

# A.S.B. CONSTITUTION

## Preamble

We, the student body of Pioneer Valley High School, for the purpose of maintaining student involvement in co-curricular activities, to give the student body a form of authority upon the decisions of this educational institution, to promote responsibility and leadership skills within the student body, and to promote the necessary means thereof, do ordain and establish this Constitution.

## ARTICLE I NAME AND IDENTIFICATION

- Section I** The official name of this organization shall be the Associated Student Body of Pioneer Valley High School.  
**Section II** The official nickname of Pioneer Valley High School is the "Panthers."  
**Section III** The official colors of Pioneer Valley High School shall be teal and black.  
**Section IV** Any motto and/or slogan shall be decided at a later date by a "Theme Committee", after which time this clause shall be deleted.  
**Section V** The official Alma Mater of Pioneer Valley High School shall be decided at a later date by a "Theme Committee", after which time this clause shall be deleted.

## ARTICLE II MEMBERSHIP

- Section I** All duly registered students at Pioneer Valley High School shall hold membership in this association.  
**Section II** Honorary membership in the Associated Student Body of Pioneer Valley High School may be conferred by a two-thirds vote of the Student Council.

## ARTICLE III SOURCE OF POWER AND SUPERVISION

- Section I** There shall be at least one faculty advisor appointed by the Principal as the designated representative for carrying out projects of student activities of the Associated Student Body.  
**Section II** All student power is derived from the Board of Trustees and is delegated by the Principal; the Principal may directly or through the advisor revoke student power at any time for any just cause.

## ARTICLE IV GOVERNMENT

- Section I** Legislative and Administrative Powers of the Student Council:  
The student government legislates and acts within a framework of power delegated to the Student Council by the Principal of Pioneer Valley High School. Since the Principal is directly responsible to the Santa Maria Joint Union High School District Superintendent of Schools (SMJUHS) and to the SMJUHS Board of Education, it is recognized that he/she has the right and privilege of review, veto and revocation of the powers and actions of the Student Council. These rights and privileges shall be extended to the Director of Student Activities, acting as the Principal's delegate in Student Council affairs. Administratively, the Student Council shall enjoy

the powers and responsibilities of the central governing unit to the other divisions of this association.

**Section II** The Student Council will have the power to: Initiate and pass legislation concerning any phase of school life – making all laws necessary and proper for carrying into execution and appropriate moneys from the ASB Treasury.

**Section III** Membership of the Student Council:

A. The Student Council shall consist of the following duly elected members:

1. Associated Student Body President \*
2. Associated Student Body Vice-President\*
3. Associated Student Body Secretary\*
4. Associated Student Body Treasurer\*
5. Associated Student Body Chief Justice
6. Senior Class Officers \*\*
7. Junior Class Officers \*\*
8. Sophomore Class Officers
9. Freshman Class Officers

B. The Student Council shall also consist of the following appointed voting officers:

10. Commissioner of Clubs & Organizations
11. Commissioner of Publicity
12. Commissioner of Public Relations
13. Commissioner of Sound
14. Commissioner of Rallies & Programs
15. Commissioner of Environment & Beautification
16. Commissioner of Cultural Awareness
17. Commissioner of Dances & Entertainment
18. Commissioner of Activities & Historian
19. Commissioner of Junior High & Elementary
20. Commissioner of Academics and Athletics

**Section IV** General procedure of the Student Council

The Student Council shall be governed by the following general procedures:

- A. The Student Council be a regular Leadership Class that meets daily and all members must be enrolled. If for any reason they cannot take the Leadership Class they will forfeit their office.
- B. Parliamentary procedure shall be followed during all meetings using Robert's Rules of Order –revised as the guide.
- C. Meetings of the Student Council shall be open to students and staff at all times unless the Student Council determines (by a majority vote) that a meeting should be closed.
- D. The records of the Student Council must be maintained as public records subject to audits and inspections.
- E. An Associated Student Body budget for the following year must be created by the ASB Treasurer assisted by the Advisor and Student Body Business Accounts Officer and accepted by majority vote of the newly elected Student Council before or on the new fiscal year.
- F. Adequate fiscal control must be maintained for the handling of all student funds at all times as per the California Education Code.
- G. The Student Council must at all times carefully review both the spirit and letter of this Constitution.
- H. A quorum shall be 50 per cent plus one of the members of the Student Council. A quorum must be present for the ratification or repeal of any General Business.

**Section V** The Inter-Club Council will consist of one ( 1 ) member from all approved on-campus clubs & organizations, Commissioner of Clubs & Organizations and the Activities Director and shall meet regularly (monthly).

