

Castro Valley High School Associated Student Body Constitution

PREAMBLE

We, the students of Castro Valley High School, in order to ensure a positive school climate, to develop leadership, to promote school spirit, and to further educational, cultural, social, and athletic interests, do hereby ordain this Constitution for the Associated Students of Castro Valley High School.

Article I: ASB

Section 1: Name

The official name of this organization shall be the Associated Student Body of Castro Valley High School.

Section 2: Mascot

The official mascot of the organization shall be the Trojan.

Section 3: Colors

The official colors of this organization shall be green and gold.

Section 4: Membership

All students enrolled at Castro Valley High School shall be members of this organization and shall be entitled to all privileges and subject to all responsibilities incurred by this membership.

Section 5: ASB sticker

Purchase of an ASB activity card entitles a student to discounts on admission to school events

Section 6: Alma Mater

Hail to thee, Castro Valley
Hail to thee Castro Valley, Honored is thy name.
Pledge we all to green and gold to uphold thy fame.
Loyally each son and daughter sings thy praise, O Alma Mater.
Trojans, sing hail. Hail Trojans Hail!

Section 7: The ASB Constitution

The ASB Constitution must be ratified every 3 years by a majority vote of the Senate. See Article IV for instructions on making amendments.

Article II: The Student Congress

Section 1: Definition

The Leadership class will make up the student body Senate. This must include all class officers, ASB officers, and commissioners. The elected class representatives will make up the House of Representatives. Both of these houses make up the Associated Study Body Congress.

Section 2: Senate Membership

Members of the Senate must maintain a minimum 2.0 grade point average with no F and satisfactory citizenship marks during terms of office. An F grade or a grade point average below a 2.0 on any report card while in the Leadership class will result in probation, where the student has until the next progress report. Failure to raise grades will result in expulsion from Leadership. A student can only be put on probation one time during the school year. All Senate members must have read and must understand the ASB Constitution. In addition, all Senate members must also have agreed to the Leadership Workshop class behavior contract. Elected officers must have a 2.5+ GPA.

Section 3: Powers of the Senate

The Leadership class shall be responsible for

- a. Approving the Associated Student Body budget and monthly expenditure reports
- b. Recognizing all club charters by reading and voting on each new charter

- c. Carrying out the will of the Associated Student Body
- d. Promoting school unity and pride by organizing student activities

Section 4: President of the Senate

The Associated Student Body President shall be the President of the Senate and shall preside over all Senate meetings. He/she shall be responsible for

- a. Setting the agenda for all Senate meetings
- b. Moderating all Senate debates
- c. Voting in the event of a split decision on the floor of the Senate

Section 5: House of Representatives Membership

The House of Representatives shall consist of all elected representatives. One representative shall be elected from each designated class period. He/she shall represent the interests of that class in the House of Representatives. This representative will be voted into office by each respective class at the beginning of each semester. Nominations are accepted and then the nominee with simple majority wins the seat.

Section 6: Powers of the House of Representatives

The House of Representatives shall have the power to

- a. Report back to the classes which they represent and discuss new business/upcoming events as well as the topics discussed at the meeting.
- b. Bring topics to the group for discussion:
 - 1. At the beginning of each House of Representatives Meeting, index cards shall be available to any student wishing to state his/her name, grade, and topic of interest. During the open forum in the meeting, the ASB School Board Member shall collect these cards and allow discussion on each, as appropriate time limits may be imposed.
 - 2. Students may, prior to the meeting, e-mail the topic to the ASB Leadership so it may be formally approved and placed on the meeting agenda.
- c. Appeal a formal motion to the Senate for official consideration.

