

**REDLANDS EAST VALLEY HIGH SCHOOL
ASSOCIATED STUDENT BODY
2018-2019**



CONSTITUTION & BYLAWS

Mr. Matt Fashempour
ASB Advisor

Mrs. Jennifer Murillo
Principal

Mr. Ron Kroetz
Assistant Principal

Mrs. Catherine Obregon
Assistant Principal

Mr. Jeff Martinez
Assistant Principal

REDLANDS EAST VALLEY HIGH SCHOOL ASSOCIATED STUDENT BODY CONSTITUTION

PREAMBLE

We, the students of Redlands East Valley High School, in order to better educate ourselves toward more effective leadership, to develop a favorable relationship with groups, clubs, and organizations outside and inside the realm of our campus, to provide a working formula for achieving our goals, and to achieve unification of purpose, do establish this Constitution of the Redlands East Valley High School Associated Student Body.

ARTICLE I ASSOCIATED STUDENT BODY

Section 1: The Associated Student Body

Students of Redlands East Valley High School shall be organized into the Associated Student Body of Redlands East Valley High School.

Section 2: Membership

All registered students of Redlands East Valley High School shall be members of the Associated Student Body at Redlands East Valley High School.

Section 3: Student Government

The primary legislative body of the Associated Student Body of Redlands East Valley High School shall be the Student Government and no actions of student groups or organizations shall be in conflict with the rules, regulations, or policies of the Student Government or the Redlands Unified School District.

Section 4: Purpose

The purpose of this organization shall be the representation of its membership at the high school and in the community. It shall establish the rules, regulations, and policies by which its members and the organizations they establish may coordinate their activities and participate in the shared governance process. It shall promote student life, activities, and advocacy for the high school, in the community, and surrounding areas.

ARTICLE II RIGHTS AND BENEFITS

Section 1: Member Rights

All members of the Associate Student Body who shall choose not to pay the Associated Student Body Card fee shall remain a member of the association and retain all the rights of membership but will not receive the ASB Card benefits.

Section 2: Student Government Rights

All members of the Student Government who shall choose not to pay the Associated Student Body Card fee shall remain a member of the association and retain all the rights of membership but will not receive the ASB Card benefits nor will they be allowed to remain a member of Student Government as it is a requirement as stated it in this constitution and Redlands East Valley High School Bylaws.

ARTICLE III GOVERNING BODY

Section 1: Student Government

1. Powers: All governing powers herein granted shall be vested in Student Government.
2. Review of Power: Policies adopted by Student Government or any department within shall be subject to school administrative and district board approval.
3. Composition: Student Government shall be composed of an Executive Cabinet, four Class Cabinets and specialized Commissioners.

4. Assembly of Student Government: Student Government shall assemble everyday as according to the weekly schedule of Redlands East Valley High School. All meetings shall be open.
5. Accreditation: Student Government must be taken as an accredited class at Redlands East Valley High School.

Section 2: General Qualifications (Effective December 12, 1997)

Executive Cabinet Officers and Class Officers must exhibit at least a 3.0 grade point average and Class Representatives, Commissioners and teacher assistants must exhibit at least a 2.5 grade point average in the semesters preceding their election. All officers, representatives, and commissioners must meet all other requirements as defined in the Bylaws. These qualifications shall be maintained during the term in office or removal will be in effect.

ARTICLE IV **THE EXECUTIVE CABINET/ASB CABINET**

Section 1: Composition

The ASB Cabinet shall be composed of the ASB President, ASB Vice-President, ASB Secretary, ASB Treasurer; the Executive Cabinet shall be composed of the ASB Cabinet and the four class presidents.

Section 2: Specific Powers and Duties

The duties of the ASB Cabinet shall be to delegate, plan, coordinate, and review all Associated Student Body affairs and activities. All executive powers shall be vested in the ASB Cabinet. The Executive Cabinet shall have the power to institute any policy deemed necessary in order to execute their duties with the approval of the Advisor.

ARTICLE V **ASB CABINET**

Section 1: Specific Powers and Duties

1. ASB President: The President shall be the presiding officer of Student Government meetings. In times of urgency, the President shall have at his/her disposal the authority to use an Executive Order. Any Executive Order may be over-ridden by two thirds vote of Student Government or by the ASB Advisor. The President must serve as a liaison to the Administrative Cabinet.
2. ASB Vice President: The Vice President shall assist the President in all duties. The Vice President shall serve as the Parliamentarian during ASB General Meetings. The Vice President shall keep a record of community service hours for Student Government class. The Vice President will follow the Robert's Rules of Order and will make all arrangements for set-up and clean-up for ASB sponsored events.
3. ASB Secretary: The Secretary shall conduct all official correspondence, records, and minutes of Student Government. The Secretary shall make minutes available upon request. The Secretary is responsible for making any necessary changes or revisions to the ASB Constitution and Bylaws. The ASB Secretary will be the direct liaison between athletic coaches, club advisors, and performance directors.
4. ASB Treasurer: The Treasurer shall administer all funds of the Associated Student Body. The Treasurer shall keep accurate, detailed, and up-to-date financial records and receipts. These documents shall be made available upon request. The Treasurer is responsible for keeping records of requests for fundraising and a calendar of fundraising events.

