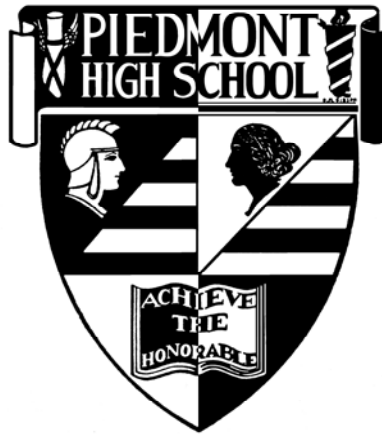


Piedmont High School

Associated Student Government

Constitution



Preamble

We, the established constituents of Piedmont High School, assemble as one, under a collective union toward the universal goal of higher learning. Every student reserves the right to attend a school that offers liberty, safe learning conditions, and equality. No enrolled student, staff member, or administrator shall take away any student's right to a safe learning environment. Every member is encouraged to put forth all effort to provide others with the kindness that is expected in return.

Article I Name, Mascot, Colors

Section 1 Name

- a. The name of this association shall be the Piedmont High School Associated Student Body, herein called the Association. The abbreviation of the name of the Association shall be the PHS ASB.

Section 2 Mascot

- a. The mascot of this Association shall be a Highlander.

Section 3 Colors

- a. The colors of this Association shall be Purple and White.

Article II School Song, Motto, Shield

Section 1 School Song

- a. The School Song of Piedmont High School shall be the following to the tune of “On, Wisconsin”:

*“We are Piedmont’s fighting clansmen,
Bold and bonny bunch!
We eat thistles for our breakfast,
Granite for our lunch,
Munch, munch, munch ...*

*We are Piedmont’s fighting clansmen,
Come from highlands brown ...
So fight, Piedmont,
Fight till every foe is down!”*

Section 2 Motto

- a. The motto of Piedmont High School shall be, “Achieve the Honorable.”

Section 3 Shield

- a. The shield of Piedmont High School shall be the following:



Article III Membership

Section 1 Association Members

- a. All enrolled Piedmont High School Students are members of the Association.
- b. All members of the Association shall have full rights and privileges granted by this constitution and shall be governed by its limitations.

Section 2 Honorary Members

- a. All enrolled Millennium High School Students are honorary members of the Association.
- b. All Piedmont High School and Millennium High School faculty and staff members are honorary members of the Association.
- c. Honorary members may participate in Association organizations and activities.
- d. Honorary members do not holding voting privileges for Association elections.
- e. Honorary members shall not hold elected or appointed PHS Council positions.

Section 3 Council

- a. Elected and appointed officers shall uphold and promote the constitution.
- b. The name of the elected and appointed officers of the Association shall be the Piedmont High School Associated Student Body Council, herein called the Council.
- c. It shall be the policy of the Association to distribute responsibly. Under this policy, no member of the Association may hold more than one office in the Council at any one time.

Article IV Council Qualifications

Section 1 G.P.A.

- a. All Council officers must maintain a “C” (2.0) scholarship grade average and abstain from more than one unsatisfactory mark per semester.

Article V Powers and Limitations of the Council

Section 1 Representation

- a. The Council shall be the sole representative of the Association.

Section 2 Requests

- a. In all matters regarding the Association's activities, the principal reserves the right to approve or deny all requests.

Section 3 Charters

- a. The Council shall have the sole power to grant and revoke charters to student organizations within Piedmont High School, and shall regulate the activities of the same.

Section 4 Fees

- a. The Council shall have the power to assess and collect fees from student organizations and its members, but shall not deny equal suffrage to any member nor prevent any member from seeking or holding office for failure to remit such fees.

Section 5 Non-discrimination

- a. The Council shall not discriminate against any student on the basis of ethnic or racial background, religious affiliation, sexual orientation, disability, or citizenship status.

Article VI Installation

Section 1 Assumption of Duties

- a. All Council Members shall assume their official duties at the conclusion of the school year in which they were elected or appointed.
- b. All Council members shall take the oath of office in the beginning of the school year.

Article VII Council Advisor

Section 1 Duties

- a. It shall be the duty of the advisor to contribute to discussions on behalf of the administration on any activity or measure sponsored by the Council.

Article VIII Student Organizations

Section 1 Definition

- a. Student Organizations, herein called Clubs, shall be defined as Association Organizations possessing a charter issued by the Council.

