



# John O'Connell High School

## Student Leadership & Associated Student Body (ASB) Constitution

Last Revised: September 2017 | Current Advisor: Mr. Jr Arimboanga

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### Article 1: General Overview

#### 1.1: Vision

To help create a positive school environment and future leaders in our community and world.

#### 1.2 Mission

To provide resources and opportunities for student leaders to facilitate school events and activities while also cultivating leadership skill development.

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Throughout the year, student officers will:

- Assist in school-related business, events, and activities.
- Improve leadership and communication skills (interpersonal and public speaking).
- Deepen understanding of the qualities of a leader.
- Develop and sustain a culture and practice of individual agency and collaboration.

### 1.3 Core Values

- **Love & Respect**
  - Act with love and respect for: yourself, others, the words we use, and our OC spaces.
- **Hope**
  - Believe that things can get better.
- **Solidarity & Unity**
  - Work together for a better world for all people.
- **Community**
  - Help to build a space where we all can thrive.
- **Critical Consciousness & Self-Determination**
  - Actively read the word and the world to work toward the freedom to control our lives.

### Article 2: Officers

The elected officers of this Student Leadership/ASB (SL/ASB) association shall be:

#### The Executive Council (Seniors Only)

- ASB President
- ASB Vice President
- ASB Treasurer
- ASB Secretary

Additionally, **The Class Councils** of each grade level class (Freshman, Sophomore, Junior, and Senior) shall consist of a:

- President
- Vice President
- Treasurer
- Secretary
- Representatives

**The total elected ASB program shall be consisted of no more than 28 elected students.**



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### 2.1 Basic Expectations of Officers

- Maintain a minimum 2.0 Grade Point Average, excellent attendance record (minimal tardiness, no truancies), excellent behavioral record (good citizenship) while holding or running an office.
- Check SFUSD email, Remind.com Leadership text group(s), and reply within 24 hours if necessary.
- Attend all meetings (Class, Officer, district, etc.) required for this office.
- Attend all Leadership Class activities and events.
- Represent the Student Leadership/ASB and O'Connell community with the utmost integrity.

### 2.2 Eligibility

- Any student may become a candidate for office whose candidacy has been **approved** by the principal and Student Leadership/ASB advisor. In special circumstances when principal and/or SL/ASB advisor are unavailable, current subject teachers, and the ASB Advisor(s) may also approve officers.
- Submitted and approved Applications shall be required of all candidates. Basic requirements include:
  - Satisfactory citizenship (behavior) as determined by student's dean. (Signature required)
  - Excellent attendance record (minimal tardiness, no truancies). (Copy of attendance record required)
  - A 2.0 grade point average ("GPA") in the previous semester (or quarter if Freshman). If a student transfers from another school the same requirement will apply. The grade point average will be determined by the four-point system which gives the "A" four points, the "B" three points, the "C" two points, the "D" one point, and the "F" zero point. Advanced Placement ("A.P.") and Honors Courses will not receive the extra points. (Most current copy of transcript required)
  - Recommendation signatures from all academic teachers, Advisor, and Dean.
  - No officers may be engaged in any job or activity which if the opinion of the advisor(s) or the administration will result in a conflict of interest. If such a conflict occurs, the advisor(s) and the highest-ranking uninvolved Associated Student Body officer shall report this situation to the advisor(s) or administration. Once conflict is established, the officer shall resign.
  - Officers chosen for the school-year must attend all SL/ASB events and activities during the final month of the school year. It is the next school-year's officer's responsibility to familiarize themselves with the roles and expectations of their position(s).



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### 2.3 Elections

Before each school-year, on a date set by the Principal and the SL/ASB advisor, officers shall be elected. Elections shall be held by authorized and official secret ballot and will be in accordance with the following procedures during Election Week:

- Once officer applications are approved by the principal and ASB/SL advisor, applicants are allowed to promote themselves during Election Week.
  - Applicants may use: media, posters, events, performances, speeches, and other promotional materials that is non-oppressive and school appropriate.
  - Promotional materials/events must not attack other applicants and does not exceed more than \$50 from personal expenses.
- If Needed, on two days designated by the SL/ASB advisor, each approved applicant will record a 30 second to 1 minute video/speech that will be compiled and linked to the official O'Connell YouTube page. No special effects, images, or editing shall be used to enhance an applicant's speech over another's.
- Voting shall take place during Lunch.
  - Official signed and numbered ballots will be used.
  - Only the principal, SL/ASB advisor, and departing ASB Seniors should have access and touch any contents in the Official Ballot Box at any time.
  - Links for the speeches will be easily available to watch and rewatch.
  - Students will have until 3:30p.m. Election day to cast their ballot.
  - No absentee voting will be allowed.
- Any candidate receiving a majority (more than 51%) of all votes cast for that office that day will be declared the winner.
- If no candidate receives such a majority, then the two candidates receiving the highest number of votes for that officer shall be certified to a runoff election, called within five days. The same election and ballot protocol shall take place after school.
- All winners shall be announced following the election to the whole school.
- Any request for a recount shall be made to the principal and SL/ASB advisor within five days of the election.

