

**Constitution
of the
Associated Student Body
of Terra Linda High School**

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Article I Name

The name of this organization is “The Associated Student Body of Terra Linda High School.”

Article II Purpose of Student Council

The Student Council of Terra Linda High School shall have the ongoing responsibility of promoting citizenship, scholarship, leadership, human relations and cultural values. It shall further represent the needs and concerns of the student body in a democratic manner.

Article III Membership

Section A Associated Student Body

All students who are regularly enrolled in Terra Linda High School are members of the Associated Student Body.

Section B Student Council

The following persons are members of Student Council:

1. ASB President
2. ASB Vice President
3. ASB Secretary
4. ASB Treasurer
5. Board of Education Representative
6. Director of Elections
7. Appointed Commissioners
8. President, Vice President, Secretary and Treasurer of each of the four classes

Section C Executive Council

The following student officers are members of Executive Council

1. ASB President
2. ASB Vice President
3. ASB Secretary
4. ASB Treasurer
5. Board of Education Representative
6. Director of Elections

Executive council shall meet one time per week under the direct supervision of the Activities Director.

Section D Student Senate

The following people are a part of Student Senate:

1. ASB Vice President (chair)
2. Appointed student (appointed by chair)
3. Student Senate Representatives chosen from each class (period to be determined)

Article IV Officers of the Associated Student Body

Section A Officers of the ASB are:

1. ASB President
2. ASB Vice President
3. ASB Secretary
4. ASB Treasurer
5. Board of Education Representative
6. Director of Elections

Section B Method of Selection

1. All officers shall be elected each year by a general vote of the members of the Associated Student Body.
2. Should there be no candidate for an office or should an office become vacant during a term, the President shall nominate a person to fill the office for ratification by a two-thirds vote of Student Council. However, should the office of President be unfilled by election or become vacant, the Vice President shall become President and shall then nominate a Vice President as above.

Section C Duties of Officers

All officers shall complete all tasks outlined in the Leadership Class syllabus and the job description specific to each job, maintain a "B" or better in the class and:

1) The President Shall:

- ✓ Enforce the Constitution
- ✓ Preside at Student Council and Executive Council meetings
- ✓ Execute all motions passed by Student Council
- ✓ Serve as an advisory member of all councils and committees with the right, but not the obligation, to attend meetings and vote
- ✓ Appoint chairs and members of committees as provided by the Constitution
- ✓ Serve as liaison between the Student Body and the school staff and administration

2) The Vice President Shall:

- ✓ Substitute for the President in the latter's absence or incapacity
- ✓ Be chair of the Student Senate
- ✓ Serve as Parliamentarian at Student Council meetings
- ✓ Chair the Student Body Awareness Committee consisting of the four class Vice Presidents. S/he shall call meeting to organize informal presentations to be given in Homeroom classes concerning Associated Student Body and Class Activities
- ✓ Perform such other duties as the President may assign

- 3) **The Secretary Shall:**
 - ✓ Take minutes at each Student Council meeting, provide a copy of the minutes to the Advisor and maintain a permanent book containing the officially adopted minutes of each meeting
 - ✓ Take roll at each Student Council meeting, and maintain a roll book
 - ✓ Notify the President when any member's non-attendance requires him/her to be dropped from Council and removed from office.
 - ✓ Maintain a permanent file of ASB policies adopted by Council
 - ✓ Prepare correspondence for the ASB and Student Council
- 4) **The Treasurer Shall:**
 - ✓ Serve as financial advisor to Student Council, presenting to it a financial report at least monthly
 - ✓ Sign all Student Requests to Buy and Purchase Orders which obligate Student Body funds, making certain that budget allocations are not exceeded
 - ✓ In the event of an emergency of such urgency that prior Council approval is impractical, the Treasurer may, with the approval of the Advisor or the administrator in charge of student activities, authorize an overrun of up to \$50.00 in any budget line item, so long as it is presented to Council for ratification at the next regular meeting
- 5) **The Board of Education Representative Shall:**
 - ✓ Serve as a non-voting member of the Board of Education, representing the ASB of Terra Linda High School
 - ✓ S/he shall attend ALL meetings of the Board of Education and shall make regular reports to the Board and to Student Council
- 6) **The Director of Elections Shall:**
 - ✓ Chair the Election Council and shall be responsible for organizing, conducting and supervising all elections including any associated with Homecoming
 - ✓ Act as emcee of all Election Assemblies unless s/he is a candidate. In that event the ASB President shall emcee