**Section VI** The Panther Forum Council will consist of designated "homeroom" representatives, ASB President, ASB Secretary, other interested Student Council members, and the Activities Director.

- A. Members of the Student Council will serve as non-voting advisory members of the Panther Forum Council. If the person holds more than one office he/she may vote once.
- B. In order for the Student Council and the Panther Forum Council to conduct business, a quorum is defined as 51per cent of its members.

\* These positions will be rotated by Student Council Members for one year. There shall be elections in the Spring of 2005 for these positions.

\*\* These positions will be filled as the grade levels go into effect (Juniors 2005-2006, Seniors 2006-2007)

## **ARTICLE V FINANCES**

- Section I** All ASB funds will be expended so as to benefit the student body, either directly or indirectly, in accordance with the California Education Code and the Board of Education regulations.
- Section II** All expenditures must be approved by the Student Council and signed by the ASB Treasurer, Activities Director and the Student Body Business Accounts Officer.
- Section III** All requests for expenditures of student funds require the signature of the designated Treasurer and the Activity Director.
- Section IV** All class, club or organization money must be deposited with the Student Body Business Accounts Officer daily to meet State Education Code requirements and to maintain security.
- Section V** An annual balanced budget will be prepared by the ASB Treasurer and Activities Director before the end of the fiscal year (July 1). This budget will determine and direct the financial programs of the ASB for the next year.
- Section VI** Any Club, Class, or organization that borrows money from the ASB, must repay any outstanding debt and all obligations to the ASB before the end of the school year or date designated by the Student Council.
- Section VII** Any Club, Class or organization that does not comply with the rules of the ASB Loan Policy may not receive services offered by the ASB.

## **ARTICLE VI POWERS**

All powers granted in the Constitution are derived from the Principal as prescribed in the California State Education Code and exercised only with her/his consent or approval. She/he may at any time declare this Constitution either wholly or in part suspended or to be null and void. She/he has the power to remove from office any officer at any time for any just cause.

## **ARTICLE VII ELECTIONS**

- Section I** Timeline for elections:
- A. Elections for elected Student Council Officers will be conducted under the supervision of the Director of Activities and ASB Chief Justice, beginning no sooner than mid-February of each year and organized according to the established procedure. In the event that the Chief Justice is a candidate for an office, the ASB President or the next highest ranking officer who is not in conflict for an office, shall assume all responsibilities. If all officers become candidates, the Director of Activities, and an appointed officer, shall assume all responsibilities.
  - B. The interview process for the appointed positions will begin no sooner than mid-March of each year according to the established procedure. In the event that the Chief Justice is a candidate for an office, the ASB President or the next highest ranking officer who is not in conflict for an office, shall assume all responsibilities. If all officers become candidates, the Director of Activities, and an appointed officer, shall assume all responsibilities.
  - C. Appointment of Freshman Class Office Representatives will be conducted by the Chief Justice and Director of Activities no later than the end of the school year and according to the established procedure. Freshman Class elections shall take place no later than one month after the school year has begun.
  - D. Election of "Panther Forum" Council representatives will be conducted as soon as possible after school begins by each "homeroom" according to democratic principles. Representatives must have a "C" or better GPA and have satisfactory citizenship in that "homeroom" class.
  - E. Elections for Club Officers will take place according to each individual Club's Constitutional procedures for that year.

## ARTICLE VIII REMOVAL FROM OFFICE

- Section I**      **Removal:** Upon approval from the Director of Activities, any officer may be considered for removal from office for just reasons. The Panther Forum Council, Student Council or a petitioning body consisting of 15 percent of the ASB, may request the removal of an officer. The recommendation must be approved by two-thirds ( 2/3 ) of the Panther Forum Council and/or three-fourths ( ¾ ) of the Student Council and approved by the Activities Director and/or the Principal.
- Section II**      **Attendance:** Any Student Council Officer that is absent 20 percent of any term of the Leadership Class, properly publicized class meetings, and failure to participate in general ASB related activities and work sessions, may be subject to dismissal with a majority vote of the Student Council, with recommendation of the Activities Director and/or the Principal.
- Section III**      **Conduct:** Any incidents involving drugs and alcohol, will result in removal from office. Failure to fulfill the duties of office, fighting, using obscene language, extreme changes of appearance or behavior, open defiance of school authorities, forgery, or vandalism will result in probation or removal from office.
- Section IV**      **Grades:** Student Council Members whose grade point average drops below 2.5 (excluding PE classes) or receives an "F" on any Term grade report card will be placed on probation for the following term. If deficiencies are not corrected, the Student Council Member will be removed from office at the end of the probation term.
- Section V**      **Oath of Office:** " I do solemnly pledge myself faithfully to discharge the duties of my office. I give my pledge that I will do everything in my power to uphold the ASB Constitution and to promote the general welfare of the Student Body of Pioneer Valley High School."
- Section VI**      **Vacancies of Office:**
- A. If a vacancy occurs in one of the elected ASB offices, it must be filled by Secession or election administered by an Election Committee within two weeks of the vacancy, except if the vacancy occurs within the last term of the school year, where an appointment with 2/3 majority approval of the Student Council may be used.
  - B. Vacancies in any other office, due to any cause, must be filled by appointment of the President with 2/3 approval of the Student Council within two weeks after the vacancy occurs, except if the vacancy occurs within the last term of the school year.
- Section VII**      **Secession of ASB Officers:**
- A vacancy in the office of President shall be filled using the order of succession which is:
- 1. Student Body Vice-President
  - 2. Student Body Secretary
  - 3. Student Body Treasurer
  - 4. Student Body Chief Justice
- If the order of succession cannot be carried out willfully by all parties involved, applications for that office will be taken. Candidates must fulfill all eligibility requirements of the ASB Constitution. The Student Council shall vote, by 2/3 majority, to fill the vacancy. All new Student Council members must enroll in Leadership Class in order to take office.

