



## **CONSTITUTION OF CANOGA PARK HIGH SCHOOL**

### **PREAMBLE**

We, the students of Canoga Park High School, under the authority of the Principal, in order to promote student participation in school government, to promote our understanding of the educational and administrative objectives of our school, and to initiate and encourage the development of active citizenship, do establish this Constitution for the Student Body of Canoga Park High School.

### **ARTICLE I. NAME**

This organization shall be known as the Canoga Park Student Body, hereafter referred to as "The Student Body".

### **ARTICLE II. MEMBERSHIP**

All students of Canoga Park High School are members of this organization.

### **ARTICLE III. PURPOSE AND OBJECTIVES OF STUDENT GOVERNMENT**

#### **SECTION I. PURPOSES**

1. To provide an opportunity for the students to have an active voice in certain phases of school affairs and encourage the expression of their opinions in these areas.
2. To promote experiences in government and leadership.
3. To learn self-initiative by doing, and self-determination by discussion and planning.
4. To make possible the realization of the values of democracy.
5. To facilitate communication and harmony among student, their government, and the administration.
6. To serve the community as well as the school in every way possible and to integrate the two services.
7. To provide a program of extra-curricular activities for the students.
8. To encourage the organization of and involvement in school activities.

#### **SECTION II. OBJECTIVES**

1. To promote school spirit by providing many extra-curricular activities.
2. To provide clubs and organization of honor, services, and interest.
3. To provide social activities such as dances and sports nights.
4. To provide informative and enriching assemblies.
5. To provide orientation for all new students.
6. To encourage support of the athletic teams in interscholastic events.
7. To make every student aware of the fine traditions he/she has inherited.
8. To honor students active in school by the "Gold C" award.
9. To encourage clean campus at all times.
10. To participate in decisions pertaining to student body finances.
11. To discuss and establish those school policies over which it has jurisdiction.
12. To encourage good grooming and dignified behavior in every students.
13. To maintain high moral standards and honesty at all times.

## **ARTICLE IV. STUDENT BODY OFFICERS AND DUTIES**

### **SECTION I. ELECTED OFFICERS OF THIS ORGANIZATION AND THEIR DUTIES SHALL BE:**

1. Student Body President  
The Student Body President shall preside over all meetings of the entire Student Body. He/She will act as Chairman of the Student Body Cabinet, and will appoint those additional officers that he/she feels necessary to his/her administration. He/She must be in the 11<sup>th</sup> grade when elected and have served in some capacity related to Student Government for one semester prior to his/her term of office.
2. Executive Vice President  
The Executive Vice President shall preside over all meetings of the House of Representatives. He/She shall be responsible for the formation of all House committees, and be the executive officer, and member of all House committees. In the temporary absence of the President, he/she shall assume the President's responsibilities. He/She must be in the 10<sup>th</sup> or 11<sup>th</sup> grade when elected.
3. Social Vice President  
The Social Vice President shall act as Program and Social Chairman for the Student Body. He/She must be in the 10<sup>th</sup> or 11<sup>th</sup> grade when elected.
4. Boys Athletic Manager  
The Boys Athletic Manager shall help with the duties of visiting teams, the preparation of the field for athletic contests, and arranging pep rallies and sports programs. The Athletic Manager must be approved by the Athletic Director.
5. Girls Athletic Manager  
The Girls Athletic Manager shall help with the duties of visiting teams, the preparation of the field for athletic contests, and arranging pep rallies and sport programs. The Athletic Manager must be approved by the Athletic Director.
6. Student Body Cabinet Secretary  
The Cabinet Secretary shall keep minutes of all meetings of Student Cabinet. He/She shall also be responsible for all secretarial work of the Student Body in the absence of the Corresponding Secretary, and also he/she shall do all of the correspondence.
7. Assistant Treasurer  
The Assistant Treasurer shall work one period per day in the Finance Office and train himself/herself to become the treasurer. The Assistant Treasurer shall automatically become the Treasurer the following 20 weeks. The assistant Treasurer will not serve in Cabinet.

8. Head Yell Leader

The Head Yell Leader shall lead the cheering for all inter-school contests and appropriate school programs, and be responsible for all spirit activities, with the assistance of the song leader.

9. Head Cheer Leader

The Head Cheer Leader shall lead the cheering and lead the singing of the school song at all inter-school contests and appropriate school programs.

10. Senior President

The Senior President shall represent the interests of the Seniors.

