

CONSTITUTION
OF THE ASSOCIATED STUDENT BODY OF
REDWOOD HIGH SCHOOL
Last Revised – Fall of 2018

Article I

The name of this Association shall be the ASSOCIATED STUDENT BODY OF REDWOOD HIGH SCHOOL.

Article II PURPOSE

Section 1

To establish and further true democratic government for the students of Redwood High School.

Section 2

To ensure effective and appropriate student representation in all areas of student governance and curriculum.

Section 3

To organize, promote, and enhance extracurricular activities for the students of Redwood High School.

Section 4

To realize, support and protect the rights of Redwood High School students to peaceably assemble, choose their own leaders, be represented in decisions affecting them and to ensure student rights as proclaimed in other documents defining student rights.

Section 5

To educate and inform students of their rights as defined in documents relating to student rights. Rights will be made known to students via publication in the student handbook.

Section 6

To educate students as to the procedures and business conducted in the leadership class. It is mandatory that all classes and ASB post weekly minutes.

Article III ORGANIZATION

Section 1

The mascot of the Redwood High School ASB shall be the Giant and named Big Red.

Section 2

The colors of the Association shall be red and grey.

Section 3

The various powers established in this constitution are understood to reside solely in the organs of student government herein specified and in agents designated by the student government to carry out specific tasks.

Section 4

All members of the leadership class shall hold voting privileges in all regular ASB decisions. Students must fill out an application in order to be accepted into the class. In passing the application process, the student becomes eligible to hold one vote at ASB meetings. Leadership students should thus be well qualified and representative of student opinions.

Section 5

Those powers not specially designated in this constitution will be left up to the Executive Council which is composed of all elected and appointed Association officers.

Article IV MEMBERSHIP

Section 1

All enrolled students of Redwood High School shall be members of the Associated Student Body. School discounts will apply only to those students who pay dues.

Section 2

The rights of members are as follows:

- (A) Full voting privileges in all of the Association's general or special elections. Included are class, ASB and special elections. Appointed offices as mentioned in the constitution shall be voted on in the event that more than one candidate is nominated. Candidates will be nominated at an ASB meeting in the beginning of the school year by a member of the leadership class or a class officer. All students present at the ASB meeting will be accorded full voting rights for the election of appointed officers should an election be required.

(B) Eligibility to hold offices in this Association and in class governing offices as provided in the "election by-laws".

1. In order to hold an office, a member of this Association may have no failing grades in any subject and must maintain a minimum of a 2.0 GPA. To be eligible for office, students must also be taking at least 20 units of classes to comply with district and state policies.

2. Eligibility for Senior Class President, Student Body President, Vice-President, Secretary, or Treasurer requires either previously having held an office in this Association for at least one semester OR been an active member of the Leadership Class for two full semesters.

(C) Other privileges established by the Association.

(D) Suspension of Association rights due to negative action towards the Association will be decided on and carried out by leadership teachers and the administration.

Section 3

The Association shall distribute student body cards to all members. Those members who pay the membership dues as set forth by this Association will receive designated discounts as described below.

(A) Discounts of admission to all activities sponsored solely by this Association.

(B) All further privileges deemed accordable by this Association.

ARTICLE V OFFICERS

Section 1

The elected officers of this Association shall be elected by members of this Association in accordance with the "Election By-Laws".

Section 2

Elected officers of this Association (Executive Council) shall be:

- (A) ASB President
- (B) ASB Vice-President
- (C) ASB Treasurer
- (D) ASB Secretary
- (E) Class President
- (F) Class Vice-President
- (G) Class Treasurer
- (H) Class Secretary
- (I) Student Representative to Board of Trustees

Section 3

Executive officers of this Association shall be:

- (A) ASB President
- (B) ASB Vice-President
- (C) ASB Treasurer
- (D) ASB Secretary

Section 4

Appointed officers of this Association shall be:

- (A) Parliamentarian
- (B) Other appointed officers deemed necessary by the Executive Council

Section 5

All appointed officers shall serve for a term of one year. The appointed officers of the Association can self-nominate or be nominated by a member of the associated student body. If more than one student is nominated for a single office, an election will take place during an ASB meeting. Full voting privileges are granted to all members of the leadership class and the executive council members who are present at the ASB meeting. Candidates shall not vote and shall not be present while the vote is held.

ARTICLE VI DESCRIPTION OF ASB OFFICES

Section 1

The PRESIDENT shall be elected to serve during the school year following his/her election. He/She shall be the official school representative of the Association and shall coordinate the work of Association officers. Specifically, he/she shall preside over all ASB meetings following parliamentary procedures as dictated by this body. He/She is expected to arrive on time and prepared with the daily agenda. He/She shall be responsible for seeing that elected and appointed officers are performing their duties. He/She shall be accorded full voting rights at ASB meetings.

Section 2

The VICE-PRESIDENT shall be elected to serve during the school year following his/her election. He/She shall assume the duties of the Associated Student Body President in the event that the President is impeached, absent, abstaining or unable to perform his/her duties. He/She shall assist the secretary and treasurer in fulfilling their duties if necessary. He/She is expected to arrive on time and prepared for ASB meetings and will be responsible for presenting scholarships and club approvals. He/She shall be accorded full voting rights at all ASB meetings.