## ARTICLE IX AMENDMENTS

- Section I**      **Amendment Proposals:** Amendments to this constitution must be submitted in writing during a regularly scheduled meeting of the Student Council or the Panther Forum Council. Each proposal may be accepted or received by a simple majority vote of the Student Council or the Panther Forum Council.
- Section II**      **Posting of Proposed Amendments and Revisions:**
- All accepted amendments and revisions proposed must be posted in a conspicuous location for at least five days.

**Section III**

**Amendment Vote:** Any amendment or revision to become a part of this constitution, must be approved by not less than two-thirds ( $2/3$ ) vote of the Panther Forum Council and a three-fourths ( $3/4$ ) vote of the Student Council. If the amendment or revision is approved it shall be added to this constitution.

**ARTICLE X  
APPROVAL**

This constitution shall be in effect as soon as ratification by a three-fourths ( $3/4$ ) vote of the Student Council.

**BY -LAWS  
OF THE PIONEER VALLEY HIGH SCHOOL**

**ARTICLE I  
DUTIES OF MEMBERS OF THE STUDENT COUNCIL**

**Section 1. Student Body President:**

1. Shall be executive officer of the Student Council
2. Shall preside at all student body activities which includes all ASB meetings.
3. Shall have the power to appoint committees of the Student Council and of the Student Body as deemed necessary.
4. Shall assist in coordination of all Associated Student Body activities
5. Shall represent the best interest of the Student Body at all times and on all occasions.
6. Shall represent PVHS at all School Site Council meetings or designate someone to take her/his place.
7. Shall maintain regular communications with the ASB Advisor and the Principal.
8. Shall insure that there are agendas for all Student Council formal meetings.
9. Shall work with ASB Advisor to establish yearly objectives and goals for ASB and Leadership Class.
10. Must have been in Student Council the previous year and must hold the position their senior year.

**Section 2. Student Body Vice-President:**

1. Shall assume duties of the President in her/his absence.
2. Shall be on the Link Crew Student Chair
3. Shall be in charge of the Student Council Retreat with the assistance of the ASB Advisor.
4. Shall be Chairperson of any committees that the Student Council and/or Student Body deem necessary.
5. Shall represent the school at all public gatherings and welcome guests or designate someone to take her/his place.
6. Set-up and close all Student Council Meetings

**Section 3. Student Body Secretary:**

1. Shall act as recording secretary of the Student Council.
2. Shall maintain a complete record of all Student Council meetings and business.
3. Shall maintain a file of the Student Council minutes open to any interested student, staff, or administrator.
4. Shall present Student Council minutes in a timely manner (within two days).
5. Shall act as corresponding secretary of the Student Council. (Includes: letters and thank you notes)
6. Shall keep accurate attendance at Student Council Meetings.

**Section 4. Student Body Treasurer:**

1. Shall work in cooperation of the ASB Advisor, the Student Council and the School Business Officer in handling funds and accounts within the Associated Student Body.
2. Shall make disbursements of funds through proper and legal procedures.
3. Shall submit a financial report of the Associated Student Body fund to the Student Council at the conclusion of each semester or upon request.
4. Shall have the responsibility of coordinating and formulating the Associated Student Body budget in the Spring Semester each year.
5. Shall meet with the ASB Secretary at least twice per week to correlate minutes.
6. Shall work with and submit records to the School Business Officer on a weekly basis.

