

2014-2015

ASSOCIATED

STUDENT BODY

HANDBOOK

This handbook explains the function of the A.S.B. and its procedures. A.S.B. is the name given to the group of students elected by the student body to organize events and activities, not to a governing body.

CONSTITUTION

Article 1: NAME

The name of this organization shall be the Associated Student Body (A.S.B.) of Village Christian High School, located in Sun Valley, California.

Article 2: PURPOSE

The purpose of the A.S.B. shall be to encourage the social development of students while upholding biblical values, promote the general welfare of the school, improve the school by coordinating Student Activities, promote school spirit, and provide a channel of communication between students and school administration (administration).

Article 3: SOURCE OF POWER

All powers of A.S.B are granted by the administration; accordingly, the administration has the right and power to revoke any action take by the A.S.B. The A.S.B. Advisor serves as the representative for the administration.

Article 4: Amendments

Section 1: The A.S.B. shall propose amendments to this constitution whenever two-thirds (2/3) of its members deem it necessary.

Section 2: A petition signed by one-third (1/3) of the students may also serve to propose an amendment.

Section 3: To become valid, a proposed amendment must be ratified by 2/3 vote of the sitting A.S.B and administration.

Article 5: A.S.B

Section 1: The A.S.B. shall consist of the following members: Student Body President, Student Body Vice-President, Student Body Secretary, Student Body Treasurer, Female Student Body Chaplain, Male Student Body Chaplain, a Class President, Class Vice President, and 2 or 3 Class Representatives for each class, grades 9th – 12th.

Section 2: A member shall hold office for one year, beginning on the day after dismissal of school in the year in which he/she was elected.

Section 3: Qualifications of members shall be as follows:

A. Shall be first approved by administration by the following.

- B. A member must have received no F's in any class or U's in conduct on any quarterly or semester report cards during the school year in which a person seeks election.
- C. A member must have attended the school the semester previous to his/her election and must be currently enrolled.
- D. The ASB presidential candidates must have served on the previous year's ASB and be a junior or senior.
- E. The vice-president and treasurer candidates must have served on AS.B for at least one previous year.
- F. The vice-president must be a junior or a senior.
- G. The secretary must be at least a sophomore.
- H. The treasurer must be at least a sophomore.
- I. The Chaplains must be at least juniors, unless otherwise decided.

Article 6: DUTIES OF MEMBERS

Section 1: All members

- A. Ministry:
 1. Promote the social development of the students in accordance with the Biblical values of VCS.
 2. Develop unity and spirit among the student body.
 3. Organize activities both old and new.
 4. Serve
 5. Establish community awareness and service projects.
 6. **Be a model student/person both on and off campus.**
- B. Responsibility:
 1. Time – responsibilities of each member, appointed by the ASB or Administration, are to be efficiently completed before the given deadlines.
 2. Self-motivation
 3. Cooperation (with administration, within committees, with officers, and teachers)
 4. Keeping up good grades and conduct in class.
 5. Taking criticism well.
 6. Representation of everyone (not just the people you like).

Section 2: ASB members will be held accountable for the following guidelines of this constitution in the following way:

- A. Students will receive a 2 weight 'model student grade' per week.

- B. All consequences listed here will be in addition to the student handbook.
- C. Points will be deducted as follows:
1. 20 points off the grade for:
 - a. dress code violations
 - b. talking out of turn during meetings
 - c. being rude to other students
 - d. not taking criticism well
 - e. unexcused tardy
 - f. disrupting meetings

 2. 50 points will be deducted for:
 - a. cheating
 - b. bad language
 - c. being rude to teachers or administrators
- D. Students will also receive various weighted grades for serving on committees, submitting weekly goal sheets, fulfilling assigned responsibilities and submitting appropriate papers for event folders.
- E. Because it is impossible to give important responsibilities to and to depend on students who are absent from school, students will be put on probation if they are absent more than seven class meetings for one quarter and they will be evaluated if they are absent for ten days. Three unexcused tardies are equal to one absence, and the student will receive a detention.
- F. Students must be present for the following events (normal school excused absences are accepted):
1. Non-fire/Homecoming – 3 days
 2. Themed Dance(s)
 3. Blood Drives
 4. Talent Show
 5. Fund Raisers
 6. Powder Puff
 7. Winter Formal
 8. Community Open House (if necessary)
 9. Any other new event planned by ASB
- G. “Being Present” means that members help clean up until everything is clean and members are dismissed by the sponsor. Each individual must make arrangements for this. Most dates are known months in advance.

