

JOHN BURROUGHS SENIOR HIGH SCHOOL

STUDENT BODY CONSTITUTION

PREAMBLE

We, the students of John Burroughs Senior High School, in order to establish a form of self-government and to promote understanding and cooperation between the school administration and the student body, do hereby adopt this Constitution.

ARTICLE 1 NAME AND PURPOSE

Section 1: Name

This organization shall be known as the Associated Student Body of John Burroughs Senior High School, hereafter referred to as the ASB.

Section 2: Membership

The purpose of this organization shall be to promote the general spirit and welfare of the students and in every way uphold the good name of the school and promote the interests thereof. We believe that co-curricular activities can substantially contribute to JBHS students.

ARTICLE II MEMBERS AND PRIVILEGES

Section 1: Membership

All students of John Burroughs Senior High School shall be members of the ASB. The Executive Council is composed of elected and appointed members selected by the student body.

Section 2: Privileges

Members of the ASB shall be permitted to engage in all student body activities and, when registered, shall be permitted to vote upon student body affairs.

Section 3: ASB Identification Card

All members of the ASB shall receive a Student Identification Card.

Section 4: ASB Discount Sticker

Members who purchase a discount sticker shall be entitled to free entry or entry at reduced rates to athletic and special events as designated by the sponsoring organization. The discount sticker shall be sold for a fixed amount as set by the Executive Cabinet.

ARTICLE III SOURCE OF POWER

All power granted to the ASB and organizations existing under it are derived from the power vested by the people of the State of California to the Board of Education. This power is delegated, through the Principal of the school, to the student body in order that the students may assist in the management of the affairs of the school.

ARTICLE IV EXECUTIVE CABINET

Section 1: Members

There shall be an Executive Cabinet consisting of the ASB President, Vice President, Executive Secretary, Auditor, Legislative Secretary. The Executive Board includes the Cabinet and Senior, Junior, Sophomore, and Freshman class Presidents. The Principal of the school and/or her/his representative shall be the faculty advisor(s).

- A. The ASB President, Vice President, Executive Secretary, Auditor and Legislative Secretary shall be elected by the members of the student body.
- B. Class Presidents shall be elected by their respective class members.

Section 2: Duties of the Executive Cabinet

The duties of the Executive Cabinet:

- A. Under the leadership of the President, to perform the general executive functions of the student body as well as all other duties and powers conferred upon it by this Constitution or by subsequent act of the Legislative Council or the administration.
- B. In conjunction with the Principal, to approve the budgets of all school clubs and organizations and to approve all income and expenditures of same.
- C. To raise and assist in raising money for the student body.
- D. To plan and submit to the Legislative Council improvements in the student government of John Burroughs Senior High School.
- E. To assist in planning the school calendar and preliminary budgets.

Section 3: Duties of Each Executive Cabinet Member

The duties of each Executive Cabinet member:

- A. The President shall
 - 1. call and preside over meetings of the Executive Cabinet.
 - 2. preside over the assemblies of the ASB.
 - 3. appoint, supervise and be responsible for all functions of the ASB committee chairpersons.
 - 4. maintain a knowledge of the functions of the standing committees.
 - 5. receive gifts awarded to the school.
 - 6. represent the school in extracurricular activities.
- B. The Vice President shall
 - 1. assume all duties of the President in his/her absence.
 - 2. be responsible for the purchase and presentation of Service Awards and All School Awards given in the name of John Burroughs Senior High School.
 - 3. Preside over the Legislative Council.
 - 4. keep accurate records of Service Awards and All School Awards.
 - 5. maintain a list of all students active in student government each semester, including ASB chairpersons, class, club and organization officers.
- C. The Executive Secretary shall
 - 1. assume the duties of the Legislative Secretary in his/her absence.
 - 2. keep minutes of all Executive Cabinet meetings.
 - 3. print and properly distribute the minutes of all Executive Cabinet meetings.
 - 4. be in-charge of all correspondence received by and sent from the Executive Cabinet.
- D. The Auditor shall
 - 1. supervise all money-raising and ticket-selling campaigns of all school organizations.
 - 2. check all expenditures against budgets of all school organizations.
 - 3. bring all money expenditures before the Executive Cabinet for approval.