Section 2 Membership

- a. Club members shall be defined as those whose names appear on the specific Club roster and participate in the Club's activities.
- b. All Association members and honorary members shall not be denied membership to any Club on the basis outlined in Article IV, section V.

Article IX Finances

Section 1 Purpose

- a. All Association funds shall be spent to benefit the Association members and/or the Piedmont High School community in accordance with the California Education Code and the Piedmont Unified School District Board of Education Regulations.

Section 2 Oversight

- a. The Council shall oversee the financial activity of all Association affiliated accounts.

Section 3 Budget Approval

- a. The Association budget, prepared by the Association Treasurer, must be approved by the Council at the beginning of the school year.

Section 4 Student Organizations

- a. Clubs that receive financial assistance from the Association shall repay any outstanding obligation by the end of the school year.
- b. Clubs that fail to comply with the Association Finance policies shall be declared ineligible for future financial services, deemed appropriate by the Council.

Section 5 Reserve

- a. The Association must maintain a reserve of 10% of its total revenue in order to carry over into the following school year.

Article X

Council Elections

Section 1 Rules and Qualifications

- a. The Council members shall be determined during the spring semester of each school year. The current Council shall determine the date of the elections.
- b. In order to run for an elected Council position, each candidate shall submit the appropriate election material.
- c. All candidates for elected Council positions shall meet the Council qualifications.
- d. All candidates for elected Council positions shall abide by the campaign material guidelines specified in the Bylaws. Violation of these guidelines shall result in their disqualification from the election, pending judgment by the Council Advisor and the Assistant Principal.
- e. All Association members shall be eligible to have one vote per Association President and Vice President positions.
- f. All Association members shall be eligible to have one vote for the Class President position, respective to the member's grade level.
- g. The election winner shall be decided by a plurality of the voting membership.
- h. In the event of a tie vote between two candidates, the Council shall initiate a re-vote for the Association. In the event that a re-vote does not indicate a winner, the Council Advisor and the Association President and Vice President shall determine the winner of the two candidates by means of an interview process. If the Association President or Vice President are one or both of the candidates in question, the Senior Class President, Junior Class President and/or Sophomore Class President, respectively shall take his/her place on the interview committee.
- i. There shall be specific grounds and timeline established for the interview process in the Bylaws.
- j. All Council elections and functions thereof shall be monitored by the current Council and Advisor.
- k. Association President and Vice President shall have served on the Council for at least one year prior to the beginning of his or her term.

Article XI Council Appointments

Section 1 Rules and Qualifications

- a. Appointed Council members shall be selected during the week following the Association elections on the basis of a written component and an interview with the newly elected Associated President, Vice President, and Council Advisor, and any persons these three deem necessary.
- b. The written component and interview process of the Appointed Council member selection shall be established in the Bylaws.

Section 2 Inauguration

- a. The inauguration of the newly elected Association Council will occur after the completion of the school year.

Article XII Vacancies, Absences, Removals

Section 1 Terms of Removal

- a. A Council member who has disobeyed the rules and guidelines that were agreed upon and committed to in the signing of the Council contract may be placed on probation or removed from office.

Article XIII Amendments

Section 1 Proposals

- a. Any member of the Association may submit an amendment proposal to the Council for review and action.

Section 2 Approval

- a. Amendment proposals shall be submitted to the Council for review and action during the annual Constitution Convention.
- b. The proposed amendment shall be approved by the Council by a 2/3 majority vote.
- c. If the amendment is approved by the Council, it shall then be submitted to the Executive members of the Council for review and action.
- d. The proposed amendment shall be approved by the Executive members of the Council by a majority vote.
- e. If the amendment is approved by the Executive members of the Council, it shall then be placed before the Association members for review and action.
- f. The proposed amendment shall be approved by the Association by a majority vote. If approved, the amendment shall become part of the Piedmont High School Associated Student Body Constitution.
- g. If the proposed amendment is not approved by a majority vote by the Executive Council, the proposed amendment can be approved by a three-fourths($\frac{3}{4}$) majority vote by the ASB Council.

Article XIV Bylaws

Section 1 Proposals

- a. Any member of the Association may submit a bylaw proposal to the Council for review and action.

Section 2 Approval

- a. Bylaw proposals shall be submitted to the Council for review and action.
- b. The proposed bylaw shall be approved by the Council by a 2/3 majority vote.
- c. If the bylaw is approved by the Council, it shall become part of the Piedmont High School Associated Student Body Bylaws.