**Section 5. Student Body Chief Justice:**

1. Shall coordinate all campus elections
2. Shall be responsible for having an election procedure for approval by the Student Council
3. Shall be responsible for coordination of distribution and collection of ballots
4. Shall be responsible for counting ballots with the Activities Director
5. Shall be responsible for updating the ASB Constitution annually with the Activities Director

**Section 6. Senior Class Officers:**

1. Shall act as executive officers of the Senior Class and represent their class in the Student Council
2. Shall be responsible for coordinating all Senior Class activities with the Class Advisor(s)

3. Shall hold regular class meetings

**Section 7. Junior Class Officers:**

1. Shall act as executive officers of the Junior Class and represent their class in the Student Council
2. Shall be responsible for coordinating all Junior Class activities with the Class Advisor(s)
3. Shall hold regular class meetings

**Section 8. Sophomore Class Officers:**

1. Shall act as executive officers of the Sophomore Class and represent their class in the Student Council
2. Shall be responsible for coordinating all Sophomore Class activities with the Class Advisor(s)
3. Shall hold regular class meetings

**Section 9. Freshman Class Officers:**

1. Shall act as executive officers of the Freshman Class and represent their class in the Student Council
2. Shall be responsible for coordinating all Freshman Class activities with the Class Advisor(s)
3. Shall hold regular class meetings

**Section 10. Commissioner(s) of Clubs & Organizations:**

1. Shall co-ordinate and head the Inter-Club Council (ICC) and monthly meetings.
2. Shall keep an accurate file of all clubs and organizations on the campus which shall be open to public inspection and maintain an updated Club/Organization list and advisors.
3. Shall assist in organizing and establishing new clubs/organizations on campus when appropriate
4. Shall assist in co-coordinating Club Rush Day, International Days, Winter Fair and Spring Fair
5. Shall maintain Club/Organization files and correspondence
6. Shall co-ordinate club/organization fundraising calendar
7. Shall create and provide agendas for all ICC meetings
8. Shall be responsible for taking and distributing minutes for all ICC Meetings

**Section 11. Commissioner of Publicity:**

1. Shall co-ordinate all ASB activity publicity
2. Shall be responsible for all on and off campus media coverage so that the community will be aware of events taking place at Pioneer Valley High School
3. Shall be responsible for approval of all posters and flyers on campus
4. Shall co-ordinate and participate in all poster/sign making
5. Shall co-ordinate and insure that the school marquee is kept up to date
6. Shall co-ordinate daily P.A. announcements with the Principal's Office
7. Shall co-ordinate and maintain the PVHS Web page

**Section 12. Commissioner of Public Relations:**

1. Shall co-ordinate community service projects - keeping the Student Council and PVHS actively involved
2. Shall represent Pioneer Valley High School at monthly Board of Education meetings
3. Shall represent PVHS Associated Student Body at all PTSC & SIP meetings
4. Shall co-ordinate school ASB exchanges
5. Shall co-ordinate various projects with the Commissioner of Clubs & Organizations
6. Shall work closely with the Activities Director and the Principal to represent the PVHS Student Body in WASC
7. Shall be the PVHS Student Body Representative during the WASC visit

**Section 13. Commissioner of Sound:**

1. Shall solely be in charge of the maintenance and operation of all ASB sound systems
2. Shall be thoroughly trained in the maintenance and operation of all ASB sound systems
3. Shall make sure that only the sound crew and the Activity Director operate the ASB sound systems
4. Shall co-ordinate and keep a calendar of dates for use of the ASB sound systems
5. Shall operate the ASB sound systems at all school functions which includes but is not limited to: Rallies, Noontime Activities, Assemblies, Winter Fair, Spring Fair, etc
6. Shall take a monthly inventory of all ASB sound systems
7. Shall be held accountable in making sure that all music played is "radio friendly" and is not offensive in any way
8. Shall work closely the Commissioner of Rallies & Programs

**Section 14. Commissioner of Rallies and Programs:**

1. Shall be the Master of Ceremonies ( M.C. ) at all rallies and assemblies
2. Shall co-ordinate all rallies and assemblies with Activity Director
3. Shall work closely with staff, coaches, band, pep groups and the Student Council in planning and executing weekly pep rallies and sports assemblies
4. Shall work closely with the Commissioner of Sound in preparation for all Rallies & Noontime Activities
5. Shall create and co-ordinate spirit activities that promote and increase school spirit and involvement

**Section 15. Commissioner of Environment and Beautification:**

1. Shall help create and organize campaigns to help keep the campus clean
2. Shall encourage a school-wide awareness of a litter free school
3. Shall work close with the Activities Director and the Maintenance Department
4. Shall be in charge of Red Ribbon Week
5. Shall be in charge of Pride Day (campus clean-up)