- D. The Legislative Secretary shall
 - 1. assume the duties of the Executive Secretary in his/her absence.
 - 2. keep minutes of all meetings of the Legislative Council.
 - 3. print and properly distribute the minutes of all meetings of the Legislative Council.
 - 4. keep accurate attendance of all Legislative Council members.

Section 4: Disqualifications

No officer shall be permitted to hold a seat on the Executive Cabinet at any time not in good standing as defined by the eligibility rules. The same applies to anyone who violates the Code of Ethics.

**ARTICLE V
EXECUTIVE COUNCIL**

Section 1: Members

There shall be an Executive Council consisting of all members of the Executive Cabinet, Commissioners and Representatives, and all Chairpersons of Standing Committees appointed by the Executive Board.

Section 2: Duties

The Executive Council shall

- A. Attend all Executive Cabinet and Legislative Council meetings.
- B. Vote on all matters, other than financial, including but not limited to calendar events, fund raisers, and interpretations of the ASB Constitution.

Section 3: Duties of ASB Commissioners and Representatives

“ASB Commissioners and Representatives will be determined as needed by the Executive Cabinet. The ASB Commissioner and Representative positions may include, but are not limited to the following: Event Commissioner, Publicity Commissioner, Student/Faculty Relations Commissioner, Athletic Commissioner, Board of Education Representative, Youth Board/PTA Representative, Fundraising Commissioner, Club Commissioner, Pep Commissioner, Balloon Commissioner, All-Purpose Commissioner, Webmaster.”

**ARTICLE VI
LEGISLATIVE COUNCIL**

Section 1: Members

- A. There shall be a Legislative Council composed of the following voting members:
 - 1. One elected representative from a particular class or period as designated by the administration that represents all the students in school.
 - 2. All officers of the Executive Cabinet
 - 3. All ASB Commissioners and Representatives
 - 4. Representatives from other school organizations (Choir, Band, Athletics, Cheer, Clubs, etc.) may attend as needed.
- B. An alternate representative shall have a vote when a regular representative is not present.

Section 2: Duties

- A. Legislative Council members shall keep their constituents informed of all Council business.
- B. Make recommendations to the Executive Cabinet, Executive Council, Student Body and Administration.

Section 3: Qualifications

- A. The representatives from class periods shall be elected by a majority vote, the second highest candidate being the alternate.
- B. Other representatives shall be elected/selected by their respective clubs/organizations.

ARTICLE VII SCHOOL CLUBS AND ORGANIZATIONS

Section 1: Regulations

- A. Rules and regulations made by school clubs and organizations may not conflict in any way with the ASB Constitution.
- B. All clubs and organizations must have a faculty sponsor and at least one elected student leader.

Section 2: New Clubs and Organizations

New clubs and organizations must present their Constitutions for advice and approval, first to the Assistant Principal, then to the Executive Cabinet and Executive Council.

ARTICLE VIII Eligibility Rules

Section 1: Jurisdiction of Rules

The rules of this article apply to:

- A. ASB President, Vice President. Auditor, Executive Secretary, Legislative Council Secretary, and class officers.

Section 2: Intention to Seek Nomination

A candidate shall declare his/her candidacy by signing up during the time designated on the school calendar. This deadline may be extended if there are no eligible candidates.

Section 3: General Qualifications for all Candidates

- A. Candidate must sign up during time designated.
- B. Candidate must have attended JBHS one semester before holding office.
- C. Candidate must be clear of office and library indebtedness.
- D. Candidate must have satisfactory citizenship, as reflected on last semester's grade report, plus counselor's evaluation. No more than one "U" in citizenship. (Unsatisfactory)
- E. Candidate must have grade point average of 2.5 or above for the last semester's grade report at time of seeking office.
- F. Candidate must have regular attendance except for extenuating circumstances.
- G. Any candidate whose actions cast discredit on the school shall not be eligible to hold office. Decisions on such matters will rest wholly with the administration and the Executive Cabinet.

