited guests only. The Executive Board shall have general supervision of the affairs of the ASB between membership meetings, make recommendations to the membership, approve by a two-thirds vote all expenditures not included in the budget, and perform other duties necessary, included but not limited to those specified by this constitution, as are not inconsistent with this constitution or the orders of the membership. Two-thirds of the officers shall constitute a quorum. Proxy votes shall be used infrequently and are allowed only when the absent Executive Board has notified the

Secretary of their absence and informed the Secretary of their vote prior to the Executive Board meeting.

### *Section 3: Transition*

The outgoing and incoming officers shall meet at least once before the first regular membership meeting of the fall semester. This allows the immediate past officers an opportunity to acquaint with their successors with their duties and with the plan each office and committee shall have prepared with respect to their functions for the coming year with the budget for those activities and a list of the previous year's expenses. At said meeting all necessary records and materials shall be turned over to the current officers by the immediate past officers.

### *Section 4: President*

The President shall:

- a) preside at all membership meetings, save as provided in Article IV Section 1 (c);
- b) call meetings of the Executive Board as provided in Article IV Section 3, and preside at all such meetings;
- c) oversee and lead all ASB duties, initiatives, events, activities, and programs;
- d) supervise the work of all committees;
- e) speak on behalf of LCC ASB to the school community and the general public; and
- f) carry out any other duties set forth in this constitution.

### *Section 5: Vice President*

The Vice President shall:

- a) preside at all membership meetings in the absence of the President;
- b) be responsible for leading all ASB duties, initiatives, events, activities, and programs;
- c) aid the supervision of the work of all committees;
- d) create an annual master calendar of expected functions;
- e) establish and maintain relations with other student organizations in order to promote common interests; and
- f) prepare and coordinate active membership recruitment.

### *Section 6: Secretary*

The Secretary shall:

- a) compile the minutes of all membership and Executive Board meetings and make said minutes available to public, respectively, at the beginning of the next regularly scheduled meeting;
- b) record member attendance and maintain the membership rolls of eligible voting members;
- c) receive and, as the Executive Board or the membership directs, answer all correspondence and written inquiries by LCC ASB;
- d) manage the majordomo list and be responsible for the regular addition and deletion of names;
- e) inform the officers of duties and their pertinent dates as regulated in this constitution;

- f) serve as the ASB historian;
- g) be responsible for providing an agenda and presentation at the beginning of each membership meeting; and
- h) be responsible for keeping members informed about upcoming functions.

*Section 7: Treasurer*

The Treasurer shall:

- a) supervise and maintain the financial records of the ASB;
- b) review and make all deposits and authorizing any withdrawals from the same;
- c) prepare a semesterly budget for the ASB for submission to the Executive Board for the calendar year. Upon adoption of the budget, with or without amendments, the Treasurer shall lead the Executive Board in presenting the budget to the membership at a meeting within the first month of the fall semester;
- d) keep the Executive Board informed of the ASB financial status through monthly budget and account balance updates at Executive Board meetings; and
- e) assist the school finance assistant with any remaining fiscal duties.

*Section 8: School Board Representative*

The School Board Representative shall:

- a) serve as the school representative to the San Dieguito Union High School District Board of Trustees, or school board;
- b) present regular summaries at district board of trustees and school site council meetings regarding school and ASB matters;
- c) provide a summary to the ASB following within one week of the meeting; and
- d) coordinate and facilitate meetings with class officers monthly.

*Section 9: Senior Class President*

The Senior Class President shall:

- a) serve as the chief representative of the senior class;
- b) organize and execute all senior class activities and responsibilities; and
- c) coordinate and facilitate senior class meetings with the organization.

*Section 10: Class Officers*

The Senior Class Vice President, Junior Class President, Junior Class Vice President, Sophomore Class President, and Sophomore Class Vice President shall each:

- a) serve as primary representatives of their respective graduating classes;
- b) be responsible for leading all grade-related events, activities, and functions; and
- c) organize two class fundraisers per school year to accrue funds.

### *Section 11: Qualifications for Officeholders*

Each of the previously stated officers must fulfill the below requirements to be eligible to hold the office.

The President shall:

- a) be enrolled as a fourth-year student at La Costa Canyon High School;
- b) hold and maintain a minimum cumulative Grade Point Average (GPA) of 3.00 on a 4.00 scale; and
- c) hold an exceptional academic and behavioral standing, including no record of administrative referrals or suspensions.