Section 2: Election of the ASB Cabinet

Eligibility requirements for the ASB Cabinet shall be determined by the current senior class and/or ASB Advisor and Principal. Determining qualifications must be identified prior to the election. Elections shall take place in the time period herein stated. Candidates for ASB Cabinet

shall be elected by a combination of the plurality of votes cast by the student population in the time period stated herein, as well as an interview, teacher recommendation and ASB class vote.

Section 3: General Qualifications

1. Officers of the ASB Cabinet must exhibit at least a 3.0 grade point average on a 4.0 scale (all grades reflect weighted GPA if applicable) in the semester preceding their election and must meet all other requirements as defined in the Bylaws. These qualifications shall be maintained during their term in office.
2. If in the event that no candidate interested in that position meets all of the qualifications, the Executive Cabinet Elect will decide on the qualifications necessary prior to opening the position again.

Section 4: Specific Qualifications

1. ASB President: The President shall be enrolled in the twelfth grade during his/her term of office. The President must have had at least one year of previous leadership experience in Student Government since the ninth grade at Redlands East Valley High School.
2. ASB Vice President: The Vice President shall be enrolled in the eleventh or twelfth grade during his/ her term of office. The Vice President shall have had at least one year of previous leadership experience in Student Government since the ninth grade at Redlands East Valley High School.
3. ASB Secretary: The Secretary shall be enrolled in the eleventh or twelfth grade during his/her term of office. The Secretary must have had at least one year of previous leadership experience in Student Government since the ninth grade at Redlands East Valley High School.
4. ASB Treasurer: The Treasurer shall be enrolled in the eleventh or twelfth grade during his/her term of office. The Treasurer must have had at least one year of previous leadership experience in Student Government since the ninth grade at Redlands East Valley High School.

ARTICLE VI CLASS CABINETS

Section 1: Composition

A Class Cabinet shall be composed of a President, Vice President, Secretary, Treasurer, and at least one Representative. Four such cabinets shall exist—one for the freshman class, sophomore class, junior class, and senior class.

Section 2: General Duties

The Class Cabinet shall be responsible for all of its respective class affairs and activities. It shall maintain a working system of communication and representation between the class and Student Government. The Class Cabinet is not only responsible to its class but also the Associated Student Body as a whole.

Section 3: Specific Duties

1. President: The President shall preside over all cabinet affairs and activities. The President will hold weekly class meetings with all members of the class. Each week the President will report out to ASB the activities and actions the class has accomplished during the week. Each class President is also responsible to attend monthly PTSA meeting, (the second Wednesday at 6pm of every month, unless notified otherwise) and liaison with PTSA about class and ASB activities.
2. Vice President: The Vice President shall assist the President in all duties. The Vice President shall assume the role of the President when the President is unable to carry out his/her duties. Each class Vice-President is also responsible to attend monthly School Site Council meetings (the third Wednesday at 3pm of every month, unless notified otherwise), and liaison with SSC about class and ASB activities.

3. Secretary: The Secretary shall conduct all official correspondence, records, and minutes of class meetings. All weekly class meetings will review previous minutes, and minutes will be filed. The Secretary is also responsible to serve as a student representative to one school committee on campus, such as the school culture committee.
4. Treasurer: The Treasurer shall administer all funds of and to the class. The Treasurer shall maintain accurate, detailed, and up-to-date financial records and receipts. The treasurer will update the class weekly on any funds the class has, and give weekly updates to the class. The Treasurer is also responsible to serve as a student representative to one school committee on campus, such as the school culture committee.
5. Representatives: The Representatives shall help execute any policies of the Class Cabinet and shall assist with class projects, and attend and speak at the 4th period representative monthly meetings. Each class representative will also be required to work as an assistant to a commissioner position and assist with all duties that are a part of that commission.
6. All class cabinet members will serve as liaisons between the Associate Student Body and the Student Government class.

Section 4: Election

Candidates for Senior, Junior, and Sophomore Class Officers shall be elected by a combination of the plurality of votes cast by their respective classes in the time period stated herein, as well as an interview and teacher recommendation. Candidates for Senior, Junior, and Sophomore Class Representatives shall be elected by a combination of the plurality vote of the votes cast by their respective classes in the period stated herein, as well as an interview and teacher recommendation. To preserve the integrity of the Freshmen Class Officer and Representative positions, interviews will be held and positions will be appointed by the recommendations of the ASB Class Advisors. Eligibility requirement must be made available prior to the election.

(Revised Spring of 2014).

Section 5: Qualifications

All Class Cabinet members shall be enrolled in the class they represent.

