

**THE CONSTITUTION OF THE  
CENTURY HIGH SCHOOL  
ASSOCIATED STUDENT BODY**

**Preamble**

We, the students of Century High School, in order to establish unity, provide representation for each student and ensure a healthy learning environment that supports co-curricular activities, do establish this constitution.

**Article 1: Name, Mascot, Colors, Fight Song**

**Section 1:** The name of the organization shall be the Associated Student Body of Century High School.

**Section 2:** The mascot of the organization shall be the Jaguar. The mascot's name is "McJagger".

**Section 3:** The colors for the organization shall be teal, black, and silver.

**Section 4:** The school fight song shall be the "Jaguar Roar".

**Article 2: Membership**

**Section 1:** The membership of the Century High School Associated Student Body shall consist of all regularly enrolled students at Century High School.

**Section 2:** All Century High School ASB Officers, Class Officers, club and organization members and participants in activities or athletics are required to pay the Century High School ASB fee. Exceptions can be made by the activities or athletic director based upon individual student need.

**Section 3:** The Associated Student Body members who pay the ASB fee shall be entitled to privileges which shall include free admission to all regular season home athletic events and a minimum of \$1.00 off the cost of admission to a majority of school sponsored dances and events. Student government can choose to increase the discount if applicable.

**Article 3: Purpose**

**Section 1:** The purpose of this organization is to give the students a voice in school operations, to develop activities for the students and to create a spirit of unity within the school and community.

**Section 2:** The mission statement for the student government shall be: "Encourage unity in our community by promoting acceptance for those heard and unheard."

**Article 4: Objectives**

**Section 1:** The objectives of the Century High School Associated Student Body are:

**Clause 1:** To provide a democratic forum in which students can address school related issues that affect their lives.

**Clause 2:** To maintain a continuous communication channel from the students to the staff, students, community, and district.

**Clause 3:** To establish traditions, community involvement, and a year long program of activities that reflects the students' interests.

**Clause 4:** To develop pride and school spirit among students, staff, and community.

**Clause 5:** To ensure that all students are treated with respect and promote recognition of the students and staff.

**Clause 6:** To provide for the collection of ASB dues and the distribution of the revenue for the promotion of the general welfare of the students.

**Clause 7:** To increase student, staff and community participation at/in CHS events.

**Clause 8:** To provide opportunities for every student to have access to a peer group, a staff member, a club, an activity or a sport.

**Clause 9:** To serve the community for the betterment of all, promoting and inspiring confidence in others.

**Article 5: Elections and ASB Appointments**

**Section 1:** The ASB Executive Board will be elected in March or April and will take on office at the beginning of the first semester the following year. ASB will meet prior to work week to plan this and the retreat. They will remain in office all year.

**Section 2:** The ASB Executive Board candidates will give speeches to the student body and will be elected with ballots. Once elected, all officers must follow the criteria listed in Article VI, the Century High School Student Handbook, the Hillsboro School District Board Policy and the election Pledge and Awareness Form signed prior to campaign week the previous year. Speeches may be taken in the form of videos.

**Section 3:** Appointments for ASB Senators will be made by the current ASB Board and the Activities Director.

**Section 4:** Officer transition shall take place in the spring.

**Section 5:** Officer retreat shall take place in the summer.

**Section 6:** Election results shall be determined by a point system in which candidates receive points. 25% of the overall score will come from teacher evaluations, 25% will come from the candidate packet, 25% will come from the student body vote and 25% will come from the public candidate materials (speech and candidate sheet/pamphlet).

#### **Article 6: Qualifications of Officers**

**Section 1:** To be considered a candidate for any position on student government, candidates must have a cumulative 2.5 GPA.

**Section 2:** Officers shall become ineligible to serve in office if their GPA drops below a 2.5 in any semester including the semester just prior to the elected term of office. Grades will be reviewed every semester.

**Section 3:** Officers shall live up to standards and behavior expectations as illustrated in the student handbook and as elaborated by the Activities Director.

**Section 4:** A student of Century High School who has met all requirements is only entitled to hold one office in the student government class.

**Section 5:** All officers must be enrolled in and regularly attend (fulfill duties and obligations as detailed in the constitution) all Student Government classes. Failure to do so will result in dismissal from office and the Student Government class.