Section 3

The SECRETARY shall be elected to serve during the school year following his/her election. The SECRETARY shall be responsible for the Association's clerical work and correspondence. He/She shall keep a complete and up to date record of all Association proceedings and shall submit these to the budget secretary within 24 hours. He/She shall keep an indexed file of these records which shall be available to the student body. The secretary will present a record of the minutes of the previous meeting for approval at ASB meetings. The members of ASB will then take a vote as to whether or not to approve the minutes. He/She shall be accorded full voting rights at ASB meetings.

Section 4

The TREASURER shall be elected to serve during the school year following his/her election. He/She shall be responsible for presenting the ASB Budget to members of the association at the beginning of each school year. He/She shall meet weekly with the school Budget Secretary and give weekly financial update reports of the student body income and expenditures during ASB meetings. He/She will present Purchase Orders for approval by the associated body. All financial business and expenditures must be voted on and approved by a 2/3 majority vote by elected and appointed officers as well as members of the leadership class. He/She shall be accorded full voting rights at ASB meetings.

Section 5

The PARLIAMENTARIAN shall be appointed by the ASB each semester and shall be responsible for the review of the constitutionality and the legality of all student body proceedings. He/She shall be thoroughly familiar with the district and school administrative policies and shall keep all Association officers aware of such policies and any changes in them. They shall work with the Leadership Teachers and administrators to help maintain order during ASB meetings. They shall help determine Quorum during ASB meetings and review process during a meeting and check minutes after to be sure all procedures followed correctly. They shall be accorded full voting rights at all ASB meetings.

Section 6

(1) BOARD OF REPRESENTATIVES person shall be elected each year. This person is responsible for attending all Board meetings. They shall be responsible for two-way communication between ASB and the TUHSD Board. This student will also remain in contact with the Tamalpais High School and Drake High School representatives.

Section 7

No person may hold two Elected Offices at the same time. No person may hold two appointed offices simultaneously. An Association member may hold one class or ASB office and one appointed office in the same year. If offices remain empty, a member already in office may be nominated to hold multiple offices at the ASB meeting where the office is to be filled. The entire student body must be aware of the opportunity to run for the office(s)

Section 8

No single office shall be held by more than one person. In the event of a tie, there will be a revote between all candidates who tied.

ARTICLE VII

DUTIES OF CLASS OFFICERS

Section 1

The PRESIDENT shall be elected to serve during the term following his/her election. He/she shall be the official class representative in all class activities. He/She shall coordinate

the work of class officers. He/She shall preside at all class meetings. He/She shall coordinate all class activities. He/She shall be accorded full voting rights at all ASB meetings.

- A. The freshman and sophomore class Presidents shall serve for a term of one semester.
- B. The junior and senior class Presidents shall serve a term of one year.

Section 2

The VICE PRESIDENT shall be elected to serve during the term following his/her election. He/She shall assume the duties of the class president in the event that the President is impeached, absent, abstaining or unable to perform his/her duties. He/she shall perform those duties delegated by the president and assist in class activities. He/ She shall ensure communication between the class and its faculty advisors. He/She shall be accorded full voting rights at all ASB meetings.

- A. The Freshmen and Sophomore class Vice Presidents shall serve for a term of one semester.
- B. The Junior and Senior Class Vice Presidents shall serve for a term of one year.

Section 3.

The TREASURER shall be responsible for giving financial updates of major class income and expenditures. He/She shall perform those duties delegated by the president and assist in class activities. He/ She shall be accorded full voting rights at all ASB meetings.

- A. The Freshmen and Sophomore class Treasurers shall serve for a term of one semester.
- B. The Junior and Senior Class Treasurers shall serve for a term of one year.

Section 4.

The SECRETARY shall be responsible for clerical work and correspondence. He/She shall be responsible for the announcement of class meetings and shall keep minutes of these meetings and submit them in a timely fashion to the budget or activities secretary. He/She shall keep a complete record of all class proceedings and these records shall be available to the class. He/She shall perform those duties delegated by the president and assist in class activities. He/she shall be accorded full voting rights at all ASB Meetings.

- A. The Freshmen and Sophomore class Secretaries shall serve for a term of one semester.
- B. The Junior and Senior Class Secretaries shall serve for a term of one year.

Amendment:

Section 5

CLASS REPRESENTATIVES shall be nominated to serve their class for one semester. Each class shall have no more than a total of 25 members in the ASB. These members shall be comprised of all grade-level members of the Leadership class, all grade-level class representatives, and any/all other positions that retain voting rights that are held by members of that grade level. Upon ratification by the ASB, this amendment shall take effect no earlier than August 1st, 2018.

Amendment: All Class Representative applicants must complete a short application to be considered for the position. Said application, on a class-by-class basis, is only to be reviewed if

3. Candidates may not influence voters by being present in any voting area during the time of a vote.
4. Slanderous materials will not be tolerated.
5. All candidates are responsible for taking down and disposing of all election materials immediately following the election
6. No candidate will bribe or give away any materials/food in order to influence the student vote.
7. All ASB candidates must give a speech before the student body.