1. Class Officers: The President must have a year of previous experience in Redlands East Valley High School Student Government. Class Officers must exhibit at least a 3.0 grade point average in the semester preceding their elections and must meet all other requirements as defined in the Bylaws.
2. Class Representatives: Class Representatives must exhibit at least a 2.5 grade point average in the semester preceding their election and must meet all other requirements as defined in the Bylaws. These qualifications shall be maintained during their terms in office.
3. The Associated Student Body Congress is a committee composed of six individuals: Academic Commissioner, ASB Advisor, and one member from each of the four classes selected by the appropriate class. The ASB Congress has the power to deny an application for a good reason or cause, including but not limited to: currently showing lack of participation or team work in ASB, a concerning discipline record, concerning attendance issues, poor attitude displayed, and/or poor recommendations from their teachers and counselor. The candidate and his/her parents must be notified and they have the right to have a conference with the ASB Advisor to discuss the concerns.

ARTICLE VII DEPARTMENT OF STUDENT GOVERNMENT

Section 1: Commissions

Commissions shall be created by the Student Government of the preceding year to conduct the affairs of the Associated Student Body and to develop favorable relationships with the groups outside the realm of campus. Student Government shall have the power to create or abolish any commission as the need arises.

1. Each commission shall have a chairperson who shall be entitled the Commissioner.
2. Each Commissioner shall be assigned members of Student Government by the Executive Cabinet and Advisor.
3. Each Commissioner shall be responsible for the activities of their respective commission as defined in the Bylaws. They shall represent their commission in Student Government. They shall have full voting privileges within the realm of Student Government.
4. Appointment of Commissioners: Commissioners shall be appointed by the Executive Board elect, the ASB Advisor, the current commissioner of the position being viewed, Academic Commissioner, one current Cabinet Member, and the residing Junior and Senior Class Presidents.

Section 2: Committees

Student Government shall have the power to create any special committees deemed necessary.

ARTICLE VIII ELECTIONS

Section 1: Election of the ASB freshman, sophomore, junior and senior class cabinet.

The ASB Cabinet and the sophomore, junior, and senior class cabinets shall be elected by the first Friday in the month of May. The freshmen class cabinet shall be elected or appointed by the end of the current school year or by the first twenty days of the following school year. Their terms in office shall run from the first orientation meeting following elections through the last day of school the following school year. The newly elected members shall meet outside of the school day working on items in preparation for the following year. Candidates for these offices may run for only one office per election.

Section 2: Appointment of the Commissioners

Commissioners shall be appointed three weeks before the end of the school year. Their terms of office shall run from the last day of the appointed year to the second to the last day of the following year.

Section 3: Training of the Incoming Officers and Commissioners

Incoming officers and commissioners must meet with the current officer or commissioner and attend the local service club prior to taking office.

Section 4: Vacancies

If a vacancy shall occur the following policies shall become effective:

1. President: The position shall be filled by the respective Vice President.
2. ASB Cabinet: Vacancies in the ASB Cabinet other than the Presidency shall be filled by a current member of the student government. Should a current member not be qualified to fill the position the vacancy will be filled by the candidate receiving the plurality of the votes cast by the Associate Student Body. All qualifications herein must be met.
3. Commissioners: When a vacancy occurs among the commissions, the Executive Board shall interview applicants and appoint a new commissioner. All qualifications herein must be met.
4. Class Officers: Vacancies in a Class Cabinet, other than the Presidency, shall be filled by a candidate receiving a plurality of the votes cast by the voting members of the respective class. All qualifications herein must be met.

5. Class Representatives: A representative vacancy shall be filled if the majority of the current Class Cabinet feels it is necessary. If the vacancy is to be filled, it shall be by a candidate receiving a plurality of the votes cast by the voting members of the respective class. All qualifications herein must be met.
6. Current Student Government Officers, representatives and commissioners are allowed to run for a vacant office or apply for a vacant commission.
7. When vacancies occur during the second semester of the school year in an office or a commission, Student Government shall determine by a majority vote if the vacancy shall be filled.

Section 5: Removal/Resignations

1. Any member of the Student Government may be removed from office as defined by the Bylaws. A member may resign from office as defined in the Bylaws. All Redlands East Valley High School and Redlands Unified School District Rules and Procedures will be upheld. Failure to uphold these rules and procedures will result in automatic removal from the ASB Government Class and from the member's respective position.
2. Anyone who has resigned or been removed from an elected or appointed position from the REVHS ASB, or any other student body organization, shall be barred from running for an elected or appointed position in REVHS ASB for one year. Exceptions can be made with the approval of a majority vote of the ASB Class. (Revised June 2003/Spring 2007)

ARTICLE IX **INTER-CLUB COUNCIL**

Section 1: The Multicultural & Clubs Commissioner shall establish one Inter-Club Council.

Section 2: Composition of Inter-Club Council

The Inter-Club Council shall be comprised of a representative for each club or organization recognized by the council. Each is entitled to one vote pertaining to Inter-Club Council activities.

Section 3: Guidelines and Provisions

Each meeting of the Inter-Club Council shall follow the guidelines and provisions of this constitution and the Redlands East Valley High School Bylaws.

ARTICLE X **ASB BUDGET**

Section 1: Annual ASB Budget

The ASB Advisor must create the annual ASB budget and have it submitted within the first month of the new calendar school year to the respective financial office.

