

*Piedmont Hills High School  
Student Body Constitution*

**Preamble**

We, the students of Piedmont Hills High School, in order to establish a more organized student body, provide for more execution of student business, provide for more school spirit, and to encourage higher scholastic achievement, do adopt this constitution.

**Article I**

Name

This organization will be known as the Associated Student Body of Piedmont Hills High School (ASB).

**Article II**

Authority

The authority for this organization is derived from the Principal of Piedmont Hills High School, the Superintendent of the East Side Union High School District and the Board of Trustees. This document may be revoked or amended at any time by the students of Piedmont Hills High School, as set forth by Article XV.

**Article III**

Government

Section I. General Organization

The government of the ASB will consist of two departments:

- A. Executive Council
- B. Supreme Court

Section 2. General Conduct

All members of Student Government and ASB will be expected to demonstrate exemplary conduct, leadership, enthusiasm and spirit. Members of Student Government include the Executive Council, Supreme Court justices and Leadership students (non-elected Dedicated Pirates and Class publicists).

## Article IV

### Student Body Officers and Positions

#### **Section I. Membership: The ASB officers are:**

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Supreme Court Chief
- F. Supreme Court Justices
- G. Commissioner of Athletics
- H. Commissioner of Clubs
- I. Commissioner of Pep
- J. Commissioner of Publicity
- K. Commissioner of Activities
- L. Commissioner of Technology
- M. School Historian
- N. Class Officer

#### **Section 2. Term of Office**

- A. The term of office will be one (1) school year. The only exception to this will be Supreme Court Justices, who (if they continue to meet eligibility requirements) will serve the length of their attendance at Piedmont Hills High School or until they are elected into any other ASB office,.
- B. All elected terms of office will begin the Monday following Graduation. The newly elected officers may perform any unofficial acts relating to their office after their election and before the new school year. The exceptions to this will be the incoming freshman class officers, whose terms will begin immediately after their election to office. Terms of office for Supreme Court Justices will begin immediately upon their inauguration.
- C. In case of a vacancy of any office except President, the vacancy will be filled within four (4) weeks by a general election. The candidate receiving the majority of votes will fill the vacancy for the remainder of the term.
- D. In case of the vacancy of the President, the Vice-President will take his or her place and a general election will take place within four (4) weeks to determine a new Vice-President.

#### **Section 3. Duties**

- A. President will:
  - 1. Preside over all Leadership meetings.
  - 2. Be a voting member in all Executive Council decisions.
  - 3. Represent the PHHS student body in all community functions.
  - 4. Be responsible for completing tasks and assignments as presented by the Activities Director or Administration.
  - 5. Be a model student and active participant in all school activities and events.
  - 6. Sign and approve any ASB expenditures along with the ASB Treasurer.

**B. Vice-President will:**

1. In the absence of the President, will act on the President's behalf.
2. Be a voting member in all Executive Council decisions.
3. Be a regular member of Leadership class and Executive Council meetings.
4. Help lead Leadership meetings.
5. Be a model student and active participant in all school activities and events.

**C. Secretary will:**

1. Be a competent typist and well skilled with a computer
2. Be a voting member in all Executive Council decisions.
3. Be responsible for taking notes and minutes of all meetings and distributing those minutes to all relevant parties.
4. Be responsible for organizing, typing and printing out copies of each agenda for all Student Body-related meetings.
5. He/She will be responsible for keeping notes, minutes and agendas for the entire school year as records and reference documents.
6. Help lead Leadership meetings.
7. Be a model student and active participant in all school activities and events.

**D. Treasurer will:**

1. Keep accurate records of financial balances for the Leadership Account in the School Bank.
2. Sign and approve all ASB expenditures along with the ASB President.
3. Coordinate fundraising efforts to maintain a positive bank balance.
4. Be a voting member in all Executive Council decisions.
5. Help lead Leadership meetings.
6. Be a model student and active participant in all school activities and events.

