

## Associated Student Body of Joaquin Miller Middle School Constitution

We, the students of Miller Middle School, In order to promote and improve student activities, develop and maintain an active school spirit, foster better school morale, establish better citizenship among students and faculty, and encourage all students to take an active part in their student government, for ourselves and for future students, do hereby establish this constitution for miller school students.

### Article 1.        Name

Section    1.     The name of this organization shall be the Joaquin Miller School Associated Student Body.

### Article II.     Membership

The members of this organization shall consist of the students of the Joaquin Miller School.

### Article III.    Advisor(s)

There shall be an advisor(s) appointed by the principal to aid with the administrative affairs of the Council.

### Article IV.    Functions and Powers

Section    1.     The governing board for the Miller Associated Student Body (M.A.S.B.) shall be the Student Council.

### Article VI.    Duties and Responsibilities of Officers and Members

#### **Section**

#### **1. President**

- a. Preside at all Student Council and Student Body.
- b. Enforce all constitution by-laws.
- c. Appoint committee members and be an ex officio member of all committees.
- d. Shall work with the administration in student activities.
- e. May vote only in the case of a tie.
- f. Shall attend all weekly planning meetings.

#### **Section**

#### **2. Vice President**

- a. Preside over the Student Council in the absence of the President.
- b. Perform all duties assigned by the President.
- c. Shall work with the administration in student activities.
- d. Shall supervise all committees appointed by the President.

- e. Shall be a member of the council with a voice and vote therein.
- f. Shall approve all election posters for following semester and ensure their removal before election results are announced.
- g. Shall attend weekly planning meetings.

**Section**

**3. Secretary**

- a. Shall keep the minutes, send out and post notices, keep records of the Student Body and Student Council, and carry on such correspondence as is necessary.
- b. Shall be the custodian of all documents.
- c. Shall be a member of council with a voice and voter therein
- d. Shall attend weekly planning meetings.
- e. E-mail weekly minutes to all officers, reps, and advisors, and school secretary as necessary.

**Section**

**4. Treasurer**

- a. Shall keep an accurate account of all Student Body money in accordance with State law and the policies of the Cupertino union School District.
- b. Shall prepare and present to each Student Council meeting a statement of receipts and expenditures.
- c. Shall work closely with the school secretary in the preparation of Student Body monies.
- d. Shall sign all authorizations for payment approved by the Student Council and have a voice and vote therein.
- e. Shall attend weekly planning meetings.

**Section**

**5. Social Co-Chairperson**

- a. Shall form a committee to plan, decorate, and clean up after Student Council activities.
- b. Shall be responsible for keeping a list of quarterly social activities.
- c. Shall chair all social committee meetings.
- d. Shall be a member of council each with a voice and vote therein totaling two votes.
- e. Shall keep a record of budget and expenditures.
- f. Shall attend weekly planning meetings.

**Section**

**6. Classroom Representatives**

- a. Shall attend all council meetings or arrange for the alternate representative to attend.
- b. Shall present ideas and opinions of the homeroom to the council.

- c. Shall report back information to the homeroom all actions or business of council.

**Section**

**7. School Site Council (S.S.C.) Representatives**

- a. Shall attend monthly evening meetings of S.S.C.
- b. Shall present ideas and opinions of Student Council to the S.S.C.
- c. Shall report back information to Student Council all actions or business of the S.S.C.
- d. Shall attend all planning meetings of the Student Council.

**Section**

**8. Duties of the Sergeant-at-Arms**

- a. The Sergeant-at-Arms shall keep order in the Student Council meetings.
- b. Shall remove unruly persons from the Student Council meetings at the direction of the President or the Advisor.
- c. Shall be responsible for controlling disturbances outside of the Student Council meeting; and the entry door.
- d. The Sergeant-at-Arms shall take roll at all council meetings and inform the President of absences.
- e. Shall be a member of council with a voice and vote therein.
- f. Shall attend all planning meetings.

**Section**

**9. Duties of Green Officer(s)**

- a. The Green officer(s) shall form a committee to oversee the recycling and beautification efforts on campus.
- b. Communicate and Coordinate with the staff ecology committee.
- c. Shall be a member of council with a voice and vote therein.
- d. Shall attend all planning meetings.

**Section**

**10. Recall of Officers and Representatives**

*An officer or representative may be removed from office for any of the following reasons:*

- a. At the direction of the Principal or Advisors.
- b. Receiving a D or F grade in any class on a progress/report card.
- c. Receiving one or more U's in citizenship on a progress/report card.
- d. Failure to attend 2 meetings without an excuse.
- e. Failure to perform duties as outlined in this Constitution.