Section 2: Budget Adjustments

Any adjustments made to categorical budgets must be reported to the respective financial office.

Section 3: Use of Funds

All purchases must be in compliance with the California Educational Law and Redlands Unified School District board policy, and cannot be considered a gift of public funds.

ARTICLE XI **ASB TRUST & CLUB ACCOUNTS**

Section 1: ASB Club and Booster Club Regulations

See ASB Clubs and Booster Clubs Handbook.

Section 2: ASB Trust Accounts

An ASB Trust Account is defined as an open account which manages the financial transactions of an activity group, athletic team, or curricular subject acting as a team.

Section 3: ASB Club Accounts

An ASB Club Accounts is defined as an open account which manages the financial transactions of student run clubs.

Section 4: Requirements

All ASB Club Accounts and Trust Accounts must have on file a constitution, current group roster, and the Associated Student Body Accounting Documentation Form A. It must be renewed at the beginning of each school year in July. Groups who fail to submit a renewal within four months of the new school year will be considered inactive and fund will be transferred to the ASB general account to benefit the entire student body.

Section 5: Senior Class Account Funds

All ASB student funds can only be spent on current students. Once the senior class graduates they are no longer a current student of Redlands East Valley High School or the Redlands Unified School District. Therefore, all of the remaining funds within the graduating senior class account must be spent prior to the day of graduation. Should funds remain in the account after the senior class has graduated, remaining funds shall be transferred to the next senior class at the beginning of the next calendar school year. The senior class must have written minutes establishing where the funds will be used if not designated to transfer to the next senior class's account.

Section 6: Use of Funds

All purchases must be in compliance with the California Educational Law and Redlands Unified School District board policy, and cannot be considered a gift of public funds.

ARTICLE XII **BYLAWS & PROPOSALS AND RESOLUTIONS***Section 1: Bylaws*

Student Government shall have the right to make rules to regulate its affairs. These rules shall be called, "Bylaws." They shall be binding after being passed by a two-thirds vote of Student Government or by an executive decision made by the ASB Advisor.

Section 2: Proposals and Resolutions

Student Government shall also have the power to regulate its affairs in the form of proposals and resolutions. They shall be binding after being passed by a majority vote of Student Government and approval of the Administrative Cabinet.

ARTICLE XIII **INITIATIVE, REFERENDUM AND RECALL MEASURES***Section 3: Initiative*

Upon the receipt of the ASB Secretary of a petition for an initiative containing the valid signatures of one-fifth of the membership of the Associated Student Body, the initiative shall then be presented to the Associated Student Body within thirty days for a vote. The initiative shall become binding upon the plurality of the votes cast and administrative approval.

Section 4: Referendum

Upon the receipt of the ASB Secretary of a petition for a referendum containing the valid signatures of one-fifth of the Associated Student Body, and upon resolution of the two-thirds of the Student Government, a referendum shall be held within thirty days.

Section 5: Recall

Upon the receipt of the ASB Secretary of a petition which contains the valid signatures of one-fifth of the Associated Student Body recalling a member of the Executive Cabinet, or a petition which contains the valid signatures of one-third of the respective class recalling a member of the Class Cabinet, a recall election shall be held within thirty days.

ARTICLE XIV AMENDMENTS

Amendments shall be designated as those items which directly or indirectly affect either the intent or scope of the articles within the main body of the Constitution.

Section 1: Guidelines

No amendment to the Constitution may conflict with Federal Laws, the Education Code or laws of the State of California or the regulations of the Redlands Unified School District.

ARTICLE XV RATIFICATION OF THE CONSTITUTION

Immediately upon the approval of the ASB Executive Cabinet, this Constitution shall be submitted to the vote of the Student Government and upon approval of two-thirds of the voting body shall be declared in effect.

ARTICLE XVI PRINCIPAL'S CABINET VETO

The Principal's Cabinet, as executive board of the school, shall have the power to veto the action(s) of the Student Government (with the consultation of the ASB Advisor and/or ASB Executive Cabinet) and amend this Constitution whenever necessary to preserve the rights and privileges of a student, employee, or when some action is considered inadvisable or inappropriate.

Respectfully edited, revised, and submitted by Matt Fashempour, ASB Advisor, on May 9, 2017

**REDLANDS EAST VALLEY HIGH SCHOOL
ASSOCIATED STUDENT BODY
STUDENT GOVERNMENT BYLAWS**

I. Weekly Agenda Guide

- a. The weekly agenda is subject to change due to various tasks, commitments, and school wide obligations.
 - Monday: Leadership Instruction and General Assembly
 - Tuesday: General Assembly / Work Day
 - Thursday: General Meeting, Commissioner Meetings and Class Meetings
 - Friday: Work Day
- b. Cabinet Meetings
 - i. Held weekly at discretion of the Cabinet and Advisor.
- c. Executive Cabinet Meetings
 - i. Held weekly at discretion of the Executive Cabinet and Advisor.
- d. Commissioner Planning Meetings
 - i. Held weekly at the discretion of the Commissioners and Advisor.