**Commissioner Duties and Responsibilities:**

A. Commissioner of Athletics will

1. Be responsible for sports activities and set up before games
2. Be active in sport events and activities
3. Help publicize sporting events.
4. Coordinate communication between ASB and sports teams.
5. Help in other school activities
6. Aid others and be a model student

B. Commissioner of Activities will:

1. Coordinate activities and events
2. Help plan rallies, dances, and spirit week.
3. Aid others in publicizing activities
4. Be active in most school activities and events
5. Aid and set up during school events and activities
6. Aid others and be a model student

C. Clubs Commissioners (two) will:

1. Be responsible for club activities
2. Be responsible for club status and activeness
3. Plan and execute Club Day and International Faire.
4. Be active in school activities and events
5. Aid others and be a model student

D. Commissioner of Publicity will:

1. Advertise club, school, sports events and activities
2. Making posters, online flyers, online event pages, etc.
3. Aid other ASB members in announcements and advertisements
4. Be active in school activities and events
5. Aid others and be a model student.

E. Commissioner of Pep will:

1. Coordinate and raise liveliness during school events
2. Prepare for MCing rallies in order to have a smooth and organized event.
3. Be active in school activities and events
4. Aid others and be a model student

F. Commissioner of Technology will:

1. Manages technical aspects of leadership
2. Updates content on ASB website
3. Runs speaker during rallies and events

G. Historian will:

1. Keep a record of all pictures of ASB and school related events
2. Be responsible for taking photos of school events
3. Be responsible for the picture frames and pictures of all ASB officers
4. Aid others and be a model student

G. Non-Elected Leadership students (otherwise known as “Dedicated Pirates” and Publicist) in PHHS Student Government and are subject to the same rules, regulations and eligibility requirements as stated in the Eligibility section of this document.

Dedicated Pirates will:

1. Help in the decision making and planning process for all school-related activities.
2. Be voting members in all Leadership class decisions.
3. Be responsible for carrying out school-wide campaigns, initiatives and for promoting positive school spirit and school culture.

Class Publicists will:

1. Publicize their Class’s events (Social Media and Poster)
2. Create posters and flyers to accomplish responsibility #1

**Section 4. Eligibility** Any candidate or elected officials must be members of the PHHS student body and be enrolled in the Leadership class.

- A. All candidates, elected officials, or member of the Leadership class must be a student in good standing. This means he/she cannot receive more than 2 marks in the “bad” column for behavior or attitude on a grade check form. If so, the person’s candidacy will be terminated.
- B. Any candidate or elected official or member of Leadership class must have a 3.0 grade point average (GPA) for the grading period immediately preceding his or her election, before being allowed to run for office, and before being placed in the Leadership class.
- C. All members of student government and Leadership class must maintain an weighted 3.0 GPA for the duration of their term. Students who do not maintain the required weighted GPA will face the following consequences:
  1. If he/she earns an weighted GPA lower than the required 3.0 for a grading period progress report, he/she will be issued a written warning from the Supreme Court Justices and will be given at least a grading period to improve his or her grades.
  2. If he/she earns a weighted GPA lower than the required 3.0 at the end of the first semester, he/she will be scheduled for an Academic Hearing. The purpose of this Academic Hearing is to have this student meet with the members of the Supreme Court and Executive Council to discuss the circumstances leading up to the poor grades and to determine the future status of said student in Leadership Class.
    - a. Present at the Academic Hearing will be the Executive Council and a majority of members of the Supreme Court. It is not necessary to have all members of the Supreme Court in attendance as long as more than half are present. The Activities Director will be present at all Academic Hearings but will not be a voting member.
    - b. Members of the Academic Hearing will listen to testimony from the student, ask questions and then vote on whether to keep that student in office or in class.
    - c. Decisions of the Supreme Court and Executive Council at Academic Hearings will be final and will take effect immediately.
    - d. Decisions from Academic Hearings will be documented and presented to the Administration.
- D. Any candidate, officer or Leadership student may not hold another elected or appointed student government position during his/her term.
- E. It is the duty of the Supreme Court to monitor any and all student leaders whose grades have fallen to Ds (plus and minus as well) and to offer assistance when appropriate.
- F. Have no unresolved records of misconduct such as sexual assault or harassment. Supreme Court will evaluate any allegations and determine if they are eligible for candidacy with similar procedure of an Academic Hearing.