Section 4: Special Qualifications

- A. ASB President and Vice President:
At the time of nomination must be chosen from the Junior or Senior class and at the time of nomination must have served in ASB for at least one semester.
- B. ASB Executive Secretary and Legislative Secretary:
"At the time of nomination must be chosen from the Junior or Senior class and at the time of nomination must have served in ASB for at least one semester. Must have completed at least one semester of Computer Applications and/or received a recommendation from the Computer Applications teacher."
- C. ASB Auditor:

“At the time of nomination must be chosen from the Junior or Senior class and must have successfully completed one year of preparatory math (Algebra I or above) and/or one semester of accounting. At time of nomination must have served in ASB for at least one semester.”

- D. Class Officers (9th, 10th, 11th, 12th)
At the time of nomination, those seeking the position of Senior Class President must have served in ASB for at least one semester and all class officers must represent their grade level.
- E. Pep Commissioner
At the time of nomination must be chosen from the Junior or Senior class and must be a member of the JBHS Spirit Squad

Section 5: Grade Point Averaging

- A. All grades for credit shall be included and grade points shall be determined in the following manner:
 - A shall count 4 points
 - B shall count 3 points
 - C shall count 2 points
 - D shall count 1 point
 - F shall count 0 points
- B. The sum of points shall be divided by the number of subjects carried and an average obtained.

Section 6: Code of Ethics

The Code of Ethics applies to ASB officers, Class officers, Committee-chairpersons, Spirit Squad and any other elected or appointed positions that represent our school.

"At any school sponsored activity or during school hours, if the above people are intoxicated, under the influence of drugs, engaging in fights, smoking or using foul language on school campus, their punishment of a maximum of one semester or 20 weeks' suspension from office will be decided by the ASB Executive Cabinet."

**ARTICLE IX
ELECTIONS, TERM OF OFFICE, VACANCIES, REGISTRATION**

Section 1: Elections

- A. The Election Committee shall be in charge of voting polls and ballot counting.
- B. The secret ballot shall be used for any elections.
- C. A primary election shall be held if there are more than three candidates for any one office, and any candidate who receives a 2/3 majority in a primary election shall be considered to that office.
- D. The candidate who receives the majority of votes cast shall be considered elected to that office.
- E. In the event of a tie, a run off election shall be held.
- F. Breaking any election rules shall result in the immediate disqualification of the offender, which will be determined by the administration and ASB advisor.

Section 2: Term of Office

ASB Executive Officers shall hold office for one year and assume their duties as soon as necessary in order to carry on business.

Section 3: Vacancies

If a vacancy occurs in any ASB office, the ASB President shall appoint some person to the vacancy until it can be determined whether a special election shall be held.

ARTICLE X FINANCES

Section 1: Budgets

- A. All student organizations shall submit to the Executive Cabinet annual budgets for all money to be raised and expenditures to be made therefrom.
- B. The Executive Cabinet shall have the power to amend budgets as it sees fit, but where amendments are made budgets and amendments shall be returned to the organization concerned for further study. If the organization does not ratify the amendments of the Executive Cabinet, the Cabinet shall conduct hearings to air grievances of the group concerned.
- C. After final approval of the budgets by the Executive Cabinet, the budgets shall be submitted to the Principal of the school for his approval.
- D. Copies of the approved budgets shall be filed in the ASB office and with the school finance secretary, and copies shall be given to each of the respective organizations.
- E. If an organization fails to submit a budget, the funds of the organization shall be frozen until a budget is submitted and approved. Until such a budget is received and approved, the Executive Cabinet shall have the power to authorize all expenditures and receipts.
- F. Programs for raising funds not included in the budgets must be approved specifically by the Executive Cabinet, and such approval must be written in the Executive Cabinet minutes.
- G. All fundraising activities must be approved by ASB and accompanied by a Revenue Potential Form
- H. Organizations who wish to receive ASB funds for costumes, equipment, training, etc. must submit a request in writing to the Executive Cabinet and must guarantee 100% of their participants purchase an ASB card.
- I. Graduated classes may request funds, not to exceed \$500, upon their 10-year reunion to begin planning their reunion events.

Section 2: Request for Payment

- A. All student organizations must have a requisition signed by their faculty sponsor, their auditor or treasurer, the ASB Auditor, and the Principal of the school before checks may be drawn against their account.
- B. All requests for payment must be submitted to the Executive Cabinet for approval, and such approval must be written into the Executive Cabinet minutes.

