

CONSTITUTION of the ASSOCIATED STUDENT BODY of DON BOSCO TECH (DBTI)

PREAMBLE

We, the students of Don Bosco Technical Institute (D.B.T.I.), in order to form a more productive, cooperative, and democratic student union, do establish that the goals of the Associated Student Body (A.S.B.) to be: to promote positive and constructive student-administration relations and to develop the spiritual, educational, and social aspects of the student body. We, the Associated Student Body, do hereby establish and adopt this Student Constitution of Don Bosco Technical Institute.

Article I: Name, Colors, Mascot

- Sec. 1 This Organization shall be known as the A.S.B. of D.B.T.I.
- Sec. 2 The official school colors of D.B.T.I. shall be black and gold.
- Sec. 3 The official school mascot shall be the Tech Tiger.
- Sec. 4 The A.S.B. of D.B.T. I. is a member of the National Association of Student Councils

Article II: A.S.B. Membership and privileges

- Sec. 1 All full-time high school students of D.B.T.I. are members of the A.S.B.
- Sec. 2 All members of the A.S.B. possess the following rights:
 - a. to vote or run for office under the limitations of this constitution
 - b. to offer suggestions to the Student Council through their representatives
 - c. to participate in school activities and clubs to the extent that they are eligible
 - d. to read and examine all records of the A.S.B. meetings and decisions
 - e. to be heard at a meeting of the Student Council, provided that they submit their request to the Director of Student Activities one week prior to appearing.
 - f. to be heard at a meeting of their respective Class Council
- Sec. 3 All members of the A.S.B. are encouraged to support the student activities of D.B.T.I. by purchasing an A.S.B. card.
 - a. The benefits of the A.S.B. card shall be regulated by the Student Council of the A.S.B.
 - b. All members of the Student Council shall be given an A.S.B. card for use while in office.

Article III: Establishing Authority

- Sec. 1 All authority set in this constitution is regulated by the school administration. The Principal may suspend or revoke, in whole or in part, this Constitution.
- Sec. 2 Any act or proposal contrary to this Constitution or the rules and regulations contained in the Student-Parent Handbook shall be null and void.
- Sec. 3 The school President, Principal or the Director of Student Activities may administratively veto all student proposals.
- Sec. 4 An explanation shall be given to the Student Council for any administrative veto.
 - a. The A.S.B. reserves the right, at all times, to request a meeting with the vetoing party.
- Sec. 5 It is the responsibility and duty for the all school officials (Administration, Faculty, and Staff) to abide by and enforce this constitution.
- Sec. 6 The Director of Student Activities in consultation with the Executive Board shall ultimately decide any question of constitutional interpretation.

Article IV: The A.S.B. Executive Offices

- Sec. 1 The executive power of the A.S.B. shall be vested in the A.S.B. President and the members of his cabinet: the A.S.B. Vice President, A.S.B. Secretary, A.S.B. Treasurer, A.S.B. Public Relations Officer, A.S.B. Chaplain, and A.S.B. Assistant. The Executive Board is composed of these seven (7) A.S.B. officers.
- Sec. 2 The A.S.B. President and A.S.B. Vice President shall be chosen by the direct vote of the students for a one-year term. They must both be seniors during their tenure in office and not be the President or relevant-equivalent of any student club or organization, unless the terms of Article 4§ 6 are followed and maintained for exemption from the latter part of Article 4§ 2.
- Sec. 3 The A.S.B. Secretary, A.S.B. Treasurer, A.S.B. Public Relations Officer and A.S.B. Assistant shall be appointed by the A.S.B. President and Vice President in consultation with the Director and Assistant

Director(s) of Student Activities.