Article XV Ratification

Section 1 Association

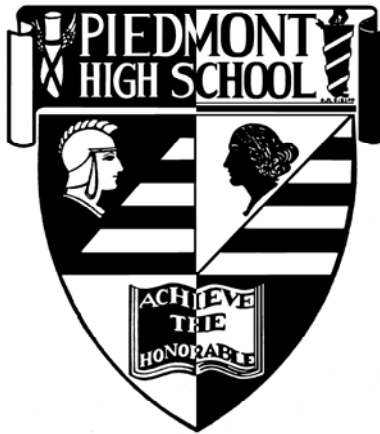
- a. The approval of a majority of Association members shall be sufficient for the establishment of this Constitution.

Done in Convention by the Unanimous Consent of the Piedmont High School Associated Student Body Council present the Twelfth day of May in the year two thousand and four in witness whereof we have hereunto subscribed our names,

Piedmont High School

Associated Student Government

Bylaws



Article I Council

Section 1 Officers

- a. The Elected Council officers shall be the Association President and Vice President, Senior Class President, Junior Class President, and Sophomore Class President.
- b. The Appointed Council officers shall be the Association Secretary and Treasurer, Senior Class Vice President, Junior Class Vice President, Sophomore Class Vice President, (2) Freshmen Class Representatives, Community Outreach Advisor, Publicity Chairperson, Technical Coordinator, Assistant Technical Coordinator, and MHS Representative.
- c. The Executive Members of the Council shall be the Association President, Vice President, Secretary, Treasurer, and Community Outreach Advisor.
- d. The following commissioner positions, at the discretion of the Council Advisor, will be distributed amongst the elected and appointed Council Members at the beginning of the school year:
 - i. Historian
 - ii. Commissioner of the Arts
 - iii. Commissioner of Athletics
 - iv. School Beautification
 - v. Freshmen Orientation
 - vi. School Climate Committee

Section 2 Powers of the Elected Members

- a. The Association President shall be responsible for and expected to:
 - i. Oversee the Council.
 - ii. Review and discuss proposals with the Council.
 - iii. Meet frequently with a member of the school administration to discuss current Association and Council needs.
 - iv. Attend School Board or Parent's Club Meetings.
 - v. Be accessible to members of the Association.
 - vi. Be organized, considerate of differing viewpoints, adaptable, hard working and able to motivate others.
- b. The Association Vice President shall be responsible for and expected to:
 - i. Assume all duties of the Association President in the event of his/her absence.
 - ii. Review and discuss proposals with the Council.
 - iii. Meet frequently with a member of the school administration to discuss current Association and Council needs.
 - iv. Attend School Board or Parent's Club Meetings.
 - v. Be accessible to members of the Association.
 - vi. Organize and coordinate Association Elections.
 - vii. Be organized, considerate of differing viewpoints, adaptable, hard working, and able to motivate others.
- c. The Senior, Junior, and Sophomore Class Presidents shall be responsible for and expected to:
 - i. Represent the diversity of opinions of their classmates.
 - ii. Organize and coordinate activities specific to their grade level.

Section 3 Powers of the Appointed Members

- a. The Association Secretary shall be responsible for and expected to:
 - i. Produce clear minutes from every Council Meeting.
 - ii. Coordinate and maintain an Association calendar of activities.
- b. The Association Treasurer shall be responsible for and expected to:
 - i. Oversee and coordinate the Association Budget, including, but not limited to deposits, disbursements, and transfers.
 - ii. Present a monthly budget report to the Council.
 - iii. Create a budget that allocates funds toward various expenditures.
- c. The Community Outreach Advisor shall be responsible for and expected to:
 - i. Write a quarterly press release to update the members on matters concerning the Association.
 - ii. Communicate regularly with Clubs and other organizations to elicit participation and input on various Association issues.
 - iii. Coordinate school-wide service opportunities for Association members.
 - iv. Attend School Board or Parent's Club Meetings.
- d. The Technical and Assistant Technical Advisors shall be responsible for and expected to:
 - i. Coordinate and maintain all technical equipment (sound systems, light board) as needed for Association activities.
 - ii. Consult Council members on what technical assistance is possible for Association activities.
- e. The Publicity Chairperson shall be responsible for and expected to:
 - i. Coordinate the publicity of all Association activities.
 - ii. Facilitate announcements, poster creation, and other various communications.
- f. The Senior, Junior and Sophomore Class Vice Presidents shall be responsible for and expected to:
 - i. Assume all duties of the Class President in the event of his/her absence.
 - ii. Represent the diversity of opinions of their classmates.
 - iii. Organize and coordinate activities specific to their grade level.
- g. The Freshmen Co-Representatives shall be responsible for and expected to:
 - i. Represent the diversity of opinions of their classmates.
 - ii. Organize and coordinate activities specific to their grade level.
- h. The Millennium High School Representative shall be responsible for and expected to:
 - i. Represent the diversity of opinions of their classmates.
 - ii. Organize and coordinate activities specific to his/her student body.