Section 3: Funds of Discontinued Organizations

Residuary funds of all dissolved organizations shall be automatically turned over to the student body general fund unless a written order is submitted by the organization to the Executive Cabinet for disbursement of these funds. Where such written order is submitted and approved, expenditures must be made as soon as possible.

ARTICLE XI QUORUMS AND RULES OF ORDER

Section 1: Quorums

A majority of the members of the student body, or any organization representing the student body (i.e., Legislative Council), shall constitute a quorum of all meetings thereof.

Section 2: Rules of Order

Robert's Rules of Order shall govern any meeting of the student body except when they conflict with the ASB Constitution.

ARTICLE XII

REFERENDUM, INITIATIVE AND RECALL

Section 1: Referendum and Initiative

- A. Any law, regulation or bill may be proposed by any student body member and shall be acted upon at a following meeting of the Legislative Council after being filed with the Executive Cabinet.
- B. Any law, regulation or bill, or proposed law, regulation or bill passed upon by the Legislative Council may be brought to a vote of the student body upon receipt of the signature of ten percent of the Legislative Council. However, this shall not be effective unless brought before the student body not longer than five weeks after the action of the Legislative Council.

Section 2: Recall

- A. The holder of any elective or appointive ASB office may be recalled by the Executive Cabinet, a two-thirds vote being necessary. Any person recalled shall be given a chance to defend himself before the Executive Cabinet, the Legislative Council and/or the student body.
- B. Any vacancy created by recall shall be filled as prescribed in Article VIII, Section 4.

ARTICLE XIII RULES FOR AMENDMENTS

Section 1: Rule

The body of this Constitution may be amended only by a majority vote of the Executive Council or by a petition of 25% of the Student Body. Proposed amendments must first be approved by the Principal of the school.

Section 2: Effect

This Constitution and appended By-laws shall go into effect when ratified by a two-thirds vote of the Legislative Council and passed by a majority vote of the student body.

BY-LAWS

- I. ASB Standing Committees
 - A. There shall be Chairpersons of: Events, Publicity, Student/Faculty, Athletics, Webmaster, Fundraisers, Club, Board of Education, Youth Board/PTA, and any others as set up by the Legislative Council and Executive Cabinet
 - B. Chairpersons of these Committees shall:
 - 1. Be appointed by the ASB Executive Cabinet upon advice and approval of the faculty sponsor of the Committee
 - C. Membership of committees shall be open to all members of the ASB and shall be on a volunteer basis.
 - D. Specific Committee: The Pep Commissioners shall automatically include representatives from the Spirit Squad.

- II. Interchange on Student Government Positions
 - A. The following are the classifications for student government positions:
 - 1. Primary Positions
 - a. Any ASB Officers
 - b. Class Presidents (9,10, 11, 12)
 - 2. Secondary Positions
 - a. Any Class Officers (other than President)
 - b. Club Officers (or designated representative)
 - c. ASB Commissioners
 - B. The following are regulations for holding the above positions:
 - 1. Primary Positions-Holders of these positions may not duplicate with any other positions at the time of holding office.
 - 2. Secondary Positions-Holders of these positions may hold one other secondary position. Only two secondary positions may be held at one time.
 - 3. Exceptions considered upon request to Executive Cabinet.

- III. Liabilities and Injuries

Neither the Burbank Unified School District or John Burroughs High School carries accident insurance covering students who attend. Students who participate in athletics must have either private or CIF insurance covering accidents that would require medical and/or hospital.

- IV. Awards – ASB Stickers and Awards
 - A. ASB stickers are required of students enrolled at John Burroughs and participating in school activities in order to receive a grant or any award from ASB.
 - B. Once an award is granted to a student it may not be recalled.

- V. ASB Executive Cabinet Awards

The outgoing Executive Cabinet shall decide upon appropriate awards for members of the Cabinet.

- VI. Athletic Awards
 - A. Playing Regulations for an Award
 - 1. All requirements for all athletic awards shall be approved by the Coaches Council and the Executive Cabinet.
 - 2. All changes in playing requirements for an athletic award shall be made after the season of the sport in question.

 - B. Certification of Competition

Any athlete who competes in an interscholastic sport for John Burroughs High School shall receive a certificate of competition based on the recommendation of the coach.