II. General Qualifications (School Board Policy 6145)

- a. All students in grades 9-12 who participate in co-curricular activities sponsored by the school(s) in the Redlands Unified School District shall be required to meet the minimum academic standards as specified in the Board Policy 6145. This policy (BP 6145, Section V) shall not preclude other school-sponsored organizations from requiring eligibility standards. Organizations may require a higher standard than those specified in BP 6145.
- b. Co-curriculum activities shall be defined as officially recognized, organized, and school sponsored group programs that extend beyond the regular school day or outside the regular classroom activities.
- c. Determination of Eligibility
 - i. To be eligible to participate in student government, an elected/appointed member must be enrolled in and pass at least four semester classes or the equivalent of twenty semester hours and maintain a 3.0 weighted grade point average on a four point scale for ASB officers, class officers, and a 2.5 weighted grade point average on a four point scale for commissioners, class representatives and teacher assistants per quarter. Failure to meet this standard will result in dismissal from the organization (revised June 5, 2013).
 1. Grades shall be counted in the following manner:
 - a. A= 4 points
 - b. B= 3 points
 - c. C= 2 points
 - d. D= 1 point
 - e. F= 0 points
 2. Grades for weighted courses are counted in the following manner:
 - a. A= 5 points
 - b. B= 4 points
 - c. C= 3 points
 - d. D= 2 point
 - e. F= 0 points

- ii. All classes taken by the elected/appointed member which are not restricted by Section II.d. of these Bylaws shall be counted for eligibility. In pass/fail classes, a pass grade shall be counted as a “C” grade for the purpose of determining eligibility. Incomplete grades shall count as an “F” grade for the purpose of determining eligibility.
- iii. The determination of member eligibility shall be made at the time of election or appointment by the previous official semester report card. Eligibility must be re-established at the time of distribution of the official semester report card.
- iv. Eligibility shall be determined by the grades earned during the previous semester grading period as indicated in Section II.c.iii.
- v. Eligibility determination standards per BP 6145 must be maintained each quarter while in office.
- d. The following restrictions shall be incorporated in the Bylaws:
 - i. Students taking the same class twice during any semester grading period shall be allowed to count only one of the two class grades for the purpose of determining eligibility.
 - ii. All classes that count toward graduation requirements shall be counted in determining eligibility including those where variable credit is given. The initial eligibility of prospective members returning to a regular school program from Orangewood High School, the R.I.S.E. program, Community School, or Opportunity Class shall be determined by the site principal/designee. Continued eligibility of these prospective members shall be determined by the regular process stated in these Bylaws.
 - iii. College classes shall not be used to determine eligibility.

III. Grading Policy

- a. The Student Government class grading policy will be under the supervision of the ASB Advisor. A copy shall be given to each Student Government member prior to the grading period.
- b. Changes to the policy may result only at a semester’s end. A written copy of the change(s) must be provided to all Student Government members two weeks prior to the end of the previous grading period or at the return of a new school year.

IV. Duties

- a. Associated Student Body President:
 - i. Coordinates all student activities; delegates, prepares, duplicates, and distributes GA agenda; maintains ASB agenda files; presides over all general student body meetings; supervises all ASB activities; monitors designated Executive Cabinet members at activities; monitors all student government officers, commissioners, and class presidents; appoints necessary committees; establishes and enforces timeline for events and projects; oversees all ASB Cabinet Officers; oversees class Presidents; oversees Commissioner of Hospitality and Social; oversees the Sophomore Class Cabinet; attends to parliamentary procedures, and plans, organizes, and executes monthly representative assemblies; makes semester goals; insures that all student government members purchase an ASB card; coordinates student government class; serves as a liaison between student government and the administration; attends various civic meetings; attends all Rotary Club Board meetings, and general assembly meetings, which include: assigned class meetings, assigned commission

meetings, workdays, cabinet meetings, Executive Cabinet meetings, and assigned planning meeting.