Section 4 Oath of Office

- a. All elected and appointed Council members shall take the Oath of Office.
- b. The Principal or designee shall administer the Oath of Office.
 - i. The Oath of Office shall read:

“I (Name of Council Member) do solemnly swear that I will be a loyal member of the Piedmont High School Associated Student Body Council; that I will uphold the constitution and that I will execute the duties of my office to the best of my ability. Henceforth, from this day, I shall ensure a union between the students and the government.”

Article II Meetings

Section 1 Agenda

- a. The Council Meetings shall be prescribed by an agenda organized by a member from the Council.

Section 2 Quorum

- a. A quorum shall consist of a majority of Council members.
- b. Voting shall take place only when a quorum is present.

Article III Vacancies, Absences, Removals

Section 1 Process for Probation

- a. The Council shall establish a Probation Council, comprised of the Association President, Vice President, Council Advisor, and Assistant Principal.
- b. The Probation Council shall convene and act upon Council contract violations outlined in section 1.
 - i. Actions for violations of section 1 in the contract may include removal from office, suspension from office or probation.
 - 1. The length and details of probation shall be decided upon by the Probation Council.
 - 2. If the Council Member in question is a member of the Probation Council, he/she shall be excluded from the Probation Council.
- c. The Council Advisor and Assistant Principal shall act upon Council contract violations outlined in section 2.
 - i. Actions for violations of section 2 in the contract may include, but are not limited to, removal from office, suspension from office or probation.

Section 2 Suspension or Removal from Office

- a. Council members who are suspended or removed from office shall forfeit all powers assigned to them as Council members.
- b. When an Elected Council member is suspended or removed from office, the next ranking elected member shall assume their position.
- c. When an Appointed Council member is suspended or removed from office, the Probation Council shall appoint a temporary or permanent replacement.
 - i. Council members may only be suspended or removed from office during the current school year.

Section 3 Communication of Removal, Suspension or Probation

- a. The Council shall be notified in any case of probation, suspension or removal from office.
- b. When a Council member is placed on probation or is suspended or removed from office, the Association members will be notified in a manner deemed appropriate by the Council and Council Advisor.

Article IV Student Organizations

Section 1 Charter Application

- a. Association members shall submit the following charter application in order to become a recognized Club at Piedmont High School:
 - i. Name of Club
 - ii. Name of advisor
 - 1. Shall be a member of the faculty, staff, or administration
 - 2. Shall include a signature of the advisor indicating approval
 - iii. Mission Statement describing the purpose and objectives of the Club.
 - iv. Names of Officers
 - 1. President
 - 2. Vice President
 - 3. Secretary or Treasurer
 - v. Meeting Dates

Section 2 Charter Approval

- a. The Council shall review and act upon Club Charter applications.
- b. All Club Charter applications shall be individually voted upon by the Council.
- c. Club Charter applications shall require a 2/3 majority vote from the Council for approval.
- d. Council-approved Club Charter applications shall also be approved by the PHS administration.

Section 3 Revocation of Charter

- a. Clubs shall follow the policies stated in the Piedmont High School Student Handbook.
- b. If a Club violates the PHS ASB Constitution or the policies stated in the PHS Student Handbook, the case shall be reviewed by the Council, Council Advisor, and the Assistant Principal.
 - i. Actions for a Club's violation of the PHS ASB Constitution or the policies stated in the PHS Student Handbook may include:
 1. Probation
 - a. Probation shall be defined as an official action taken by the Council to warn a Club that it shall be under observation for a stipulated period of time and furthermore, if additional violations occur, the Club's Charter may be suspended or revoked.
 2. Suspension
 - a. Suspension shall be defined as an official action taken by the Council to restrict a Club for a stipulated period of time. When the period of suspension is complete, the Club will be placed on probation. If additional violations occur, the charter shall be revoked.
 3. Revocation
 - a. Revocation shall be defined as an official action taken by the Council to declare the charter of a Club null and void and to completely disband the organization and declare further activities unconstitutional.

