

THE CONSTITUTION OF  
CLAYTON VALLEY CHARTER HIGH SCHOOL

Preamble

We, the students of Clayton Valley Charter High School, in order to establish an effective student government, to further good relations among students, faculty, and the community, to provide unity and spirit, to recognize the equality of all students, to represent and work towards the best interests of the Clayton Valley Charter High School Student Body, do establish this Constitution.

Article I

Organization of the Student Body of  
Clayton Valley Charter High School

A. Name and Colors

1. The organization shall be known as the Student Body of Clayton Valley Charter High School.
2. The official school colors shall be red, white, and royal blue.
3. The official mascot shall be the Eagle.

B. Derivation of Power

1. All power given to this organization shall be derived from the Executive Director and may be withdrawn if necessary for the good of the school. Any section of this Constitution may be cancelled or held in abeyance by the Executive Director whenever he/she deems it necessary.

C. Presiding Student Body Officers

1. The presiding officers of this organization shall be known as the Clayton Valley Charter High School Student Council.
2. Student Body Officers shall be elected by the entire Student Body. Class Officers shall be elected by their respective class.
3. Membership of the Student Council shall consist of the officers known as Student Body President, Student Body Vice President, Secretary, Treasurer, Rally Commissioners, Club Relations Commissioner, Public Relations Commissioner, and

Campus Beautification Commissioner. Elected by their respective classes shall be Freshman, Sophomore, Junior, and Senior Class Officers.

D. Fundraising, Collecting Dues, and Similar Activities

1. The Executive Director funds for the Student Body Organization shall be derived from the sale of Student Body Activity Stickers and by other fundraising activities approved by the Administrative Cabinet.

Article II

Membership

A. Voting Membership

1. All Clayton Valley Students shall have the privilege of voting.

B. Student Activities Card Sticker Holders

1. All Activity Sticker Holders shall receive a reduced rate at specified activities.
2. The price of the Student Activity Sticker shall be determined by the Student Council.
3. Special privileges and reduced rates shall be determined by the Student Council.
4. Any student participating in extra-curricular sports is encouraged to buy a Student Activity Sticker.

Article III

G.P.A. Qualifications to Maintain Office

A. G.P.A. Qualifications

1. Student Body and Class Officers shall have throughout their terms of office at least a 2.5 G.P.A. each quarter.
2. Officers shall have G.P.A. check every quarter.

B. Failure to Meet G.P.A. Requirements

1. If an officer fails to meet the above standards, he/she will receive a one-month period of probation immediately following that quarter.
2. If the officer in question fails to raise the G.P.A. to the minimum requirement of 2.5, he/she shall submit a resignation to the Student Council.
3. If he/she fails to submit a resignation within seven days after the grading period, the Student Council shall remove him/her from office.

C. Terms of Probation Due to Failure to Meet G.P.A. Requirements

1. The probation period shall not exceed one month.
2. During the probation period, the officer or representative shall not attend Leadership Class, meetings, or other Leadership activities.
3. During the probation period, the officer's or representative's duties shall be completed/assumed by other class members at their discretion.
4. An officer or representative may not have the option of probation more than once for G.P.A. infraction.

## Article IV

### Executives

#### A. General Qualifications for Student Council Members

1. In the year a candidate runs for office, he/she must be a member of the class he/she represents.
2. The Associated Student Body President and the Associated Student Body Vice President must be Seniors during their term of office.
3. Associated Student Body Officers, besides ASB President and ASB Vice President, must be a Junior or Senior during their term of office.
4. An officer shall not hold a listed Student Body and Class office concurrently.
5. Each Student Council member must have and maintain an overall G.P.A. of 2.5.
6. Each candidate shall provide proof of qualifications.

#### B. Specific Duties of Student Body Officers

##### 1. President

- a. He/she shall be the official representative of the Student Body.
- b. He/she shall be the Chairman of the Student Council and call all Student Council meetings.
- c. He/she shall be an Executive-Official member of all committees pertaining to Student Body affairs.
- d. Subject to the approval of Student Council, he/she shall make all Student Body appointments that are not provided for in the Constitution.
- e. He/she must have a minimum of one (non-consecutive) year in ASB prior to running for the position.

##### 2. Vice-President

- a. He/she shall assume the duties of the President in his/her absence.
- b. He/she shall direct all Student Body and Class elections.
- c. He/she shall assist the President in all Student Body activities.