11. Junior President

Junior President shall represent the interests of the Juniors.

12. Sophomore President

The Sophomore President shall represent the interests of the Sophomores.

13. Freshman President

The Freshman President shall represent the interests of the Freshman Class

## **SECTION II. APPOINTED OFFICERS**

Additional officers shall be appointed by the Student Body President with the advice and consent of the Cabinet sponsor, not to exceed the number of elected officers. They must meet the same qualifications as the elected officers and shall apply to be appointed. The newly elected Student Body President with the advice of the Cabinet sponsor shall have the power to create or abolish appointed offices, as he/she feels necessary.

## **SECTION III. SPECIAL OFFICES**

The following special officers shall be members of the Student Cabinet by right of their offices:

1. Treasurer- Automatically takes office after having served one semester as Assistant Treasurer. The Treasurer shall work with the Financial Manager and shall make financial reports to the Student Body Cabinet and House of Representatives.
2. Foreign Exchange Student

## **ARTICLE V. QUALIFICATIONS AND TERMS OF OFFICE**

### **SECTION I**

All candidates for office must meet the qualifications for their office upon application for candidacy. A statement will be placed on file showing satisfactory attendance (verified by their Counselor), satisfactory scholarship (C average), with U's from no more than one teacher and approved by the counselor. Scholarship qualifications will be taken from special candidate progress reports.

### **SECTION II**

All student body officers must maintain the above standards at the final report card (20 week) and throughout their term of office or they will be disqualified from holding office. Five, ten, and fifteen week grades will be considered as temporary and suspension will last until such time as these grades are brought up to conform with named standards. Final grades below this standard will disqualify officers for the ensuing semester.

### **SECTION III**

Eligibility is determined by regular session and may not be "made-up" by summer, adult, or other special schools.

### **SECTION IV**

The President shall be in 11<sup>th</sup> or 12<sup>th</sup> grade while holding office. He/She must have served in some capacity related to Student Government for one semester prior to his/her term of office.

### **SECTION V**

The Vice-Presidents shall be in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade while in office.

### **SECTION VI**

The Secretaries shall be in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade while in office.

### **SECTION VII**

The Assistant Treasurer must be approved by the Financial Manager.

### **SECTION VIII**

The Athletic Managers must be approved by the Athletic Director.

**SECTION IX**

The Head Yell Leader and Head Cheer Leader shall be chosen from the 11<sup>th</sup> or 12<sup>th</sup> grade classes, and must be qualified for cheer leader and song leader in the semesters they will serve.

**SECTION X**

A student may hold the same Student Body Office more than once.

**SECTION XI**

A student running for office must have been a student at Canoga Park High School for one full semester prior to the semester of the term sought.

**SECTION XII**

A student may not hold more than one of the following offices during the same semester:

1. Elected Student Body office
2. Appointed office of the Student Body Cabinet
3. Elected Class Office (other than President)

In addition, a member of Student Body Cabinet may not be a member of the House of Representatives.

**SECTION XIII**

If any candidate is disqualified from

1. Candidacy
2. Assuming office
3. Holding office after he/she has been installed

he/she shall have the privilege of making a written request to the Student Cabinet Sponsor asking that his/her case be reviewed.

**ARTICLE VI. NOMINATIONS AND STUDENT BODY ELECTIONS****SECTION I**

Elections shall be held once each year for all Student Body offices. The terms of office shall run from January to January (starting and ending on the first day of the second semester), with the exception of the Cheer and Yell Leaders, and the Class Presidents (Senior, Junior, and Sophomore), which offices shall run from the first day of school in August to the last day in June. The term of Freshman President shall run from January to June. The primary and final elections shall be held during the five week period preceding the end of the term and on the days designated by Student Body Cabinet.

**SECTION II**

All students are registered upon entering Canoga Park High School.

**SECTION III**

The Student Body Cabinet shall hold a convention at the discretion of the Cabinet and the sponsor to narrow the field of perspective candidates for any office to two people. Each house class shall be represented by at least one voting delegate at the Convention. The time, place, and format of the Convention, as well as the method of selecting the delegates shall be decided by the Student Body Cabinet. If there is no convention, a primary election shall be held to determine the two finalists.

**SECTION IV**

In any case, the candidate receiving the majority vote in the final election shall be declared elected. One or more votes over one-half of the votes cast shall constitute a majority.

**SECTION V**

In any Student Body Election in which there is a tie in the final election, there shall be a revote of the Student Body.

