

The Constitution of the Associated Student Body of Homestead High School

| | |
|--------------|----------------------------------|
| Article I | Name and Membership |
| Article II | Student Government |
| Article III | Clubs |
| Article IV | Initiative and Referendum |
| Article V | Method of Constitution Amendment |
| Article VI | Principal's Prerogative |
| Article VII | President's Veto |
| Article VIII | Previous Constitutions |

Bylaws to the Constitution of the Associated Student Body of Homestead High School

| | |
|--------------|---|
| Article I | Election Procedure |
| Article II | Qualifications for Office |
| Article III | Term of Office |
| Article IV | Associated Student Body Officer Duties |
| Article V | Class Officer Duties |
| Article VI | Legislative Council Duties |
| Article VII | Guidelines for Student Council Attendance |
| Article VIII | Vacancies |
| Article IX | By-Law Amendment |
| Article X | Removal from Office |
| Article XI | Sports |
| Article XII | Spirit Guidelines |
| Article XIII | Dances |
| Article XIV | Associated Student Body Cards |
| Article XV | Constitution Administration |
| Article XVI | Revisions to the Constitution |

The Constitution of the Associated Student Body of Homestead High School

Article I

Name and Membership

- Section I.** The name of the organization shall be the Associated Student Body of Homestead High School.
- Section II.** A student properly enrolled in Homestead High School is automatically a member of the Associated Student Body.
- Section III.** All members of the Fremont Union High School District Board of Trustees, the administration, and members of the faculty shall be honorary members of the Associated Student Body.

Article II

Student Government

- Section I.** The name of the governing organization of the Associated Student Body of Homestead High School shall be the Student Body Government comprised of the Student Council, the Executive Council, and the Legislative Council.
- Section II.** The Student Council is composed of the Leadership Class. The ASB President shall be the presiding officer over the entire Student Body Government, including the Student Council.
- A. The Leadership Class officers shall serve a term of one school year and shall consist of the following:
1. Student Body President
 2. Student Body Vice President
 3. Student Body Secretary
 4. Student Body Treasurer
 5. Student Body Social Manager
 6. Student Body Rally Commissioner
 7. Student Body Intra-District Council (IDC) Representative
 8. Class officers for ninth, tenth, eleventh, and twelfth grade classes
 - a. President, Vice President, Secretary, Treasurer, and Social Manager
 9. Appointed officers deemed necessary by the Student Body officers, ASB Adviser, and/or the school administrator charged with overseeing student activities. They include but are not limited to:
 - a. Social Manager
 - b. Rally Commissioner
 - c. IDC Representative
 - d. Club Commissioner
 - e. Tech Commissioner

- f. Community Commissioner
 - g. Communications Commissioner
 - h. English Language (EL) Commissioners
 - i. Homestead Orientation Program (HOP) Commissioners
- B. The Executive Council shall include:
 - 1. ASB officers.
 - 2. Class Presidents.
 - 3. Appointed officers.
 - 4. Club Presidents.
- C. The Legislative Council shall include:
 - 1. ASB officers.
 - 2. Class Presidents.
 - 3. Appointed officers.
 - 4. Third or fourth period representatives, depending on which period has the most classes in a given year.
- D. Meetings will be held according to schedule set by the ASB officers and the ASB adviser at the end of the previous school year.
 - 1. ASB officer meetings shall be held weekly with the ASB adviser.
 - 2. The Leadership Class shall meet as the Student Council every week on Wednesdays, and shall meet every day during 7th period.
 - a. Any ASB approved organizations or co-curricular group may submit Activities Proposals for review
 - b. Activities Proposals for events will be reviewed by the Student Council weekly. Passed proposals will move forward for administration and ASB adviser approval.
 - 3. Executive Council meetings shall be held monthly.
 - 4. Legislative Council meetings shall be held monthly, after Executive Council.
- E. Meeting Guidelines:
 - 1. Additional meetings may be called by the ASB officers as deemed necessary.
 - 2. A simple majority of all members shall constitute a quorum at all Student Council meetings.
 - 3. All members of the Student Council must attend each mandatory meeting, or they will be subject to the disqualification guidelines set forth by the ASB and approved by the Student Council.
- F. Specialized committees within Leadership for any purpose may be formed by ASB adviser and/or ASB officers, with the consent of Leadership Class and the ASB adviser, if deemed necessary, for a term of one year.