Section 7: The Speaker of the House of Representatives

The Associated Student Body School Board Member shall be the Speaker of the House of Representatives and shall preside over all House meetings. He/she shall be responsible for:

- a. Sending teachers a letter requesting the delegate election (beginning of each semester).
- b. Setting the House of Representatives meeting dates and informing representatives of the dates prior to the meetings.
- c. Creating a sign-in sheet for each meeting.
- d. Setting the agenda for all House of Representatives meetings.
- e. Voting in the event of a split decision on the floor of the House.
- f. Making sure index cards are available for Representatives to bring up specific issues, collecting these cards, organizing them, and calling members to the floor to discuss them.
- g. Moderating all House debates.
- h. Distributing surveys to the members of the House of Representatives at least once per quarter so the representatives can take them back to their classes and receive specific opinions on big events and Senate actions. These surveys will be collected at the next House of Representatives meeting. Tallies will be taken of the surveys and presented to the Senate.

Section 8: Congressional Override of the Senate

The House of Representatives may override the actions of the Senate with a two-thirds majority.

Article III: The ASB Officers

Section 1: Purpose

The ASB officers of Castro Valley High School Associated Student Body shall serve as the representatives of all students at Castro Valley High School.

Section 2: Powers

The ASB Officers shall have the power to:

- a. Confirm all committee decisions
- b. Veto committee actions by majority vote
- c. Appoint commissioners and committees
- d. Represent the students and the Leadership Class of Castro Valley High School

Section 3: Oath of Office

Upon the undertaking of any ASB office, the elected individual must first swear to this oath: "I, (the individual's name), do solemnly swear to faithfully uphold the duties of (designated office) with honor and dignity. It is in this spirit I pledge to preserve, protect, and defend the Constitution and the interests of the Associated Student Body of Castro Valley High School."

Section 4: State of the Student Body Address

At the conclusion of the first quarter, and at the conclusion of the third quarter, it shall be required that the Associated Student Body President give a speech on the state of the Associated Student Body which is addressed to all students at Castro Valley High School. This address shall serve to tell the school what student government has accomplished in the past quarter and what is planned to be accomplished in the quarter to come. The time and place are at the ASB President's discretion.

Article IV: Amendments

Section 1: Purpose

All rights not specifically reserved to the student government in this Constitution shall be reserved to the members of the Associated Student Body. If, at any time, the Associated Student Body wishes to amend this constitution, it may do so.

Section 2: Constitutional Amendment Procedure

The Constitution of Castro Valley High School may be amended by the following procedure: The proposed amendment to the Constitution must be presented to the Leadership class both verbally and in written form. Written form requires that the amendment be typed and include the name(s) of the amendment's author(s) or sponsor(s). The ASB Officers will label the amendment by the number in which it was received by school year. For example, the first proposed amendment of a school year will be labeled A-1. The amendment must be passed by a two-thirds majority of the Senate. If it is passed by a two-thirds Senate majority, it is tentatively passed for a maximum time period of twenty school days. It must be submitted to the House of Representatives where it must be passed by a majority vote to become an official amendment.

Section 3: Gender Neutrality

Any amendment up for consideration to the Constitution must be gender neutral.

Article V: Elections and Appointments

Section 1: Election Procedure

The Nominations & Elections Committee shall use one or both of the following election processes:

- a. Petitioning System: For all ASB and Class offices
- b. Primary System: For ASB offices only

Section 2: Petitioning System

The Petitioning System shall work as follows:

- a. All students of Castro Valley High School, upon presenting their student body identification card, will be eligible to vote.
- b. A candidate must receive a majority of the votes cast in order to win election (50% of all ballots plus one). If a candidate does not receive a majority of the votes, there shall be a run-off election between the two candidates receiving the highest number of votes.
- c. Write-in candidates will be permitted in the election. A write-in candidate must meet all the requirements of the office being sought and also must receive a majority of the votes cast to win the election; if found ineligible, the votes for the ineligible candidate will not be counted.
- d. If all qualifications and deadlines are met by a candidate, he/she may speak at any campaign assembly or forum.
- e. There shall be no campaigning fifty feet near the polls on the day of the election.
- f. Campaign posters are subject to the same regulations as all other posters and must not exceed 11" by 18".

