

Foothill High School

Associated Student Body Constitution

Preamble:

We, the Students of Foothill High School, do ordain and establish this Constitution for the Associated Student Body of Foothill High School in order to ensure that every student's needs are met, opportunities to grow in knowledge and leadership will be fostered, a fun and safe environment will surround them, and ample diverse opportunities will be provided.

Article I

Section 1. The Associated Student Body (ASB) of Foothill High School represents all students who attend Foothill High School. All students are subject to the jurisdiction of the school and must abide by the rules and regulations set forth by the school. Violation of any rule by a member of the ASB may result in loss of certain privileges and disciplinary action.

Section 2. The official colors of Foothill High School will be Royal Blue and Gold, and the official mascot will be the Falcon. All sports teams, clubs, and organizations will represent the Foothill Falcons.

Section 3. Access to information on all school-related topics and issues shall be available on the official Foothill High School website:
<http://www.foothillfalcons.org>

Section 4. Each year, all students will be issued a student identification card (ID) with their picture. Students may purchase an ASB Sticker for their ID card, which will entitle them to privileges and discounts for certain school-sponsored activities.

Article II

Section 1. Foothill High School shall have an ASB executive board composed of two elected Associated Student Body officers, the ASB President and ASB Vice President, as well as additional appointed ASB officers. (See article III)

Section 2. There will be at most four Class Officers per grade level. The Sophomore, Junior, and Senior Class officers will be voted upon by their grade-level peers, and the Freshman Class officers will be appointed by the ASB Council. (See Article IV)

Section 3. Admittance into the Leadership class shall be determined at the discretion of the current Leadership Advisor, school administration, and the outgoing senior ASB Officers, with the option to consider input from other upperclassmen in the current Leadership class. Entrance into Leadership will be determined through an application and interview process conducted by the Leadership Advisor and the outgoing senior ASB Officers, or other designated staff as deemed appropriate by the Leadership Advisor and outgoing senior ASB Officers.

The ASB Officers shall make a good-faith effort to select a Leadership class that represents the diversity of the student body and includes students from all four class years.

Section 4. All students accepted into Leadership must abide by school rules and regulations and represent the school in a positive and responsible manner. Failure to follow school or Leadership class regulations may result in expulsion from the Leadership Class and disciplinary action at the discretion of the administration.

Section 5. ASB Officers, Class Officers, and Committee Heads must maintain a minimum GPA of 2.0 with no failing grades on the most recent report card and must serve the best interests of the ASB at all times. Failure to comply with these requirements, school rules, or Leadership class regulations may result in removal from their position at the discretion of the Leadership Advisor and administration.

Section 6. ASB Officers shall determine the number of committees, committee size, and responsibility each quarter. All students who are accepted into Leadership will be placed in a committee and will be responsible, first and foremost, for fulfilling the duties prescribed to their committee head and ASB oversight officer. Major projects and activities developed by committees must be proposed to and accepted at ASB meetings by the ASB council, as well as by the Leadership Advisor and administration.

Article III

Section 1. The Executive power of the Associated Student Body will be vested in the ASB Council, made up of the executive ASB board as well as Class Officers. The council will meet a minimum of once a week to approve all activity proposals, and may also be joined by members of ASB who have non-voting rights. Activity proposals shall be voted on by the ASB Council and must receive a majority vote in order to be approved. ASB Council members shall assume their duties on May 1st, in the year in which they are elected.

Section 2. The President of the ASB Council must be an approved senior at the time of office, approved as having served as a Junior Class officer or ASB officer for at least one year, and hold a minimum GPA of a weighted 3.0. The ASB President:

- Is responsible for serving as the head of all ASB Council meetings and the ASB Council as a whole.
- Leads the class in day-to-day operations.
- Attends Pleasanton City Meetings if the agenda contains any items that pertain to the ASB of Foothill High School.
- Attends PPIE meetings, PTSA meetings, or PUSD School board meetings as a representative of the ASB as needed.
- May address the student body at their discretion.
- Shall collaborate with the ASB Vice President during the summer preceding their term of office to develop an annual focus, set goals, and establish a leadership curriculum to be presented at the Summer Leadership Retreat.
- Shall oversee the operation of all Leadership committees and affairs, though they may share oversight with other ASB Officers.
- Shall have oversight of all class officers and ASB officers and shall maintain ultimate authority over all ASB affairs.
- Partners with the ASB Vice President to build class community and, as needed, addresses any issues with leadership students in collaboration with the class advisor.
- Has oversight on and access to all class and committee files, binders, and social media accounts.