**Section 6:** All officers are encouraged to participate in at least one club or activity at Century outside of Student Government. .

#### **Article 7:: Voting**

**Section 1:** Any student enrolled in Century High School is eligible to vote.

**Section 2:** Candidates for all elected offices shall be presented before elections.

**Section 3:** Voting procedures shall be determined by the Activities Director and run by the ASB Vice President.

**Section 4:** To be elected ASB President, ASB Vice President, to the ASB Executive Board, or a class officer, a candidate must receive the majority of the points. If there is a tie, the tie will be broken by referring back to the overall score from the packets.

**Section 5:** All elected and appointed officers serve a full year term.

**Section 6:** ASB President needs previous student government experience and must be elected during the spring of their junior year to serve during their senior year.

**Section 7:** Ballot counting will occur on the same day as the elections and will be conducted by the activities director only. An appointed student council member will take over these duties should the activities director be unable to do so. Announcements will be made as soon as election results are finalized and approved by administration in a one-on-one, face-to-face manner between the activities director and each of the candidates. At the end of the day an announcement might be made to the whole school over the PA system as soon as the candidates have all personally received the election results. Results may also be run (but is not limited to) over JagTV, the scrolling announcements, the @century\_updates instagram page, and the HSD Board report.

#### **Article 8: ASB President and ASB Vice President**

**Section 1:** The ASB President shall be responsible for, but not limited to, the following:

**Clause 1:** Ensure the Constitution is properly executed.

**Clause 2:** Preside over all student body meetings, leadership class meetings, and can call special leadership meetings.

**Clause 3:** Be an ex-officio member of all clubs and organizations.

**Clause 4:** With the ASB Vice-President, set up a leadership planning retreat for the student government before school starts.

**Clause 5:** Plan and execute a banquet/officer transition meeting

**Clause 6:** Appoint specific duties to the ASB Executive Board with ASB Vice President and Activities Director.

**Clause 7:** With the assistance of the ASB Vice President and ASB Administrative Assistant, apply for all applicable honors including but not limited to the NASC Council of Excellence award and the OASC Honor Council Award.

**Clause 8:** With the assistance of the ASB Vice President and ASB Administrative Assistant, update and organize the Constitution with the assistance of the Student Government.

**Clause 9:** Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.

**Section 2:** The ASB Vice President shall be responsible for, but not limited to, the following:

**Clause 1:** Assume all responsibilities of the ASB President if they cannot fill them.

**Clause 2:** Run all student body elections for the elected year.

**Clause 3:** Monitor clubs, keep a record of constitutions and letter requirements for all clubs, and, with ASB Senators, approve of or reject club constitutions and letter requirements.

**Clause 4:** Will assist the Activities Director in monitoring cording and lettering for student government.

**Clause 5:** ASB President and Vice President with Executive Board plan any Back to School Activities if Student Government chooses to have said activities.

**Clause 6:** Create the end of the year slideshow for the banquet with assistance from the whole council to collect photos.

**Clause 7:** Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.

#### **Article 9: ASB Officers**

**Section 1:** The ASB Executive Board shall be composed of upperclassmen with the number of decided and advertised offices. That decision will take place prior to spring elections by the ASB President, the ASB Vice President and the Activities Director.

**Section 2:** The ASB Senate shall be composed of appointed members, less than eight from each grade.

**Section 3:** The ASB is responsible for, but not limited to, the following: Raising money for ASB funds and student activities and recognition, Jagfest, Service opportunities, Club Rush, Thanksgiving Baskets, the Canned Food Drive, Teacher Appreciation Week, Student Recognitions, Pep Assemblies, Staff Relations, Public Relations, etc.

**Section 4:** The ASB shall meet the first class period of every month.

**Section 5:** Any ASB officer not performing their duties can be dismissed by the Activities Director.

**Section 6:** If a vacancy occurs on ASB, the ASB officers may choose to appoint someone new from current ASB senators.

**Section 7:** Any and all amendments of the constitution may only be passed by a 3/4's vote from the student government.