Article V. Student Council

Section A Duties and Responsibilities of Student Council shall include:

- 1) Management of student affairs and the student activity program within the bounds of the California Education Code and District and School policies.
- 2) Adoption of an annual budget for the funding of the student activity program, using revenues from the sale of student body cards, admission charges to athletic and other events, and other sources

Section B Meetings

- 1) Regular meetings will be held weekly at a time and location determined accessible to a majority of the student body. At least a day's notice must be given the student body through the daily bulletin or announcements
- 2) Special meetings may be called by the President when deemed necessary
- 3) All Student Council meetings are open to all TLHS students and staff. The Activities Director must be present for the meeting to be official. All meetings will be held on school grounds.

- 4) Non-members may offer proposals and/or participate in discussion at Council meetings upon the invitation of the President or at the pleasure of the Council, but they may not offer formal motions or vote.
- 5) Minutes of all regular and special meetings will be maintained according to duties of the ASB Secretary.

Article VI Executive Council

Section A Duties and Responsibilities shall include:

- ✓ Attending weekly EXC meetings
- ✓ Formulation of policies and proposals to be presented to Council for adoption
- ✓ Development of the agenda for Student Council meetings
- ✓ Advising and assisting the President in executing the constitution and in carrying out the policies and actions ordered by the Student Council
- ✓ Chair of Leadership Class Councils

Section B Meetings

- ✓ Meetings may be called as required by the President, Advisor or by a majority of the EXC

Section C Activities Requests

- ✓ Receiving Activities Requests for all proposed student events coordinating these requests with the Administration and with the Activities Calendar so as to avoid conflicts and to insure conformity with current activities policies. IF there is a conflict, the council will seek a resolution prior to bringing the activity to the Student Council for approval

Article VII Student Senate

Section A Duties and Responsibilities of the Student Senate shall include:

- ✓ Meeting monthly to discuss upcoming events and to evaluate past events
- ✓ Formulating ideas, and proposals with respect to student activities to be presented to the Council for adoption by the ASB Vice President
- ✓ Seeking feedback from Student Senate Representatives prior to the proposal of new activities if appropriate
- ✓ Furthering communication between Student Council and the Associated Student Body through the use of the Student Senate

Section B Minutes

- ✓ Minutes of each meeting will be presented to Student Council for inclusion in or attachment to the official Council minutes in order to maintain a permanent record of actions of the Student Senate
- ✓ The Vice President and appointee shall work together to take minutes and maintain a permanent record of all Student Senate Meetings

Article VIII Committees

Section A Standing Committees

- 1) Budget committee shall consist of the incoming and outgoing ASB Treasurer and the outgoing treasurer of each of the four classes, any related outgoing commissioners and other members named by the President as desired. The Budget committee formulates the ASB Budget for adoption by the Student Council and it carries out enforces constitutional provisions and Council policies with respect to budget and finance (by May 1)

- 2) Student Body Card Sales Committee is responsible for promoting and managing the sales of student body cards. The committee develops an advertising campaign. The committee is responsible for promotion and sales during the summer at all orientation days.
- 3) Activity Calendar Committee shall meet and determine a rough draft activity calendar for the upcoming year. Volunteer basis for membership. (To be completed by June 1)

Article IX Officially Recognized Organizations

Sections A Requirement

For an organization to receive financial services by the ASB Bookkeeper it must received official recognition by Student Council

Section B Requirements for Recognition

In order for an organization to achieve and maintain official recognition it must:

- 1) Receive Council approval of its constitution and all amendments thereto
- 2) File with Council initially and then annually a current list of its officers, staff advisor and meeting time and day

Article X Finances

Section A Budget Preparation

Preparation In April of each year the Budget Committee shall meet and formulate a proposed budget for the following school year. They shall solicit budget proposals from each Student Body-supported activity showing in detail their proposed budget for the next year, and they shall hold at least one announced public budget hearing at which organization representatives may support and defend their requests. The proposed Student Body budget shall be presented to Student Council for a first hearing no later than the last regular or special meeting in May. The proposed price of student body cards must be specified in the budget and becomes official upon the adoption of the budget.

Adoption The Student Council shall adopt the ASB Budget for the ensuing school year and shall forward copies to the Administration and to each Student Body Supported organization by the end of the current school year.

