

SMHS ASB Constitution

Article I – Student Body

Section A. Name

The Name of this organization shall be the Associated Student Body of San Mateo High School {hereafter noted as: “ASB of SMHS”}

Section B. Purpose

The purpose of this organization shall be to provide significant learning experiences for students; to develop behavioral evidence of good citizenship, scholarship, leadership, service with human values; to promote harmonious relationships within the school and with the community to improve morale assist in the management of the school; and to provide a forum for student involvement for all students of San Mateo High School {hereafter noted as SMHS}, regardless of race, creed, gender, or philosophical convictions.

Section C. Membership

The ASB of SMHS shall consist of all students attending SMHS, who are legally registered with SMHS and the San Mateo Union High School District {hereafter noted as the SMUHSD}

Article II – The Leadership Council

Section A. The Leadership Council

There shall exist a body known as the Leadership Council of but not limited to the executive branch and those appointed by the executive branch {hereafter noted as the SMHSLC}, more detail in Articles III and IV

Section B. Purpose

The Purpose of the SMHSLC shall be to:

1. Act as a body for student government.
2. Provide Learning experiences for students at SMHS.
3. Establish a student voice in appropriate procedures and practices within SMHS and to bring that voice into full participation with administrative procedures.
4. Plan and execute activities which are an interest to the student body.
5. Develop positive attitudes toward good citizenship, scholarship, human values and service
6. Provide an atmosphere suitable for developing student leadership
7. Approve all monetary matters concerning the ASB of SMHS excluding club raised activities
8. Approve all official appointments
9. Charter student organizations.
10. Take any other actions which it deems necessary and proper.

Section C. Power

All powers of the SMHSLC are delegated to it by the SMHS administration and the SMUHSD. The SMHSLC shall function under the auspices of a faculty advisor, who is the principal's designated representative.

Article III – The Executive Branch

Section A. Overview

The executive branch of the SMHSLC shall be made up of the following offices: President, Vice-President, Secretary, Treasurer, Dance Commissioner, two Spirit Commissioners, Publicity Commissioner, at least two representatives of the Union of Associated Student Bodies (UASB). Collectively they will make up the SMHSLC with the appointed members in articles IV and shall be elected according to the procedures in (place part of constitution here) and are approved by the administration.

Section B. Duties of the President Shall Be To:

1. Represent the student body at school, district and civic events and meetings.
2. Preside over SMHSLC meetings.
3. Attend all meetings which call for the Student Body President's presence.

Section C. Duties of the Vice-President Shall Be To:

1. Represent the student body at school, district and civic events and meetings as requested by the Student Body President
2. Preside over the SMHSLC meeting as needed in the event of an absence of the Student Body President.
3. Perform the duties of the Student Body President in the even of his or her absence.
4. Attend all meetings which call for the Student Body Vice-President's presence.

Section D. Duties of the Secretary Shall Be To:

1. Represent the student body at school, district and civic events and meetings as requested by the Student Body President.
2. Take and publish minutes if all the meetings of the council of representatives.
3. Keep accurate attendance records of all meetings.
4. Provide information to the president and advisor concerning action which should be taken be the council which has been referred to a committee
5. Write correspondence for the SMHSLC
6. Attend all meeting s which call for the Secretary's presence.

Section E. Duties of the Treasurer Shall Be To:

1. Work with the council of representatives, advisor and the other appropriate personnel in maintaining records and receipts.
2. See that all bills are paid promptly.
3. Make regular reports on the financial status of the SMHSLC at meetings.
4. Oversee major fundraising events.
5. Attend all meetings which call for the Treasurer's presence.

Section F. Duties of the Dance Commissioner Shall Be To:

1. Plan and oversee all SMHS ASB dances.
2. Attend all meetings requiring the Dance Commissioner's presence.

Section G. Duties of the Spirit Commissioners Shall Be To:

1. Oversee and preside over the school rallies.
2. Attend sporting events to raise morale.
3. Attend all meetings which require the Spirit Commissioner's presence.