The Vice President, Secretary, Treasurer, and School Board Representative shall:

- a) be enrolled as a third- or fourth-year student at La Costa Canyon High School;
- b) hold and maintain a minimum cumulative Grade Point Average (GPA) of 3.00 on a 4.00 scale; and
- c) hold an exceptional academic and behavioral standing, including no record of administrative referrals or suspensions.

The Class Officers shall:

- a) be enrolled as students of their respective grade at La Costa Canyon High School;
- b) hold and maintain a minimum cumulative Grade Point Average (GPA) of 3.00 on a 4.00 scale; and
- c) hold an exceptional academic and behavioral standing, including no record of administrative referrals or suspensions.

### Article IV: Meetings

#### *Section 1: Regular Meetings*

Regular membership meetings shall be held each week, except for public and school holidays, during the fall and spring semesters. The Executive Board shall, in the face of unforeseen and extreme circumstances, be able to reschedule or cancel a week's meeting by an absolute majority vote of the Executive Board.

#### *Section 2: Special Meetings*

Special membership meetings shall be called by the Executive Board, or upon the written request of one third of the eligible voting membership, submitted to an officer, provided that the meeting shall be consistent with Article IV Section 7; further, no such meeting shall be held in the evening during the fall and spring semesters, nor shall any special membership meeting be held on a public or school holiday.

### *Section 3: Emergency Meeting*

In the case of an emergency situation for which prompt action is necessary, the ASB may hold an emergency meeting without complying with the requirements for special meetings. The ASB shall comply with all other requirements during an emergency meeting.

The minutes of the meeting, a list of persons the President or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be recorded.

### *Section 4: Adjourned/Continued Meetings*

A majority vote by the ASB may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the ASB may adjourn such a meeting. If no voting members are present, the Secretary may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings.

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held.

### *Section 5: Study Sessions, Retreats, Public Forums, and Discussion Meetings*

The ASB may occasionally convene a study session or public forum to study an issue in more detail or to receive information from feedback from members of the public.

The ASB may also convene a retreat or discussion meeting to discuss ASB roles and relationships.

### *Section 6: Annual Organizational Meeting*

Each year, the ASB shall hold an annual organizational meeting, preferably in the month of July. At the meeting the ASB shall:

- a) Consider constitutional amendments;
- b) Adopt/ratify the student clubs/organizations application process;
- c) Adopt/ratify the requests for fundraisers form, if necessary; and
- d) Review and/or consider resources that define and clarify ASB's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, policies, and other ASB developmental materials.

The ASB shall each year elect its entire slate of officers. The election of meeting officers shall be conducted during an open session of the annual organizational meeting.

### *Section 7: Rules Governing Meetings*

The following rules shall apply to all membership meetings, unless otherwise noted:

- a) Notice of the date, time, and place of all meetings shall be submitted to school administration not less than three calendar days prior to the meeting;

- b) All meetings shall be held on school grounds in a generally convenient location;
- c) The agenda for the meeting, written by the President, shall be read or posted at the beginning of each meeting;
- d) One-fourth of the membership shall constitute a quorum;
- e) The ASB shall act by majority vote of all membership;
- f) ASB meetings are open to all interested parties unless declared closed by the President according to a two-thirds vote of the membership or a two-thirds vote of the Executive Board;
- g) Any member who has been placed on disciplinary leave shall not be permitted to vote; and
- h) No proxy voting shall be allowed at meetings.

### *Section 9: Voting*

- a) Any reference herein to an “absolute majority,” “two-thirds vote,” “three-fourths vote,” or “four-fifths vote,” shall mean not less than an absolute majority or two-thirds, three-fourths, or four-fifths of the eligible and present voting members, respectively; and
- b) A quorum must be present to vote.

## Article V: Elections

### *Section 1: Student Body Elections*

A student body election shall be held each academic year during the spring semester, preferably in the month of April. The election shall allow the student body to the entire slate of officers.

The election committee, consisting of the Executive Board members, excluding members running for office, shall organize and hold the election, set deadlines, open, review, and close declarations of candidacy, tabulate votes, and post the election results in a public location.

The elections shall be conducted in the following manner:

- a) The election committee shall convene to create deadlines and set the calendar approximately one month prior to the elections;
- b) A form shall be created for candidates to declare their candidacy for offices;
- c) The intent to hold an election, including date, time, and ways to vote, shall be posted by the Secretary in a public location;
- d) Declarations of candidacy shall be reviewed independently and as a whole by the election committee to ensure the candidates’ eligibility to run for office;
- e) The ballot shall be created;
  - i. The ballot shall collect voter information, such as student identification numbers, names, grades; and
  - ii. The order of the candidates shall be ordered alphabetically.
- f) The election committee shall hold the election;
- g) The election committee shall convene a meeting to tabulate votes; and
- h) The results of the elections shall be posted in a public location and the candidates shall be notified within 48 hours of polls closing; and



- i) Number of participating voters, candidates votes, and confidential election information shall be recorded by the Secretary and archived for future use.