Section III. The class officers, HOP Commissioners, and EL Commissioners shall have 1-3 (one to three) other advisers to aid in the implementation of their position-specific activities. Meetings with these advisers shall occur once per week. The ASB adviser may meet with the aforementioned officers at any time.

Article III
Clubs

Any club whose membership is made up of Homestead High School students and which has a faculty adviser may apply for ASB recognition.

- Section I.** All clubs requesting ASB recognition must observe the following procedure:
- A. Submit a written proposal to the ASB Vice President during the specified time and date of the New Club Application Process which shall take place once per school year. The proposal should contain:
 - 1. Purpose of club.
 - 2. Name of the club faculty adviser.
 - 3. Name of club President and Vice President with intent of voting in club Secretary and Treasurer.
 - 4. Event ideas.
 - 5. Club constitution.
 - 6. Have a petition signed by fifteen (15) people who agree with the purpose of the club.
 - C. Present the club to student government for approval. If the club receives at least a two-thirds vote, they will present to the Executive and Legislative Councils who also must pass the club with a two-thirds vote. Passed clubs will then be submitted to administration for final review.

- Section II.** All clubs must observe the following guidelines:
- A. Run one event each semester
 - 1. A project write-up/report (semester summary) must be completed and returned to ASB with a signature of the club adviser by the last day of the semester.
 - B. Executive summaries (monthly club updates) must be turned in by each Executive Council meeting
 - C. One representative (preferably the President) from each club must attend all Executive Council meetings.
 - D. Maintain an organized binder (provided by ASB) in which important records of club meetings and finances are held for the sustainability of the club.

- Section III.** Clubs with three strikes shall be deactivated; clubs shall receive one strike every time one of the following violations are committed:
- A. Failure to attend an Executive Council meeting.
 - B. Failure to submit club binder, containing club constitution, semester summaries, and other materials specified by the ASB Vice President.
 - C. Failure to run one event per semester.

- Section IV.** Clubs will face consequences, including but not limited to deactivation, if they fail to attend club training day, taking place at the end of each semester. The consequences shall take effect for the subsequent year/semester, on a case by case basis.

Article IV
Initiative and Referendum

A proposed measure relating to the activities and procedures of the Student Body Government, falling under its jurisdiction, may be submitted to the Student Council by a petition signed by at least 100 members of the Associated Student Body. When a student drafts a measure, they must formally notify the ASB adviser, ASB President, and ASB Secretary by email. Measures must be proposed at least one (1) week prior to the Student Council meeting during which the proposing party wishes to present their proposal. Once enough signatures have been accrued, the initiative shall be proposed to the Student Council, whereupon it may be passed by a two-thirds vote. Following this vote, it shall be proposed in written form to the Homestead administration, with written arguments in favor of the initiative from the ASB President. If the initiative is not passed by the Student Council, it may be brought to a referendum vote by the student body member that introduced the proposed measure. If passed by two-thirds of the student body, the measure shall be proposed to the Homestead administration for approval.

Article V

Methods of Constitutional Amendment and Update

Section I. Amendments to the Constitution and By-Laws may be proposed to the Student Council by a petition of at least one hundred (100) members of the Associated Student Body. Student Council officers may propose amendments to the Constitution in written form, following all procedures of the general student body, save for the 100 member requirement. Legislation must be proposed in writing at least one (1) week prior to the Student Council meeting during which the proposing party wishes to present their proposal, regardless of their status as a Student Council officer. If the amendment is passed by the Student Council by a two-thirds vote, it shall be presented to administration. If it is approved, it shall become law.

Section II. Should the ASB Adviser, ASB President, and/or other administrator in charge of student activities deem it necessary to update the Constitution, the ASB Constitution may be updated according to the procedure as follows:

- A. The ASB President shall suggest updates to any part of the Constitution and By-Laws.
- B. Upon approval of the updates by the ASB Adviser, the updated Constitution and By-Laws will be presented to the Leadership Class meeting as the Student Council and shall be made law by two-thirds vote.

Section III. The above method shall only be activated in the event that this Constitution is disregarded by future administrations and/or advisers and de facto changes are made, including but not limited to changes to officer positions, elections procedure, and events.

Section IV. Article V may not be changed to render null at any time the Constitutional amendment process.