**Section 8:** Student Government has the power to ratify the Constitution and shall do so once per year.

#### **Section 9: ASB Administrative Assistant:**

The ASB Administrative Assistant shall have the duty and power to:

- Assume all responsibilities of the ASB President or ASB Vice President if they cannot fill them.
- Assist the ASB President and Vice President with all of their assigned duties.
- Responsible for coordinating senators to create the school wide calendar outside of the leadership room as well as the "paw" on the main staircase.
- Update the magnet calendar board in the meeting room in the main office.
- Assist with the end of the year slideshow for our banquet.
- Assist the president and vice with creating a meeting agenda for monthly ASB meetings.
- Take Executive Board minutes and keep a neat and accurate account of each student government meeting.
- Send thank you and congratulatory notes, letters and fliers on behalf of the Leadership Class or Student Council as needed, typically after events.
- Record and document attendance during every class period.
- Oversee completion of the NASC gold council and OASC gold council applications with the assistance of the president.
- Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.

#### **Section 10: ASB Director of Activities**

The ASB Director of Activities shall have the duty and power to:

- Promote achievements for all non-athletic clubs and activities
- Monitor and promote clubs, sponsor and organize Club Rush
- Promote upcoming competitions and contests for all non-athletic clubs and activities
- Monitor clubs, keep a record of constitutions and letter requirements for all clubs, and, with ASB Senators, approve or reject club constitutions and letter requirements.
- Act as liaison between Directors of Assemblies and clubs/activities to ensure equal representation and recognition in assemblies as compared to athletics
- Send congratulation notes to clubs, activities and individuals on behalf of the Leadership class or Student Council.
- Act as a liaison to the on campus clubs, visiting and reporting when possible.
- Work with PR directors to promote upcoming events, get shout outs into the announcements, and have senators create marketing materials including posters, flyers, online posts, etc.
- Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.

#### **Section 11: ASB Director(s) of Assemblies:**

The ASB Director(s) of Assemblies shall have the duty and power to:

- Coordinate, plan, and supervise monthly assemblies including but not limited to pep assemblies including the Welcome Back assembly.
- Communicate effectively with head coaches and advisors, two weeks before assemblies. Including performers and anthem singers.

- Work closely with the Director of Student Achievement and Director of Athletics to collect needed information and recognition.
- Further involve and recognize Century High School students and groups including but not limited to speakers and special programs at assemblies.
- Unite and educate the student body, the staff, and the community of Century High School regarding pertinent issues including but not limited to the use of programs, speakers, and assemblies.
- Coordinate all technical and sound needs during, and not limited to assemblies, special events, and speakers. Oversee Senators in this area and receive adequate sound training.
- Oversee the weekly PA announcements for the school.
- Incorporate any type of computer-generated support to presentations and special events.
- Manage all lighting and sound aspects for JagFest, HC and winter assembly with the help of senators.
- Coordinate all equipment needs at least one week prior.
- Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts, and special event weeks.

#### **Section 12: ASB Director of Athletics:**

The ASB Director of Athletics shall have the duty and power to:

- Work with the Athletic Director and Activities Director to improve school spirit and sportsmanship at athletic events, and club games and functions including all athletes.
- Exercise general supervision and knowledge of all athletic activities.
- Represent athletics and, in case of need, act as a liaison for the ASB Director of Assemblies in order to ensure teams are properly represented at assemblies.
- Daily or weekly informs the school of upcoming games and sporting events. This communication could include written announcements for athletics, end-of-the-day audio announcements, posters, flyers, including but not limited to notifying the student body of games and matches to be played, rooter buses and scores of previous games and matches.
- Send congratulatory notes to teams and individuals on behalf of the Leadership class or Student Government.
- Promote attendance and school support at athletic events and club sports.
- Create and post signs and banners for teams about game days.
- Initiate possible intra-mural sports.
- Act as the liaison between Century and other league schools.
- Promote cooperation and sportsmanship between league and non-league schools.
- Coordinate activities and information between all district schools.
- Regularly communicate with the Director(s) of PR.
- Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.

#### **Section 13: ASB Director of Service:**

The ASB Director of Service shall have the duty and power to:

- Promote community service options to the Student Government, the student body, service-based clubs.
- Supervise and coordinate Century's service weeks and projects including but not limited to Think Pink Weeks, Thanksgiving baskets, Service field trips, etc.
- Have the ability to, with the activities director, change the organization in which we devote our time and monies towards in service.
- Contact and be the liaison between the organizations we work with and Century HS.
- Goal: Organize one class service project per semester, typically a field trip
- Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.