- Sec. 4 The A.S.B. Chaplain shall be chosen by the Campus Youth Minister, in consultation with the Director of Student Activities.
- Sec. 5 All A.S.B. Executive Officers must maintain a 3.25 overall weighted grade point average (G.P.A.). They must not have any adverse conduct marks, attendance marks, suspensions, or be on disciplinary probation during any high school year.
- Sec. 6 The A.S.B. Executive Officers shall see that student regulations are faithfully executed and enforced and student rights preserved. They shall appoint all officers, assistants, and committees necessary to discharge the duties of their offices, and shall be empowered to remove the same for just and sufficient reasons. They shall be responsible to present concerns or proposals of the student body and the Student Council to the school administration.
- Sec. 7 The A.S.B. President and the A.S.B. Vice President can hold the office of presidency or office of relevant-equivalence in a Recognized Student Organization if, and only if, the officer:
- Maintains a minimum G.P.A. of 3.5, without any grades below a "C", and
 - Receives signed consent from the Director of Student Activities permitting exception from the latter part of Article 3 § 2, and
 - Receives a minimum of two (2) reference letters from academic instructors (limit one reference letter per instructor, per case) that can attest to the officer's skills and leadership prowess, and
 - Receives one (1) reference letter from the officer's current counselor, and
 - Remains in good standing with Deans and all Disciplinary Boards, and
 - Holds office in no more than two (2) Recognized Student Organization, and
 - Undergoes an evaluation by the Director of Student Activities at official grading periods, and
 - Signs an official A.S.B. Document, in addition to the customary A.S.B. Contract. This addendum to the customary A.S.B. contract must explicitly state the following:
"Any transgressions to any of the clauses of the Constitution of the Associated Student Body, specifically Article 4§ 6, will result in the resignation of the officer from his elected office in Student Council or from the office of President (or the office of relative-equivalence) in the respective Recognized Student Organization."
- Sec. 8 No member of the Executive Board may hold more than one office on the Student Council.
- Sec. 9 The term of office for all Executive Board Members shall one school year.

Article V: The Student Council

- Sec. 1 The legislative power of the A.S.B. shall be vested in the Student Council.
- Sec. 2 The Student Council
- The Student Council shall be composed of all members of the Executive Board, the Class President, the Class Vice President, the Class Secretary, the Class Treasurer, the Class Public Relations Officer, and the Class Assistant of each class, all standing committee chairs, and no more than two (2) representatives from each of our sister schools.
 - Each member of the Student Council may have only one vote.
 - The Student Council may determine its own rules of procedure.
 - A majority of the total members of the Student Council shall constitute a quorum to do business.
 - Those powers not specifically forbidden or vested in another organization are hereby under the domain of the Student Council; all powers shall be granted to it by the Director of Student Activities or the School Principal that he/she deems necessary and proper.
- Sec. 3 The Class Councils
- Every class shall have its own executive officers (President, Vice President, Secretary, Treasurer, Public Relations Officer, and Assistant).
 - The Class President and Class Vice-President shall be elected by the direct vote of his respective class.
 - The Class President and Class Vice President shall, with the concurrence of the Director of Student Activities, appoint the Class Secretary, Treasurer, Public Relations Officer, and Assistant.
 - All class executive officers must have and maintain at least a 3.0 overall G.P.A. and be a member of the class they represent.
 - Each Class Council shall be composed of the six (6) executive officers as well as volunteer members appointed by the Class President to serve at his pleasure.

- f. Each Class President, Vice President, Secretary, Treasurer, Public Relations Officer, and Assistant shall represent his respective class in the Student Council. They shall take charge of all class-sponsored activities, and carry out all duties delegated to them by the A.S.B. President and/or Executive Board. They shall keep the Student Council informed about the activities of the class.
- g. The responsibilities of each class council shall be as follows:
 - 1. Attend all Class Council and Student Council Meeting.
 - 2. Planning and execution of the class fund raisers and social(s).
 - 3. Assistance at Student Activities Functions and events
 - 4. Staffing of the Arcade at lunch and after school.
 - 5. Any additional duties or responsibilities as determined by the Student Council, Executive Board, or the Director of Student Activities and his/her staff.
- Sec. 4 A.S.B. Committees may be formed by a majority vote of the Student Council. The Executive Board shall appoint all Commissioners.
- Sec. 5 Standing Commissioners and their Committees
 - a. The Spirit Commissioner is responsible for the design and sale of the various spirit items, publicity of sporting and special dress day events, and the planning and execution of all rallies, in addition to assisting with St. Joseph Relays and Marian Day Games.
 - b. The Inter-Club Council Commissioner serves as the liaison between the different clubs and organizations and the Student Council. He is also responsible for promoting cooperative programming efforts between the clubs. Every club or organization shall have at least one representative on this committee. This committee shall also help all clubs and organizations obtain necessary funding.
- Sec. 6 Sister School Representatives:
 - a. Shall be chosen by their school's administration and/or by the Cheerleading coach (es) of D.B.T.I.
 - b. Shall be exempt from duties in the activity center and may be exempt from any activities requiring them to miss their own classes to attend.
 - c. May serve in the capacity of A.S.B. Public Relations Officer should the appointed Public Relations Officer be unable to complete his duties and by unanimous vote of those members present. Upon fulfillment of duties at the end of the school year and by the approval of the A.S.B. Executive Board, she/they may apply to continue in the position for the following year.
- Sec. 7 The term of office for members of the Student Council shall be one school year.