- g. If there is a complication involving some member of the Nominations & Elections committee being entered in the election as a declared or a write-in candidate, that member shall either declare him/herself as a member of the Nominations & Elections Committee, in which case all votes cast for him/her will not be counted, or he/she shall resign from his/her position on the Nominations & Elections Committee and pursue his/her candidacy actively.
- h. No compensation of any kind may be received from a candidate for a vote.

Section 3: Primary System

The primary system will serve to obtain nominees for a student body general election. Anyone who meets eligibility requirements may put themselves onto the ballot of a school-wide primary. For all ASB Offices, the two candidates with the highest number of votes cast in their favor shall go onto the general election ballot.

Section 4: Requirements for Student Body and Class Officers

The following requirements must be met by each student to be eligible to run for office:

- a. All student body and class officers, elected or appointed, must have and maintain throughout their term of office a 2.5 average in the following point scale: A-4 points, B-3 points, C-2 points, D-1 point.
An F grade or a grade point average below a 2.5 on the most recent report card will result in disqualification of the candidate.
- b. Grades will be taken from the candidates' most current academic report card. Excluding progress reports.
- c. The ASB President and ASB Vice President must be a junior or senior in good standing during the term of office; ASB Secretary, ASB Treasurer, and ASB School Board Member must be a sophomore, junior, or senior in good standing during the term of office.
- d. All Castro Valley High School students wishing to run for the office of AS, in addition to the above conditions, must have been enrolled in Leadership Workshop for at least a year during their Castro Valley High School career prior to running for election. This will take effect in the 2022 election.

Section 5: Recount

Any student wanting a recount must have a petition containing his/her name, the office he/she was seeking and the signatures of twenty-five students. This petition must be turned in to the Nominations & Elections Chairpersons.

Section 6: Vacancies

The following explains how vacancies will be filled:

- a. In the event of resignation, withdrawal from school, grades below 2.5, or failure to fulfill the duties of the office in question, any class or student body officer shall be replaced by the following procedure: the Senate shall within two school weeks choose students from the Leadership class to be presented to the House of Representatives for an official replacement election. Candidate receiving the most votes wins.
- b. In the event of the removal of the President of a class or of the Student Body, the respective Vice President will have first choice to assume his/her title, powers and responsibilities, and there will be a special election for the office of Vice President. If the Vice President declines the position, there will be a special election for the office of President, to take place in the House of Representatives. Candidate with the most votes wins.
- c. In the event that no candidate chooses to run for an office, the office shall be filled by an appointment by the ASB Officers and Leadership Advisor(s) with two-thirds majority approval.
- d. The approved candidate must meet all the requirements of the office to be held.

Section 7: Major Offices

No person may hold more than one office in the student government. Major offices shall include Student Body Officers, Class Officers, and appointed officers and commissioners.

Section 8: Recall

Recall may be initiated by a petition of thirty percent (30%) of the voting percentage of the respective body. This petition shall be taken to the House of Representatives, where an election will be held within two school weeks.

Section 9: Terms of Office

The term of office for an elected ASB Officer shall be one year. On the last day of the school year of their election, newly elected ASB Officers shall assume office. The term of office for House of Representative members shall be by semester.

Section 10: Conduct

Leadership students are role models for the entire school population. Because of this, Leadership students must behave

in a manner appropriate for school on and off campus. If a Leadership student commits an act that violates trust, integrity, or honesty, the student may be brought before the Executive Review Board for a hearing.

Article VI: Fiscal Policy

Section 1: Budget Plan

The newly elected Student Body President, Student Body Treasurer, Finance Director and Activities Director and Activity Director(s) shall, at the beginning of the following school year during their terms of office, take their respective places on the Finance Committee and help make the budget for that year.