G. Counting of Ballots

1. All officer elections will be held online with the candidate who receives the majority vote winning the election.
2. All candidates reserve the right to know the final election results.

H. Victory in Elections

1. The candidate obtaining the most votes shall be declared victorious.
2. There shall be no margin required for victory.
3. Abstentions
 - a. An abstention shall be a vote where no choices are marked for the office.
 - b. Abstentions shall not be considered when calculating results.

4. Tie Votes

- a. In the event that a tie occurs between the candidates with the most votes in a class officer election, the leadership students that are currently representing that grade will hold a vote and the candidate that receives the highest number of votes will become the officer-elect. In the event that a tie occurs between the candidates with the most votes in an ASB election, the entire leadership class, with exception of the current seniors who will not be affected by the outcome of the election, will vote and the candidate who receives the highest number of votes will become the ASB officer-elect.

I. The Election Committee

1. The election committee shall consist of administration and leadership teachers.
2. They shall be directly responsible for insuring fair elections. They must be vigilant in the discovering, preventing, and eliminating of any violations during election procedures.
3. They will listen to all students who question the authenticity of an election and decide if a revote will be necessary.

ARTICLE IX EXECUTIVE COUNCIL

Section 1

The Executive Council shall consist of all elected and appointed officers of the Association.

Section 2

The Executive Council shall coordinate curricular and extra-curricular activities and shall regulate the Associated Student Body's funds.

Section 3

Any action taken at ASB meetings by vote or approval must be by a simple (1/2) majority, except for budgetary issues and Constitutional amendments, which must be by a supermajority (2/3).

Section 4

Voting officers shall include all elected officers, appointed officers, executive student body officers and members of the leadership class.

Section 5

All members of the executive council must be present at every meeting or else they must notify the ASB President or ASB Vice-President ahead of time telling them that they will be unable to attend. A non-voting substitute may be sent to relay information at the meeting.

Section 6

Unless otherwise stipulated at the time of passage, or unless appeal is granted, all actions taken by the Executive Council and Leadership Class members shall become effective immediately after adjournment of the ASB meeting.

Section 7

All approved actions of a previous administration remain in effect in succeeding administrations unless a succeeding administration formally votes to negate such previous actions.

Section 8

Amendment: The Quorum for all meetings of the ASB shall be defined as half plus one of each class's Leadership students.

Section 9

All unmentioned ASB meeting guidelines are stated in the Parliamentary Procedure Document. No rule in the Parliamentary Procedure Document can override the constitution.

ARTICLE X REMOVAL FROM OFFICE

Section 1

Any elected or appointed officer of this Association shall be removed from office upon conviction of ment for any of the following offenses:

- (A) Negligence in performing his/her duties
- (B) Continuous violations of the ASB Constitution
- (C) Violation of any rules of this Association

(D) Performance of any action, during a school function, not benefiting the inherent dignity of his/her office of reflecting in a damaging way upon the school, including but not limiting to the following:

1. Lack of regular classroom attendance
2. Fighting
3. Vandalism
4. Drug or alcohol usage or sale
5. Any illegal activity
6. Continued usage of unquestionably inappropriate behavior or language

(E) Negligence in attending the meeting of this Association.

1. If an officer of this Association (appointed or elected) is absent from more than three meetings (without proper notification or approval) then they shall automatically be tried by grievance committee.
 2. The grievance committee shall be composed of the two Leadership teachers and the administrator in charge of Student Activities.
 3. If convicted by the committee, the officer shall be placed on probation or removed from office. The empty position shall be open to all who qualify at the following ASB meeting.
 4. The current class or ASB officers will have first option to fill the empty position.
- Subsequently, a qualified member of the association based on an election during the first available ASB meeting will fill any open position.

Section 2

An accused officer may not preside over any meeting in which impeachment is being decided. If any officer of this Association is charged he/she shall be relieved of his/her duties until such time as his/her innocence or guilt is decided.

Section 3

Procedure for removal from office:

- (A) A Class Officer may be accused by a member of the association of the same grade level as their own. An ASB Officer may be accused by any member of the association.
- (B) Accusations must be submitted in writing to the leadership teachers at the beginning of an ASB meeting. In a timely fashion, the charges will be discussed and equal time will be given for the accused and grievance committee to speak.
- (C) The final decision will be made in a timely fashion and announced at a later date at an ASB meeting.

Section 4

The order of succession to the Presidency is:

- (1st) The Vice President
- (2nd) The Treasurer
- (3rd) The Secretary

Succession to the Presidency is for a period of two weeks and at the end of that time, a special election will be held in accordance with the Election By-laws.

Section 5

Class Representatives and Appointed Officers may also be removed from office by the Grievance Committee. See Article X, Section 1.

ARTICLE XI

AMENDMENTS

Section 1

This Constitution and its By-laws may be amended by a two-thirds majority vote at an ASB meeting. Voting members shall include all officers, elected and appointed, as well as members of the leadership class.

Section 2

Amendments may be proposed by any member of the Association (the school) who is taking a minimum of 20 units of classes. Any proposed amendments must be proposed at an ASB meeting.