**Section 16. Commissioner of Cultural Awareness:**

1. Shall create and organize an International Days Program to encourage cultural awareness and cultural pride
2. Shall be a liaison between the Student Council and ethnic-oriented clubs on campus
3. Shall attend all ICC Meetings to give and receive updates
4. Shall be in contact with the Commissioner of Clubs and Organizations and with the Activities Director

**Section 17. Commissioner of Dances and Entertainment:**

1. Shall create and implement the first school dance
2. Shall work closely with Activities Director in creation and implementation of all PVHS dances both traditional and non-traditional
3. Shall be liaison between Student Council and any clubs/organizations that sponsor school dances
4. Shall be responsible for creating and implementing one or all of the following: Talent Show/ Mock Rock/ Battle of the Bands
5. Shall work closely with Activities Director and Commissioner of Sound

**Section 18. Commissioner of Activities and Historian:**

1. Shall work closely with the Activities Director to create and maintain the Master Calendar
2. Shall work closely with Commissioners of Rallies and Programs in relation to rallies and noontime activities
3. Shall maintain a school scrapbook that contains PVHS-related news articles
4. Shall maintain a school photo album that contains PVHS history
5. Shall take photos and videos at as many PVHS-related activities as possible
6. Shall work closely with the Commissioner of Publicity to assist in updating the ASB Web page

**Section 19. Commissioner of Junior Highs and Elementary Schools:**

1. Shall be a liaison between PVHS and all feeder Junior Highs and Elementary schools
2. Shall assist Junior High eighth graders in a smooth transition into PVHS
3. Shall work closely with Activities Director and be in charge of Peace Week
4. Shall assist Activities Director and Principal in Frosh Orientation

**Section 20. Commissioner of Academics and Athletics:**

1. Shall assist in helping disseminate scholarship information to students
2. Shall organize a committee for the Student of the Month applications and selection and insure recognition
3. Shall be a liaison between Student Council and academic clubs/organizations on campus
4. Shall work closely with Activities Director in end of the year academic recognition activities
5. Shall co-ordinate staff recognition activities
6. Shall be the representative of the Girl's and Boy's Athletic Department to the Student Council
7. Shall work closely with Athletic Director and Activities Director in assisting with Athletic Awards
8. Shall be responsible for seeing that all girl's and boy's games and scores are placed in the morning bulletin and displayed on campus

**ARTICLE II**



## QUALIFICATIONS

### Section I. General Qualifications:

- A. All candidates for office must currently be enrolled as an undergraduate student of Pioneer Valley High School in good standing.
- B. All candidates for the Associated Student Body offices must have at least a 2.5 grade-point average for the preceding year of high school and must meet prior to candidacy, citizenship, attendance and other requirements established in the Student Election Policy. All officers must maintain a 2.5 grade-point average during their term of office.
- C. The ASB President must have served on the PVHS Student Council for at least the entire previous school year and have maintained a 3.0 GPA with no U's or F's, and not been on probation with the Student Council.
- D. After ASB elections, when the final spring semester grades are released, all candidates must maintain their 2.5 GPA (ASB President a 3.0) or they will automatically be removed from office.
- E. All officers must maintain election qualifications as established in this article during their term(s) of office. Failure to do so shall result in temporary probation and/or permanent suspension from their office duties as seen fit by appropriate administrative or student authorities.
- F. All officers of this Associated Student Body must maintain satisfactory citizenship grades. Any "U" in citizenship could result in temporary probation and/or permanent suspension from that officer's duties after a review by the administrative or student authorities.
- G. All officers must maintain excellent attendance. Poor attendance may result in disqualification/removal from office. This includes absences as well as tardiness.
- H. The term of office for all officers of this Associated Student Body shall be one year – ending the last official day of school. Students may re-apply for positions they held the previous year if it is appropriate.
- I. All officers of this Associated Student Body shall be responsible for carrying out the duties assigned to them through the By-Laws, the Advisor to the specific group, and all adopted policies. Failure to do so may result in probation, suspension or removal from office.
- J. All officers of this Associated Student Body will be expected to abide by all school regulations (See Student Council Contract in Policy section). Violations of any regulations could mean temporary probation and/or permanent suspension from that office, dependent upon the seriousness of the violation(s). In such cases, final determination will be made by the administration and/or advisor, only after both sides have been given equal chance to respond. Documentation is recommended.
- K. All officers of this Associated Student Body elected or appointed must purchase an Associated Student Body Card.