- d. He/she shall select and present important issues to the Student Council.
3. Secretary
- a. He/she shall have finished English II with a B or better.
  - b. He/she shall permanently record the minutes of all Student Council meetings and duplicate and distribute them to members of the Student Council, Faculty, or others on request.
  - c. He/she shall be responsible for typing and running off the Student Council Agenda prior to each meeting on request.
  - d. He/she shall type Student Council correspondence when necessary.
4. Treasurer
- a. He/she shall report the financial status of the Student Body at each meeting.
  - b. He/she shall be responsible for the accounting of the Study Body Fund (bookkeeping).
  - c. He/she shall maintain the log for all accounts.
  - d. He/she, as well as the Leadership teacher and the school treasurer, shall be responsible for approving and recording reimbursements.
5. Public Relations Commissioner
- a. He/she is responsible for expressions of sympathy and concern from the Student Body in case of illness or death.
  - b. He/she shall see that Student Body social activities are properly scheduled and approved when needed.
  - c. He/she shall see that proper publicity about the Student Body shall reach the Student and Regional papers and media.
  - d. He/she shall help advertise information by the way of the bulletin and reader boards.
6. Rally Commissioner
- a. He/she shall not be head cheerleader or song leader.
  - b. He/she shall be responsible for planning Student Body rallies and submitting a schedule for these rallies two months in advance.
  - c. Up to two people may hold this office as a team and will campaign with one and other as a pair. Votes will be counted in pairs as well.
  - d. One student must have a minimum of one (non-consecutive) year in ASB.
7. Club Relations Commissioner

- a. He/she shall be the official representative of all clubs and organizations on campus to the Student Council.
- b. He/she shall be aware of the clubs' activities on campus.
- c. He/she shall be responsible to attend meetings with all club Presidents on a regular basis.

#### 8. Campus Beautification Commissioner

- a. He/she shall be in charge of organizing Campus Clean Up Days and activities.
- b. He/she shall be in charge of representing the Student Council to the Administrative Cabinet in all matters of Campus Clean Up plans.

#### 9. Class Officers

- a. Class officers shall be known as President, Vice-President, Secretary/Treasurer, and Social Director.
- b. General Qualifications
  - i. Each class officer shall be a member and elected by his/her respective class.
- c. Specific Duties and Qualifications
  - i. President
    - a. He/she shall be the official representative of his/her class.
    - b. Along with the class advisor, he/she shall be in charge of coordinating all class activities.
  - ii. Vice-President
    - a. He/she shall assume the duties of the President in his/her absence.
    - b. He/she shall assist the Class President.
    - c. He/she shall be in charge of all financial transactions for his/her class.
  - iii. Secretary/Treasurer
    - a. He/she shall be in charge of all official class correspondence.
    - b. He/she shall be in charge of all financial transactions for his/her class.
  - iv. Social Director
    - a. He/she shall see that the social activities of his/her class are properly scheduled and approved.

- b. He/she shall ensure the social activities of his/her class function properly.

## Article V

### Oath of Office

#### A. Officials Subject to the Oath of Office

1. Before any officer, commissioner, or representative of the Student Body can enter the executive of his/her office, he/she shall take the Oath of Office, which shall be administered by the present Student Body President.

#### B. The Oath of Office

1. "I, name, do solemnly swear that I will execute the office of \_\_\_\_\_ to the best of my ability."

## Article VI

### Standing Committees

#### A. Power to Form Committees

1. Each Student Body, Class, or Club officer shall have the power to form any committee that he/she finds necessary to execute his/her office.
2. The appropriate advisor shall be present at the meetings of the above committees when he/she deems it necessary.

## Article VII

### Legislative

#### A. Student Council

1. As in Article I, Section C.
2. Powers and Duties of the Student Council.
  - a. The Student Council shall have the power to propose general rules and policies to the Student Body and shall enforce these rules and policies.
  - b. The Student Council shall enforce these provisions of this Constitution.
  - c. The Student Council shall call and supervise the Student Body elections in accordance with this Constitution.
  - d. Each member of the Student Council shall be entitled to one vote, except the Student Body President, who shall vote only in case of a tie.
  - e. The Student Council shall interpret the Constitution.

#### B. Expenditure of Student Body Funds

1. Student Council shall approve all expenditures out of the general fund.
2. Prior to any expenditure out of a Student Body Fund, Council shall take a vote to decide whether or not the expenditure warrants its approval.

## Article VIII

### Elections

#### A. Nominations

1. A student desiring to run for office shall file a petition with the ASB Vice-President. He/she shall have the petition signed by his/her Vice-Executive Director, his/her parents, and at least twenty of his/her fellow students.

#### B. Campaigns

1. After having his/her candidacy approved, the candidate may have the opportunity to make a speech before the Student Body or appropriate class (for class officers).
2. The campaign assembly shall be in mid- to late February; however, this may be varied in the advent of emergency elections.
3. All candidates may begin campaigning the week of their respective elections.
4. Any action by the candidate during a campaign that is found to be disrespectful or indecent by the ASB Vice-President or the Activities Director shall result in disciplinary action to be determined by the candidate's Dean or Administrator. Disciplinary action may include removal from the ballot.