Article VII: Meetings

Section 1: Time

Regular meetings of the Senate shall be held during the scheduled Leadership Workshop class period. Special meetings of the House of Representatives, Senate, or ASB Officers may be called by the ASB President, any three ASB Officers, or the Executive Branch. Meeting dates must be announced at least two days before the meeting date.

Section 2: Quorum

In order for official business to be conducted, a quorum of the body must be present. A quorum is present if a simple majority of the members of the body are present.

Section 3: Parliamentary Procedure

All House of Representatives and Senate meetings shall follow parliamentary procedure at all times.

Section 4: Absence

Valid or legal absence from school shall be considered a valid excuse for absence from a regular Senate meeting. Other obligatory duties may be considered a valid excused with the approval of the Student Body President.

Section 5: Advisor(s) Presence

The Advisor(s) of Student Government or at least one faculty member shall be present at every Senate Meeting.

Article VIII: Clubs on Campus

Section 1: Formation

All clubs must submit a club charter before becoming an official club and must submit yearly charter updates in order to maintain club status. No clubs may share the same purpose of an existing club.

Section 2: Membership

Clubs must be composed of a minimum of four Castro Valley High School students and a faculty advisor. All students on campus must be allowed to join any club they wish.

Section 3: Finances

No club will be permitted to go into debt. Clubs are financially independent and must maintain their own funds. Clubs may only fundraise during their selected week or special events on the activities calendar. Fundraising weeks are decided during the calendar meeting at the end of the previous school year. Fundraising activities must be approved by an Activities Director(s) and all food sold must meet legal guidelines.

Section 4: Agendas and Minutes

Clubs will verify their activity during the year by periodically turning in minutes and agendas.

Section 5: Club Advisors

Club advisors will be responsible for overseeing all club events. Club advisors will approve meeting agendas and sign meeting attendance records.

Article IX: Duties of the ASB Officers

Section 1: Duties of the Student Body President

The following powers and duties shall be granted to the Student Body President:

- a. To set proper standards of conduct at all times, both in class and at various social activities.
- b. To preside over all Senate meetings. He/she must plan an agenda in advance of meetings, conduct the meetings according to approved parliamentary procedure, see that the business of each meeting is completed, and call special meetings when they are needed.
- c. To work with the ASB Vice-President on all student body assemblies.
- d. To appoint necessary committees and attend all student meetings and events where his/her presence is required.
- e. To represent the entire Student Body at all meetings which require his/her presence.
- f. To attend special meetings at other schools or in the community when he/she is invited.
- g. To attend Leadership class daily.

Section 2: Duties of the Student Body Vice-President

The following powers and duties shall be granted to the Student Body Vice-President:

- a. To take over the duties of the Student Body President in his/her absence.
- b. To plan and conduct all student body assemblies.
- c. If the Speaker of the House (School Board Member) is absent, the Associated Student Body Vice President will act as interim Speaker and run the House of Representatives meeting.
- d. To attend Leadership class daily.

Section 3: Duties of the Student Body Secretary

The following powers and duties shall be granted to the Student Body Secretary:

- a. To attend all Senate and House of Representative meetings, to keep accurate minutes of them and to keep them in an indexed file or digital folder for future reference.
- b. To handle all student body correspondence.
- c. To notify all persons about decisions rendered by the Senate through the display of the minutes on the Student Activities web page and/or hard copies posted.
- d. To keep a list of motions presented to the Senate and the House of Representatives which were discussed but not voted on, and to present it as unfinished business to the President before the meeting.
- e. To write thank-you notes to any speaker who presents a program at an assembly.
- f. To attend Leadership class daily.

Section 4: Duties of the Student Body Treasurer

The following powers and duties shall be granted to the Student Body Treasurer:

- a. To present information regarding all financial events to the Senate and to keep an accurate record of the monthly trial balances on hand.
- b. To keep in touch with other classes and clubs and to know their financial standings and money-making projects.
- c. To assist with ticket selling at games and other school affairs, if needed.
- d. To confer with the school Finance Officer about information that he/she may need at all times.
- e. To attend Leadership class daily.