## ARTICLE III GENERAL STUDENT BODY ELECTIONS

### Section I. Student Body Election Committee:

- A. All general student body elections shall be conducted under the supervision of the Student Body Election Committee.
- B. The Chief Justice and the Activities Director will designate three (3) other Student Council members to serve on the five (5) member Election Standing Committee
- C. This committee shall be responsible for seeing that the elections are run efficiently, fairly, democratically, and in accordance with the provisions of the By-Laws and the Student Election Policy.
- D. The Election Committee shall direct and supervise the nomination of candidates, the campaign, the election, and the announcement of the results.
- E. The committee shall prepare the Student Election Policy for approval by the Student Council.

### Section II. Election:

- A. The date for the election of all Associated Student Body officers shall be determined by the Election Committee with the approval of the Student Council and shall not be later than thirty (30) days prior to the close of the school year.
- B. The privilege to vote is extended to all membership of the Associated Student Body for the coming school year – except Seniors.
- C. There shall be no absentee voting. All voting shall take place at the election ballot location.
- D. Protest of the voting procedures and/or unfair practices may be filed by any eligible voter with the Activities Director within three (3) days after the polls have been closed. If the protest is found to be valid, the Activities Director shall take appropriate steps as deemed necessary.
- E. Installation of officers shall be provided prior to the conclusion of the school year. The oath of office shall be administered by the Activities Director of Pioneer Valley High School.

**Section III. Petitions and Applications for Office:**

- A. Petitions and applications for office are to be made available by the Chief Justice and Activities Director. At least five (5) school days will be allowed for candidates to complete their petitions and return them to the Activities Office. Specific dates and times will be established by the Chief Justice and the Activities Director and shall be indicated on the petitions and applications.
- B. In the event that an insufficient number of candidates file petitions within the designated time, the Activities Director shall have the authority to extend the filing time.
- C. Petitions for elected ASB and Class Offices must contain the signatures of at least fifty (50) students.
- D. Applications for office must be completed in full to prove candidate's qualification and must include: A copy of the most current semester grades, verification of excellent attendance, declaration of rules and policies signed by both the candidate and the parent/guardian, three (3) teacher recommendations, and signatures of at least fifty (50) students currently attending PVHS.
- E. The Activities Director will make the final decision regarding the completeness and validity of each petition and application for office. He/she maintains the right to disqualify any candidate not meeting the requirements to run for office. A day after petitions are due, a list of disqualified candidates will be posted at the school.

**Section IV. Interviews and Appointed Positions:**

- A. Each candidate for an appointed position must go through an interview before he/she can qualify for candidacy.
- B. All appointed positions will be decided in part by an interview – the balance is by successfully meeting application requirements.
- C. The interview panel for both types of interviews shall consist of: Activities Director and Student Council Executives.

**Section V. Campaigning:**

- A. Candidates Meeting: The Chief Justice and Activities Director shall hold a mandatory meeting of all candidates running for elected or appointed Student Council positions prior to the start of campaigning and interviews. The purpose of holding this meeting shall be to discuss who has qualified, review office duties and responsibilities of the candidates, review the process for appointments, and to review campaigning rules. Present Student Council Officers may attend this meeting to specifically review their office duties with the new candidates. Failure of a candidate to attend this mandatory meeting will result in automatic disqualification, unless the candidate has been cleared with a valid reason through the Activities Director and the Activities Director only prior to the meeting. Any candidate has been cleared with a valid reason not to attend through the Activities Director MUST attend the make-up meeting on the following school day during lunch. Attending this mandatory meeting is required before the candidate is official and/or may begin campaigning.
- B. After the official candidates have been announced, campaigning will be conducted for a maximum of five (5) school days, beginning on the date set by the Chief Justice and the Activities Director.
- C. Posters may be displayed ONLY ON THE CAMPUS and only in specified areas which will be determined by the Chief Justice and the Activities Director. Posters illegally placed will be removed. Candidates will be warned – second warning may result in disqualification of the candidate.

- D. All endorsed campaign materials for a candidate must be approved and stamped by the Activities Director, Chief Justice, or his/her designee. Campaign material not approved will be removed and may result in disqualification.
- E. Each candidate will be allowed no more than 75 fliers ( 8 ½ x 11 inches ) and only one long poster ( not to exceed 15' ).
- F. Campaign expenditures must not exceed \$25 per candidate. An itemized list of all campaign expenditures, including items donated, must be submitted to the Activities Director prior to speeches. Violation will result in the loss of presentation of a speech to the student body and may result in disqualification.
- G. Stickers of any kind are not to be handed out.
- H. Telephoning, mailing or emailing as a means of campaigning is not permitted.
- I. Each candidate is responsible for littering and/or damage to the campus brought about by his/her campaign. Any unreasonable littering or damage to the school will require payment for damage and may result in the candidate's disqualification.
- J. Any candidate/associate caught destroying or tearing down another candidate's poster/flyer will be required to withdraw.
- K. All endorsed campaign material and tape must be removed by candidates half an hour after the end of the day before the elections. There shall be no campaigning ( posters/candy/etc ) on the day of elections. Violation may result in disqualification.
- L. Violation of the election rules and regulations shall be referred to the Election Committee within 48 hours of the election, and may result in the disqualification of the candidate for office and he/she may no longer hold the title of the official candidate and may not hold any office in ASB.
- M. All infractions of the campaign rules will be reviewed and investigated by the Election Committee within 48 hours of notification of the infraction.