## **ARTICLE VII. STUDENT BODY CABINET**

### **SECTION I**

All elected, special and appointed Student Body officers shall be placed on the Student Body Cabinet simultaneously as they take office, with equal voting and discussion rights. The Presidents of each class will also be placed on the Cabinet, with equal voting and discussion rights. If a Class President cannot be scheduled in the Leadership class where the Cabinet meets on a regular basis, a student of the same grade level will be selected from the Leadership Class by the Student Body Cabinet with the advice and consent of the Class President and the Class Faculty Sponsor. The selected student will be called the President *pro tempore* of the Class and he/she shall represent the interests of said Class with equal voting and discussion rights.

### **SECTION II**

The Student Body Cabinet shall administer the student activities and laws in such a way as to contribute to the well-being of the school, and cooperate with the faculty and administration in carrying out the established policies of the school.

### **SECTION III**

The Student Body Cabinet shall coordinate all student interest organizations not directly connected with classroom work.

### **SECTION IV**

In case of temporary absences of certain Student Body officers, it is necessary to establish an order of succession. The following is therefore an order of secession.

1. Student Body President
2. Executive Vice President
3. Social Vice President

In case of absence of all the above, it shall be up to the faculty advisor to appoint a chairman from those remaining.

## **ARTICLE VIII. HOUSE OF REPRESENTATIVES**

### **SECTION I**

The purpose of the House of Representatives:

1. To improve communication between Cabinet and the Student Body.
2. To offer an opportunity for the students to take an active part in Student Government.
3. To give the students the opportunity to learn Administration and School Board policies.
4. To give every student a representative voice in Student Government.

### **SECTION II**

The functions of the House of Representative:

1. To inform students, though House classes, of activities.
2. To express new ideas, ask questions, and clarify policies to the House classes.
3. To form committees to assist Cabinet members.
4. To participate in the semesterly Convention as delegates, if held.
5. To plan and carry out individual class activities.

### **SECTION III**

The House of Representatives shall be composed of representatives for each House Class. House Classes shall be determined by the Executive Vice President each semester. Qualifications for the representatives shall be determined by the House of Representatives.

### **SECTION IV**

The meeting of the House of Representatives shall be held on days decided by the Executive Vice-President.

### **SECTION V**

The House of Representatives shall have the power to make school by-laws and recommendations.

**SECTION VI**

By-laws and recommendations shall be introduced in the House of Representatives, in the form of a Bill, by a House member.

**SECTION VII**

The House of Representatives may, at any time, call members of the Students Body Cabinet before it to hear report about their respective offices.

**SECTION VIII**

The Executive Vice-President shall have the power to appoint committees from the House of Representatives to assist in the handling of business of the House of Representatives and/or Student Body Cabinet.

**SECTION IX**

The Executive Vice-President and House Secretary shall be ex-officio members of the House.

**SECTION X**

The Executive Vice-President shall appoint the House Secretary.

## **ARTICLE IX. CLUBS AND ORGANIZATIONS**

### **SECTION I**

The clubs and organizations of Canoga Park High School will include those honor societies, service organization, and general interest groups not directly connected with classroom work. Each club and organization on campus must have a constitution on file with the appropriate appointed officer, the Principal, the Financial Manager, and the Student Body Cabinet Administration. The officers of all clubs and organizations shall be closes in accordance with rules for eligibility as determined by the respective clubs and organizations.

### **SECTION II**

Each club and organization shall have a faculty advisor. This advisor shall be asked by club members to sponsor the club or organization. The advisor determines the time and meeting place.

### **SECTION III**

A club or organization may be started by a number of students by securing a faculty advisor and drafting a constitution. This club or organization shall then notify the appropriate appointed offices.

### **SECTION IV**

Any club or organization in school may sponsor an activity involving the Student Body upon the approval of the Student Body Cabinet and the Administration. All proceeds from club activities involving the Student Body will be deposited in the general Student Body Treasury (with the exception of recognized charitable organizations) and may be withdrawn upon the approval of Student Body Cabinet. Any club may sponsor an activity for participation by club members only. The individual club has jurisdiction over activities involving club members only and the proceeds will be deposited in a trust for specific use by the club.

### **SECTION V**

Each recognized club and organization must send one representative to the Clubs and Organizations Council. The purpose of this Council shall be to coordinate all on-campus clubs and organizations activities and to provide better means of communication between the clubs.