Section 4 Council and Club Relationship

- a. Chartered Clubs shall receive the following benefits from the Council:
 - i. Use of Association name, equipment, facilities, and supplies
 - ii. Financial and Accounting Assistance
- b. At the conclusion of each quarter, Chartered Clubs shall be required to present a report to the Association Community Outreach Advisor.
- c. Chartered Clubs shall receive prior permission from the Council in order to initiate activities or fundraisers.

Section 5 Club Rights and Responsibilities

- a. Chartered Clubs shall have the following rights:
 - i. Use of Association name, equipment, facilities, and supplies
 - ii. Financial and Accounting Assistance
 - iii. Unlimited number of members
 - iv. Fundraising Opportunities
- b. Chartered Clubs shall have the following responsibilities:
 - i. Posters, flyers, announcements and any other forms of communication must first be approved by the Club Advisor.
 - ii. Activities and fundraisers must first be approved by the Club Advisor.

Article V Finance

Section 1 Requests

- a. Requests to fundraise, deposit, disburse or transfer money, request a cash box or apply for a grant shall be subject to the following policies:
 - i. All requests shall be submitted in writing on the appropriate form:
 - 1. Yellow: Petty cash receipt
 - 2. Pink: Disbursement
 - 3. Green: Deposit
 - 4. Blue: Transfer
 - 5. Purple: Cash Box
 - ii. Check requests will be approved in the following manner:
 - 1. A quorum consisting of two members of the Executive Council and the Assistant Principal shall be required to discuss and approve each request.
 - 2. Minutes must be recorded to approve requests.
 - 3. Requests shall be discussed and approved on “B” days unless the Council approves an emergency request.
 - iii. Organizations requesting money from the Council must submit a written proposal:
 - 1. Include the dollar amount, purpose, date required, and how student groups will benefit from the expenditure.
 - iv. Organizations requesting petty cash must submit a petty cash receipt to the Assistant Principal:
 - 1. Submit request at least one day in advance
 - 2. Requests can be made for no more than \$200.00
 - 3. Organizations must repay the petty cash account within 30 days.

- v. Organization requesting a cash box must submit a cash box request to the Assistant Principal:
 - 1. The Assistant Principal and Association Treasurer shall meet with the organization representative at least two days prior to the event to discuss the request.

- vi. While school is not in session, disbursements shall be approved in the following manner:
 - 1. A quorum will consist of two Council members (at least one member must be from the Executive Council) and the Assistant Principal.
 - 2. In the event that a quorum cannot be reached, disbursement approval may be obtained through email communication.

Section 2 Inactive Accounts

- a. Any Association account that remains idle in excess of four years shall have its funds transferred into the PHS ASB account so that it may be used for the benefit of all Association members.

Article VI Elections

Section 1 Speeches

- a. All members running for elected Council positions shall give a speech to the Association, unless excused by the Council Advisor and Assistant Principal.

Section 2 Campaign Material Guidelines

- a. Campaign posters may only be posted through election week.
- b. Each candidate may post one 22" x 28" poster.
- c. Each candidate may post an unlimited number of 8.5" x 11" posters.
- d. Candidates are limited to one 8.5" x 11" poster per small bulletin board.
- e. Banners, stickers, gifts, or treats are not permitted.
- f. Campaign materials shall not be tampered with by any Association member.
- g. Each candidate shall remove all of their own campaign materials at the completion of the election week.
- h. All campaign posters must be approved by the Council Advisor prior to posting.

Section 3 Polling

- a. Polling shall be held during class-time. The Council and Council Advisor shall decide upon the polling schedule.
- b. If a member of the Association does not have a class during the polling period, they shall be able to vote at an alternative location that is announced to the Association.
- c. Members of the Association shall not be permitted to write-in a candidate on the ballot.

Section 4 Grounds for Reconsideration

- a. If vote tallying is not supervised by the Council Advisor or the Assistant Principal.
- b. If illegal voting or ballot stuffing.
- c. If candidate did not adhere to the election bylaws.

Section 5 Timeline for Reconsideration

- a. A reconsideration of Council Elections may be initiated by any member of the Association and at any time within one week after the posting of the election results.

Section 6 Process for Reconsideration

- a. Reconsideration may be initiated by a written request to the Assistant Principal or Council Advisor.