

**Okkodo High School
Student Body Association (SBA) Constitution
SY 2017-2018**

Article 1: Organization Name

Section 1: This organization will be known as the Okkodo High School Student Body Association and herein referred to as SBA.

Article 2: Purpose and Goals of the Organization

Section 1: The SBA is the primary student organization that represents all matters relating to Okkodo High School and serves as the umbrella organization for all class councils, clubs, and other school-wide student organizations.

Section 2: The main purpose of the SBA is to be the primary means for which students establish and promote school activities and functions. SBA also serves as a means for which students may voice concerns about the school; express their interests, needs, and opinions; and where student leaders work to create a positive and productive relationship with the school administration, faculty, staff, parents and community at large.

Article 3: Members and Officers of the Student Body Association

Section 1: Members

The general membership of the SBA consists of all students currently enrolled at Okkodo High School in the island of Guam, territory of the United States of America.

Section 2: Officers

The SBA officers include, but are not limited to, positions of a President, Vice-President, Secretary, Treasurer, and Public Relations Officer. Class council officers and other clubs and organizations officers will be considered subsidiary officers of the SBA and will be held to the same expectations as the SBA officers. These expectations include mandatory attendance at SBA meetings and functions and school representation at leadership conferences or at the request of the school administration and faculty. If any officer cannot be in attendance at an event or meeting, he/she must inform the SBA President and an Advisor three days prior to the meeting or event, and must find a replacement to fulfill the duties and tasks as necessary.

Section 3: Officers are required to fulfill certain responsibilities. These responsibilities include but are not limited to:

A. President:

1. Take charge of the organization
2. Make sure all officers are carrying out their responsibilities effectively and correctly.
3. To take responsibility of the group as a whole.

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4. To lead the group in an organized way.
5. To create meeting agendas along with assistance from the Vice President.
6. To attend meetings, functions, and events as the SBA President.
7. To serve in the school's Money Committee.
8. To communicate effectively with advisors and perform all tasks as requested by advisors.

B. Vice President:

1. To act as a replacement or substitute if the president is not available.
2. To take place of any officer who is not available or present.
3. To assist the President in coordinating activities and events including agendas for meetings.
4. To attend meetings in place of another officer who is not available.
5. To serve in the school's Money Committee in the event that the President is not available.
6. To communicate effectively with advisors and perform all tasks as requested by advisors.

C. Secretary:

1. To record/ take notes of minutes during meetings.
2. To keep any important information and records for future references.
3. To organize files, records, and other documentation.
4. To have a status report ready from prior meetings.
5. To assist the Treasurer for any related duties pertaining to documentations and submissions.
6. To communicate effectively with advisors and perform all tasks as requested by advisors.

D. Treasurer:

1. To keep track of all monetary funds in a ledger.
2. To be responsible for all the records dealing with money.
3. To keep track of budgeting and spending requirements.
4. To have a status report for meetings on how much money is in the account.
5. To match the business office's records.
6. Attend financial board meetings.
7. To communicate effectively with advisors and perform all tasks as requested by advisors.

E. Public Relations Officer:

1. To make all notices and announcements to be posted about all upcoming events or activities in the school and community.
2. To be the communications officer with responsibility in maintaining the school website and other avenues of communication with students.

3. To listen to any suggestions made by other members or students and bring it up in meetings.
4. To keep a compilation of all events, meetings and activities held by the SBA.
5. To communicate effectively with advisors and perform all tasks as requested by advisors.

F. Historian

1. To record names of officers and committee members by creating sign in sheets for SBA meetings, activities, and events.
2. To be responsible for keeping a record of all SBA meetings, activities, and events
3. To record descriptions of events, along with both positive and negative feedback, in order to make a record of these events and to evaluate their effectiveness.
4. To be responsible for taking photos and keeping a collection of archives that includes newspaper clippings printed programs, tickets and other items. This may be done in electronic and virtual format to prevent loss.
5. To communicate effectively with advisors and perform all tasks as requested by advisors.

G. Sergeant at Arms

1. To maintain order and decorum during meetings by announcing “Order” during meetings and anytime meeting attendees become disruptive and loud.
2. To make sure that meetings and events start on time.
3. To ensure Robert’s Rules of Order is enforced.
4. To remind speakers at meetings to use appropriate language.
5. To ensure that activities and events run smoothly.
6. To communicate effectively with advisors and perform all tasks as requested by advisors.