- b. Associated Student Body Vice President:
 - i. Adheres to all duties in the absence of the ASB President.
 - ii. Keeps all forms in stock; attends all Sunrise Rotary Board meetings; oversees the Commissioner(s) of Pep, Commissioner(s) of Projects, Commissioner of Publicity and E-Media, and the Senior Class Cabinet; oversees all Vice Presidents; manages ASB suggestion box; maintains point's record of student government members; works with ASB officers and class officers to coordinate and conduct student activities; reports to the ASB President; attends all assigned meetings; keeps an updated record of community service hours for Student Government members.
 - iii. Acts as Associated Student Body Sergeant at Arms/Parliamentarian: Enforces all conduct and meeting guidelines and rules using the Robert's Rule of Order; handles procedure questions or problems that come up during a meeting, which might include maintaining order; ensure no dialogue takes place between ASB members and make sure meeting visitors are privy to the procedures that apply to them; can deem an ASB member out of order if he/she speaks when another individual has the floor; tend to all arrangements of event set-up and clean-up.
- c. Associated Student Body Secretary:
 - i. Adheres to all duties in the absence of the ASB President and the ASB Vice President.
 - ii. Keeps minutes: duplicates, distributes, and files minutes daily; provides minutes to the Finance Office; duplicates agendas, proposals, and all other ASB reports requested; keeps all general files stocked; maintains all ASB documents on the ASB computer; reports/types correspondence and thank you letters; inventories all ASB supplies and forms; updates Student Government Constitution and Bylaws and submits to the Board of Education by the first meeting in May; oversees the Commissioner(s) of Media, Commissioner of Academic / Student Services, and the Freshmen Class Cabinet; works with ASB officers and class officers in coordinating and conducting student activities; reports to the ASB President; attends all assigned meetings.
- d. Associated Student Body Treasurer
 - i. Gives all ASB treasury reports; processes all school purchase orders; checks for accuracy of forms prior to submitting for approval; communicates with originating person of purchase order; checks on all account balances of clubs and organizations; oversees the budgets of class treasurers and commissioners; maintains and stocks all financial files; updates the ASB shared folder and inventories; develops and oversees fund raising activities and projects for ASB and Student Government class; assists commissioners and classes in fundraising procedures; prepares the ASB proposed budget with the ASB Advisor; Oversees all organizations on campus; assists with Interclub Council (ICC) with the help of the Commissioner of Multicultural/Club Relations; addresses issues of concern of member organizations; serves as liaison with the

Student Store; works with ASB officers and class officers in coordinating and conducting student activities; oversees Commissioner(s) of Athletics, Commissioner of Multicultural/Club Relations and the Junior Class Cabinet; attends all assigned meetings.

- e. Commissioner(s) of Athletics
 - i. Works closely with Commissioner Counterparts; works directly with the Athletic Directors; works all home football games; assigns work duties and sells spirit items at home school events; maintains contact with the Athletic Director and all coaches; maintains regular communication with intramural staff if one exists; coordinates intramural class competition; conducts Athlete-of-the-Week program; maintains a sports bulletin board with athletic-related articles, schedules, and win/loss records; oversees all athletic appreciation gifts/awards, including gifts for rivalry & CIF games; plans and executes sports luncheons; signs appropriate athletic letters and certificates; prepares awards packets; attends as many athletic events as possible; plans Homecoming halftime show; documents commission membership; works with ASB officers in coordinating ASB class events; creates a timeline for committees and projects; reports directly to the ASB Secretary; works with the ASB officers and commissioners in coordinating activities; and attends all assigned weekly meetings.
- f. Commissioner of Media:
 - i. Documents commission membership to assist the Advisor with evaluation of events; reports to the ASB Secretary; works closely with the Commissioner of Publicity and is responsible for lunchtime music; works with video production class if one exists; assists in running the Fashion Shows; coordinates all ASB events concerning the sound system; works closely on Talent Show; responsible for sound system at all home football games; responsible for music during float building days; works with the ASB officers and commissioners in coordinating activities; and attends all assigned weekly meetings.
- g. Commissioner of Multicultural Relations:
 - i. Is the liaison between ASB and the teacher of visual arts, vocal music, instrumental music, and drama classes; is the REV liaison to the Redlands Cultural Arts Commission; promotes cultural awareness; plans two diversity assemblies (Multi-cultural Holiday Program and International Week Assembly); plans Black History Month; plans and leads monthly ICC meetings; assists with noon-time activities; is the liaison between ASB and ICC; keeps contact with any club interested in the promotion of cultural awareness and tolerance; coordinates Club Fair; works with PTSA for Savoir Faire; reports to ASB Treasurer; maintains an up-to-date folder of all clubs on campus; contacts club advisors during the summer; supplies activity letter applications; works with the ASB officers and commissioners in coordinating activities; and attends all assigned weekly meetings.
- h. Commissioner of Hospitality:
 - i. Works with any commissioners on any activity involving refreshments or the sale of refreshment items; coordinates and arranges refreshments and activities for Student Government birthdays or social activities and holiday celebrations; maintains a stocked Hospitality Cabinet; handles all

special recognitions and updates for Student Government; maintains ASB Wall-of-Fame; arranges Student Government end of the year awards and ASB Banquet; sends special occasion recognition to Student Government students and staff members; serves as host/hostess for faculty and staff meetings when asked; acts a liaison to all faculty and reports concerns / suggestions to ASB; reports directly to the ASB Treasurer; coordinates appreciation days/weeks; and attends all assigned weekly meetings.