#### **Section 14: ASB Director of Academics**

The ASB Director of Academics shall have the duty and power to:

- Be responsible for organizing, promoting, and awarding student recognition through the:
- Student of the Month program (one per department), tv slide, certificate, and prize.
- Be responsible for establishing and upkeep of the Student of the Month shout outs
- Promote achievements of student academic achievements including but not limited to: GPA, attendance, scholarships, etc.
- Update the reader board outside of the main office quarterly with student successes

- Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts, and special event weeks.

**Section 15: ASB Directors of Public Relations:** (Community Ties and Marketing)

The ASB Directors of Public Relations shall have the duty and power to:

- Publicize school functions and activities in a creative way, frequently
- Help supervise via senators all school bulletin boards and the reader board.
- Publicize school activities through all social media.
- Utilize senators and work with ASB director of Athletics and Activities to manage advertisements on Century walls. Includes poster sweeps, updating Stuco specific shadow boxes.
- Promote better relations between Century High School and community.
- Update social media sites with any upcoming events or news.
  - Coordination with Directors of Athletics, Academic, and Achievements is expected.
- Regularly post on social media sites that are accounts for Century high school.
- Maintain appropriate posting on personal social media sites
- Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.

**Section 16: ASB Director of Student/Staff Relations:**

The ASB Director of Staff Relations shall have the duty and power to:

- Publicize school functions and activities to staff in a creative way.
- Oversee National Education Week (fall/winter), Administrative Professionals' Day (April), Assistant Principal Week (April), Counselors Week (Feb), Staff Appreciation Week (May).
- Assist in sending thank you cards to staff who help the student council.
- In charge of coordinating all communication both with staff including but not limited to fliers and reader boards.
- Promote better relations between Century High School and Century Staff.
- Shall be on the staff relations committee for BRIDGES week.
- Assist classes in planning, organizing, and supervising their activities including but not limited to assemblies, dances, courts and special event weeks.

**Section 17: ASB Director of Unity:**

The ASB Director of Unity shall have the duty and power to:

- Run activities that unify the student body
- Highlight and involve affinity groups - communicate regularly!
- Culture Week (lunch activities, Unity Assembly)
- Be a liaison for our culture clubs and help promote
- Oversee recognition months (ex: black history month) by decorating and including in announcements and instagram posts

**Section 18:** In the absence of an above mentioned ASB position the duties would fall to the ASB board to either oversee or delegate to a member of ASB.

**Article 10: Class Officers**

**Section 1:** The class officers for each grade shall be President, Vice President, and Secretary/ Treasurer. These officers shall be elected to serve for the entire school year.

**Section 2:** Class officers and senators must meet and assign delegated duties at the beginning of each month.

**Section 3:** Document via photos all stuco events attended for the purpose of our portfolios and end of the year slideshow at the banquet.

**Section 4:** The class officers' duties shall be but not limited to the following: (These job descriptions can be interchangeable.)

**President**

1. Be responsible for the effective functioning of the class senate.
2. Call, run and preside over class meetings, officer meetings and class senate meetings.
3. Prepare a written agenda for each meeting and keep them in the secretary's class notebook.
4. Plan, coordinate, and supervise all class activities.
5. Work in conjunction with ASB activities.
6. Communicate with Class Advisors

7. Handle general correspondence for the class.

#### **Vice President**

1. Assume the office of President in case the presidency is vacated, is unable to serve, or when the president delegates.
2. Support the president and class in any way possible.
3. Must attend all class senate meetings.
4. Communicate with Class Advisors

#### **Secretary/ Treasurer**

1. Keep and distribute written minutes of class officers or general class meetings.
2. Take attendance at all class senate meetings.
3. Keep a notebook or document of attendance and meeting minutes from all class senate meetings.
4. Keep accurate financial records of class accounts.
5. Give Treasurer's report at class senate meetings.
6. Be responsible for class fundraisers.
7. Prepare and sign vouchers for class expenditures and fund-raisers.
8. Deposit class funds with Bookkeeper.
9. Must attend all class senate meetings.
10. Responsible for lettering list at end of year based on attendance and participation
11. Communicate with Class Advisors
12. Responsible for completing planning budget sheet for each class-sponsored event

**Section 4:** Class Officers' responsibility as a whole is to raise money for class designated events, a Senior Gift to the school and will leave \$500 left for the incoming freshman class the following year. Any remaining funds will be considered a gift to the school and will be transferred into the ASB account.