H. Parliamentarian

1. To ensure that the President and members follows parliamentary procedures during meetings.
2. To inform the President of errors in parliamentary procedure if they affect the basic rights of members.
3. To clarify any issues or concerns regarding the SBA constitution or subsidiary council, club, or organizations bylaws.
4. Give advice to members during times when there is not a meeting in process regarding format of meeting and basic items on an agenda.
5. To communicate effectively with advisors and perform all tasks as requested by advisors.

I. Other:

Other officer positions may be identified with discretion from SBA advisors and current officers. Duties of these officers may include but are not limited to:

1. To assist the SBA with scheduling and planning activities and events.
2. To assist in disseminating information and notices for SBA to class councils; clubs and organizations; school administration, faculty, and staff; and the community.
3. To serve as committee chairpersons for SBA activities and events.
4. To communicate effectively with advisors and perform all tasks as requested by advisors.

Section 4: Eligibility of Student Body

- A. In order to be a member of the Student Body Association, one must currently be enrolled as a student of Okkodo High School. SBA Officers and subsidiary officers (class council officers) attain their position through an election where students vote for their leaders.
- B. Students interested in becoming an SBA Officer or subsidiary officer (class council officer) must submit a completed election packet, which includes an application, parental consent form and nominating petition with at least 50 (fifty) signatures of eligible voters.
- C. SBA Officers and subsidiary officers (class council officers) must meet high standards in academics, attendance and discipline. Candidates must receive clearance using the following criteria:
 - i. Candidates must not receive any grade lower than an 80% in any class for the quarter or semester in the previous school year(s) at Okkodo High School.
 - ii. Candidates must not receive a U for citizenship for any class in the previous school year(s) at Okkodo High School.
 - iii. Candidates must not receive an attendance referral for truancy and must not exhibit a pattern of truancy in the previous school year(s) at Okkodo High School.
 - iv. Candidates must not receive a discipline referral in the previous school year(s) at Okkodo High School.
 - v. Candidates must be in good standing as officers or members of clubs and organizations and should maintain necessary merit points should such a system be in place in the previous school years(s)
 - vi. Candidates must not have resigned or been impeached by any OHS organization and/or club unless under circumstances approved under the discretion of the advisor(s) or injury from the school administration.
- D. Periodic review of standing Officers shall be done at the discretion of the advisor(s) or inquiry from the school administration. SBA Officers and subsidiary officers (class council officers) who do not maintain these standards in academic, attendance or

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- disciple will be put on probation. This may include a merit/ demerit system should one be in place. The probationary period will be determined by the advisor(s). If the SBA Officer or subsidiary officer (class council officer) does not improve by the end of the probationary period, the advisor(s) will determine next course of action, which may include impeachment and replacement.
- E. Vacant offices may be filled by appointment from advisor(s) based on recommendations from current SBA officers and subsidiary officers (class council officers).

Article 4: Elections

Section 1: The Process

- A. **Prospective Candidate:** SBA will conduct elections for the upcoming SBA and class councils of Okkodo High School. Any student interested in running for class council or SBA officer position must meet the requirements stated in **Section 4 of Article 3**. The prospective candidate must complete and return an election packet signed by both the prospective candidate and his or her parent or guardian.
- B. **Petitioning.** After submitting the signed acknowledgement form, the prospective candidate will receive a petition form. To be considered a candidate on an election ballot, the prospective candidate must acquire at least fifty (50) signatures. For prospective candidates for class council offices, the candidate can only acquire signatures of students from his or her respective class (e.g., Junior P.R.O. candidate – only juniors by credit may sign,). For prospective candidates for the SBA, the candidate can acquire signatures from currently enrolled students from any grade level.

Article 5: Meetings

Section 1: Meetings will be held in accordance with the SBA expectations for meeting times and frequency. Advisors, in consultation with officers, may also call meetings as the need(s) arise.

Section 2. All subsidiary clubs and organization must be in attendance at SBA meetings. Failure to do so may result in the following: suspension of approved club/organization activities, disapproval of proposed student activities, or other penalty determined by the School admin., Activities Coordinator, and SBA Advisor.

Section 2: All Officers are required to attend the meetings, unless he/she notified the advisor or has a valid reason for why he/she was absent from a meeting. Unexcused absences may warrant replacement should Advisors, in consultation with other officers, determine this need.

Section 3: Emergency meetings may be called as long as an Advisor approves. Officers will all be alerted if there is ever an emergency meeting.

Section 4: Executive meetings can be called for by any officer or advisor and is usually held during lunch every Monday of each week or 5th period.

Article 6: Advisors

Section 1: Selection of Advisors

All advisors must be selected from the Okkodo High School faculty and staff. Advisors must be approved by the Okkodo High School administration if he/she is not a faculty member of Okkodo High School. A temporarily appointed advisor can be used in substitute for an official advisor for any event so long as the Student Body Association Advisors have been notified.