Section H. Duties of the Publicity Commissioner Shall Be To:

1. Be in charge of organizing and coordinating schemes which will attract attention and publicize council sponsored events.
2. Assist the administration and other groups within the school in publicizing events.
3. Attend all meetings which call for the Publicity Commissioner's presence.

Section J. Duties of the UASB Representatives Shall Be To:

1. Represent the student population of SMHS in meetings of the UASB.
2. Serve as a liaison between SMHS students and the district.
3. Attend all meetings which call for the UASB Representative's presence.

Article IV Appointed Positions

Section A. Members

Appointed positions for the SMHSLC include: Kindness Commissioner, Community Service Coordinators, Health Awareness/Beautification Commissioners, Spirit Store Managers, Club and Class Coordinators, ELD Delegates, Sports Liaison, Technical Liaisons and Green Commissioner.

Section B. Duties of the Kindness Commissioner Shall Be To:

1. To plan appreciation activities and similar events.
2. Preside over Students in Action.
3. Plan New Student Orientation, Passing of the Torch Luncheon, and recruit guides for back to school night.
4. Train "ambassadors" for middle school orientations.
5. Plan recognition of SMHS staff during teacher appreciation week.
6. Attend all meetings which call for the Kindness Commissioner's presence.

Section C. Duties of the Community Service Commissioner's Shall Be To:

1. Organize and preside over the Canned Food Drive and Blood Drive.
2. Establish community contacts.
3. Publicize community events and volunteer opportunities.
4. Organize the Volunteer Fair.
5. Attend all meetings which call for the Community Service Commissioner's presence.

Section D. Duties of the Health Awareness/ Beautification Commissioners Shall Be To:

1. To coordinate health, safety, recycling, and beautification projects.
2. Plan Health Awareness Week, Peace Week, and Banner Parties.
3. Address ongoing respect issues, respect policies, and campus clean up at all ASB events.
4. Assist with events related to health issues including the Mutual Respect Assembly and Activist Week.
5. Attend all meetings which call for Health Awareness/ Beatification Commissioner's presence.

Section E. Duties of the Spirit Store Managers Shall Be To:

1. Design, order, market and sell spirit items and bearcat paraphernalia.
2. Manage and track inventory of the "Sprit Store".
3. Attend all meetings which call for the Spirit Store Manager presence.

Section F. Duties of the Club and Class Coordinators Shall Be To:

1. Assist club class officers.
2. To act as an intermediary between Club and Class councils and student government.
3. To organize the Club Faire, run Freshman Elections, organize the Club/Class Officers Retreat, Eighth Grade Night, and to assist with Spring School wide elections.
4. Attend all meetings which call for the Club and Class Coordinators presence.

Section G. Duties of the ELD Delegates Shall Be To:

1. To be fluent in either Spanish/English or Mandarin/English.
2. Publicize activities to ELD students.
3. Plan International Night and International Week.
4. Promote awareness and celebration of the diverse student population at SMHS
5. Attend all meetings which call for the ELD Delegate's presence.

Section H. Duties of the Sports Liaison Shall Be To:

1. To plan, coordinate, and organize lunch time sports and intramurals.
2. Promote and encourage attendance at all sporting events throughout the year.
3. Promote and make banners advocating SMHS sport teams.
4. Attend all meetings calling for the Sports Liaison's presence.

Section I. Duties of the Green Commissioner Shall Be To:

1. To plan, coordinate, and organize the Green Week and Rallies.
2. To make school functions more environmentally friendly (ie recycling at big events)
3. To be a liaison between Green Team and Leadership.
4. To coordinate activities with Green Team.
5. Attend all meetings which call for the Green Commissioner's presence.

Section J. Duties of the Technical Liaison Shall Be To:

1. Have extensive knowledge concerning various media related programs.
2. Act as a Liaison with the Performing Arts Center's director to plan and run assemblies, sports rallies and rehearsals.
3. Operate and maintain SMHS Student Government's computers, audio systems, and trains others to be proficient in them.
4. Photograph all SMHS Student Government activities, school activities, and sports.
5. Communicate with athletic teams to coordinate team tryouts for the skits/videos/speeches for the seasonal sports rallies.
6. To attend and supervise all really rehearsals.
7. Produce the slide shows.
8. To develop a scrapbook to chronicle the year in leadership class and to help create event colleges.
9. Attend all meetings which call for the Technical Liaison/Historian's presence.