#### C. Elections

1. All elections shall be by secret ballot and will be held not more than one week after the campaign assembly.
2. A candidate receiving a 51% majority of the votes shall be elected.
3. In case of no majority, a runoff will be held between the top two vote getters.
4. No vote total shall be released after elections.

#### D. Term of Office

1. The term of office shall be one year from the time the oath of office is taken, and may begin with summer meetings.
2. Vacancies



- a. If a vacancy occurs during the fall semester before Winter Break, an additional special election shall be held within three weeks after the vacancy occurs if deemed necessary.
- b. If a vacancy occurs after Winter Break, it shall be filled by an appointment by the Student Council if it is a Student Body Office, or by the proper class cabinet if it is a class office, if deemed necessary. The appointment shall be confirmed by the Student Body and must be approved by the administration and Student Council.
- c. If a vacancy occurs upon the registration of an officer, the Student Council shall act in accordance with (a) and (b) above.

### 3. To Fill Vacancies

- a. For a student body vacancy, the procedure below shall be followed:
  - i. Vacancy shall be filled from in-house first.
  - ii. If an in-house candidate cannot be placed, the remaining candidates who ran for the office shall interview with a select panel for the vacancy.
  - iii. If no in-house appointee is available, and no remaining candidate is available, the vacancy shall be re-opened to the Student Body. There shall be a one-week time limit for the interviews to be conducted and the selection to be made.
    - a. The Select Panel shall consist of the current ASB President, Vice President, a class representative from the class of the vacancy, and the Activities Director.

## Article IX

### A. Power to Call Meetings

1. Each Student Body, Class, or Club Officer shall have the power to call any meeting that he/she deems necessary to the execution of his/her office.

### B. Student Council

1. Meetings of the Student Council shall be held regularly once a week throughout the school year at the discretion of the Student Body President or Faculty Advisor (with the exception of "Finals Week"). These meetings shall be held on school premises.

2. A quorum shall consist of 2/3 of the Student Council members.
3. The parliamentary authority shall be Robert's Rules of Order.
4. Failure to attend or excessive absences may result in request of resignation or other action as described in Article X.

## Article X

### Impeachment

#### A. Impeachment

1. If a sufficiently serious incident involving an officer or representative occurs, the Executive Board, comprised of the ASB President, Activities Director, and the Dean of Student Activities and/or the Administrator of said student, shall meet in private to discuss possible impeachment proceedings.
2. Impeachment proceedings shall originate in the Student Council on a 2/3 favorable vote. A two-week probation period is then permitted for the officer in question to attempt to prove his/her fitness for office. If at the end of this time, he/she shall not have satisfactorily proven his/her fitness for office, he/she shall present his/her case at a hearing in the Student Council. Upon 2/3 vote, the officer or representative shall be removed from office.
3. The procedure resulting from an officer's or representative's failure to meet citizenship requirements is outlined as follows:
  - a) If an officer or representative fails to meet citizenship requirements, then he/she shall submit a resignation to the Student Council.
  - b) Depending upon the severity of an infraction that results in a referral, no more than one referral shall be permitted before an officer or representative is placed on probation. However, the Executive Board reserves the right to meet to discuss possible probation proceedings.
  - c) If he/she fails to submit a resignation within seven days after the grading period, the Student Council shall remove him/her from office.

#### B. Reasons for elected officials being removed from office are, but are not limited to, the following:

1. Grades dropping below 2.5 (Student Body Officer will be placed on academic probation for a period of one month. Failure to raise his/her G.P.A. to a 2.5 shall result in resignation from office or removal from office by the appropriate authority).
2. Two disciplinary referrals, subject to Administrative review
3. Conduct unbecoming a Clayton Valley Charter High School Officer
  - a. Improper behavior at Clayton Valley Charter High School or at any Clayton Valley Charter High School activity.
  - b. Any action that may harm the reputation of Clayton Valley Charter High School.
  - c. Violation of Clayton Valley Charter High School student rules and regulations.
  - d. Violation of any city, state, or national law.
  - e. Continual uncooperative attitude towards other students, other student government members, advisors, teachers, or school administrators.
  - f. Consistent failure to attend required school functions.
  - g. Consistent failure to participate in class and school activities.
  - h. Consistent failure to discharge the duties of the office.
  - i. Consistent failure to attend the required class and council meetings
    - i. Once the fifth excused/unexcused absence has occurred, the member may be suspended from the leadership class.
    - ii. At the sixth excused/unexcused absence, he/she may be removed from the office.
4. Removal and Suspension Procedure
  - a. Resignation
    - i. An officer retains the right to resign from office with at least one week notice at any point during suspension or removal proceedings.
    - ii. Resignation must be typed and copies given to the Leadership Advisor and the Administrator in charge of Student Activities.
    - iii. All submitted resignations are final.
    - iv. Any student who has resigned from an office or dropped the ASB Leadership Class may not run for any Student Body Office for the following school year. If the resignation takes place after an election for the following school year, the student must forfeit their office to the runner up. If there is no runner up, a new election will be held or a new student already enrolled may be appointed by the ASB Leadership Teacher/Activities Director. This decision is at the discretion of the ASB Leadership Teacher/Activities Director.
  - b. Suspension
    - i. If an officer is suspended from the Leadership Class, the suspension will last for two weeks.

