CONSTITUTION
OF THE ASSOCIATED STUDENT BODY OF
REDWOOD HIGH SCHOOL

Last Revised – Fall of 2022 by Sam Kimball, ASB President

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.

Section 7

Financial assistance will be available for all students who need it for leadership and ASB events including but not limited to dances, merchandise sales, and food days. Leadership and ASB will be responsible for communicating with the front office and the student body about these opportunities.

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.

Section 4

Each voting member of ASB including leadership students and class reps must sign up to give homeroom announcements each week in a SMART class that they sign up for. Homeroom announcements are created by the ASB officers as well as the leadership teachers and shall be printed and handed out at ASB each week.

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

Section 2

The VICE-PRESIDENT shall be elected to serve during the school year following the election. The elected student shall assume the duties of the Associated Student Body President in the event that the president is impeached, absent, abstaining or unable to perform their duties. The student shall assist the secretary and treasurer in fulfilling their duties if necessary. The student is expected to arrive on time and prepared for ASB meetings and will be responsible for presenting scholarships and club approvals. The student shall be accorded full voting rights at all ASB meetings. The ASB vice president will create an ASB attendance tracker each semester and will be in charge of keeping track of attendance via this document as well as transferring the information into the meeting minutes. A voting member of ASB can be removed from their role if the person is absent and unexcused from three ASB meetings throughout the semester without prior notice to an ASB officer or leadership teacher before roll is taken. This person can also have a note signed by a teacher, doctor, or guardian excusing them from the meeting. The person will be considered absent if they are not present for the first fifteen minutes of the meeting. The ASB vice president will be in charge of submitting leadership and ASB announcements to Redwood TV and Homeroom weekly. During

weekly ASB meetings, the ASB vice president will collect any announcements from each class, and will then send them to Redwood TV and Homeroom following the adjournment of the meeting.

Section 3

The SECRETARY shall be elected to serve during the school year following the election. The SECRETARY shall be responsible for the Association's clerical work and correspondence. The student shall keep a complete and up to date record of all Association proceedings and shall submit these to the budget secretary within 24 hours. The student 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. The student shall be accorded full voting rights at ASB meetings. Students who are defined as tardy for an ASB meeting are expected to report their arrival to the ASB secretary following the adjournment of the meeting. Students who do not report their arrival will be marked absent accordingly.

Section 4

The TREASURER shall be elected to serve during the school year following the election. The elected student shall be responsible for presenting the ASB Budget to members of the association at the beginning of each school year. The student shall meet with the school Budget Secretary and give weekly financial update reports of the student body income and expenditures during ASB meetings. The student 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. The student 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. The student 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 the election.
The elected student shall be the official class representative in all class activities. The student shall coordinate the work of class officers. The student shall preside at all class meetings. The student shall coordinate all class activities. The student 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 the election. The student shall assume the duties of the class president in the event that the president is impeached, absent, abstaining or unable to perform their duties. The student shall perform those duties delegated by the president and assist in class activities. The student shall ensure communication between the class and its faculty advisors. The student 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. The student shall perform those duties delegated by the president and assist in class activities. The student shall be accorded full voting rights at all ASB meetings. All fundraising requests must be submitted and approved prior to the event date at an ASB meeting. All forms must be submitted to the ASB president prior to the call to order of the meeting to be considered for approval. If two events are hoping to occur at the same time at the same location, the event will be awarded to the group that submits the form first.

At the beginning of every semester, the class treasurer will make a presentation during an ASB meeting stating the financial status and plans of their grade level. The dates of the presentations will be decided and communicated by the ASB officers.

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. The student 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. The student shall keep a complete record of all class proceedings and these records shall be available to the class. The student shall perform those duties delegated by the president and assist in class activities. The student shall be accorded full voting rights at all ASB Meetings. Class secretaries should be taking meeting minutes on the ASB created and formatted minutes document shared with them. Each week following class meetings, class secretaries, treasurers, and presidents are expected to sign their minutes electronically on the minutes document.

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.