Article VI: General Provisions for the Student Council Officers:

- Sec. 1 The A.S.B. Vice President shall be charged with the direction of all elections and voting.
- Sec. 2 The Student Council and the ICC shall have the shared power to officially recognize student organizations.
 - a. The Director of Student Activities shall be in charge of determining the procedure by which a Club or Organization becomes officially recognized.
- Sec. 3 The Student Council shall have the right to suspend or abolish any student organization from the campus for just and sufficient reasons after the organization has had an opportunity to defend itself before the Student Council.
 - a. Rules and regulations governing clubs and student organizations are detailed in the Club Advisor's Handbook.
 - b. Failure to show for a hearing will result in automatic suspension/dissolution of the club or organization.
- Sec. 4 The A.S.B. shall be a regular leadership class that meets regularly and all members must be enrolled. If for any reason they cannot take the leadership class they may forfeit their office.
 - a. Special circumstances may exist which make it difficult or at times impossible for members to fulfill this duty (i.e. athletic events); any exemptions are subject to the approval of the Director of Student Activities and his/her staff.
 - a. If special circumstances exist, the student has the obligation to report it in a timely fashion to the Director of Student Activities and the A.S.B. President and to make alternative arrangements for fulfilling their duties, in advance, such as working twice the number of shifts at other events or in the Arcade.
- Sec. 5 The records of the A.S.B. must be maintained as public records subject to audits and inspections.

Article VII: Procedures Governing Student Council Meetings

- Sec.1 A quorum must be present in order for the council to ratify or repeal any General Business.
 - a. A quorum consists of one half and one more of the members of the Student Council enrolled in the class.
 - Sec 2 Every person on the Student Council, except the presiding officer, shall have the right to one vote.
 - Sec 3 All votes shall be by voice, unless requested by the presiding officer or any two members of the council.
 - Sec 4 In the case of a tie, the presiding officer must cast their vote, which must be accepted by the Director of Student Activities or his/her assistant to break the tie.
 - Sec 5 Debate on all items brought forth to the council will be limited to two (2) minutes, unless it is moved to extend the debate. In this case, the A.S.B. Assistant shall act as timekeeper and interrupt debate to inform the presiding officer when time expires.
 - Sec 6 To avoid a conflict of interest, members of council making a proposal shall cast their vote as “Abstained”.
 - Sec.7 Robert’s Rules of Order shall be the reference for all actions carried out during a Call-to-Order.
 - Sec. 8 Meetings of the A.S.B. shall be open to the observation of interested students and faculty at all times unless the A.S.B. determines that a meeting should be closed.
 - Sec. 9 Meetings of the Student Council shall be held a minimum of two times per month on Mondays, immediately after school except on special schedule weeks, when they shall be held on Tuesdays.
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BYLAWS OF THE ASSOCIATED STUDENT BODY OF DON BOSCO TECH

Article I : Duties Shared by ALL Members of the Student Council

- Sec. 1 Involve the student body at large in various events including any and all council-funded dances, dress-days and lunch-time activities, including those executed during Homecoming and Salesian Weeks.
- Sec. 2 Attend all meetings of the Student Council and of their individual (i.e. Class) councils.
- Sec. 3 Assist in monitoring internet blogs that negatively affect A.S.B. events and/or reflect misconceptions of the Student Council and other clubs and student organizations.
 - a. In the interests of addressing misconceptions and negative perceptions of the Student Council and other Student organizations, negative blogs shall be reported to the Student Council and the Director of Student Activities as soon as possible.
- Sec. 4 Maintain the conditions necessary for candidacy for that office throughout his tenure.
- Sec. 5 Carry out the provisions of the Constitution.