Section 5: Duties of the School Board Representative

The following powers and duties shall be granted to the School Board Representative:

- a. To serve as a member of the Castro Valley Unified School District Board of Education and represent the interests of all students in the Castro Valley Unified School District.
- b. To act as Speaker of the House of Representatives and organize all House of Representatives Meetings.
- c. To keep copies of all Board agendas and minutes and report to the Senate.
- d. To attend Leadership class daily.

Article X: Duties of Class Officers

Section 1: Duties of Senior, Junior, Sophomore, Freshman Class Presidents

The following powers and duties shall be granted to the respective class Presidents:

- a. To act as presiding officer at class meetings.
- b. To set standards of conduct in class and at various class activities.
- c. To hold class meetings when deemed beneficial or necessary.

- d. To choose or elect committees and committee chairpersons to plan and carry out respective class activities. The class president shall attend the committee meetings when the president's presence is necessary.
- e. To recruit students to work on events.
- f. To assist with the planning of all class events, like Homecoming.
- g. To plan and implement all class fund-raisers
- h. To attend Leadership class daily

Section 2: Duties of the Class Vice-President

The following powers and duties shall be granted to the Class Vice-President:

- a. To take over the duties of the Class President in the event of his/her absence.
- b. To recruit students to work on events.
- c. To help plan all class meetings with the Class President and Class Advisor.
- d. To assist with the planning of all class events, like Homecoming.
- e. To attend Leadership class daily.

Section 3: Duties of the Class Secretary

The following powers and duties shall be granted to the Class Secretary:

- a. To publicize all class meetings.
- b. To recruit students to work on events.
- c. To help plan all class meetings with the Class President and Class Advisor.
- d. To assist with the planning of all class events, like Homecoming.
- e. To attend all class meetings, to keep accurate minutes of them, and to keep them in an indexed file or digital folder for future reference.
- f. To notify the Senate and their respective class about decisions rendered at the meetings.
- g. To attend Leadership class daily.

Section 4: Duties of the Class Treasurer

The following powers and duties shall be granted to the Class Treasurer:

- a. To keep an accurate account of the money in the class treasury and to present a report at each class meeting.
- b. To follow proper bookkeeping methods with the aid of the Class Advisor and the Student Finance Director.
- c. To keep an accurate record of expenses and receipts.
- d. To recruit students to work on events.
- e. To help plan all class meetings with the Class President and Class Advisor.
- f. To assist with the planning of all class events, like Homecoming.
- g. To attend Leadership class daily.

Article XI: The Executive Branch

Section 1: Definition

The Executive Cabinet shall consist of the Castro Valley High School Administration (Principal and Assistant Principal in charge of Student Activities) and the Activities Director(s).

Section 2: Powers

The Executive Branch holds exclusive veto power. If they deem any actions of the Senate or the House of Representatives unbefitting of the purpose and interests of those bodies and/or the Castro Valley High School Student Body, they may cancel those actions or call for a discussion and/or questioning within the Senate and/or House of Representatives.

Section 3: Executive Review Board Hearing

Any member of the Executive Cabinet may call for a closed-door meeting of the Executive Cabinet to discuss whether or not a review hearing is needed for a specific Leadership student. This is called a Leadership Review Board hearing. A simple majority of the Executive Cabinet must approve the motion for a hearing.

Immediately after the hearing, the Executive Branch shall decide on one of the following punishments: warning, probation, suspension from Leadership for any period of time, or expulsion from Leadership. If a student has three (3) visits to the

Leadership Board during their high school career, then they are automatically expelled from Leadership. Leadership students can be removed from Leadership for any participating in behavior which can be punished by suspension. Getting expelled from the school automatically expels the student from Leadership.