Article VI

Principal's Prerogative

Since the Principal is responsible to the Board of Trustees and they are in turn responsible to the code provisions of the State of California for the welfare of the school, it is understood that he/she has the

Revised May 2017

power to override a decision made by Student Government if he/she feels it is unlawful, against socially accepted standards, or detrimental to the welfare of the school. He/she also has the power to enforce the ASB Constitution if it is not adhered to.

The Principal should consult with the Leadership Class before a decision comes into effect. It is expressly understood that all student powers herein granted, by the Constitution or Bylaws, are delegated by the Principal and may be revoked by him/her at any time.

Article VII
President's Veto

Any member of the Student Council may propose legislation to the Student Council in written form. Legislation may only be presented when the ASB president and ASB advisor are present. After the legislation is presented, seconded and discussed, it is voted upon. If the legislation is not passed by a majority vote, it is killed. If a majority is achieved, the bill shall be presented to the Student Body President, while he/she is in attendance of a Student Council meeting. He/she shall have the power to veto this legislation. The Student Body President shall state his/her objections at the meeting, and the Student Council will have the opportunity to override the President's veto with a two-thirds majority vote.

Article VIII
Previous Constitutions

All previous constitutions regarding the Associated Student Body of Homestead High School are hereafter null and void.

Bylaws to the Homestead High School Associated Student Body Constitution

Article I

Election Procedure

- Section I.** Any student of Homestead High School may apply for any elected position covered in the constitution and/or By-Laws provided he/she meets:
- A. The qualifications for office in Article II.
 - B. Any special qualifications for the respective position as covered in the By-Laws. Applications will be checked for eligibility.
- Section II.** Any student who is registered at Homestead High School is eligible to vote in the ASB election. The only exception is that graduating seniors may not vote in the ASB elections at the end of the year. Any student registered in a given class can vote in their respective class elections.
- Section III.** Elections will be conducted by computer and online ballot. The campaign season for each election will last one school week. On the last two days of this school week, polls will open online during brunch on the first day, and shall remain open until the end of lunch on the second day. Votes will be tallied by the computer, shall not be tampered with, and shall be viewed only by the ASB adviser and administrator in charge of activities.
- Section IV.** The candidate receiving the greatest number of votes shall be elected. The winning candidates will be printed out and placed on the door of the current room in which the Leadership class meets. Runoffs will occur only in the event of an actual tie.
- Section V.** In the case of a vacant office, ASB shall accept applications for appointment for one week, or however long it takes to receive an application. For all who turn in applications, the ASB adviser, administrator in charge of activities, the ASB president, and any other ASB officer deemed necessary by the adviser will conduct an interview to vet the applicant(s), and the best applicant will be chosen.

Article II

Qualifications for Office

In order to run for an office, a student must adhere to these guidelines.

- A. The student must have satisfactory citizenship (as determined by the administrative staff).
- B. The student must have a cumulative 3.0 grade point average at the semester and maintain a 2.5 grade point average at each six week grading period.
 1. If a teacher has made an iota of error the six week progress report and verifies in writing that the grade should have been raised, then the student shall be allowed to run for office, provided he/she meets the 2.5 grade point average requirement in all other course work.
 2. If make-up work turned in before the end of the grading period raises the grade, and subsequently, has raised the student's overall grades to the 2.5 grade point

- average level, the student should be allowed to run. The teacher must verify the change due to make-up work in writing.
3. Students must present verification of academic eligibility for office by the published filing deadline.
- C. There is a minimum requirement of one (1) year experience in leadership for any individuals wishing to be elected for the ASB President of ASB Vice President positions.

Article III
Term of Office

The Leadership Class officers shall serve a term of one school year.

- A. The Homestead Orientation Program (HOP) commissioners and English Language (EL) commissioners shall serve terms of two years, with the exception of appointed incoming seniors, who shall serve terms of one year.