Article V – Tutorial Representatives

Section A. Election

Each tutorial class will elect two representatives using a method deemed most appropriate by the teacher of that tutorial.

Section B. Duties

Tutorial representatives must attend all Council or Representatives meetings and retreats which call for their presence and to dutifully report any information back to their respective tutorials in a timely manner.

Article VII – Elections

Section A. Student Body Elections

Elections for student body officers will be held annually under the procedures deemed most appropriate by the SMHSLC and approved by the administration. The election procedure for student body officers will be recorded in the bylaws.

Section B. Tutorial Representatives

Elections for class representatives will be held annually using procedures deemed most appropriate by the SMHSLC and approved by the administration. The election procedure for the class representatives will be recorded in the bylaws.

Article VIII – Amendments

Section A. Amendments

Amendments to the SMHS constitution may be proposed by any student who is legally registered with the SMHS and the SMUHSD.

Section B. Procedure for Amendments

1. An amendment will be proposed to the SMHSLC.
2. The SMHSLC will form a committee composed of council members and the individual or group that suggested the new amendment to review the proposal.
3. The Committee is to compile information on the pros and cons of the proposal by a date set by the council.
4. After the arguments for and against the proposed amendment have been presented, a motion must be made to the SMHSLC that the article be amended.
5. There must be a majority vote of the SMHSLC for it to be approved.
6. Once approved the motion will be passed and the constitution amended.

Article IX – Impeachment

Section A. Eligibility

All Student Body officers shall be subject to impeachment

Section B. Procedures

Impeachment procedure is at the discretion of the class advisor and student body president.

Section C. Vacancies

Any Student Body Office Vacancies shall be filled as follows:

1. If the President Resigns or is impeached, his/her vacancy shall be filled by the Vice-President.
2. Elected leadership positions will be appointed by the SMHSLC.
3. Appointed positions shall be reappointed by the SMHSLC.
4. Class council positions shall be replaced by the runner-up, the class council must have at least 6 officers.
5. It is the right of the Executive Cabinet to decide if the position does not need to be filled or re-appointed.

Article X – Bylaws

Bylaw I. Standing Rules of the SMHS Leadership Council

A. Parliamentary Authority

Parliamentary Procedure and Robert's Rules of Order shall govern the Council of Representatives. The President or the Vice-President will determine the extent it will be exercised.

B. Seating

1. The SMHSLC shall sit at a place of their choosing so long it doesn't affect the efficiency of the council. In the event of the need for a seating chart it will be decided upon by the advisor and student body president.

C. Order of Business

1. Attendance - The Student Body Vice President will take attendance at the start of the SMHSLC Class meetings. In the event of the Student Body Secretary's absence the Senior Class Secretary shall take attendance.
2. Treasurers Report - The necessity of a report of the class's finance by the Student Body Treasurer shall be at the discretion of the Student Body Treasurer and the Advisor. Approval of transactions by the class is not necessary; it need only be approved by the advisor.
3. Committee Reports – Committee Chairpersons of standing committees will give a comprehensive report of their activities.
4. New Business – Reports on new business shall be presented as necessary by signing up on the board. When signing up on the board the speaker must note their name, their subject, and the amount of time they plan on using.
5. Old Business – Reports on old business shall be presented as necessary by signing up on the board. When signing up on the board the speaker must note their name, their subject, and the amount of time they plan on using.
6. Adjournment – The Student Body President will adjourn the meetings at the time of theirs or the advisors discretion. A class saying which shall be year specific will be established and used throughout the year. Example: "It's a me, Mateo! Duh duh duh da nuh hey!"