Section 3: ASB PRESIDENT (1 Position- Year Term)

You must be a senior with 2-3 years of prior experience in ASB.

1. Attend and lead ASB meetings.
2. Manage all class presidents, checking in, assisting with the management and delegation of class activities and individual class position duties.
3. Oversee ASB members and ensure that everyone is functioning effectively in their jobs, correcting or reporting conduct that falls below expectations.
4. Provide evaluation for each subordinate member on a quarterly basis.
5. The most important and most difficult job that a president has is transferring an idea into action. It is necessary to delegate the workflow of a project to various persons or parties.
6. Act as student representative to VCS School Board.
7. Participate in all activities, whether class or ASB.
8. Upon invitation, attend faculty and community meetings to represent student views and increase ASB awareness.
9. When called upon to represent the general student body, public speaking is required.
10. Establish a weekly planning time with the ASB advisor.
11. Exhibit strong moral and spiritual leadership both on and off campus.
12. Fulfill requirements of the ASB course.

Section 4: ASB VICE PRESIDENT (1 Position- Year Term)

You must be a senior with 1-2 years experience in ASB.

1. Your first and primary job is to help the president. The president is to delegate responsibility to the members of his or her cabinet and it is your job to follow up with the members on those delegations, keeping them on task. Step in for the president in the event that he or she is absent.
2. Work closely with ASB president and advisor in planning all events.
3. Oversee class councils, keeping them on task while relaying all information to the ASB president and other officers.
4. You will be responsible for ASB elections, which includes, conducting meetings with future candidates, coordinating the election, and checking the qualifications of the potential candidates.
5. Assist and weigh in on the selection of freshmen representatives, council representatives, and appointed positions.

6. Participate in all activities, class or ASB.
7. Exhibit strong moral and spiritual leadership both on and off campus.
8. Fulfill requirements of the ASB course.

Section 5: ASB TREASURER (1 Position- Year Term)

You must be a junior or senior with prior experience in ASB.

1. It is your responsibility to coordinate all general ASB transactions and facilitate all general and class purchase order and reimbursement requests. Your duties include, but are not limited to: One, obtaining a monthly print out of the ASB balance. It is your responsibility to know your current balance but also monitor ASB spending in order to pay for bills. Two, plan ahead, obtaining any purchase orders and minutes. Three, complete the purchase orders pertaining to ASB and completing reimbursement request forms.
2. Have a good working knowledge of figures, monies, and accounting principles.
3. Under supervision of ASB advisor, handle all funds of ASB, class councils, and clubs, keeping neat and accurate books for all financial transactions.
4. Be responsible for maintaining a complete inventory of all supplies of ASB.
5. Be responsible for the all cash boxes at the completion of ALL ASB events.
6. Participate in all activities, class or ASB.
7. Fulfill requirements of ASB course.

Section 6: ASB SECRETARY (1 Position- Year Term)

You must be a junior or senior with 1-2 years prior experience in ASB.

1. It is your responsibility to take and retain accurate meeting minute notes, recording ideas discussed, proposed, and pertinent commentary.
2. You must be present and attend all meetings.
3. If and when needed, take over any secretary position.
4. Create bulletin announcements, which celebrate the success of students and programs, and/or urge the greater student population to come support a student or program.
5. Provide email correspondence for ASB.
6. Keep accurate attendance at all meetings, events, and fundraisers.
7. Be responsible for the submission and collection of progress reports from each committee chairman.

8. Be responsible for managing all documents and binders involving ASB events.
9. Participate in all activities, class or ASB.
10. Fulfill requirements of the ASB course.

Section 7: HISTORIAN (1 Position – One Year)

You must be a junior or senior with 1-2 years prior experience in ASB.