**Article V**  
**Student Elections**

**Section 1. Application and Nomination**

- A. Eligibility and petition forms will be made available to all students desiring to run for ASB or Class office.
- B. Eligibility and petition forms must be completed and turned into the Activities Director by a date and time that has been established and announced.
- C. All candidates for nomination must meet the eligibility requirements. It is the duty of the Activities Director and the Supreme Court to check the accuracy of eligibility prior to allowing any person to become a candidate and allowed to campaign for a position.
- D. Contingency Clause:
  - Part A: In the case that there are not enough candidates running for each position and potential candidates do not meet the eligibility requirements, Supreme Court has the authority to review said candidates and determine if they are eligible to run.
  - Part B: In the case that there is an open position available during an election, the losing candidates from other positions may choose to request a review from Supreme Court as well to see if they're eligible to run.
  - Part C: After review, the officer board will decide who will obtain the position through their own interviews that are supervised by Supreme Court.

**Section 2. Eligibility**

- A. Any candidate or elected official or member of Leadership class must be a member of the PHHS student body.
- B. Any candidate or elected official or member of Leadership class must be a student in good standing. This means he/she does not receive more than 2 marks in the "poor" column for behavior or attitude on a grade check form.
- C. Any candidate or elected official or member of Leadership class must have a 3.0 grade point average (GPA) for the grading period immediately preceding his or her election or before being allowed to run for office or before placed into Leadership Class. It must also be a 3.0 GPA at the time of your application submission. As stated above, all elected officers and all members of Leadership must maintain a 3.0 GPA or risk losing their position in class.
- D. Candidates running for Executive President must have previously been enrolled (1 year) in a Leadership class at PHHS. You are not eligible to be an Executive if you do not meet this requirement.
- E. Executive Treasurer and Secretary positions do not require this one year enrollment in ASB.

### **Section 3. Voting**

- A. There will be a designated assembly for the candidates who have met qualifications to run for office to speak to students if they wish to do so.
- B. All students in the PHHS student body will be entitled to one (1) vote in each election.
- C. The Supreme Court Justices will be responsible for the organization, planning and selection of election-day events. This includes deciding on how elections will be done (arena style in quad, online, or within classrooms), making and distributing ballots, as well as counting ballots.
- D. The names of all qualified nominees, in alphabetical order by last name, will appear on the ballots.
- E. Elections for ASB officers, as well as for Senior, Junior and Sophomore class officers will take place prior to the end of the school year.
  1. Any candidate receiving the majority of votes for a particular office will be declared elected.
  2. If a majority is not reached, a runoff election will take place between the two candidates receiving the highest number of votes. The run-off election will take place within five school days of the original election.
  3. In order to qualify for a run-off election, the difference must be 10 votes or less.
  4. Election results will be announced on the school-wide public announcement system.
  5. Seven (7) calendar days from the final election, all election results will be declared final unless a challenge has been made within that time period.
    1. If a challenge is made to an election result, a claim of irregularity or request for recount must be made in writing. These requests must be done by the candidate for the office in question or by an Administrator.

### **Section 4. Homecoming And Prom Nomination Online Voting Procedure**

- A. Voting will be held on an online Google Form made by the Supreme Court.
- B. Using the e-mail addresses provided to students in the students.esuhd.org domain, Supreme Court will ensure that one email address can only vote once.
- C. The results of the election will be announced on the morning announcements over the PA system, SchoolLoop news, and various Class Officer social medias.

### **Section 5a. Class Election Procedure (Paper Voting)**

- A. Students must report to the designated voting area to vote at election week.
- B. Each class has a different voting area. The voting will be in one of the classes' advisor's room, designated by Supreme Court beforehand.
- C. There must be at least four people monitoring in each class
  - i. One must check if voters have their PHHS ID card (Advisor)
  - ii. Two must check off the voter's name to vote (Supreme Court & Executive)
  - iii. One must oversee the deposit of ballots (Advisor)
- D. You must bring your PHHS ID card to vote.

- E. Students are limited to one vote per person and may only vote for their own class officers.
- F. All election results will be announced on the Friday of the week, after seventh period. If circumstances do not permit it, it will be announced on Schoolloop.
- G. If a candidate's results are within 10 votes of each other, a run off will occur.