- i. Social Commissioner
 - i. Works closely with the Commissioner of Projects and Commissioner of Hospitality (if separate from Social Commissioner); oversees all ASB dances (Welcome Back Dance/Summerfest, Homecoming Dance, Winter Dance / Genesis, Prom, and any other dance); Coordinates Teacher Appreciation Week; maintains the monthly calendar in the ASB room; coordinates all ASB social events; reports directly to the ASB President; works with the ASB officers and commissioners in coordinating activities; and attends all assigned weekly meetings.
- j. Commissioner of Pep Activities:
 - i. Promotes school spirit and enthusiasm throughout the year; organizes student rooter bus/car to away athletic events; attends home and away football games and assists in cheering/leading the crowd; plans, organizes, and executes pep rallies and assemblies with ASB, ASB Advisor, Pep Squad and advisor, and incorporates other student participants; provides rally agenda to ASB Advisor, Principal's Cabinet, and to any other group involved in the execution of rallies and assemblies; organizes Sprit Weeks and noon time activities; works closely with the Commissioner of Activities (if position is filled); reports directly to the ASB Vice President; oversees class competitions, including: can drive, toy drive, penny drive, clothes drive, dress days, lunch activities, etc.; implements five spirit days during rally week; oversees rally evaluations, rally practice, and rally day; creates timelines for successful completion of projects; serves as an instructor for other clubs in the successful completion of lunch projects; works with the ASB officers and commissioners in coordinating activities; and attends all assigned weekly meetings.
- k. Commissioner of Projects:
 - i. Organizes Homecoming Activities, which include: float building location, rules, duties, first aid, set-up and clean-up, float judging procedures, flowers for rally and coronations, revises Commissioner Folder; oversees/coordinates can drive, toy drive, clothes drive, blood drives, and other community service projects; coordinates Optimist Youth Appreciation day; Organizes Read Across America; Completes facility use applications for any activities on/around campus; organizes special projects and luncheons; reports directly to the ASB Vice President; works with the ASB officers and commissioners in coordinating activities; and attends all assigned weekly meetings.
- l. Commissioner of Publicity:
 - i. Promotes the sale of ASB sticker; oversees the planning of and publicity for all ASB events; meets regularly with school newspaper staff and video production class; maintains orderly poster storage area; removes obsolete publicity campus wide; provides/maintains monthly calendar of ASB activities, food/candy sales, fundraisers, club meetings, athletic events,

testing dates, etc. for campus classrooms and offices; organizes ASB Guides for PTSA at Open House; designs and orders posters for ASB events; cleans, orders supplies for, and replenishes markers, paper rolls and poster board; orders the Student Government copy of the Odyssey; keeps all student bulletin boards and showcases updated; works with the ASB officers and commissioners in coordinating activities; reports directly to the ASB Vice President; and attends all assigned weekly meetings.

m. Commissioner of Electronic Media:

i. Actively promotes all school activities and events via social media; is in charge of maintaining accounts for instagram/twitter/snapchat/etc.; works closely with video production, (REV Week), to maintain consistency and accuracy with school-wide events; is in charge of maintaining the marquee; is in charge of updating the REV website which will include any and all information from ASB, the office staff, teachers and clubs, PTSA, and our administration; works with other commissions to post about athletics/academics/etc. to promote the positive culture of REV; sends messages/reminders via “Remind” to student body; works with the ASB officers and commissioners in coordinating activities; reports directly to the ASB Vice President; and attends all assigned weekly meetings.

n. Commissioner of Academics:

i. Organizes and oversees two academic luncheons; keeps a record of academic lunch recipients; provides academic certificates to all individuals for the first and second semester; provides a certificate to all students who achieve perfect attendance per semester; is liaison between the academic decathlon advisors, mock trial advisors, speech and debate advisors and the student body; reports on all competitions and awards to ASB and the REV community; works with the ASB officers and commissioners in coordinating activities; reports directly to the ASB Secretary; and attends all assigned weekly meetings.

o. Commissioner of Student Services

i. Oversees the selection and purchase of Student Government shirts and club shirts; assists the designated vice principal in organizing the campus wide disaster drill and any other emergency related project; conducts all electronic surveys and voting via the 5StarStudents website; provides E-Media with election results; sends notes of congratulations and thank you to those who participate; creates and distributes congratulatory certificates; attends all RUSD Board of Education meetings and reports information back to Student Government; helps the Commissioner of Projects with Homecoming events; reports directly to the ASB Secretary; and attends all assigned weekly meetings

p. Historian Commissioner

i. Photographs and develops pictures from school wide events and activities throughout the year; Oversees the creation of the digital scrapbook; maintains a photo wall in the ASB room, in charge of the ASB Odyssey yearbook page; coordinates the ASB class photo session with all advisors and class members; maintains an ASB scrapbook; helps the commissioner of Electronic Media; reports directly to the ASB Secretary; and attends all assigned weekly meetings.