Bylaw II. The required participation in the San Mateo High School Leadership Council is as Follow:

- A. Attendance – Attendance of meetings is required of all Student Body officers, Senior Class Council Officers, and appointed positions. Guests will speak as necessary.
- B. Discipline – If any of the aforementioned officers do not attend the regular meetings of the SMHSLC for reasons within their control they may be subject to being removed from their position. Disciplinary measures will be at the discretion of the advisor.

Bylaw III. Monetary Concerns of the San Mateo High School Leadership Council

- A. Right to Raise Funds
 - a. The SMHSLC shall have the right to raise and maintain funds.
 - b. All funds of the SMHSLC shall be controlled by the executive council and the advisor.

- c. All funds shall be raised and maintained in accordance to guidelines set forth by the SMHS Administration, the SMUHSD, and California State Law.
- B. Right to Appropriate Funds
 - a. The SMHSLC shall have the right to appropriate funds for purposes deemed appropriate.
 - b. A Record of all allocations shall be kept and published by the Treasurer.
 - c. The Executive Council shall have the right to approve the allocation of money:
 - i. Allocations of money must be approved by the Advisor, Student Body President, and Student Body Treasurer.
 - ii. A record of all allocations of money shall be maintained by the Student Body Treasurer.

Bylaw IV. Club Charters:

- A. Any student who is a legally registered student at SMHS and SMUHSD shall have the right to apply for a club charter.
- B. Application
 - a. A uniform application for Club Charters, approved by the Leadership Council shall be available upon the request of any student/group of students who ask.
 - b. The application must be completed and submitted with the signature of an advisor to the Club and Class Coordinators.
 - c. The Application must be approved by the Club and Class Coordinators as well as the Activities Director.
- C. Chartered Clubs
 - a. Shall abide by any and all rules established to govern club activities.
 - b. Shall respect and adhere to all regulations, policies and laws set forth by the SMHS Administration, SMUHSD and California State Legislature.
 - c. Will not prohibit and student(s) from being members of the club for any reason.
 - d. Shall have the right to raise funds:
 - i. They must receive the approval of the SMHS Administration.
 - ii. Shall Maintain Accurate records of fund-raising records and all other monetary interest. Such records shall be subject to inquiry at any time upon request of the SSMHLC, SMHS Administration, or the SMUHSD.
 - e. Shall have the right to elect club officers in such a manner that gives all club members an equal right and opportunity to be such an officer.
 - f. All Club Charters Shall Expire at the close of the academic year in which they were issued.
 - i. Any clubs that have remaining funds at the close of the academic year shall automatically be issued an extension to their club charter which will be in effect until the new Club and

- Class Coordinators, as well as the Activities Director, approve or reject the new application submitted by the club in question.
- ii. A new application must be completed and filed by the club in accordance the previously mentioned rules.

Bylaw V. Appointments

- b. All appointments to the San Mateo High School Leadership Class shall be made by the Executive Council and Advisor.
- c. All appointments shall be made in such a manner that is fair and open to all students at SMHS who meet the qualifications set forth by the SMHS Administration.
 - i. There shall be an application process that discriminates against no one except those not meeting the requirements of the SMHS Administration.
- d. In the event of the impeachment or resignation of a Student Body Officer who is required to be in the leadership class, the Executive Council shall be obligated to appoint an interim officer who is fully qualified to act in place of the removed officer. This interim officer shall serve the remainder of the term to which the vacated officer was elected.
- e. Confirmation of appointments shall be by the Executive Council.