### *Section 2: Meeting Elections*

ASB membership shall, additionally, nominate and elect the parliamentarians of meetings at the start of each fiscal session. The positions of Chair, Vice Chair, and Clerk shall be open for nomination and election. These positions are usually filled by the President, Vice President, and Secretary, respectively.

### Article VI: Resignation

Upon the vacancy of an elected office, the President shall have the authority to: assume the duties of the position themselves, assign the duties of the position to another board member, or call a special election as they see fit. Should the President vacate the office, the Vice President shall serve as acting President until a new President is elected.

### Article VII: Disciplinary Actions

#### *Section 1: Officer Removal by the General Body*

Any ASB member may motion for the removal of any officer at any meeting; such a motion must be passed by a majority of the members in attendance; at the following meeting, a vote for removal shall be held, and if the vote passes with a two-thirds majority then the officer in question shall be removed. Replacing an officer shall follow the process described in Article VI.

#### *Section 2: Officer Removal by the Executive Board*

Any current Executive Board member may call for the removal of any other officer at any meeting, followed by a vote for removal; if the vote is passed by a two-thirds majority of the board as a whole—with the accused member having excused themselves—then the officer in question shall be removed.

#### *Section 3: General Member Removal by the Executive Board*

By a two-thirds majority, the Executive Board can suspend and remove a Member from the ASB, as well as ban any person from attending any events hosted or co-sponsored by the organization. Reasons for disciplinary action taken against a Member might include, but are not limited to, the following:

- a) Inappropriate or unprofessional behavior while representing LCC ASB.
- b) Failure to maintain requisites of membership;
- c) Actions that have been deemed detrimental;
- d) Failure to comply with the San Dieguito Union High School District Non-Discrimination policy; or
- e) Failure to comply with school or district regulations and rules.

## Article VIII: Finances

The ASB shall be the organizational authority of student programming at La Costa Canyon High School. Student programming includes extracurricular programs, school activities, and the arts. The ASB shall be fiscally responsible for approvals of purchase orders and check requests. The school finance assistant and Treasurer shall keep all records of meeting minutes and the financial records of the ASB.

All financial matters shall be conducted in accordance with Article IV, deliberated in open session, approved or denied in respective business meetings, and recorded in the minutes by the Secretary. Financial records shall be made available to the public by request to the finance assistant.

## Article IX: Student Clubs

### *Section 1: Purpose*

The ASB acknowledges that student clubs and organizations are necessary for the student body and community.

### *Section 2: Student Clubs Director*

ASB shall annually nominate and appoint/elect at least one student clubs director. The role of the student clubs director shall be:

- a) Arrange and organize all club rushes and intraclub activities;
- b) Manage and facilitate the student clubs and organizations application process;
- c) Submit outstanding student clubs at meetings for the ASB's consideration; and
- d) Ensure all clubs follow proper student club procedures, practices, and policies.

### *Section 3: Student Club Eligibility*

The student clubs and organizations approved by ASB shall meet the criteria prior to being granted club privileges.

All clubs shall register as school-sponsored or non-school-sponsored based on the needs, interests, and membership requirements of the club. The definitions and applicable rules and regulations that apply to clubs shall be determined by California State Education Code and the relevant and state statutes. A summary of those regulations is provided below:

- a) School-sponsored clubs are:
  - a. Academic or athletic (California Interscholastic Federation (CIF) sports)
  - b. Required to have regular meetings on-campus at least once per month
    - i. A faculty advisor shall be present at all meetings, events, and activities.
  - c. Eligible to hold an ASB financial account
    - i. The faculty advisor is required to sign all deposits, check requests, and purchase orders.