Section B Expenditures

Student Body-Supported Activities Expenditures which obligate ASB funds must be authorized by the ASB Treasurer and the Activities Director in addition to the activity Treasurer and Advisor. Exception: Athletic expenditures may be authorized by the administrator in charge of athletics or the administrator in charge of student activities. Each of these individuals is responsible for insuring that the proposed expenditure will not cause the activity to exceed its budget allocation. The ASB Bookkeeper will not issue a check that would cause a budget line item overrun. Except in emergencies as provided for elsewhere in this constitution, budget line item overruns or transfers between budget line items may be authorized only by Council as a form an amendment to the ASB Budget.

Self-Supporting Organizations Expenditures of funds by self-supporting organizations must be authorized by both the organization's Treasurer and Advisor, each of whom is responsible for insuring that the proposed expenditure will not exceed the organization's available funds. The ASB Bookkeeper will not issue a check that would cause the organization to incur a deficit. A deficit which

would obligate ASB funds may only be authorized on a temporary basis by a vote of Student Council.

Article XI Terms of Office

Section A All ASB officers serve for one year or the remainder of a term for which they are appointed, whichever is shorter. Officers may be elected to succeed themselves.

Section B ASB President must be a senior when holding the office and a junior in good standing when running for office. S/he must have previously served at least one year as an elected or appointed ASB or Class officer at Terra Linda High School.

Section C An officer's term begins when s/he is sworn in at the Council meeting immediately following the election of Class Officers. Senior Class officers hold their offices until the end of the year.

Section D Maintaining Eligibility

In order to remain in office, an ASB Officer, Commissioner or Class officer must fulfill both of the following conditions:

- a) Remain a regularly enrolled student at Terra Linda High School, and remain enrolled in the Leadership class.
- b) Maintain at least a 2.0 cumulative GPA with no "F's" for ASB Appointed Officers and Class Officers and a 2.5 cumulative GPA with no "F's" for ASB Elected Officers.

If either requirement above is not maintained, the office becomes vacant and will be filled as provided by the ASB or Class Constitution. The Student Council and/or Class Advisor is responsible for monitoring the eligibility requirements.

Article XII Elections-ASB and Class

Section A Eligibility All members of the ASB who have a cumulative grade point average of 2.5 or better are eligible for ASB Elected Office. ASB President must have enough earned credits to be a Senior when holding office, and have previously served one year as an ASB officer, Commissioner, or Class Officer. Those who have a cumulative GPA of 2.0 or better are eligible for an ASB Appointed Office or Class Office of which their earned credits make them a member. No persons may run for more than one ASB or Class Office at the same time. Persons desiring to run for an elected, appointed or class office must certify that they will take one year of Leadership if they are elected or appointed and the course is offered. Students running for EXC must certify that they will attend one session of California Association of Directors of Activities summer leadership camp or the Northern California Student Body President's Spring Workshop or comparable leadership training as agreed upon by the elected EXC and Activities Director. (Arrangements for help with financial responsibilities will be made on an as-needed basis.)

Section B Elections Calendar At least five weeks before the date of the election, the Director of Elections shall post and have announced to the Student Body a recruitment seminar and election calendar specifying the following dates:

- 1) ASB Elected Officers Election Meeting, Petition/Speech Deadline Date, Assembly Practice, Campaigning Dates, Election Assembly Date
- 2) ASB Appointed Officer application Deadline Date, Interview Date

- 3) Class Officer Sign-Up Date, Petition/Speech Deadline Date, Assembly Practice, Campaigning Dates, Election Assembly Date
- 4) Official certification of candidates and posting of their names by the Director of Elections at least three days before elections. After the petition deadline, no new candidates may file for any office nor may a candidate change the office for which s/he has filed.

Section C Nominating Petitions

- 1) In order to be certified as an official candidate for ASB Elected or Class office, a prospective candidate must file with the Election Committee a properly completed nominating petition on or before the deadline printed thereon. Each petition must contain:
 - a) Thirty valid signatures of members of the Student Body or members of the class (if running for class office).
 - b) Signature of the appropriate counselor certifying that the candidate is a regularly enrolled student in the appropriate class (for Class Officer/ASB President) and has the required cumulative GPA (ASB Elected/Class Office) or required Activity History (ASB Presidential Candidates only).
 - c) The election calendar and election rules, and a statement signed by the candidate certifying understanding of the promise to follow the calendar and rules.
 - d) The duties of the particular office being sought.
- 2) The Election Committee will certify as official candidates only those persons who submit properly completed petitions by the deadline specified. They will post the names of the official candidates at the beginning of the campaign.