### 2.4 Roles & Responsibilities

#### ASB President

- The ASB President shall be the chief executive representative of the entire Student Leadership/Associated Student Body and Student Clubs.
- The ASB President shall preside over all rallies, assemblies, and the Executive Council.
- The ASB President shall stay up to date with all Senior & Junior Class Council business and assist with any role when needed.

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- The ASB President shall draft and share all Executive Council meeting agendas and memoranda.
- The ASB President shall call any Executive Council or Senior & Junior Class Council Emergency Meetings when necessary with at least a 24 hour notice.
- The ASB President shall see that the constitution and its laws are enforced in conjunction with the SL/ASB Advisor and principal.
- The ASB President shall be the main spokesperson of all SL/ASB activities, regulated and planned by the cabinet.
- The ASB President shall co-serve on the School Site Council (SSC) with the ASB Vice President.
- The ASB President shall preside on all details of forthcoming SL/ASB Elections with the ASB Vice President.
- The ASB President shall organize and present the daily student announcements over the intercom.

### **ASB Vice President**

- In the absence of the ASB President, the cabinet shall appoint the ASB Vice President to assume the responsibility of the ASB President.
- The ASB Vice President assists with any needs in supporting all Student Clubs.
- The ASB Vice President shall assist the ASB President over all rallies, assemblies, and the Executive Council.
- The ASB Vice President shall stay up to date with all Sophomore & Freshman Class Council business and assist with any role when needed.
- The ASB Vice President shall co-serve on the School Site Council (SSC) with the ASB President.
- The ASB Vice President shall preside on all details of forthcoming SL/ASB Elections with the ASB President.
- The ASB Vice President shall assist with organizing and presenting the daily student announcements over the intercom.

### **ASB Treasurer**

- The ASB Treasurer shall be the main representative responsible for the ASB General Fund and all Student Club funds in conjunction with the rules and regulations of SFUSD.
- The ASB Treasurer shall collect and keep track of all funds raised through approved fundraising (Refer to Article 6).
- The ASB Treasurer shall produce monthly financial reports on recent and upcoming fundraisers, the ASB General Fund, as well as Club Funds.
- The ASB Treasurer shall assume the ASB President role in the event the ASB President or Vice President cannot.

### **ASB Secretary**

- The ASB Secretary shall be in charge of taking and organizing the minutes (notes) of the Executive Council meetings.



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- The ASB Secretary shall keep record of the minutes (notes) of all Class Council meetings.
- The ASB Secretary shall take accurate account of attendance of Executive Meetings.
- The ASB Secretary shall keep record of attendance for all Class Council meetings.
- The ASB Secretary shall preside over all promotional and outreach materials including the SL/ASB website and Student Club website.

### **Class Presidents**

- The Class Presidents shall represent and lead all grade-level activities, events, and fundraising.
- The Class Presidents shall work with the Class Advisor to plan and lead all activities, events, and fundraising.
- The Class Presidents shall lead all Class Meetings with the Class Vice President.
- The Class Presidents shall draft and share all Class Council meeting agendas and memoranda.
- The Class Presidents shall stay up to date with all Class Council business and assist with any role when needed.
- The Class Presidents shall call any Class Council Emergency Meetings when necessary with at least a 24 hour notice.

### **Class Vice Presidents**

- In the absence of the Class President, the cabinet shall appoint the Class Vice President to assume the responsibility of the Class President.
- The Class Vice Presidents shall lead all Class Meetings with the Class President.
- The Class Vice President shall stay up to date with all Class Council business and assist with any role when needed.

### **Class Treasurers**

- The Class Treasurers shall be the main representative responsible for the specific Class Fund and in conjunction with the rules and regulations of SFUSD.
- The Class Treasurers shall collect and keep track of all grade-level funds raised through approved fundraising (Refer to Article 6).
- The Class Treasurers shall produce monthly financial reports on recent and upcoming grade-level fundraisers.
- The Class Treasurers shall assume the Class President role in the event the Class President or Class Vice President cannot.

### **Class Secretaries**

- The Class Secretaries shall be in charge of taking and organizing the minutes (notes) of the Class Meetings.
- The Class Secretaries shall take accurate account of attendance of Class Meetings.
- The Class Secretaries shall preside over all promotional and outreach materials including the grade-level specific components of the SL/ASB website and Student Club website.



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### Class Representatives

- Class Representatives shall assist in all communication, planning, outreach, and implementation of grade-level specific events, activities, and fundraising.
- Class Representatives shall energize and engage grade level students in participating in all SL/ASB events, activities, and fundraising.
- Class Representatives shall energize and engage grade level students in supporting all sports and extracurricular activities/clubs on campus.