- C. Athletic Letter
 1. The size and design of all athletic letters shall be approved by the Coaches' Council and the Executive Cabinet.
 2. All changes in the design of any athletic letter shall be made after the regular season of the sport.
 3. The emblem designating the sport in which the letter was earned is to be placed on the middle bar of the "B".
 4. The classification emblem (Soph, JV, etc.) is to be placed on the top bar of the "B".
 5. A manager's letter is to have a sports emblem on the middle bar and "MGR" on the top bar.
 6. Stars will be awarded to team captains only.
 7. The first year letter winner will receive a letter with the appropriate sport emblem and a certificate.
 8. The second and third year letter winners in the same sport will receive a bar and a certificate.
 9. An athlete who letters in a second sport will receive the appropriate emblem on a second letter.
 10. Lost letters shall be replaced at the expense of the student.
 11. Letters are to be worn only on regulation sweaters or jackets approved by the Coaches Council and Executive Cabinet.
 12. Only students who purchase an ASB discount sticker are eligible to receive letters.
- D. League Championship Patches
 1. League champions will receive an appropriate patch.
 2. Athletes who receive the patches will be recommended by the coach.
 3. CIF winners will receive the appropriate patch from the CIF.
- E. Special Athletic Awards
 1. Coaches Council must approve any special recommendations for awards before they are submitted to the Executive Cabinet for final approval.
- F. To receive an athletic award from the Associated Student Body the athlete must first purchase an ASB discount sticker.

VII Five-Year Pass Award

- A. A five-year athletic pass shall entitle the person to whom it is issued to attend all Burroughs Senior High School athletic contests for a period of five years following his/her graduation, (Foothill League regulations limit use of five-year pass to home athletic contests) provided that:
 1. His/her conduct shall not require expulsion from a game; in case of such misconduct, the pass shall be forfeited.
 2. The five-year pass shall be issued by the Executive Cabinet to all eligible students upon their request.
- B. Eligibility: A graduate of Burroughs Senior High School shall be eligible to apply for a five-year pass if the student earned:
 1. Three letters in one sport, or
 2. Two letters in two sports, two of which shall have been made in the senior year. (JV lettering alone is not applicable; must be accompanied by a varsity letter in same sport.)
- C. Records of all letters issued for each season of sport shall be filed with the athletic chairperson. All records of letters issued for each season of sport shall be signed by the coaches and filed with the Assistant Principal.
- D. Each five-year pass shall have its term of issue and its expiration date printed upon the face of the card.

- IX. Three-Year Pass Award
- A. A three-year pass shall entitle the person to whom it is issued to attend all Burroughs Senior High School athletic contests for a period of three years following his/her graduation, (Foothill League regulations limit use of three-year pass to home games) provided that:
 - 1. His/her conduct shall not require expulsion from a game; in case of such misconduct, the pass shall be forfeited.
 - 2. The three-year pass shall be issued by the Executive Cabinet to all eligible students upon their request.
 - B. Eligibility: A graduate of Burroughs Senior High School shall be eligible to apply for a three-year pass if the student has participated
 - 1. two years as a member of a Varsity Song, Varsity Yell, JV Cheerleader, Mascot, Drill team, Short Flag, Tall Flag or Marching Band (or any combination of these in a two-year period).
 - 2. at least one of the two years must be in the senior year.
 - C. All records of years completed shall be verified by the sponsors.
 - D. Each three-year pass shall have its term of issue and its term of expiration date printed upon the face of the card.
- X. Service Awards
- A. For 75 hours of school service, a certificate shall be awarded. For an additional 150 hours of school service, a second certificate shall be awarded. Any student who serves the school for a total of 225 hours shall be awarded a pin or a key.
- XI. Department Awards
- The music, drama and dance departments may establish departmental awards of their own.
- XII. All School Awards
- A. The All School Award shall be based on points earned in the areas of Athletics, Scholastics, Student Government/Activities, Department/Subject Area Awards, and School Service.
 - B. A total of 200 points shall be required in at least four categories.
 - C. A sponsors verification is necessary.
 - D. The recipient shall receive individual recognition, usually in the form of a trophy.