Section D Time and Method of Election

1. Elections for ASB Elected officers will take place during the week before Spring Recess, Class Officer elections will take after Spring Recess.
- 2) Elections will take place at a place and time determined by the Director of Elections.
- 3) Appointment to ASB Commissioner will take place approximately one week after all elections are completed.
- 4) Elections will be by secret ballot. A staff advisor must be present at the polls and during the counting of the ballots. No campaigning or campaign posters will be permitted within twenty-five feet of the polls.
- 5) Ballots will be counted by the Director of Elections or appointed replacement if the Director of Elections is a candidate. Ballots will be stored by the council Advisor for thirty days and then destroyed. Each candidate may appoint an observer to observe the count. A recount of any contest will be conducted if requested by a candidate within school days after the results are announced.

Section E Vote Necessary to Elect Run-off Elections

- 1) A candidate must receive a plurality of at least ten votes in the general election to be elected to office if there are more than two candidates. A simple majority (plurality of at least one vote) will elect if there are two candidates.
- 2) A run-off election between the two candidates separated by fewer than ten votes will be held within three school days after the original election. If a run-

off between three candidates is held, a plurality of at least one vote in the run-off will elect.

Section F Notice of Results

All candidates will be notified of the results on the night of the election by the Director of Elections or an appointee, and the results will be announced to the Student Body the following school day. Vote tallies will not be made public, although individual candidates may receive final tallies from the Director of Elections with the approval of the Advisor, upon request.

Section G Installation of New Officers

- 1) New ASB officers, appointed commissioner and class officers will be installed by the outgoing ASB President at the installation banquet held in May. S/he shall administer the following oath of office: "I, (name), promise to support and obey the constitution of the Associated Student Body of Terra Linda High School and to serve my fellow students to the best of my ability."

Article XIII Elections-Freshman Class

Elections for Freshman Class officers will be in accordance with the procedures of Article XII with the following exceptions:

Section A Eligibility

All members of the Freshman Class who have a cumulative GPA from middle school of at least a 2.0 and who have a teacher recommendation are eligible for office

Section B Election Calendar

At the beginning of the first week in March, the Director of Elections will post and have announced to the Freshman Class, at all feeder schools, an election calendar specifying the following dates:

- ✓ Availability of petitions
- ✓ Deadline for filing completed nominating petitions
- ✓ Certification and posting of all candidates' names
- ✓ Interviews
- ✓ Announcement of officers

Article XIV Selection of Class Council Representatives

Following the election of class officers, sign-ups will be held for Class Council Representatives. The class officers and the class advisor will interview the candidates and will choose all those who appear to be qualified and motivated to serve well.

Article XV Quorum and Votes

Section A Student Council

- 1) A quorum shall consist of two-thirds of the membership
- 2) Whenever a particular vote is specified, it shall be a percentage of those members present and voting. Otherwise, a simple majority of those members present and voting shall be required.
- 3) Student Council members are to abstain when a conflict of interest applies.

Section B Student Senate

- 1) A quorum shall consist of two-thirds of the membership

2) In the absence of the ASB Vice President, the designee shall preside.

Section C Other Bodies and Committees

- 1) A quorum shall consist of a majority of the membership
- 2) Business may be transacted by majority vote of the members present and voting

Article XVI Discipline and Expulsion for Members of Student or Class Council

Section A Failure to Maintain Eligibility

If the holder of a class or ASB office (elected or appointed) fails to maintain eligibility in accordance with article XI, Section C, that office shall be declared vacant by the Advisor and the vacancy shall be filled. (Nomination by ASB President, ratification by Student Council.)

Section B Failure to Attend Student Council Meetings/Class Council Meetings

Failure without valid excuse to attend three meetings of Student or Class Council will result in automatic dismissal from office of any member of the respective Council. A new office holder will be appointed by the ASB President and confirmed by ratification of Student Council. Office holders dismissed under this section will not be reappointed to the office held prior to their dismissal. It is the responsibility of each Council member to inform the Secretary of an absence before the meeting. Validity of an excuse for absence will be determined by Activities Director.