1. Oversee all video projects for ASB and slideshows
2. Bring all necessary materials to document events
3. Be on time to record all aspects of the process of preparing for event
4. Update and maintain a photo database
5. Organize the printing out of photographs for advertising purposes
6. Keep copies of student publications
7. Prepare photo box in B-hall
8. Work in conjunction with yearbook staff

Section 8: CHAPLAIN (2 Positions – One Year)

You must be a junior or senior with 1-2 years prior experience in ASB.

1. As a heart for the spiritual life of the campus.
2. Have a heart for prayer and bible study.
3. Seek for opportunities to encourage and challenge others.
4. Share devotion every other week on block day.
5. Be responsible for all ASB giving or service projects (e.g. Blood Drives)
6. Keep a weekly prayer request list of the ASB council.
7. Be responsible for sending notes or cards to students who need encouragement.
8. Attend all ASB events.

Section 9: SPIRIT OFFICER (1 Position – One Year)

You must be a junior or senior with 1-2 years prior experience in ASB.

1. Plan and present lunch time activities
2. Music Mondays
3. Celebration of ASB birthdays
4. Organize and distribute spirit items at events
5. Responsible to plan, coordinate, and obtain approval for all school rallies
6. Oversee Commissioners of Assemblies for all rallies/assemblies
7. Promote school spirit and involvement
8. Work with others to decorate halls to promote spirit
9. Develop new and innovative ways to boost school morale

10. Attend all ASB events

Section 10: ASSEMBLIES COMMISSIONERS (1-2 positions – 1 year)

1. Work with Spirit officer to plan and execute all aspects related to school rallies, including but not limited to: contacting all extracurricular groups to be presented (those "in season"), setting up rehearsal times, preparing and amending an agenda, rehearsing the assembly, preparing and/or attaining rally videos.
2. Host all spirit rallies.
3. Participate in all activities, class or ASB.
4. Fulfill requirements of the ASB Course.

Section 11: CLASS PRESIDENT

The Class President shall represent VCS at all times exhibiting a strong spiritual, moral, and ethical character.

1. Is a member of their perspective class.
2. Must exhibit strong moral and spiritual leadership both on and off campus.
3. Have respect of peers, faculty, and administration.
4. Have the ability to keep others on task and accountable.
5. Demonstrate ability to inspire and encourage others
6. Demonstrate ability to plan, organize, and oversee events
7. Organize class meetings
8. Create agendas for all meetings
9. Plan and organize class competitions, events, fundraisers, and trips
10. Attend all ASB events

Section 12: CLASS VICE PRESIDENT

The Class Vice President shall represent VCS at all times exhibiting a strong spiritual, moral, and ethical character.

1. Is a member of their perspective class.
2. Must exhibit strong moral and spiritual leadership both on and off campus.
3. Have respect of peers, faculty, and administration.
4. Have the ability to keep others on task and accountable.
5. Demonstrate the ability to inspire and encourage others
6. Demonstrate the ability to plan, organize, and oversee events.
7. Assist class president in plan, running, and organizing all class meetings, activities, trips and fundraisers.
8. Attend all ASB events

Section 13: CLASS REPRESENTATIVES

The ASB Representatives shall be responsible for serving on all appointed committees.

1. Maintains communications with their respective grades.
2. Keeps council informed of all pertinent matters.
3. Take part in the planning and implementation of all ASB council related activities.
4. Serve on appointed committees
5. Attend all ASB events

Article 7: ELECTIONS

Section 1: General

- A. Candidates for ASB must attend at least one informational meeting.
- B. Candidates must give surveys to all their current teachers. Two or more uncompleted or negative responses by teachers will disqualify a candidate.
- C. Candidates must maintain a cumulative GPA of at least 2.5.
- D. Candidates must have a good attendance record: no more than ten days of absence (except in extreme sickness) or six unexcused tardies for each semester.
- E. Candidates must write a testimony and reasons for running as well as be interviewed by the advisor.