Section 2: Duties and Roles of Advisors

- A. SBA along with subsidiary clubs and organizations shall identify one Main Advisor and other advisors known as co-Advisors. The Main advisor will be the primary decision maker along with executive officers and may consult with co-Advisors. Advisors will act as the moderators for meetings, activities, and any other event that are sanctioned as a SBA activity.
- B. Advisors will provide guidance to the officers and members in the decision making process regarding the welfare of Student Body Association, Subsidiary Clubs and Organizations, Okkodo High School, and community activities that Okkodo High School may be participating in.
- C. Advisors will ensure the safety of any and all students and volunteers at any on-campus and off-campus activity. Advisors may cancel any activity should safety be in question.
- D. Advisors will ensure that all people participating in the Student Body activities are under supervision during the set-up, duration, and wrap-up for activities and events. This includes Advisors not leaving on-campus or off-campus activities until the last participant has left.

Article 7: Probation and Impeachment

Section 1: Any student officer may be put on probation or impeached from his/her position if:

- A. He/she violates any school rules, GDOE Board policies or Guam laws.
- B. He/she does not maintain a cumulative grade point average of 70% or higher.
- C. He/she does not maintain good behavior and citizenship grade of E or S in all classes.
- D. He/she is not attending meetings or activities.
- E. He/she fails to do their duties set forth in the SBA Constitution or Bylaws.
- F. He/she does not maintain necessary merit points should such a system be in place.

Section 2: Probation

- A. An officer will be put on a probation period by a majority vote of the officers in good standing and advisors.
- B. Any officer will have one week to argue his/her defense with officers in good standing and advisors in a general meeting or a private meeting.
- C. Officers in good standing and advisors will deliberate to accept or reject the defense and a final decision will be made by a majority vote of officers in good standing and advisors.
- D. The Officers in good standing and advisors may also encourage a voluntary resignation. If an officer does not agree to resign and refuses to be on probation, he/she will then go through the impeachment process.

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Section 3: Impeachment

- A. An executive meeting will be held by at least one advisor and officers in good standing.
- B. An officer of the Student Body may be impeached only by officers in good standing and advisors under reasonable circumstances.
- C. The presiding officer or advisor will present information that brought the said officer to the point of impeachment. All details of the incident will be disclosed. After which, a vote will take place to impeach the officer. A simple majority is needed for impeachment of the officer.
- D. If the vote is not to impeach the officer, he/she will be given a list of non-negotiable improvements that must be implemented immediately.
- E. If the vote is to impeach the officer, he/she will be notified and he/she will no longer be and cannot be a future officer of the Student Body or any subsidiary council, club, or organization. He/she will be allowed to be a member or volunteer only.

Article 8: Parliamentary Procedure: Meetings shall be conducted using the current edition of *Robert’s Rules of Order Revised*.

Article 9: Amendments

Section 1: Amendments may be made to this constitution with a 2/3 vote of the student body membership present, at least two advisors, and the principal or the designated representative at an announced meeting.

Section 2: Amendments must be proposed, in writing, at an announced meeting and will be voted on after open discussion is afforded.

Article 10: Bylaws

Each class council, club or organization must create and approve bylaws that align to this SBA constitution. These bylaws must state general rules for how each class council, club, or organization will operate. They may also specify the qualifications for membership, rights, liabilities of membership, and the powers, duties, and grounds for dissolution.

Article 11: Ratification

This constitution was ratified on the _____ during the month of _____ in the year 2017. The ratification of this constitution is a binding agreement that all officers, active members, volunteers, and advisors understand the rules and regulations of their duties in the Student Body Association. All officers, members, volunteers, and advisors understand the consequences if they violate the terms of this constitution. This constitution is subject to amendment in the event that modifications are necessary. This constitution shall be valid and operative from year to year.

X _____
Paolo Jusi (President)

X _____
Katrina Ichihara (Vice President)

X _____

X _____

Isabelle Del Llana (Secretary)

Kyle Delos Reyes (Treasurer)

X _____

Christopher Diego (Public Relations Officer)

X _____

Jana Mojas (Sergeant-At-Arms)

X _____

Randy Attao (Parliamentarian)

X _____

Katrina San Luis (Assistant Secretary)

X _____

Marah Rosales (IBOGS Representative)

X _____

Bryoni Sagun (IBOGS Representative)

X _____

Ms. Andrina S. Palomo (Advisor)

X _____

Gene Dydasco (Activities Coordinator)

X _____

Okkodo High School Administrator