## 2.5 Terms & Removal From Office

- All Associated Student Body officers shall serve for one school year.
- Any executive officer may be removed from the office upon the recommendation of the Associated Student Body Advisor(s) and by two-third vote of the Executive Council, or by order of the Principal. In case of a vacancy of a student association office, the Executive Council shall nominate and elect a replacement within two weeks. However, should the President of this Association be recalled or his/her office become vacant, one of the Vice President shall be appointed by two-third vote of the executive Council.

## Article 3: Advisors

**Student Leadership/ASB Advisor:** Mr. Jr (Arimboanga)

**Senior Class Advisor:** Ms. Aguirre & Ms. Abero

**Junior Class Advisor:** Mr. Zwettler

**Sophomore Class Advisor:** Ms. Zambrano

**Freshmen Class Advisor:** TBD

Advisors are the lead adults in supporting all ASB activities and events. Their main role is to:

- Host Class Council meetings (see day and time details in Article 4)
- Be present for any event or activity planned by their grade.
- Support in at least one fundraiser a month.
- Support in at least one major event each quarter.
- Communicate with the ASB Advisor for any support, questions, or concerns.

## Article 4: Meeting Structures & Decision Making

- **Class Council Meetings**
  - Seniors should meet weekly.
  - Juniors-Freshman should meet at least twice a month.

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- Day and times of meetings should be determined by Class Council and Advisors.
- The meeting should be advertised via text, flyers, in person, or online.
- A set agenda should be drafted and approved by the Class Secretaries and Presidents.
- Agenda elements should include:
  - **Date:** Day and time of meeting.
  - **Attendees:** Who is present at meeting.
  - **Facilitators:** Who is leading the meeting.
  - **Notetakers:** Who is taking notes of the meeting.
  - **Outcomes:** What needs to be done by the end of the meeting.
  - **Action Items** (Who, Will do what, by When)
  - **Agenda Items**
    - **Check In:** Can be a quick question, idea, vote, or something people should be thinking about.
    - **Old Business:** Review action items, needs, and any uncompleted business from last meeting.
    - **New Business:** New items, needs, and business.
    - **Closing:** Should always end with reviewing the action items from the meeting and when and where the next meeting will be.
- Class Presidents & Vice Presidents should facilitate the meeting unless otherwise agreed upon.
- Class Secretaries should take notes (whether on paper or digitally) and all final notes should be compiled on one Google Doc shared with the ASB Advisor and Class Advisor.

**Feel free to copy and paste this template:**

Date:

Attendees:

Facilitator(s):

Outcomes:

●

Agendas:

1. Check In:
2. Old Business:
3. New Business:
4. Closing:
  - a. Review Action Items
  - b. Next Meeting





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Action Items (What, what, when):

- 

- **Decision Making**

- Decision making should happen in a democratically (everyone impacted by decision is able to vote) and consensus (everyone agrees), when appropriate.
- In the event that a consensus cannot be reached, a majority vote decision should be made (2/3rds of total votes).
- In the event that a 2/3rd total vote cannot be made, a simple majority (1/2 plus 1 vote) can be used.

- **Executive Council Meetings**

- Executive Council Includes (**Seniors Only**):
  - ASB President
  - ASB Vice President
  - ASB Treasurer
  - ASB Secretary
- The Executive Council meets once weekly with the ASB Advisor during lunch to:
  - Review updates of all grade level class business (activities and events).
  - Review and finalize and upcoming student activities and/or events.
  - Review and finalize agendas for upcoming class meetings and Thursday & Friday ASB class meetings.
  - Review important information from the SSC and CLT meetings pertaining to ASB and/or students.
  - Review and find solutions to any pertinent ASB issues or conflicts.

## Article 5: Events & Activities

- [Event Planning Form](#)
- [SFUSD Facilities Request Permit](#) (Non-OC Facilities)

Student events and activities at OC should first be cleared with the ASB Advisor and/or the school's Administration. To support in the organization and production of the event, organizers are highly encouraged to utilize the Event Planning Form provided above.

## Article 6: Student Clubs & Organizations

Student Clubs are welcomed and encouraged to help create a sense of community and purpose for all OC students. In order to be an officially recognized club, they must:

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- Have an OC staff Advisor (adult who is employed at OC).
- Have a completed Constitution that includes a club's:
  - Official Name
  - Advisor
  - Purpose
  - Meeting Days and Times
  - Goals
  - Club Roles (as determined by students and Advisor)
- Have regular meetings (at least once per Marking Period).
- Advisor and appropriate student(s) be oriented by ASB Advisor on Budget & Account Requirements

### Article 7: Fundraising

- [ASB Fundraising Request Forms](#)
- [ASB SFUSD Funds & Fundraising Policies](#)
- [ASB OC Deposit Form](#)

### Article 8: Additional Programmatic Elements (Forthcoming)

- Dances
- Rallies
- Spirit Weeks
- Lunchtime DJ's
- Lunchtime Movies
- ASB Bulletin Board
- Leaders in Progress Reports

### Article 9: Amendments to Constitution (Forthcoming)

TBD