Article IV
Associated Student Body Officer Duties

The duties of the individual Student Body Officers are as follows:

- A. The Student Body President shall
 1. Preside over the meetings of the Student Council.
 2. Exercise the power of veto.
 3. Act as liaison between the faculty, administration and students.
 4. Vote only on matters in which the Student Council is equally divided.
 5. Serve on the Intra-District Council.
 6. Be responsible for seeing that all laws are executed.
 7. Be responsible for all actions of the Student Council.
 8. Note when constitutional changes need to be made.
 9. Carry out parliamentary voting procedures.
 10. Make sure Student Body officers are doing their jobs.
 11. Issue warnings to those who disrupt Student Council meetings and have authority to remove from the meeting those students who continue to be disruptive.
- B. The Student Body Vice President shall
 1. Assist the Student Body President whenever called upon to do so, and assume the duties of the Student Body President in his/her absence.
 2. Be responsible for Executive and Legislative Councils.
 3. Enforce guidelines for clubs who seek ASB recognition.
 4. Oversee implementation of Article III of the Constitution.
- C. The Student Body Secretary shall
 1. Take minutes of all Student Council meetings and keep a permanent record of them in the ASB Office.
 2. Keep an accurate and complete record of all school activities.
 3. Publicize all meetings.

4. Keep a running record of the attendance of every officer in the Student Council, and enforce attendance rules.
 5. Keep inventory of ASB supplies in storage units procured by the Administration.
 6. Order any necessary supplies.
- D. The Student Body Treasurer shall
1. Work with ASB financial technician in maintaining records of receipts and expenditures of all transactions involving Associated Student Body funds.
 2. Supervise the drawing up of the ASB budget.
 3. Submit a budget during the first semester of each year to the Student Government for approval.
 4. Manage the process for funding and grants to clubs and co-curricular activities, for which the money available shall change according to the budget.
 5. Manage election processes and enforce election rules.
- E. The Student Body Social Managers shall
1. Make sure events involving the student body are spirited and exciting.
 2. Act as the chief planners of Homecoming and the Battle of the Classes.
- F. The Student Body Rally Commissioners shall
1. Plan and organize rallies and rally set-ups.
 2. Coordinate with student groups to perform at rallies.
- G. The Student Body Intra-District Council Representative shall
1. Represent Homestead IDC.
 2. Report on meetings of IDC to the Student Council.
 3. Publicize all IDC events such as Student Exchanges.
 4. Organize the Canned Food Drive.
- H. Commissioner position duties will be outlined during the interview process for their appointment and are determined at the discretion of the ASB adviser and/or administrator in charge of activities, in consultation with the Leadership Class.
- I. The ASB adviser and/or administrator in charge of activities may delegate and redistribute, as well as add or remove, tasks on an as-needed basis to other officers. Officers will work with the ASB adviser and/or administrator in charge of activities to achieve the goals and duties listed under their position.

Article V
Class Officer Duties

The duties of Class Officers are as follows:

- A. The four Class Presidents shall
 1. Report on the activities of their respective class at all Student Council meetings.
 2. Assign responsibilities for the other class officers.
 3. Be in charge of their respective class activities and run the meetings for their class.
 4. Attend all Executive and Legislative Council meetings.
- B. The four Class Vice Presidents shall
 1. Assist the President whenever called upon to do so, and assume the duties of the President in his/her absence.
 2. Assist the Social Manager in advertising.
- C. The four Class Secretaries shall

Revised May 2017

1. Take minutes of all Executive Council meetings, class officer meetings, and class meetings.
 2. Distribute copies of minutes to each class officer (of the respective class), the class adviser, ASB officers, and the ASB adviser
- D. The four Class Treasurers shall
1. Keep an accurate record of all financial activity of their respective class.
 2. Report on the financial situation of their respective class at all class officer and class meeting.
 3. Present new ideas for fundraisers to his/her respective class officers.
- E. The four Class Social Managers shall
1. Organize all social events for their class
 2. Be responsible for advertising all class events to the class and entire student body.

Article VI

Executive and Legislative Council Duties

The Duties of the Executive Council are as follows:

- A. Each member serves as a representative of his or her club to ASB.
- B. It is the responsibility of the members to report back to their respective clubs and share with them the information on the agendas.
- C. It is the responsibility of the Class Officers, and ASB Officers to report on all activities and lead discussion regarding the functioning of their committees and offices at Executive Council Meetings.

The duties of the Legislative Council are as follows:

- A. The third period representatives are to report back to their respective classes after each Legislative Council meeting, sharing the information and agenda with the students. Representatives are to compile student input and report back to Legislative Council.
- B. It is the responsibility of the Commissioners to report on all activities and lead discussion regarding the functioning of their committees at Legislative Council meetings.
- C. It is the responsibility of the Legislative representatives to make known to their third period classes this Constitution and their general role in the Associated Student Body- specifically Articles IV and V of the Constitution.