Section 3. The Vice President of the ASB Council must be a senior at the time of office, have been enrolled in the Foothill High School Leadership class

for at least one year, and hold a minimum GPA of a weighted 3.0. The ASB Vice President:

- Supports the ASB President in all of their responsibilities and takes over in their absence.
- Shall attend Pleasanton City Meetings and PPIE meetings in place of the President when the President is unable to attend, provided ASB representation is necessary.
- Serves as the liaison between ASB and school administration: coordinating and communicating with administration as needed.
- Ensures transparency between the leadership program and the school community.
- Shall collaborate with the ASB President during the summer preceding their term of office to develop an annual focus, set goals, and establish a leadership curriculum to be presented at the Summer Leadership Retreat.
- Partners with the ASB President to build class community and, as needed, addresses any issues with leadership students in collaboration with the class advisor.
- Has oversight on and access to all class and committee files, binders, and social media accounts.

Section 4. The Secretaries of the ASB Council must be either a junior, or senior at the time of office, have been enrolled in the Foothill High School Leadership class for at least one year, and hold a minimum GPA of a weighted 3.0.

A. The ASB Organizational Secretary:

- Facilitates ASB Council meetings and prepares agendas ahead of time by coordinating with ASB and class officers, reviewing prior meeting minutes, and ensuring that unresolved or ongoing items are included for further discussion.
- Maintains records of all minutes from ASB Council meetings which upon request may be reviewed by members of the ASB within a period of 24 months.
- Regularly updates both the physical and digital ASB calendars with all relevant events, activities, deadlines, and tasks.
- Prepares and maintains a weekly agenda, ensuring it is posted in the classroom each day.

- Oversees the ASB page on the school website and collaborates with the Foothill webmaster to ensure it remains current and accurate.

B. The ASB Communications Secretary:

- Has oversight on the Advertising Committee and ensures that all designated poster zones and bulletin boards remain up to date.
- Collaborates with the Advertising Committee to coordinate the creation of content on social media platforms and ensures posts are published in a timely manner.
- Has access to class and ASB social media accounts.
- Oversees and organizes the Liaison program.
- Leads the announcement program by managing the submission process, and organizing the student speakers.

Section 5. The Treasurer of the ASB Council must be either a junior or senior at the time of office, have been enrolled in the Foothill High School Leadership class for at least one year, and hold a minimum GPA of weighted 3.0. The ASB Treasurer:

- Must hold one class period as a TA during their term of office, in which they work with the ASB bookkeeper to administer and maintain ASB funds as well as oversee all transfers of capital.
- Is responsible for oversight of all fundraisers for the ASB and Leadership.
- Oversees all financial matters relating to ASB and Leadership accounts, including the withdrawal and deposit of funds.
- Maintains accounts for clubs, classes, and Leadership, which shall be available upon request by any member of ASB within a period of 24 months.
- Approves monetary refund requests through signature.
- Shall oversee all cash box requests for Leadership sales and Leadership monetary activity proposals and approve them as appropriate.
- Oversees and monitors the class officers' and committee's fundraising goals and budgets.

Section 6. The Club Coordinator(s) must be a junior or senior at the time of office, have been enrolled in the Foothill High School Leadership class for at

least one year, and hold a minimum GPA of a weighted 3.0. The Club Coordinator(s):

- Are responsible for overseeing all club affairs
- Are responsible for the creation of clubs and application process as well as the club renewal and grading process
- Oversee club leadership events such as club week and Falcon Fest
- Are responsible for hosting meetings with club officers and administration to oversee and better enforce club regulations at least once per semester
- Are responsible for maintaining and updating the club website and club email as well as the Google Classroom for club officers
- Work with the Multi-Cultural Club on planning MCC week

Section 7. Other ASB positions may be appointed by the Leadership Advisor and administration. The requirements for holding said office are as follows: they must maintain a GPA of 3.0, and be a junior or senior at time of office, some exceptions may apply based on qualifications. The responsibilities of said appointed ASB officers shall be determined by the Leadership Advisor and administration.

Article IV

Section 1. Available class offices are hereby defined as: President, Vice President, Secretary, and Treasurer. The requirements for holding the position of class officers are as follows: In order to run for President of the upcoming Junior or Senior class, the candidate must have been in the leadership class for one or more years. Sophomore, Junior, and Senior candidates must run for the class they will belong to in the upcoming Foothill school year and must have a minimum weighted GPA of 3.0. All class officers will be voted upon by their grade-level peers for the upcoming Sophomore, Junior, and Senior classes.