Article II: Duties of the Executive Board of the Student Council

- Sec. 1 A.S.B. President shall have the responsibility to:
 - a. Preside at and Call to Order all meetings of the Student Council
 - b. Preside at Executive Council Meetings.
 - c. Call to Order at School Rallies/Assemblies.
 - d. Be the liaison between the A.S.B and the school Administration.
 - e. Break any ties at Student Council meetings by casting his vote.
 - f. Appoint committees and chairpersons as needed.
 - g. Represent the A.S.B. to special visitors and the public.
- Sec. 2 A.S.B. Vice President shall have the responsibility to:
 - a. Assist the A.S.B. President or assumes the role as president when the president is unable to fulfill his duties.
 - b. Keep the A.S.B. officers on task in the performance of their duties to the A.S.B.
 - c. Coordinate and enforce Dance and special event assignments.
 - d. Organize, coordinate, and review all election activities (i.e. Homecoming/Prom Court, A.S.B. Officer Elections)
 - i. Courts will only be held for Homecoming and Prom
 - a. The Homecoming Queen will be asked back to crown the next year’s Queen.
 - b. Homecoming court shall consist of one (1) Queen and no more than (4) princesses.
 - ii. Only Seniors will be allowed to be on the ballot and vote for Prom King.

- c. Reporting financial situation of their class council at class council meetings.
- d. Submit a budget to the Student Council for all fundraisers and class events.

Sec. 4 Class Secretaries shall have the responsibility to:

- a. Attend all class council meetings
- b. Take minutes at every class council meeting and submit a paper copy to their Class Council folder.
- c. Submit digital copies of their class council meetings to the A.S.B. Advisor at the end of every month.
- d. Take attendance at all class council meetings

Sec. 5 Class Public Relations Officers shall have the responsibility to:

- a. Attend all class council meetings
- b. Post all advertisements (posters, etc) for any event sponsored by their class.
- c. Update the class bulletin board on a monthly basis.
- d. Submit bulletin requests to the Director of Student Activities for approval as they are needed.

Sec. 6 Class Assistants shall have the responsibility to:

- a. Attend all class council meetings
- b. In the absence of the secretary, take and submit minutes for class council meetings.
- c. Send written Thank you notes to staff, the community, and chaperones on behalf of their class.

Article IV: Duties of A.S.B. Commissioners

Sec. 1 Campus Spirit Commissioner shall have the responsibility to:

- a. Coordinate activities that include A.S.B. as a large unit. (i.e. Rallies)
- b. Assist the A.S.B. President in emceeding rallies.
- c. Coordinate set up and clean up of rallies.
- d. Promote and monitor spirit days in a timely fashion.
- e. Promote student participation in athletic, social and club events.

Sec. 2 Formal Dances Commissioner shall have the responsibility to:

- a. Organize and preside over a committee to plan and execute:
 - Homecoming and Prom Dances
 - Homecoming Court Interviews and Elections
 - Homecoming Half-Time Show
 - Execution of Prom King Elections
- b. Organize fundraisers designed to lower the student costs of Homecoming and Prom

Sec. 3 ICC Commissioner shall have the responsibility to:

- a. Call to Order all meetings of the I.C.C.
- b. Ensure that all club activities are done legally and according to the Constitution.
- c. Ensure that each club has their own constitution before engaging in any business.
- d. Facilitate and advertise all meetings of the Inter-Club Council.
 - i. Any Club wanting to sponsor a fund raiser or event must apply to the ICC or to the Student Council for approval no less than 2 weeks before the event is intended to take place.
- e. Present club financial requests to the Student Council for approval.
- f. Ensure that each club has submitted a budget report to the Student Council before any approval of monetary exchanges can be made.
- g. Report Club Activities to the Student Council regular meetings.

Article V: Duties of the A.S.B. Advisor

Sec. 1 The position of the A.S.B. Advisor shall be filled by the Director of Student Activities.

Sec. 2 A.S.B. Advisor shall have the responsibility to:

- a. Be present at all meetings of the Executive Board and the Student Council.
- b. Make sure the meetings are run legally by the A.S.B. officers
- c. Makes sure that the needs of the school are being met through the Student Council
- d. In the absence of the Advisor at any event or in the Arcade, the Student Council will resume as usual, attending to their daily tasks, under the direct supervisions of either of the Assistant Director of Student Activities.
- e. Approve decisions made by the council before action is taken upon decisions.

