

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4353

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CATEGORY: **Instruction, Cocurricular/Extracurricular**

EFFECTIVE: **1-29-62**

SUBJECT: **Associated Student Body, General**

REVISED: **12-07-2001**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing organization and administration of student government in schools.
2. **Related Procedures:**

School clubs, general	6240
Administration of student body funds	2225
Student body budget	2227

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-4000, D-4010; Education Code Section 48930.
2. District policy permits organization of student body associations in schools. (Education Code Section 48930)

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Regulations Governing Student Body Organizations**
 - a. **Membership** is limited to district-enrolled students only.
 - b. **Constitution and bylaws** must be properly developed and approved by the principal prior to operation (C.3.). A copy of the constitution and bylaws shall be forwarded to the Institute for Learning for files.
 - c. **Student body organizations** are governed by district policies, regulations, and procedures, and by their own constitutions and bylaws.
 - d. **Operation and general supervision.** Student body organizations operate as entities separate from the school district but are subject, under law, to district control and supervision. Once duly authorized, they function and conduct activities on behalf of students under general supervision and guidance of district staff.

- e. **Activities.** All activities must have educational value and contribute to the achievement of general objectives of public education, promote the general welfare of students, and contribute to building a high morale among the majority of students.
 - f. **Special supervision of activities.** No organization of students composed largely of individuals under eighteen years of age shall meet or conduct any activity except under immediate supervision of an adult approved by the principal or designee responsible.
 - g. **Faculty adviser.** Principal shall appoint one or more faculty advisers to work with the student governing body in management of its affairs.
3. **Constitution and bylaws** shall contain:
- a. Criteria for approval of student clubs and organizations, if any, and provision for their general control and activities, including custody of their funds.
 - b. Provision for election of officers by students in accordance with regulations approved by principals.
 - c. Regulations for management of student body funds, including provisions for an annual budget to be developed by a budget committee composed of elected students and faculty members (secondary schools only) (Procedure 2227).
 - d. Provisions for a principal to make necessary payments in vacation periods and in emergencies.
 - e. Regulations for inventorying merchandise purchased for resale.
4. **Use of School Facilities.** Principal may permit student organizations to use school premises and property, including equipment, without charge. A Civic Center permit is not required.
5. **Class Organizations** (Secondary schools only)
- a. A class organization may be formed after a charter, constitution, or statement of purpose has been approved by the principal and the student governing group. Purposes, policies, and plans must be in keeping with standards, policies, and ideals of the school and must not be in conflict with constitution of the student body organization.

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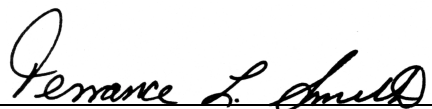
- b. Site principal shall appoint a sponsor to assist class officers in management of class affairs.
- c. A reasonable charge may be made for class dues, but students shall be protected from embarrassment or discrimination when unable to pay such dues.

D. IMPLEMENTATION

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education