**ARTICLE X. BOARD OF FINANCE****SECTION I**

There shall be a body known as the Board of Finance. The membership shall consist of the Principal, the Financial Manager, the Cabinet advisor, the Student Body Treasurer and Assistant Treasurer, and the Student Body President.

**SECTION II**

This body shall be responsible for the planning and the expenditure of all Student Body funds.

**SECTION III**

This body shall meet when called and a report of business shall be presented to the Student Cabinet by the Treasurer.

**SECTION IV**

A report on the decisions of the Board of Finance must be submitted to the student body.

**ARTICLE XI. VACANCIES****SECTION I**

All vacancies which may occur in Student Body offices during the semester are to be filled by joint action of the House of Representatives and the Student Body Cabinet, with the exception of the Student Body President whose office shall be filled by the Executive Vice-President. In the case of all other elected officers, vacancies shall be filled by appointment of the President-elect. In case the office of President-elect shall be vacated between election and taking office, the newly elected Executive Vice-President shall be moved up to this office.

## **ARTICLE XII. RECALL**

Every elected Student Body Cabinet member shall be subject to removal from office by a vote of the students of Canoga Park High School. To begin a recall petition signed by 20% of the voters is necessary. This petition shall be headed by a general statement of the grounds on which the removal is sought.

The petition shall then be presented to the President of the Student Body who shall order a date and place for the vote of recall. This date shall fall not less than five, nor more than ten, school days from the date the petition is presented to the President.

The official ballot shall be the same as on the original petition and must be approved by the Principal. The officer in question is allowed to have a statement of not more than seventy-five words on the ballot. He/She may also post a written statement at the polls.

If 2/3 of the voters cast their votes in favor of recall, the officer shall be removed from his/her office and the position shall be filled as stated in Article XI of the Constitution.

No petition shall be circulated or filed against any officer until he/she has held office for five weeks of school.

## **ARTICLE XIII. INITIATIVE**

An initiative begins with the presentation of petition to the House of Representatives or the Students Body Cabinet. Said petition must be signed by 20% of the members of the Canoga Park High School Student Body. Each page of said petition shall be headed by a full presentation of the given law, amendment, or change of suggested policy.

The Student Body President shall order a date for a vote that shall fall not less than five, nor more than ten, school days from the date the petition is presented to the House of Representatives or the Students Body Cabinet. If 2/3 of the voters cast votes in favor of the initiative with administrative approval, it shall become law.

## **ARTICLE XIV. REFERENDUM**

At any time after a law has been enacted, a referendum petition containing the signatures of at least 20% of the members of the Canoga Park High School Student Body may be presented to Student Body Cabinet, requiring this law or any part of this law to be submitted to the Student Body for their approval or rejection at the next regular election. This act must then be passed by a 2/3 majority vote of the voters. The opportunity for reconsideration of the law may be initiated by the House of Representatives.

**ARTICLE XV. AMENDMENT AND VETO****SECTION I**

This Constitution can be amended by a 2/3 majority of the votes cast at any regular or special Student Body elections provided the amendment has been proposed by a 2/3 majority of the House of Representatives, plus a 2/3 majority of Student Body Cabinet, and the approval of the Principal. The same procedure shall be followed to adopt a by-law.

**SECTION II**

No by-law or amendment of the Constitution initiated or adopted by the Student Body shall be subject to amendment except by a 2/3 majority vote.

**SECTION III**

Any bill brought up and passed in the House of Representatives, if not acted upon by Student Body Cabinet within a ten school day period from the time of passage in House, is presumed to be passed therefore becoming effective. If school adjourns within the ten days after a bill has been passed in House, and Cabinet does not act on that bill, the said bill is presumed to be vetoed.

**ARTICLE XVI. CONSTITUTION REVISION**

If it becomes necessary to revise or rewrite any or all articles of the Constitution, a committee shall be formed from Student body Cabinet and/or the House of Representatives to discuss and write the necessary revision. The revision shall be discussed and posted in House classes. After discussion in House classes, the revisions shall be passed by a 2/3 majority of the House of Representatives. The Student Body voters shall then adopt a revised Constitution by a 2/3 majority vote at the next regular election.

**ARTICLE XVII. LEGAL PROVISION**

It is understood in accordance with the school laws of California that any or all of the regulations, privileges and policies stated in the Constitution may be vetoed or annulled by the Principal, if he/she judges them to be detrimental to the school or contrary to the laws governing public schools.

*This Constitution was revised and adopted in June 2010 from the last know Constitution of June 1982.*