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. 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 there are more applicants for any class's Class Representative positions than there are positions allocated for that class (as described above). If review of said applications becomes necessary, they shall be considered by the ASB Officers (President, Vice-President, Treasurer, and Secretary), with the names of the applicants withheld and the applications only identified by student ID numbers. The application should concisely but effectively describe the reasons by which the Class would benefit by that individual being chosen as a class representative. Upon ratification by the ASB, this amendment shall take effect no earlier than August 1st, 2018.They shall represent their classes at ASB meetings and shall be responsible for two way communication between ASB and their classes. They shall be accorded full voting rights at all ASB meetings. The student shall attend all class and ASB meetings. A class representative

will be removed from their position if the student is absent from 3 class meetings without prior notice to a class officer before role is taken and the student must also have a note signed by a teacher, doctor, or guardian excusing them from the meeting. The student will be excused from the class meeting if the student is not present at school. Class representatives will be considered absent if they are not present for the first fifteen minutes of the meeting. The student shall perform those duties delegated by the class president and assist in all class activities.

ARTICLE VIII ELECTION PROCEDURES

Section 1

A. Each student shall have the right to vote once and only once in each election.

B. Time

1. Elections for freshmen and sophomore class officers shall be held biannually. ASB, senior class, and junior class officers shall only be elected once in the spring for the following school year.

C. Intent to Run

1. Intent to run forms must be completed in order for a candidate to be placed on the ballot.

D. Write Ins

1. If a write-in candidate receives a majority vote, The student will need to fill out the appropriate intent to run forms (without signatures) and must also meet all eligibility requirements for that position.

E. Eligibility

1. Candidates will be deemed eligible by meeting the requirements described in this document and on the intent to run form.

F. Campaigning

1. Students are allowed to campaign after submitting a completed intent to run form and have spoken with the leadership teachers about proper campaigning procedures.
2. Posters

a. May only be put up during the designated campaigning time.

b. May not be placed in door windows or other windows as this may present a safety hazard

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.

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 ensuring fair elections. They must be vigilant in the discovering, preventing, and eliminating 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 extracurricular 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
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 any of the following offenses:
(A) Negligence in performing their 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 their 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 the 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 the student shall be relieved of their duties until such time as their 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.

ARTICLE XII ADVERTISEMENT
Section 1
The role of social media for the Associated Student Body is to advertise leadership and ASB events. All communication must be appropriate and in accordance with the Redwood High School Handbook.

Section 2
Once created, the leadership website should be utilized for the purpose of informing students and increasing student involvement. The website should feature but will not be limited to featuring an event calendar, necessary forms for clubs, meeting minutes, Instagram posts, class announcements, event photos, and opportunities to get involved.

ARTICLE XIII CLUB PROCEDURES

Section 1

Club applications and scholarships will be available on the leadership website and in room 107. The club applications and scholarships must be submitted to the ASB president as well as the Activities Director prior to the ASB approval meeting.

Section 2

Pre-existing and new clubs must submit the necessary online application and must be approved at an ASB meeting to be considered as an active student organization. A presentation is required for all new clubs, and the club shall present at the following ASB meeting once the paperwork is submitted.

Section 3

For all clubs to be approved, the club treasurer is required to submit an ASB Club Annual Budget Report form in addition to their prior online application. This shall be printed, filled out, and signed by the club treasurer, ASB treasurer, and ASB president. This report outlines the revenue sources and estimated expenditures of the club.

PROPOSED AMENDMENTS TO THE ASSOCIATED STUDENT BODY CONSTITUTION

Thursday, September 1, 2022

Proposed by: Sam Kimball, ASB President

1) **Gender inclusive language:** The ASB constitution will be amended to take out any language that is not inclusive to all students including the use of "he/she." The new wording shall be replaced with language representative of all students.