## **Article VII**

### **Executive Officers and Representatives**

- Section 1. The Executive Officers are to be selected by a general election of the Student Body.  
Winners must poll a simple majority of the total votes cast.  
Advisory representatives are chosen from their homerooms.  
S.S.C. Officers are chosen at large from each grade level.
- Section 2. **Qualifications of Officers**  
To be eligible for student body offices, students may not have:  
1) Earned a D or an F in the previous quarter; 2) a U in citizenship in the previous semester. In addition this form needs to be signed by each teacher and returned to the Assistant Principal. Candidate for Vice- President, and President must be eighth graders. Social Chairperson may be a 7<sup>th</sup> or 8<sup>th</sup> grader. Candidates for Treasurer, Secretary, and Sergeant-at-Arms may be seventh or eighth graders.
- Section 3. **Approval Forms**  
Approval forms may be obtained in the Student Activities Office two weeks prior to the Election Day. An approval form must be signed by the Vice-Principal and the students' teachers and require a satisfactory report in citizenship. The signed approval form must be submitted to the Vice-Principal one week prior to the Election Day. The Vice-Principal shall make the final decision for approval.
- Section 4. **Elections**  
Spring election will be held in May for the office of President, Vice-President, Social Chair(s), and Green Officer(s). The 6<sup>th</sup> and 7<sup>th</sup> graders only shall be allowed to vote in the spring elections. Three weeks after the opening of school in the fall an election will be held for the offices of Secretary, Treasurer, Sergeant-at-Arms, and SSC representatives. Within three weeks of the start of the second semester of school winter elections will take place for the offices of Secretary, Treasurer, Sergeant-at-Arms, and SSC representatives.
- Section 5. **Election Procedure**  
All Miller students are eligible to vote in the elections. Only 6th and 7th graders are eligible to vote in the May election.
- Section 6. **Special Appointment**  
If an officer is removed by advisors or leaves office or for any of the reason found in Article VI section 8 the Student body

president and advisors will appoint a new officer to the vacated position.

Section 7.

**Counting of Votes**

The class where the election assembly teachers shall be responsible for counting and tallying the votes. The results shall be brought to the office immediately, where the result will be compiled under the direction of the Assistant Principal or Advisors by a committee appointed by the advisors.

Section 8.

**Rules Governing Elections**

All candidates are expected to abide by the following rules when campaigning for student office. Failure to abide by these rules will be reason for a student to be disqualified from running.

1. Campaigning shall not take place during class time.
2. Campaigning shall in no way reflect negativity on other candidates.
3. No food, candy or gifts may be disrupted during the campaign
4. Campaign publicity shall be restricted to posters, Stickers may be used, but candidates are responsible for cost of clean up.
5. Each candidate may post no more than 6 posters and will be placed in the quad or 6<sup>th</sup> grade portables with masking tape.
6. Advisors must approve posters for neatness and appropriateness.
7. Candidates are responsible for cleaning up following the election.
8. Campaign speeches will be limited to three minutes.
9. Candidates must rehearse their speech with student council advisor in advance.

Section 9.

**Homeroom Representatives**

Within the two weeks of the start of each school semester, each homeroom class will elect a homeroom representative and an alternate. The alternate shall attend student council meetings in the absence of the representative. To qualify as a representative or alternate, a student must not have a D or F in the previous quarter; no more than 1 "U" in citizenship or effort and have teacher approval. A new representative and alternative shall be elected by the homeroom at the end of the first semester.

Article VIII.

**Procedure for Ratification of the Constitution**

This constitution and by-laws will become effective as soon as it has been approved by a simple majority vote of the Student council, Principal, Student Council Advisor and the M.A.S.B., And will remain effective from term to term, but may be amended or revised.

Article IX.

**Amendments**

This constitution may be amended by a two-thirds majority vote of the student council and with the approval of the Principal and the Student Council Advisor.

Article X.

**Organization**

Section 1.

**Quorum**

A majority of the members of the Student Council shall constitute a quorum for the transaction of business

Section 2.

**Meetings**

The Student Council shall meet once a week. The Student Council Advisor shall determine the time and place of the meetings.

Special Meetings may be called with the consent of the principal or student council Advisory. The executive Council will also meet weekly to plan meetings.

Section 3.

**Order of Business**

Student Council meetings shall be conducted by using accepted parliamentary procedures. The order of Business shall be as follows:

- A. Call meeting to order
- B. Read, approve or correct minutes
- C. Treasurer's report
- D. Unfinished business
- E. New business
- F. Announcements
- G. Adjournment

Section 4.

**Conduction Student Council Business**

All procedures at the Student Council meetings shall be govern by Robert's Rules of Order.