- ii. All check requests and purchase orders shall be accompanied by proper club meeting minutes
    - iii. Club funds may not be used, spent, or donated to charities or non-profit organizations
  - d. Permitted to hold events both on-campus and off-campus
  - e. Permitted to advertise club information
    - i. The faculty advisor must approve and initial/sign all posters, signs and morning announcements.
    - ii. All posters and signs must adhere to the poster hanging guidelines
  - f. Are permitted to fundraise on campus.
    - i. The fundraiser must be approved by the ASB prior to the date
    - ii. An approved cash box must be checked out by the Finance Assistant and returned to the ASB finance office
      - 1. Events during school hours must return to the cash box before the end of the school day
      - 2. Events outside school hours must return the cash box at the start of the next school day
  - g. Are not allowed to advocate a specific religious, political, or philosophical ideal
  - h. Are able to use the school name to identify the club
  - i. Are not permitted to charge dues or membership fees
  - j. Are required to adhere to the state nutritional guidelines
- b) Non-school sponsored clubs are:
- a. Not sanctioned by La Costa Canyon High School, the San Dieguito Union High School District, or the ASB
  - b. Community service, politics, common-interest, and athletic (sports not included in the California Interscholastic Federation)
  - c. Are permitted to hold meetings on-campus, but are not required
    - i. A faculty advisor must be present at all on-campus meetings
    - ii. It is not required for the faculty advisor to attend events and activities held off-campus
  - d. Are not eligible to hold an ASB financial account
  - e. Are permitted to advertise at school
    - i. Flyers must be clearly marked as “non-school sponsored”
    - ii. The faculty advisor must approve and initial/sign all posters, signs and morning announcements
  - f. Are allowed to advocate a specific religious, political, or philosophical ideal
  - g. Are not allowed to use the school name to identify the club
  - h. Are not permitted to charge dues or membership fees
  - i. Are required to adhere to the state nutritional guidelines
  - j. All food items served during school hours must be ordered through school food services.

Article X: Diversity, Equity, and Inclusion

*Section 1: Value Statements*

The ASB shall celebrate equity, diversity, and inclusiveness. The ASB embraces the following as crucial to members and student communities.

The ASB believes that:

- a)** Its core values are strengthened when all members have voice and are encouraged to contribute;
- b)** Every member has a contribution to make to the whole. It is the duty of the ASB to encourage and promote that contribution; and
- c)** Equity, diversity, and inclusion are active processes that require continuous commitment to promote healthy communities and the overall success of present and future organizations.

### *Section 2: Action Statements*

The values of ASB are realized through or by:

- a)** Fostering a culture of open-mindedness, compassion, and inclusiveness among individuals and groups;
- b)** Actively building a community whose members have diverse cultures, backgrounds, and life experiences;
- c)** Providing effective leadership in the development, coordination, implementation and assessment of a comprehensive array of programs and services to promote diversity and understanding of differences;
- d)** Creating and maintaining opportunities for engagement, education, and discourse related to issues of equity, diversity, and inclusion;
- e)** Identifying competencies that are essential to creating environments enriched with diverse views and people.
- f)** Providing educational opportunities toward the development of socially responsible leaders who are willing to engage in the discourse and decision-making that can lead to transformational change toward learning, achievement, healthy people and healthy communities;
- g)** Honoring freedom of expression, ideals of citizenry, and civility of discourse as fundamental to personal, professional, and organizational growth;
- h)** Challenging and dismantling systemic oppression;
- i)** Establishing and maintaining the Special Committee on Diversity, Equity, & Inclusion to promote social justice and diversity in all Association activities; address issues related, but not limited to, race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, social economic class, religion, and professional status; and coordinate educational resources and opportunities for its' members; and
- j)** Reaching beyond the ASB to establish beneficial relationships with individual and institutional partners who share mutual goals and interests.

### *Section 3: Diversity and Inclusion Officer*

The diversity and inclusion officer of the ASB shall serve as the chief adviser to the ASB and as an adviser to the Executive Board, representing the student body and marginalized student communities.

The diversity and inclusion officer is accountable for providing advice, direction, guidance, and recommendations in aiding to ensure all organization duties are inclusive of all student groups.

The diversity and inclusion officer is responsible for assisting in leading all student government duties, initiatives, events, activities and programs. The diversity and inclusion officer also serves as a representative of the school and the program to school and district officials.

The diversity and inclusion officer shall either be appointed by school staff, school administration and the ASB or be elected in the student body elections. The officer shall follow the requirements of any other elected officer. The Board shall also determine whether a special election should be held to nominate a candidate to office.

### Article XII: Unaddressed Issues

Should the ASB need to take action on an issue not addressed in this constitution, the Executive Board shall decide by two-thirds vote what procedure should be used in the situation.

### Article XIII: Constitutional Amendments

Any eligible voting member of the ASB may recommend an amendment to this constitution. Amendments shall take effect immediately upon approval by a two-thirds vote of the quorum of eligible voting members. The amendment discussion and voting process shall abide by Robert's Rules of Order. Additionally, time limits for amendment discussion must be set ahead of the amendment discussion. The President, or an Executive Board member whom they designate, shall oversee this process.