2) **Attendance and Tracker**
   Amendment to Article VI - Description of ASB Offices - Section 2
   The ASB vice president will create an ASB attendance tracker each semester and will be in charge of keeping track of attendance via this document as well as transferring the information into the meeting minutes. A voting member of ASB can be removed from their role if the person is absent and unexcused from three ASB meetings throughout the semester without prior notice to an ASB officer or leadership teacher before roll is taken. This person can also have a note signed by a teacher, doctor, or guardian excusing them from the meeting. The person will be considered absent if they are not present for the first fifteen minutes of the meeting.

   The ASB vice president will be in charge of submitting leadership and ASB announcements to Redwood TV and Homeroom weekly. During weekly ASB meetings, the ASB vice president will collect any announcements from each class, and will then send them to Redwood TV and Homeroom following the adjournment of the meeting.

3) **Attendance Procedure**
Amendment to Article VI - Description of ASB Offices - Section 3
Students who are defined as tardy for an ASB meeting are expected to report their arrival to the ASB secretary following the adjournment of the meeting. Students who do not report their arrival will be marked absent accordingly.

4) **Fundraiser deadlines**
Amendment to Article VII - Duties of Class Officers - Section 3
All fundraising requests must be submitted and approved prior to the event date at an ASB meeting. All forms must be submitted to the ASB president prior to the call to order of the meeting to be considered for approval. If two events are hoping to occur at the same time at the same location, the event will be awarded to the group that submits the form first.

5) **Class Meeting Minutes**
Amendment to Article VII - Duties of Class Officers - Section 4
Class secretaries should be taking meeting minutes on the ASB created and formatted minutes document shared with them. Each week following class meetings, class secretaries, treasurers, and presidents are expected to sign their minutes electronically on the minutes document.

6) **Process for club applications and scholarships**
Addition of Section 3 in Article XIII - Club Procedures
Club applications and scholarships will be available on the leadership website and in room 107. The club applications and scholarships must be submitted to the ASB president as well as the Activities Director prior to the ASB approval meeting.

7) **Financial Assistance**
Amendment to Article II - Purpose Section 7
Financial assistance will be available for all students who need it for Leadership and ASB events including but not limited to dances, merchandise sales, and food days. Leadership and ASB will be responsible for communicating with the front office and the student body about these opportunities.

8) **Homeroom Announcements**
Adding Section 4 to Article IV - Membership
Each voting member of ASB including leadership students and class reps must sign up to give homeroom announcements each week in a SMART class that they sign up for. Homeroom announcements are created by the ASB officers as well as the leadership teachers and shall be printed and handed out at ASB each week.

9) **Adding Advertisement Article**
Amendment for the Addition of Article XII - Advertisement
Section 1 will be amended to state the role of social media. The role of social media for the Associated Student Body is to advertise leadership and ASB events. All communication must be appropriate and in accordance with the Redwood High School Student Handbook.
Section 2 will be amended to state the role of the Redwood Leadership website. Once created, the leadership website should be utilized for the purpose of informing students and increasing student

involvement. The website should feature but will not be limited to featuring an event calendar, necessary forms for clubs, meeting minutes, Instagram posts, class announcements, event photos, and opportunities to get involved.

10) **Candidate speeches**

Amendment to Article VIII - Campaigning - Section 1

The sentence stating "All ASB candidates must give a speech before the student body" shall be removed.

11) **Role of the Treasurer**

Amendment to Article VII - Duties of Class Officers - Section 3

At the beginning of every semester, the class treasurer will make a presentation during an ASB meeting stating the financial status and plans of their grade level. The dates of the presentations will be decided and communicated by the ASB officers.

12) **Club Procedures**

Amendment for the Addition of Article XIII - Club Procedures

Section 1: Pre-existing and new clubs must submit the necessary online application and must be approved at an ASB meeting to be considered as an active student organization. A presentation is required for all new clubs, and the club shall present at the following ASB meeting once the paperwork is submitted.

Section 2: For all clubs to be approved, the club treasurer is required to submit an ASB Club Annual Budget Report form [NEW (HERE) PRE-EXISTING (HERE)] in addition to their prior online application. This shall be printed, filled out, and signed by the club treasurer, ASB treasurer, and ASB president. This report outlines the revenue sources and estimated expenditures of the club.