Bylaw VI Elections

- a. Student Body Officers
 1. Annual elections shall be held for the offices required by Article III section A.
 2. There will be a time period preceding elections which shall be provided for the registration of candidates with the Election Steering Committee.
 3. There shall be a meeting in which all candidates will be required to attend in order to receive election rules, instructions and schedules.
 4. Elections shall be under the control of the Club and Class Officer and the Election Steering Committee.
- b. Basic Eligibility Requirements (2013-2014*)
 1. MUST currently have and maintain a 2.0 GPA in at least five classes and must be earning 25 credits. If you are currently enrolled in 7 classes, you must be passing 6 classes.
 2. MUST be a student of good standing, meaning no suspensions, not on contract, no "T-3" (36 cuts) the entire school year. If you were not a student of good standing in the **fall semester**, it is **mandatory** to schedule an appointment with Ms. Shiu to discuss your behavior.
 3. May run for only ONE OFFICE

- c. Tutorial Representatives
 - 1. Each semester two representatives and an alternate shall be elected from each tutorial class to serve as a tutorial representative.
 - 2. Representatives shall be elected in a manner determined by each tutorial class provide that election of such representatives adhere to the following guidelines:
 - i. All members of the tutorial class shall be given an equal opportunity to run for the positions.
 - ii. No candidate for the position shall be denied a right or privilege granted to another candidate.
 - iii. The candidate shall be elected by a majority of the tutorial class.
 - iv. Representatives shall serve for the entire semester unless he/she resigns or is dismissed by the SMHSLC as allowed.
 - v. Any additional provisions regarding election of class representatives made by the Executive Council shall be adhered to.
- d. Class Officers (Grades 10-12)
 - i. Each class shall elect:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer
 - 5. Activities Commissioner
 - 6. Publicity Commissioner
 - 7. Two Site Council Delegates.
 - ii. Elections shall take place concurrently with during the annual elections held for Student Body Officers.
 - 1. Elections for class officers will follow the same provisions of those outlined in Article IX, Bylaw CI, Section A.
 - iii. Class Officers (grade 9)
 - 1. Shall elect officers for the same positions as outlined in Article IX, Bylaw VI, Section C, Clause i.
 - 2. Elections for officers shall be under control of the Club Class Commissioner, or delegated student body officers.
 - 3. Elections shall be held within the first month of the fall semester.
 - 4. Rules for the elections shall be modeled after those of the student body elections.

Bylaw VII Elaboration of San Mateo High School Leadership Class Procedures

- a. Acts of the San Mateo High School Leadership Class
 - i. A motion shall be made on the floor of the San Mateo High School Leadership Class.

- ii. Such a motion shall be seconded on the floor of the San Mateo High School Leadership Class before being considered.
 - iii. Such a motion will be considered a proposed bill.
 - iv. The bill shall be named.
 - v. The named bill shall be discussed for a time period determined by the presiding officer.
 - vi. The Presiding officer shall reserve the right to ‘table’ the discussion or voting of any proposed bill in an effort to adhere to the agenda of the meeting and more urgent business.
 - vii. When discussion is finished, a vote shall be taken of the San Mateo High School Leadership Class.
 - viii. A majority vote shall be attained to pass any bill.
 - ix. Such a bill shall be considered an act of the San Mateo High School Leadership Class.
 - x. All failed bills and passed acts shall be recorded and published by the Secretary in the minutes of the meeting.
 - xi. The Secretary shall record both the purpose/intention of the act and any pertinent information of the act.
- b. Acts of the San Mateo High School Leadership Class that involve money
 - i. Any passed motion made for the purpose of allocation money shall be considered an act of the San Mateo High School Leadership Class involving finance.
 - ii. Any such motion shall specify the exact amount of the proposed allocations and shall have a specific reason(s) for allocation of money.
 - iii. Any financial act shall be turned over to the Student Body Treasurer who will be responsible for the execution of the provisions.
- c. Discipline of Tutorial Representatives
 - i. Any member of the San Mateo High School Leadership Class who violates the SMHS constitution or is involved in behavior unbecoming of a class representative shall be subject to disciplinary action.
 - ii. At the first instance, with respect to the severity of the infraction the Officer may be placed under a probationary period prior to suspension or dismissal.
 - iii. If probation is violated or the infraction too severe, the officer may be suspended or dismissed at the discretion of the Student Body President and Advisor.
 - iv. The Officer is also subject to all rules of the SMUHSD, SMHS Administration, and State of California.

Bylaw VIII Other:

- a. The school colors of San Mateo High School shall be orange and black.
- b. The School mascot shall be the Bearcat.