Article VII

Guidelines for Student Council Attendance

The following guidelines will be observed for Executive and Legislative Council meeting attendance:

- A. All Executive and Legislative Council members must not have more than one unexcused meeting absence per semester. All excused absences must be approved a week in advance by the Homestead High School Activities Director.

Revised May 2017

- B. Consequences to the preceding guidelines are as follows:
 - 1. Class Officers and Commissioners will be suspended from running for any office position for the next term.
 - 2. Club officers will be suspended from running for any office position for the next term, and the respective club charter will be revoked. The club will have to reapply for ASB recognition.

Article VIII
Vacancies

A vacancy shall exist when any officer shall be unable to further execute the duties of his/her office due to health, impeachment, constitutional disqualification, or resignation.

- A. In the event of a vacancy in the office of Student Body or Class President, the Vice President of the Student Body or affected class shall become President. The Student Body or affected class shall elect another Vice President.
- B. If a vacancy occurs in another office, the Student Body or affected class shall elect another officer.
- C. If an officer fails to maintain the 2.5 grade point average as reported at the six week grading period, he/she will be on probation. If the same officer again does not maintain a "C" average as reported at the following six week grading period, he/she will cease to hold office. The affected class shall appoint a student to fill the vacancy until the following election.

Article IX
Bylaw Amendment

The Bylaws of the Associated Student Body Constitution of Homestead High School may be amended by a two-thirds vote of the Student Council. Proposed amendments can be recommended by either the Executive Council or Legislative Council during Student Council meetings.

Article X
Removal from Office

The call for removal from office of any officer will occur because of grades (Bylaws, Article II, B), citizenship (as determined by the administrative staff), or unsatisfactory performance (as determined by fellow class officers or fellow Student Body Officers).

If the officer's performance as a leader is in question, the fellow officers should offer him/her their criticisms in writing, including their guidelines for satisfactory performance. If the accused officer refuses to accept the written statement, the procedure to remove from office may begin.

Once the letter is given to the accused, he/she will have two weeks to show improvement. After two weeks, the officers who brought up the criticism will appear before a committee consisting of the

Student Body President, the Assistant Principal of Student Activities, and the Vice President from each class. (If the Vice President is the accused, the Class Treasurer shall join the committee.)

After reviewing the situation, it will be up to the committee to determine whether the performance has met the guidelines issued by the fellow officers. If not, the procedure to remove from office may begin. The process must be repeated each time an officer is accused.

The removal from office of any Student Council officer will be accomplished in the following manner: two-thirds of votes cast in Student Council and then a majority of votes cast in a general Associated Student Body election.

Article XI

Sports

All sports shall be governed by the DAL Board of Managers.

Article XII

Spirit

All spirit activities, including the Equestriettes dance team and the cheer team, will be administered and governed by the respective coaches and administrators.

Article XIII

Dances

The following guidelines shall be observed for Student Body dances.

- A. All contracts (such as disk jockey contracts and dance site contracts) must be reviewed and approved by the administrator in charge of student activities, the school Financial Technician, and the organizing party's officers and advisers.
- B. Guest passes are to be organized by the school's Financial Technician.
- C. Cash boxes must be checked out with the school's Financial Technician.
- D. Dances shall be organized as follows:
 1. Junior Prom/Senior Ball – by the respective classes
 2. Homecoming Dance – ASB Officers
 3. Sadie Hawkins Dance – Freshman and Sophomore classes
 4. Winter Formal – Junior and Senior classes
 5. Yearbook Party – ASB Social Managers

This schedule shall be followed unless privileges are given to another organization by the scheduled party. Any other dances throughout the year may be planned and reserved upon request to ASB.

Article XIV

Associated Student Body Cards

It is not required to pay to become a member of the Associated Student Body. However, fees for ASB Cards shall be collected during the first semester of each school year. By special arrangement with the

Revised May 2017

assistant principal in charge of student activities, a student who is unable to purchase a Student Body Card may be exempted from such payment without loss of privileges normally granted to a student buying a Student Body Card.

Article XV
Constitution Administration

The Student Council is responsible to oversee the administration of this Constitution.