**Section VI. Speeches (optional):**

- A. All campaign and nomination speeches, skits, etc., must be submitted one day prior to presentation and be approved by the Activities Director before being used. Requirements include:
  - 1) Presentation must not be discriminatory against any segment of the school population.
  - 2) The basic intent of the speech must be presented as approved.
  - 3) If the candidate fails to meet requirements he/she may be removed as a candidate from the election by the Election Committee.
- B. Speeches are limited to three ( 3 ) minutes ( This includes and bilingual translations).

**Section VII. Voting:**

- A. Voting will be conducted at an appropriate polling place on campus by secret ballot. Polling times and locations will be determined by the Election Committee.
- B. No write-in candidates will be accepted.
- C. It is not necessary to vote for every office for the ballot to count.
- D. The polls, while open, will be supervised by an adult and members of the Student Council not involved in the election.
- E. Counting of the ballots will be done by the Chief Justice and the Activities Director and/or his/her designee.
- F. If there are only three ( 3 ) candidates for an office, the winner will win by plurality. If there are four ( 4 ) candidates or more without a clear majority, the top two( 2 ) candidates will have a run-off. The run-off must be held between the top two candidates using the voting procedure previously described as soon as possible.
- G. If more than two candidates are to be selected for an office, and several candidates are running and no one receives a clear majority, the two receiving the greatest number of votes will be declared winners.
- H. Election results will be announced to the candidates before announcing the winners to the student body. The Activities Director will determine if the elections have been run properly and have been completed up to that point.
- I. Candidates who run unopposed must receive a majority ( 51% ) of the votes cast to be elected.
- J. If a run-off is necessary, it will be conducted as soon as possible.

**Section VIII. Terms of Office:**

- A. The newly elected and /or appointed officers will formally assume office on the day following the last scheduled school day for the year.
- B. Any newly elected officer having either a grade deficiency or a less than average citizenship marks on his/her final semester report card must resign and will be replaced as soon as possible.

**ARTICLE IV  
CLUB OR ORGANIZATION CHARTER**

**Section I. Application for Charter:** A written application for a club or organization charter must be presented Student Council for approval. The application shall include:

- A. Proposed club/organization name
- B. Signature of advisor
- C. Purpose and objectives of the club/organization
- D. Club/organization constitution
- E. Signature of at least 10 charter members

**Section II. Approval:**

- A. All requests for Club/Organization approval must first be approved by the Commissioner of Clubs and Organizations and the Activities Director.
- B. Next the application must be approved by the majority of the Student Council. Two ( 2 ) copies of this application and charter must be made. One is to be put in the official minutes of the Student Council and the second copy is to be held by the club or organization filing.
- C. An official organizational policy shall be developed by the Commissioner of Clubs and Organizations and the Activities Director. This policy must be approved by the Student Council.
- D. This policy shall contain:
  - 1) Club/organization constitution.
  - 2) Projects involving the entire student body.
  - 3) Assemblies and activities
  - 4) Publications

**Section III. Probation, Suspensions or Revocation of Charter:**

- A. Probation shall be defined as an official action taken by the Student Council or the Activities Director to warn the club/organization in question that it shall be under observation for a stipulated period of time due to the infraction of a constitutional or policy requirement.
- B. Suspension shall be defined as an official action taken by the Student Council to suspend a club/organization that is on probation for a period of time to be decided by the Student Council or Activities Director at the time this action is taken for failure to comply with constitutional requirements or organizational behavior. At the time that the period of suspension has been completed the club/organization shall again be on probation. During this period, if another infraction of rules occurs, the club's/organization's charter shall be revoked by the Student Council or Activities Director.
- C. Revocation shall be defined as an official action of the Student Council or Activities Director taken to declare the charter of the club/organization in question null and void and to completely disband the club's/organization's activities and declare further activities of the organization unconstitutional.

## ARTICLE V EXPRESSION ON CAMPUS

### Section I. Student Rights:

- A. Students will be allowed to hand out petitions, circulate newspapers and other printed matter, use bulletin boards and wear insignia to express an opinion or support a cause that is legal within guidelines established by the law, California Education Code, School Board policy, and approved by both the Pioneer Valley Administration and the Student Council.