Section 3: Officers

- A. Candidates for all offices must be first approved by the principal and advisor.
- B. Campaigning for all offices shall occur the week prior to elections.
- C. Elections of officers shall occur each consecutive year before May 15.
- D. Voting shall be conducted within the school with a ballot listing the names of each candidate and the office for which they are running: President, Vice President, Secretary, and Treasurer.
- E. Chaplains will be chosen by the advisor with the approval of the principal and spiritual life director.
- F. In the event of a tie in the election of any officer, the tie shall be resolved by a 2/3 vote of the residing members; failure to achieve such a resolution shall result in a run-off vote by the student body.

G. Grades eight through 11 shall vote for all officers.

Section 3: Representatives

- A. Representatives shall be elected within each grade in a manner consistent with the election of the officers; the number shall be a maximum of 4 per grade level.
- B. Campaigning for all representatives shall occur the week prior to representative elections.
- C. Election of class representatives shall occur each consecutive year, the week following officer elections.
- D. In the event of a tie in the election of any class representatives, the tie shall be resolved by a 2/3 vote of the residing members; failure to achieve such a resolution shall result in a run off vote by the respective class.
- E. Grades eight through eleven shall vote for their class representatives, respectively.

Section 4: No student shall hold two permanent ASB positions simultaneously.

Section 5:

- A. Elections for representatives are only necessary in the case of four or more students running per grade level.
- B. In the event of more than ten candidates running for an A.S.B. position, a direct primary shall be installed and run as the vice-president and advisor deem appropriate.

Article 8: VACANCIES IN THE ASB

Section 1: Vacancies of a permanent nature.

- A. In the case of the president, the vice-president shall assume the position.
- B. Other officer vacancies shall be filled by the ASB either by direct appointment outside the members, or through a vote of the student body as the council finds appropriate.
- C. Representative vacancies shall be filled by one of two ways:
 - 1. Election by their respective grades
 - 2. Majority vote by existing members
- D. If vacancy occurs during the second semester the ASB will determine the need for reelection.

Section 2: Vacancies of a temporary nature.

- A. When officer vacancies of a temporary nature occur (excluding presidency), a current member shall be directly

appointed by the advisor to fill the needed position and be titled accordingly.

Article 9: MEETINGS

Section 1: All meetings shall be conducted in accordance with the established procedures, to be determined by the advisor, unless otherwise determined by a majority vote of the ASB

Section 2: Special meetings may be called by the president, with the approval of the advisor.

Section 3: The advisor, or another person delegated by him/ her, shall be present at all meetings.

Section 4: Meetings of the ASB shall be closed to student attendance, unless otherwise determined by a majority vote of the members.

Article 10: REMOVAL FROM OFFICE

Section 1: A member who fails to maintain a 2.5 GPA may be removed from office upon review and decision of the advisor and principal.

Section 2: A member who receives an F in any class or a U in citizenship on any quarterly or semester report card may be removed from office upon review and decision of the advisor and principal.

Section 3: A member placed on disciplinary suspension shall be removed from office.

Section 4: A member may be removed from office for repeated failure to attend meetings, failure to represent his/her constituency properly, failure to carry out his/her duties, or any other violation or misconduct as determined by the following (Section 5).

Section 5: Any petition for removal of a member shall be submitted in writing to the A.S.B.; if 2/3 of the members vote for removal, the defendant shall be brought before the advisor and the principal who will thereupon review the charges and issues either as exoneration or a notice of removal of the subject member.

Article 11: ADVISOR

Section 1: The administration shall appoint and determine the term of office for one advisor to represent the administration on the ASB

Section 2: The advisor shall “advise” and act as an advocate for the ASB members.

Section 3: The advisor does not have the ability to vote, but does hold administrative veto power.

Article 12: CONSTITUTION SUPREMACY

Section 1: All laws passed by the ASB previous to this council shall be valid, provided that they do not conflict with this constitution.

Section 2: This constitution shall become effective the day following ratification, at which the previous constitution becomes null and void.

END OF THE CONSTITUTION

2014-2015 ASB CONSTITUTION

Please read, sign, and return, this contract before the 1st day of the 2014-2015 school year.

As a student/parent I understand my signature below indicates that I have read, understand, and agree to all the stated guidelines for the serving on the 2014-2015 A.S.B.

Please print clearly:

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Signature _____ Date _____