### **Section 5b. Class Election Procedure (Online Voting)**

- H. Students must vote during specified time and date range in order for the vote to count.
- I. Each class will have its own online form for their class to fill out. (Will be managed by a Supreme Court Member)
- J. Supreme Court must be in charge of the poll.
- K. Online voting will commence at the beginning of lunch and close at the end of lunch.
- L. You must bring use your ESUHSD gmail account to vote (only way to access the poll).
- M. Elections will take place one week after Campaign Week, and voting will take place on the Friday of Election Week.
- N. Students are limited to one vote per person and may only vote for their own class officers.
- O. All election results will be announced on the Friday of the week, after seventh period. If circumstances do not permit it, it will be announced on the Monday after.
- P. If a candidate's results are within 10 votes of each other, a run-off will occur.

### **Section 6. Executive and Commissioner Procedure**

1. Commissioner elections will be held the same week after class.
2. The voting area will be held in E1.

### **Section 7. Supreme Court Procedure**

1. Supreme Court Chief will be posting application forms for Supreme Court at the end of the year.
2. Application forms must be completed and turned in at the end of lunch on the due date.
3. Potential candidates must meet the grade requirements for taking the Leadership class.
4. Potential candidates will be interviewed by the current Supreme Court board at the time of election.
5. Results will be privately sent to the candidates through Schoolloop messaging.
6. The new Supreme Court will be announced at senior rally.

### **Section 8. Supreme Court Chief Procedure**

1. The Supreme Court Chief must have at least one year in Supreme Court.
2. The Supreme Court Chief will be selected by the current Supreme Court board.



**Article VI**  
**Class Officers**

Section 1. General

**Class Officers:**

1. Each class will elect a President, Vice-President, Secretary and Treasurer.
2. Each officer must meet the qualifications and eligibility requirements stated above.

Section 2. Duties

1. President will:

1. Preside over all class meetings
2. Be responsible for completing tasks and assignments part of all class activities.
3. Be a model student and active participant in all school activities and events.
4. Be responsible for other officers and how they work together and so on and so forth
5. He/She will be the main representative for his/her class.

2. Vice-President will:

1. In the absence of the President, he/she will act on the President's behalf.
2. He/She needs to keep constant communication with the president so he/she can help the president.
3. He/She will be a model student and active participant in all school activities and events.
4. He/She will represent his/her class.

3. Secretary will:

1. He/She should be on top of all things related to text documents.
2. He/She needs to keep track of and record events.
3. He/She should be able to make advertisements and notice.
4. He/She will be responsible for organizing, typing, and printing agendas for class meetings.
5. He/She will be a model student and active participant in all school activities and events.

4. Treasurer will:

1. He/She will keep accurate records of financial balances.
2. He/She will coordinate fundraising efforts.
3. He/She will keep track of all money-related matters.
4. He/She will be a model student and active participant in all school activities and events.

**Article VII**  
**Organizational Structure**

1. The Advisor has the highest command in the Organizational/Executive branch, followed by the following:  
ASB president, ASB Vice President, ASB Secretary, ASB Treasurer, Chief Justice, Associate Chief Justice and Supreme Court.
2. In the Action and Commission branch, the Clubs Commissioner, Sports Commissioner, Pep Commissioner, Publicist, and Historian have an equal amount of power. All class officers of all grades also have an equal amount of power among each other.

**Section 2.**

**Organizational/Executive Branch**

**Activities Director**

ASB President

ASB Vice President

ASB Secretary

ASB Treasurer

Chief Justice

Associative Chief Justice

Supreme Court

**Classes**

12th    11th    10th    9th

**Action & Commission Branch**

Clubs, Sports, Pep, Publicist, Historian, Tech

**Committees**

Dance

Decorations

- Publicity
  - Signs, Marquees, Admin.
- Clubs
  - Meeting dates, Constitution, Deposits, Club Day

- Sports – Schedules, Rosters
  - Parent Nights Cultural – Posters, Month awareness, International Faire

**DUB's Committee:**

Staff Supervision – Hours Graduation Committee

**Spirit Week:** Concessions, Referees

Adv. Info F.A.N.T.A.S.T.I.C.S.