- ii. If the suspended officer fails to correct the reason for the suspension within two weeks, the suspension will become removal from the office.
- c. Removal
- i. A removal from an office is final. Any student who is removed from office may not run for any Student Body Office for the following school year. If the infraction takes place after the election, then the student must forfeit their office, and the runner-up will receive the office position. If there is no runner up, a new election will be held or a new student already enrolled may be appointed by the ASB Leadership Teacher/Activities Director. This decision is at the discretion of the ASB Leadership Teacher/Activities Director.
  - ii. Specific due process procedures conducted or heard by students should relate only in situations, which pertain to “performance of duties”. Release of confidential information is governed by CVCHS Regulations.
  - iii. Students involved in any impeachment proceeding by conducting or giving evidence shall abide by CVCHS Regulations governing release of confidential information.
- d. Procedure
- i. Student Council Advisor
    1. Advises the officer of the charges.
    2. Investigates the charges.
    3. Holds a conference with the officer.
    4. Determines if the charges will be dropped or if the officer is suspended or removed.
  - ii. Administrator in charge of Student Activities
    1. The accused officer may appeal the advisors’ decision at this level.
    2. The administrator will hear the charges and any evidence concerning the charges.
    3. The charged officer will have the opportunity to be heard.
    4. The advisor will have the opportunity to be heard.
    5. The administrator will render a decision.
    6. Any party involved in the conflict will then have the right to appeal the decision to the Executive Director.

## Article XI

### Amendments to the Constitution

#### A. Amendments

1. An amendment may be submitted any time by a Student Body Petition. This petition must contain signatures of at least 15% of the Student Body.

2. The Student Council may submit amendments upon a 2/3 favorable vote.

B. Conditions Under Which an Amendment May Be Passed

1. The proposed amendment must be passed by a 2/3 favorable vote in the Student Council.

Article XII

Homecoming

A. Elections of Underclass Princes and Princesses

1. Classes will have princes/princesses elected (including runoff).
2. Five princes/princesses are nominated first.
3. A runoff is then held and from those five, one is selected as the homecoming prince/princess.
4. Classes will have princes/princesses elected within two weeks prior to homecoming.
5. Voting may be conducted in individual classes or under the supervision of the Homecoming Committee in voting booths. Votes from every class must be tabulated before the results are released.

B. Elections of King and Queen

1. Ten candidates will be nominated by the Senior Class.
2. The Senior Class will vote for five finalists for king/queen.
3. The entire Student Body will then vote for the king/queen.
4. Voting in 1) and 2) will be supervised by the Homecoming Committee.

- C. All other homecoming activities will be left to the discretion of the Homecoming Chairperson and Committee.
  - 1. All Homecoming candidates shall not, once their candidacy is known, serve on any Homecoming Election Committee.
  - 2. The tabulation of Homecoming votes shall be performed only by the ASB Vice President and President and shall be supervised by the Activities Director; however, should the tabulators be candidates, a new chairperson shall be selected to take over tabulation.

### Article XIII

#### Class Representatives

##### A. Duties

- 1. Class Representatives will assist their respective class officers in performing the duties of their offices.
- 2. All Representatives will have an equal vote in Student Body and Class issues.

##### B. Selections

- 1. A committee shall be formed consisting of the Activities Director, the current ASB President and Vice-President, the current President of the class being discussed, possibly the incoming President of that class and possibly an Administrator for the upcoming year. This committee will select the Representatives.
- 2. There shall be no more than four seniors.  
There shall be no more than four juniors.  
There shall be no more than four sophomores.

### Article XIV

#### Ratification

A. Dates: April 26, 1965; Amended April 18, 1974; March 19, 1976; June 2, 1977; 1980; March 13, 1981; February 17, 1984; May, 1989; July, 1999; August 17, 2010, February 2011, December 2011, May 2012, July 2012, July 2016.