Section C Impeachment An ASB or Class officer may be removed from

office for willful neglect of his/her duties as set forth in the constitution. The following procedure will be adhered to:

- 1) A petition with the reasons for impeachment stated on each page and bearing the signature of at least twenty percent of the members of the Student Council will be presented to the Secretary (or to the President if the Secretary is accused.)
- 2) The Secretary (or the President) will notify Student Council of the petition at the next regular meeting if it has been determined to be in compliance with #1 above. A special Council meeting to try the impeachment will be called to take place within the next five to ten school days.
- 3) If the President is being impeached the Vice President will preside over the impeachment meeting; otherwise, the President will preside. The officer being impeached will be given every opportunity to defend him/herself. The only issue to be determined will be: Has the officer willfully neglected his/her duties?
- 4) Upon presentation of all evidence and arguments a vote by secret ballot on the issue of willful neglect will be taken. An affirmative vote by three-fourths of the members present and voting shall remove the officer from office.
- 5) Failure to follow the guidelines in the ASB Contract will result of removal from office without the above-mentioned four steps and replacement will be made in accordance with Section A and B.

Section D Failure to Uphold School/Classroom Rules

- 1) Any office holder who is suspended from school or is repeatedly (3 or more times) suspended from class, will be removed from office automatically and the office will be considered vacant and filled as per Section A and B.

Article XVII Parliamentary Authority

The current edition of Robert's Rules of Order governs this organization in all parliamentary situations that are not provided for in the law, the California State Education Code, District policies and regulations, or this organization's constitution, policies, or adopted rules.

Article XVIII Policies

Section A Adoption

- 1) Council may from time to time adopt policies designed to provide relatively long-term and permanent guidance for the detailed conduct of Student Council and Student Body affairs.
- 2) A proposed policy will be presented at one Council meeting for a first reading and discussion. An affirmative majority vote at a subsequent meeting will adopt the policy.

Section B Amendment

An adopted policy may be amended or rescinded in accordance with the procedure in Section A. 2. above

Section C Suspension

A vote to suspend a policy or a particular provision of a policy is a vote to "suspend the rules" and shall require a two-thirds vote.

Section D Scope of Application

A Student Body policy may set guidelines for the conduct of Council or Student body affairs so long as it conforms to the provisions of this constitution. If the policy requires coordination with or consent by the Administration, such consent must be certified by the Principal or his/her designated representative on the official file copy of the policy before it shall be effective. Any subsequent changes in the policy shall require the same certification in order to be effective.

Section E Official File The Secretary shall maintain an official, permanent file of adopted Council policies, making copies available to ASB officers and others as required/requested.

Article XIX Amendments to the Constitution

Section A Proposal Any member of Student Council may propose an amendment to this constitution. The proposal shall be submitted in writing for a first reading and discussion at any meeting of Council.

Section B Adoption Voting on a proposed amendment shall be done at a meeting subsequent to its proposal. A two-thirds affirmative vote is required for adoption.

Article XX Order of Constitutions

Section A This constitution takes precedence over the constitutions of classes and other student organizations; and any provisions in those other constitutions which are in conflict with this constitution are null and void.

Section B Any provision in this constitution which is contrary to the law or to District policies and regulations is null and void.

Article XXI Adoption of this Constitution

All provisions of this constitution shall be effective immediately upon its receiving a two-thirds affirmative vote of the members present at a meeting of Student Council.

Article XXII EXC Camp/Training

Students running for EXC must certify that they will attend one session of California Association of Directors of Activities summer leadership camp or the Northern California Student Body President's Spring Workshop or comparable leadership training agreed upon by the elected EXC and Activities Director.

Article XXIII Freshman Officers

Elections for Freshman Class officers will be in accordance with the following:

- 1) Contact activities director of all feeder schools
- 2) Obtain teacher recommendations
- 3) Send out a calendar to feeder schools detailing all important dates prior to the Elections
- 4) Invite all recommended students to a Recruitment Seminar held at lunch
- 5) Hand out ASB petition to students at Recruitment Seminar, as well as an outline of important future dates (i.e first Student Council Meeting, ASB Banquet, ASB Retreat)
- 6) Receive petitions
- 7) Review petitions
- 8) Set-up and hold interviews
- 9) Appointment announced to each student via letter and call