**Section 5:** Each grade is responsible for planning different events during the year as follows but not limited to:

- A. **Seniors:** Homecoming Week, Assembly, Halftime and Dance, Prom, Gift to school, Graduation, Senior Hall of Fame and Hall of Fame Gifts, Senior slideshow, selecting graduation speakers and performers, Leaving \$500 for the following year's incoming freshman class, contributions towards JagFest and fundraising.
- B. **Juniors:** Homecoming Bonfire and BBQ, Homecoming Stadium Decorating, Powder Puff, Service Court, Service Court Assembly, Winter Spirit Week, Winter Formal, Winter Wishes, Ordering Homecoming Supplies for the Following Year, Graduation Announcement Selection, Reserving Prom Site for the Following Year and Fundraising.
- C. **Sophomores:** Neon Night Club, Valentines Week or any alternative for that week, and Fundraising.
- D. **Freshmen:** An additional spirit week and Fundraising.

**Section 6:** Each class is responsible for at least one major fundraiser (i.e. dance or event) and spirit week hall decorations.

**Section 7:** Each class is to execute one service project per year. In addition it is expected that classes will help organize and run any student council event or activity that they are capable of assisting with.

**Section 8:** If a class officer fails to perform his or her duties, a case to remove that officer may be presented to the ASB President, Vice President, and a Class Officer Board (nine officers NOT from the officer in question's class) for examination. This judicial board will hear arguments from the officer in question and then from the accuser (separately if by choice). If the complaint is properly justified, the judicial board may vote to remove that person from office. A 2/3's vote is needed to pass the dismissal. The officer in question may be given the choice to resign at any time prior to announcing the results of the vote.

#### **Article 11: ASB Senators**

**Section 1:** All senators will be assigned or select jobs during work week.

**Section 2:** When not doing their assigned senator jobs, ASB senators will assist grade level class officers and/or ASB Executive Board members.

**Section 3:** All senators shall become ineligible to serve in office if their GPA drops below a 2.5 in any semester including the semester just prior to the elected term of office. Grades will be reviewed every semester.

**Section 4:** ASB Senators will meet with class officers on the first class period of every month.

**Section 5:** ASB Senators will attend class senate meetings every month.

#### **Article 12: Class Communication**

**Section 1:** There shall be a class social media account that is used as the primary means of communication with the entire class but is not limited to social media alone.

**Section 2:** Each class Student Government member shall help communicate events and class needs through, but not limited to, posters, flyers, social media, announcements, etc.

### **Article 13l: Clubs and Organizations**

**Section 1:** A club may be formed by ten or more students who have a faculty member for an advisor and have submitted an HSD Club Application Form and constitution to the ASB Vice President for approval within two weeks from the date of Club Rush. These constitutions must be approved by the ASB Vice President and ASB senators and submitted to the district for approval.

**Section 2:** The Activities Director and the district must approve of all clubs.

**Section 3:** Each club must have at least 10 students.

**Section 4:** In order for club members to earn activity letters, lettering criteria must be submitted with club paperwork and approved requirements must be met. These criteria can be approved or rejected with suggested improvements for revision by the ASB Vice President and Senators.

### **Article 14: Publications**

**Section 1:** There shall be a Parent/Student handbook, which will be the general guide for all students.

**Section 2:** Copies of the constitution shall be readily available.

**Section 3:** The Century High school Newspaper will be called *The Jagwire*.

**Section 4:** The Century High school Yearbook will be named through the Yearbook Publication.

**Section 5:** The receptionist will write a weekly publication called the *Jag Weekly*.

### **Article 15: The Constitution**

**Section 1:** This constitution may be amended by a 2/3's vote from the ASB Executive Board, the Class Officers and the ASB Senate.

**Section 2:** This constitution shall be voted on by the ASB officers in the last week of school and may become effective the first day of school in September.

**Section 3:** This constitution was voted on and passed on the 10th day of June, 2024.