Section 2. For the Sophomore, Junior, and Senior classes, the Class President shall:

- Plan and oversee dances and events for their respective graduating class.
- Oversee and support student leadership within their graduating class.
- Represent their class at all ASB meetings and other official meetings as required.

- Ensure that the class conducts adequate fundraising efforts.
- Maintain access to and supervise the class social media accounts.
- Oversee advertising and promotion for all class events and initiatives.
- Organize and run class meetings.

Section 3. For the Sophomore, Junior, and Senior classes, the Class Vice President shall:

- Assist the Class President in all executive duties.
- Serve as co-chair in planning dances and events for their respective class.
- Assist the President in overseeing students within their graduating class.
- Supervise and support the Treasurer and Secretary in fulfilling their responsibilities.
- Manage and maintain the class social media accounts.

Section 4. For the Sophomore, Junior, and Senior classes, the Class Treasurer shall:

- Lead fundraising efforts for their graduating class.
- Create and maintain budget sheets and track all class finances.
- Plan and organize class fundraisers.
- Draft and submit purchase orders (POs) for their graduating class.

Section 5. For the Sophomore, Junior, and Senior classes, the Class Secretary shall:

- Lead outreach and communication for their graduating class.
- Respond to emails and coordinate meetings with administrators or external planners to organize events such as Prom or Ball.
- Write promotional blurbs for events to be shared on ParentSquare and class Google Classrooms.
- Maintain a task list for class responsibilities related to Prom, Ball, and other events.

Section 6. The selection process for Freshman class council is as follows: Freshman council candidates will be chosen through an election process by members of the ASB council at a special ASB council meeting by the third week of school. All members of the council have equal rank and responsibilities. The overall responsibility of the freshman council is to help their fellow classmates transition into high school. Other responsibilities of

the freshman council include supporting their class through fundraisers and planning class events, which they must do by working with each other and/or with the mentorship of upperclassmen officers.

Article V

Section 1. The ASB Council will serve as the Commissioning Body of Democracy for the entire student body. All rules and regulations regarding campaigns and elections will be created and enforced by the ASB Council under approval by the Leadership advisor(s). Any problems with or violations of said regulations will be reviewed by the Council, the Leadership advisor(s), and administration. Members of the Council that are involved in said election/campaign must abstain from voting and reviewing.

Section 2. The qualifications for ASB Office are enumerated in Article III of the Foothill Constitution.

Section 3. Elections for ASB President, ASB Vice President, and Sophomore, Junior, and Senior Class Officers shall be held during the spring semester preceding the upcoming school year.

All current freshmen, sophomores, and juniors shall be eligible to vote for the positions of ASB President and ASB Vice President. Each graduating class shall also vote for its respective Class President, Vice President, Treasurer, and Secretary for the following school year. The election process, including candidate eligibility, campaigning guidelines, and voting procedures, shall be overseen by the Leadership Advisor and school administration, with assistance from the outgoing senior ASB Officers or other designated staff as deemed appropriate by the Leadership Advisor and school administration.

Section 4. Election results for each elected position shall be determined by a simple majority of votes cast. Voting shall be conducted through a secure Google Form or another digital platform approved by school administration. All election results must be reviewed by school administrators prior to their official release. Until publicly announced, the results shall be known only to school administration, the Leadership Advisor(s), and the ASB Council. Upon request, candidates may be informed of the margin of defeat for the race in which they participated. All election ballots and voting records shall be

stored in the Student Affairs Office for a period of no less than twenty-four (24) months following the election.

Section 5. ASB and Class Officers can be removed from office for failing to meet responsibilities as outlined in Article III and Article IV. This can be constituted by behaving in a manner considered detrimental to the school, or failing to comply with school rules and regulations. Disciplinary actions may be taken if deemed appropriate by the school administration.

Section 6. The procedure for removing an elected ASB or Class Officer shall be as follows: A formal complaint must be submitted to the ASB Council and the Leadership Advisor(s). Complaints may be submitted by any member of ASB; however, the complaint must present sufficient grounds to justify consideration of removal from office. Upon receipt of a complaint, the ASB Council (excluding any member who submitted the complaint or who is the subject of the complaint) along with the Leadership Advisor(s) and school administration, shall meet to review and discuss the matter and determine whether further action is warranted.

Removal from office shall require a two-thirds vote of the ASB Council, in addition to the approval of the Leadership Advisor(s) and school administration

Section 7. If an elected officer position becomes vacant (Class or ASB): The ASB Executive Council, Leadership Advisor, and school administration will first meet to decide whether to hold a special election to fill it or if the responsibilities shall be absorbed by another position. If they do decide to hold a special election, those same groups decide when the election will happen and how it will be run. Anyone who wants to run in a special election must be approved first by the ASB Executive Board, Leadership Advisor, and administration before they can become a candidate.