CATEGORIES	POINTS
Athletics	
a) Varsity letter	25 each
b.) JV letter	20 each
c.) Sophomore/Frosh letter	15 each
Scholastics	
a.) CSF Membership	25 per semester
b.) B grade average (not counted for CSF members in same semester)	10 per semester
Student Government/Activities	
a) ASB Executive Cabinet Members (includes class president)	25 per semester
b) Smoke Signal Editor	25 per semester
c.) Akela Editor	25 per semester
d.) School organization/club presidents (including Spirit Squad Captains)	20 per semester
e) ASB Committee chairpersons	15per semester
f.) Song leaders, Yell leaders, Mascots, Short Flag	15 per semester
g.)Class officers (other than president)	15 per semester
h.)School organization/club officers (including Spirit Squad Captains)	10 per semester
Departmental/Subject Area Awards	
Including but not limited to: Art, Business, Dance, Drama, English, Home Economics, Journalism Music, Science, Shops, etc.)	10-25 Doints (to be determined by ASB Cabinet)
School Service	
1st Service Award 75 hours	
2nd Service Award 150 hours	25 points each
3rd Service Award 225 hours	

XIII. Scholastic Awards

- A. Any student who achieves a 3.0 scholastic average for four or more semesters at Burroughs shall be entitled to wear a gold tassel at time of graduation. Any "D" or "F" grade shall disqualify an individual for that particular semester.
- B. A transfer student may use senior high school (9th, 10th, 11th, 12th) grades obtained at other schools, but must have made a 3.0 average, for at least one semester At Burroughs.
- C. A gold cord shall be awarded at time of graduation to students according to CSF regulations.
- D. Each student shall be responsible for submitting his or her application for the award.

XIV. Traditions

- A. The Indian shall be the official Burroughs' emblem. (The design is to be flexible.)
- B. A schools tradition, not previously established by a long usage or custom, may be conditionally established by recommendation of the Legislative Council and a majority vote of the student body. Proposal of such traditions must first be approved by the school administration. After three years of successful operation, it may be officially established as a school tradition by a two-thirds vote of the Legislative Council.
- C. An established school tradition may be modified or set aside, temporarily or permanently, by a majority vote of the student body. Such proposal to modify or set aside must be first approved by the school administration and by a two-thirds vote of the Legislative Council, before being submitted to a vote.
- D. Each graduation class shall select caps, gowns and tassels any shade of red and/or white.
- E. *A Senior area (i.e. "patio") will be used for seniors only. The location to be determined by the Executive Cabinet.*

- F. The official school motto shall be THE TORCH OF KNOWLEDGE LIGHTS
OUR WAY. The idea of a motto was approved by the Legislative Council in May, 1956.
The motto was written during the next school year and approved by ASB general election
on January 20, 1959.

JOHN BURROUGHS HIGH SCHOOL

Applications for Student Body Office

Last Name	First Name	Grade	Counselor
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Candidate For:	Grade	Deadline
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FOR OFFICE USE ONLY:

<i>Eligibility Requirements (ASB Constitution)</i>	Verified	Date
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| A. Candidate must sign up during time designated. | | |
| B. Candidate must have attended JBHS one semester before holding office. | | |
| C. Candidate must be clear of indebtedness. | | |
| D. Candidate must have satisfactory citizenship, as reflected on last semester's grade report, plus counselor's evaluation. No more than one "U" in citizenship. | | |
| E. Candidate must have grade point average of 2.0 or above for the last semester's grade report at the time of seeking office. | | |
| F. Candidate must have regular attendance except for extenuating circumstances. | | |
| G. Candidate must have fifth period open for ASB. | | |

SPECIAL QUALIFICATIONS FOR PARTICULAR OFFICE:

ASB PRESIDENT AND VICE PRESIDENT

At the time of nomination must be chosen from the Junior or Senior class and have served in ASB for at least one semester. _____

ASB EXECUTIVE SECRETARY & LEGISLATIVE SECRETARY

At the time of nomination must be chosen from the Junior or Senior class and must have completed at least one semester of Computer Applications and/or received a recommendation from the Computer Applications teacher. _____

ASB AUDITOR

At the time of nomination must be chosen from the Junior or Senior class and must have completed one year of college preparatory Math (Algebra I or above) and/or one semester of Accounting. _____