Article VI: Elections to Office

- Sec. 1 Each person seeking office in the Student Council must complete a Student Council Application form by the date and time specified in the application.
- Sec. 2 All applications will be reviewed by an Election Committee.
- The Election Committee will include the following: Assistant Activities Director, Class Advisors, no less than 4 outgoing Student Council members from the Senior Class, and others appointed by the Director of Student Activities and/or the Principal
 - The Election Committee for the freshman elections in the fall will include the following: Student Activities Director, Class Advisor, and no less than 3 members of the Executive Board of the A.S.B.
- Sec. 3 The Election Committee *may* interview the candidate and others to determine the capability of an applicant to fulfill the requirements of elected office.
- Sec. 4 Candidates who have been approved by the Election Committee and the Director of Student Activities may Participate in campaign activities (speeches, fliers, etc) for the time period specified in the application.
- No applicant may publicly advertise their candidacy in any form before the time period specified on the application.
- Sec. 5 All Ballots will be counted by a committee of faculty members appointed by the Principal.
- Sec. 6 Results will be announced by the Principal before the end of the school year.
- Sec. 7 If any difficulty with positioning of class officers within the council occurs, the Executive Board of the Student Council will vote to correct it.

Article VII: Removal from Office

- Sec. 1 Removal of Student Council Officers: Upon approval from the Director of Student Activities, any class officer may be considered for removal from office for just reasons. Recommendations for removal must be approved by a two-thirds majority vote of the A.S.B. Executive officers and approved by the Director of Student Activities and/or the Principal.
- In order to impeach an officer, the request must be sent with documented proof of violation(s) to the Director of Student Activities.
- Sec. 2 “Just Reasons” for Removal from Office shall include, but not be limited to:
- Attendance at meetings: Any officer absent from or tardy to 25 percent of the leadership classes, properly publicized class meetings, and failure to participate in general A.S.B. related activities and work sessions, may be subject to dismissal with a majority vote of the Executive Board of the Student Council with the recommendation of the Director of Student Activities and/or the Principal.
 - Attendance to school: Any officer with more than two unexcused absences and/or unexcused tardies to school and/or classes throughout the day in the same semester may be subject to dismissal with a majority vote of the Executive Board of the Student Council with the recommendation of the Director of Student Activities and his or her assistants.
 - Conduct: Any incidents involving weapons, drugs or alcohol will result in removal from office. Failure to fulfill the duties of office, fighting, using obscene or suggestive language (including wearing items of clothing with obscene or suggestive themes/sayings), extreme changes in appearance or behavior, open defiance of school authorities, forgery, or vandalism will result in probation or removal from office.
 - Grades: Officers whose grade point average drops below the requirements of their position or receives a “D” on any quarter grade report will be placed on probation for the following quarter. If deficiencies are not corrected, the officer will be removed from office at the end of the probationary period.
 - Continued Failure to attend A.S.B. events and/or adhere to the guidelines as stated in Article VI Section 6b will result in dismissal with a majority vote of the Executive Board of the Student Council and the recommendation of the Director of Student Activities and/or Principal.
- Sec. 3 Failure to show for a hearing will be considered an admission of guilt and will result in automatic Suspension/removal from office.
- Sec. 4 An article of impeachment must list the reasons of complaint, proof of violation, and the signature of their advisor and/or the A.S.B. advisor. In the case of the advisors absence, consent may be obtained by the Principal.

Article VIII: Amendments to the Constitution and Bylaws

- Sec. 1 Amendments to this Constitution or Bylaws must be submitted in writing during a regularly scheduled meeting of the A.S.B. Each proposal may be accepted or received by a majority vote of the A.S.B. Executive Board.
- Sec. 2 This Constitution may be amended, from time to time, by a two-thirds vote of the Student Council or a unanimous vote of the A.S.B. Executive Board and with the approval of the Director of Student Activities.

Article IX: Ratification

- Sec. 1 This Constitution shall become effective when approved by the Principal, Director of Student Activities and a unanimous vote of the Student Council of the 2009-2010 school year and remain in effect until amendments are made.
- Sec. 2 The A.S.B. President, A.S.B. Vice President, and the Director of Student Activities shall sign the last page of the constitution in order to signify official ratification.

Eric Gomez, CT '10
2009-2010 A.S.B. President

Jonathan Silva, MS '10
2009-2010 A.S.B. Vice President

Darlene Nichols,
Director of Student Activities

Date Approved: _____