If an appointed ASB officer position becomes vacant, the Leadership Advisor will choose the replacement directly (no election required).

Article VI

Section 1. In order for a new club to be sanctioned, following requirements must be met: the required forms for creating a new club must be turned in on or before the date approved by the ASB Club Coordinators for that year, in order for the club to be active in the upcoming school year. The ASB Club Coordinators must give initial approval to the club for it to be fully approved by Foothill Administration. Foothill Administration may veto the decision of ASB over any club if they feel the club's principles are antithetical to those of the school, if a duplicate club already exists, or if student safety is concerned.

Section 2. Existing clubs must abide by the following rules: at the designated time, each club's members must elect new officers for the following school year. The ASB Club Coordinators shall serve as the commissioning body for all club elections activities, with direct oversight of the process. New clubs shall appoint their officers in their first year of operation, subject to ASB, Leadership Advisor, and administration approval. Furthermore, a teacher must be present during all club meetings. The president or the specified delegation of officers from each club must attend all officer forums to discuss upcoming business. No clubs may have more than one president, vice president, and secretary-treasurer at any given time unless a written request is approved by the ASB Club Coordinators. Club presidents must be rising juniors or seniors. Each club may, space permitting, participate in the first semester's Club Fair/Club Week event and/or second semester's Club Expo.

Section 3. The penalties for a club's violation of any ASB or school regulations are listed below. Upon the first offense, the club president will receive a verbal warning. Upon the second offense, the Club president will receive a written statement, proclaiming the club is on probation. Upon the third offense, the Club charter is revoked and thus the club is no longer sanctioned by the school. Administration reserves the right to institute an alternate penalty if they see fit.

Section 4. All officer forum meetings will be run by the ASB Club Coordinators. They will address questions posed by clubs and actively support their activities. The ASB Club Coordinator shall post the dates of these meetings and communicate information through Google Classroom.

The ASB Club Coordinator is responsible for creating an annual Club Handbook, where all rules pertaining to clubs shall be established, and shall serve as the primary governing document for club operations. All major club activities and decisions shall be conducted after conferring with the Leadership Advisor.

Article VII

Section 1. Any students who are part of the Associated Student Body or any faculty members may propose amendments to this Constitution during the calendar school year. All proposed amendments must be submitted to the ASB Council but the Council will not vote on any amendment until one week after its proposal. In order for any amendment changes to be approved, the Council must approve with a two-thirds majority.

Section 2. A final and unaltered copy of the Foothill Constitution will be posted in the office, easily accessible by all students. The Constitution will also be attainable by means of the Official Foothill Website.

Section 3. An administrator must be present in order for constitutional changes to be made, and the administration has a veto vote for any constitutional changes.

Article VIII

Section 1. Writers and collaborators shall be listed here: Written by ASB Officers 1998-99 Kim Powers Kassie Ventimiglio Julie Johnston Kelly Mimnaugh Amanda Curry, Revised by ASB Treasurer 2000-01 Christina Nester, Revised by ASB Officers 2003-04 Maggie Robertson Zekee Silos Lacey Mickleburgh Chrissy Sastri Jackie Pugh, Revised by ASB President 2005-06 Liz Usedom Rewritten by We The People Class of 07' Members: Shailin Dhar, Nikhil Sharma and Grant Miller Revised by ASB Officers 2007-08, Revised by ASB Officers 2011-12 Phoebe Brown & Mary Gruen, Revised by ASB Officers 2014, Revised by ASB Officers 2016, Revised by ASB Officers 2017, Amended by ASB President Derek Dressler and the 2019-20 ASB Council, Amended and Rewritten by ASB Officers 2021-2022 Arya Somashekar Misha Jain Emma Harbourne Amrit Dhaliwal Jenna Besh Revised by ASB Officers 2022-2023 Amrit Dhalilwal, Yvonne Liao, Zoey Anguiano, Rachel Lee, Akash Goda Amended Article VII and Approved by

ASB Officers and Leadership Class 2022-2023 (February 17, 2023).
Amended and Rewritten by ASB Officers 2023-2024: Zoey Anguiano, Caitlin Dainas, Akash Goda, Alyssa Colin, Annmarie Cruce, Teya Burchfield, Emily Schuchardt. Amended and Rewritten by ASB Officers 2025-2026: Karishma Parikh, Jensen Goodell, Audrey Mello, Ihita Deshmukh, Nirnaya Botlagunta, Shubhi Bhandari, Gia-Linh Phan, Uma Raina.