Homecoming

**Article VIII**  
**Leadership Hours**

**Guidelines:**

Hour requirements: 15 hours per semester [Required hours is incongruous with the list that follows]

- A+ 15 hours
- B+ 10 hours
- C+ 5 hours
- D+ should not be an issue
- No unexcused absences
- Try notifying before missing excused days
- School events:
  - Pirate Crew/Freshmen Orientation
  - Back to School Dance
  - Winter Break Rally/Dance
    - Possible alternative: Winter Fest
  - B2S Night
  - Homecoming Week/Dance
  - Halloween Spirit Week
  - Harvest canned food drive
  - Winter Spirit Week and Rally
  - Valentine's Spirit Week and Rally
  - Club Day
  - International Faire/Booth
- F.A.N.T.A.S.T.I.C.S.
- ASB elections
- Class elections
- Club Day
- Goodbye Rally
- Fundraising

## **Article IX** **Resignation**

### **Section 1. Notification**

1. When a student body officer decides to resign, he or she must clearly and formally acknowledge to his or her decision to resign.
2. If a resigning student body officer does not want his or her reasons to be public, that officer must at least let the Student Body Director know.

### **Section 2. Positions after Resignation**

1. The specific branch of government from which the officer resigned is to decide, along with the Student Body Director, how the resigned position is to be filled.
2. There are two options as to how the resigned position can be filled:
  1. The remaining officers of that specific branch can choose to move up one position. They can decide whether to hold elections or have an appointment process for the last unfilled position
    - Ex. If the Senior Class Vice-President resigns and the remaining officers decide to option 1, then the Senior Class Secretary becomes the new Vice-President, and the Treasurer becomes the new secretary. Because there is no one to replace the Treasurer's position, they can decide to either appoint someone or have an election.
  1. The remaining officers of that specific branch can also choose to keep their current position and either hold an election or have an appointment process to fill the resigned position.

## **Article X**

### **ASB Officer Impeachment Process**

1. When it has come to the attention of a Supreme Court member that a member of office must be impeached, he must find another Supreme Court member that also agrees on the impeachment.
2. The two Supreme Court members must then submit a form of impeachment to the Chief Justice, as well as the Adviser. The Chief Justice and the Adviser must sign the form to approve the request.
3. After the request has been approved, a letter must be sent to the prosecuted. The letter must contain information about the indictment (at which both Supreme Court members are to remain anonymous), as well as the trial date of the prosecuted and a copy of the forms of approval.
4. Along with the prosecuted, The Chief Justice, Associate Chief Justice, and all Supreme Court members are to be present at the trial. The Chief Justice will examine and discuss all offenses of the prosecuted. After the examination, the Chief Justice, Associate Chief Justice, and all Supreme Court members are to go into a separate room and deliberate the verdict of the prosecuted. A conviction must have a seventy-five percent agreement between all Supreme Court members. When they have come to a conclusion, all members should return to the trial room and the Chief Justice will reveal the verdict.
5. If the prosecuted is found guilty, the impeachment should be effective immediately. He is never allowed to hold office in any branch or become a Dedicated Pirate for his

- remaining years at Piedmont Hills High School.
6. If the prosecuted is found not guilty; he may be put on probation.

## **Article XI**

### **Club Rules/Eligibilities**

1. Flyers may be posted only on designated club bulletin board in the main hall or any other empty bulletin board in halls.
2. Each club needs a minimum of 10 members, excluding the officers.
3. Activities must be club related i.e. club projects.
4. All events and fundraisers must be approved by its adviser and ASB
5. All clubs need at least four executive officers i.e. President, vice-president, treasurer, and secretary.

### **Section 2. General Fundraiser Guidelines**

1. The club President writes the purpose of the event, how much money is being used, and a description of the event.
2. Forms must be turned into the Activities Director with proper paperwork before weekly Wednesday formal meetings.
3. This must then be approved by the club adviser, followed by the ASB/Leadership class during formal meetings.
4. Fundraiser forms must first be approved before Request of Purchase Order (RPO) forms can be approved.
5. Clubs MUST get RPO forms approved BEFORE purchasing items for a fundraiser. Otherwise, reimbursements will not be issued!

### **Section 3. Club Offence**

1. Clubs may have a maximum of three offences. If they have three offences, they will meet with the Supreme Court to defend their club in which the Supreme Court will decide whether the club should be dissolved or put on constraint.
  1. Club Offences
    1. Not having the club President or club representative at a mandatory Club President's meeting.
    2. Not complying with regulations on food selling and fundraising activities.
    3. Not completing at least three school service activities
    4. Not completing at least two community service events
    5. Not having an adviser during club activities