- q. Class Cabinets (Freshmen, Sophomores, Juniors, Seniors, and ASB Cabinet):
- i. All administrative duties shall fall in accordance with the regular said duty of the position held.
 - ii. Agenda and minutes will be provided to the ASB Advisor and a copy filed in the appropriate class folder; monthly meetings will be held with the appropriate class advisor(s) and a discussion critic will be submitted to the ASB Advisor, all Class Advisors, and put in the appropriate class folder; two fundraisers will be held each month per class; report directly to ASB Cabinet, (Seniors – VP, Juniors – Treasurer, Sophomores – President, Freshmen – Secretary), and the ASB Advisor; works with the ASB officers and commissioners in coordinating activities; and attends all assigned weekly meetings.
 - iii. Each class will be assigned various duties in which they must plan, organize, and execute on behalf of Student Government and the entire Associated Student Body at REV.
 - iv. Class Cabinet Officer Duties:
 1. President: Delegates duties to class officers and members; makes and distributes agendas to class members and class advisors; supervises and works with other class officers in coordinating class activities; enlists class members to help with class projects and decisions; keeps a master calendar of all class activities; organizes class members for class competition; maintains consistent and regular monthly contact with Class Advisors; appoints chairs to class committees; sets goals for class.
 2. Vice President: Assists the Class President and adheres to all duties in the absence of the Class President; assists in planning all class activities; coordinates publicity for all class events; maintains regular contact with the Class Advisors; keeps weekly attendance/participation reports; and head the “Class gift to REV” at time of graduation.
 3. Secretary: Takes minutes, duplicates, and distributes copies to cabinet members, ASB Advisor, Class Advisors, and files a copy in the Class folder; (Senior Class Secretary) takes minutes in the absence of the ASB Secretary and assumes the responsibility of the said position; coordinates announcements regarding class activities; assists in planning of all class activities; maintains regular contact with the Class Advisors.
 4. Treasurer: Maintains an accurate and up-to-date ledger; reconciles ledger with Finance Office; makes finance reports at class meetings; places all orders for purchases; plans, coordinates, and publicizes all fundraisers; sets budgets for all class events; assists in planning all class events; and maintains regular contact with the Class Advisors.
 5. Representatives: Serves as liaisons between class members and class cabinets; support system for class planning and activities; relay issues and concerns back to Class Cabinet from class members; maintain all fundraising planning spreadsheets and documentation; works with the ASB officers and commissioners in

coordinating activities; and maintain regular contact with the Class Advisors.

V. Relinquishing Elected/Appointed Positions

- a. Removal from Office
 - i. Any member will be immediately removed from office if all Redlands East Valley High School and Redlands Unified School District rules and regulations are not upheld.
 - ii. Automatic removal for failure to meet academic eligibility as prescribed in the ASB Bylaws and BP 6145.
 - iii. Any member of Student Government will be removed from office by the plurality of three-fourths of the total Student Government membership.
 - iv. Any member of Student Government will be removed from office by the ASB Advisor upon the approval of the Principal's Cabinet for reasons that protect the rights of the student body, faculty, and/or staff.
 - v. Failure to fulfill job description as described by the Bylaws:
 - a. The ASB Advisor shall conference with the student by the end of the quarter and develops a strategy for improvement.
 - b. The student shall have one grading period to successfully implement these strategies.
 - c. The ASB Advisor shall evaluate progress in implementing these strategies every three weeks prior to the conclusion of the grading period.

VI. Associated Student Body Cards

- a. All members of Student Government must purchase an ASB card before the second quarter of the school year.
- b. The ASB President shall be responsible for the enforcement of this requirement including securing aid for purchase of a card when necessary.

VII. Summer Retreat/Leadership Camp/Conference

- a. Location should be decided no later than the fourth quarter of the ending school year.
- b. The Executive Cabinet-elect is in charge of organizing this event.

VIII. Budgets

- a. The ASB Treasurer must submit the ASB budget for the upcoming school year by June 1 of the current year.
- b. Class treasurers must draw up a financial budget for the school year by the end of the first month of school and keep a regular record of expenditures on a ledger.

IX. Amendments

- a. Amendments:
 - i. Amendments shall take precedence over any article or clause in the constitution and shall be added to Article IX of the Bylaws for one year.
 - ii. After a one year review, the amendment shall take permanent status in the appropriate listing.
 - iii. The Principal's Cabinet has veto power.
- b. Proposing Amendments: The Parliamentarian or Cabinet VP shall preview all amendments. Each proposed amendment must then be submitted to the ASB Class and passed by a two-thirds majority vote.
- c. Amendments:
 - i. All previous stated amendments have been standing for one year pass and have been submitted into the appropriate listing.

- ii. AMENDMENT ONE: If the position of Associated Student Body Sergeant at Arms/Parliamentarian is vacant for any particular reason, the duties will fall upon other members of the ASB Cabinet Officers as follows:
 - 1. President - Gives all parliamentarian reports in accordance with the ASB cabinet president, vice president, secretary, and treasurer, including the previewing of all amendments.
 - 2. Vice President - Enforces all conduct and meeting guidelines and rules using the Robert's Rule of Order; handles procedure questions or problems that come up during a meeting, which might include maintaining order; ensure no dialogue takes place between ASB members and make sure meeting visitors are privy to the procedures that apply to them; can deem an ASB member out of order if he/she speaks when another individual has the floor.
 - 3. Secretary - Will tend to all arrangements of event set-up and clean-up.
- iii. AMENDMENT TWO: The Academic and Student Services Commissioner will no longer be in charge of distributing academic letters, gold bars, or patches of any kind. All said patches and tangible awards will be available for purchase at the student store. The Academic and Student Services Commissioner will furnish the REV student store with a list all students that are eligible for said awards.

Respectfully edited, revised, and submitted by Matt Fashempour, ASB Advisor, on May 5, 2015.