### Section II. Limitations:

- A. The type of distribution is limited to the hours before school, during lunch, and after school is dismissed.
- B. The place of distribution will be reasonably restricted to permit the normal flow of traffic within the school corridors and entrance ways.
- C. The manner of distribution will be such that:
  - 1) Coercion is not to induce acceptance of printed matter or to sign petitions.
  - 2) Funds or donations are not collected for the material distributed.
  - 3) Leaflets and printed material to be distributed is submitted to the school administration at least 24 hours prior to such a distribution for approval.
  - 4) Materials printed for distribution are not stacked on the school grounds while they are being dispersed.
  - 5) No printed material or petitions which violate any prohibition may be distributed on any school grounds.

### Section III. Prohibitions: Prohibition material is matter which is judged by the Board of Education, District Administration or School Administration to be:

- A. Obscene to minors according to current legal definitions.
- B. Capable of inciting students so as to create a clear and present danger of their committing unlawful acts or disrupting the orderly operation of school.
- C. Express or advocate racial, ethnic, or religious prejudices.

### Section IV. Violations: Any student who willfully or knowingly distributes any petition, circular, newspaper, wears a badge, or posts a bulletin in violation of any prohibition will be suspended, expelled, or otherwise penalized depending on the severity of the violation and in accordance with established procedures.

## ARTICLE VI INITIATIVE AND REFERENDUMS

Section I. The Initiative: Proposals for the regulations affecting the general welfare of the entire Student Body may be initiated in the manner customary in a democratic society. All such proposals must be submitted to either the Student Council or Panther Forum Council in writing and must bear the signed support of fifteen ( 15 ) percent of the current members of the PVHS Student Body.

Section II. The Referendum: The Student Council and/or the Panther Forum Council may defer to the PVHS Student Body for approval and measure of general interest for a decision or an advisory vote. If the Student Council refused to submit such a problem of general interest to the PVHS Student Body for referendum consideration, a petition containing the names of fifteen ( 15 ) percent of the current members of the PVHS Student Body can require such a procedure.

## ARTICLE VII AMENDMENTS TO THE BY-LAWS

All amendments to the By-Laws shall originate in the Student Council and be ratified by a  $\frac{3}{4}$  majority vote.

# PROCEDURES OF THE PIONEER VALLEY HIGH SCHOOL CONSTITUTION

## ARTICLE I HOMECOMING & PROM COURTS

### Section I. Qualifications:

- A. Court King and Queen nominees must be full time Seniors at Pioneer Valley High School with a 2.0 GPA on the last grading report.
- B. Nominees must have a good attendance (no excessive truants or tardiness).
- C. Nominees must be good citizens (no major discipline problems).
- D. Nominees must have been or are currently active in at least one club/organization or sport within the last school year.
- E. Petitions for nominees must contain the signatures of at least fifty (50) students.
- F. Applications for nominees must be completed in full to prove candidate's qualification and must include: A copy of the most current semester grades, verification of excellent attendance, declaration of rules and policies signed by both the candidate and the parent/guardian, three (3) teacher recommendations, and signatures of at least fifty (50) students currently attending PVHS.
- G. The Activities Director will make the final decision regarding the completeness and validity of each petition and application for the nominees. He/she maintains the right to disqualify any candidate not meeting the requirements to run for position. A day after petitions are due, a list of disqualified nominees will be posted at the school.
- H. Underclass students may also be part of a court when appropriate. All qualifications (A – G) shall apply.
- I. Candidates must not have been on the Homecoming Court (finalists) in the fall to be eligible for Prom.

### Section II. Limitations:

- A. Any underclassmen prince or princess, if they are selected, may not be on the ballot again until their Senior year.
- B. Seniors may be on Homecoming or Winter Formal, but not both.
- C. Any Senior, except the Homecoming or Winter Formal King and Queen, may be on the Prom Ballot.

## ARTICLE II DEATH AND DYING

Section I. Who: This section applies to any staff or student currently enrolled at Pioneer Valley High School. A Student Council Standing Committee for this article is the ASB President, ASB Vice-President and two other Officers (either volunteers or selected )

Section II. Procedure: Upon the death of a current staff or student the following shall occur:

- A. Committee will arrange for family visit
- B. Buy appropriate flower arrangement and card for visitation
- C. Create a "Good-bye" poster for the general student Body to sign. Talk to family during committee visitation.

## ARTICLE III AMENDMENTS TO THE PROCEDURES

All amendments to the Procedures shall originate in the Student Council and be ratified by a  $\frac{3}{4}$  majority vote.