

**CONSTITUTION AND BYLAWS OF THE
ASSOCIATED STUDENT BODY OF PACIFIC GROVE HIGH SCHOOL
REVISED September, 2016
Approved May 15, 2002**

ASB CONSTITUTION

VISION

The Pacific Grove High School Associated Student Body Leadership Program strives for a united, renovated, respected and technologically advanced campus that motivates students to remain drug and alcohol free while participating in activities that seek to enhance student involvement and lead to a united and spirited school.

PREAMBLE

We, the students of Pacific Grove High School, for the promotion of effective government, good sportsmanship, student activities, encouragement of intellectual, social, and cultural attainment, and the general welfare of the students of PGHS, establish this Constitution.

GENERAL PURPOSE

The purpose of the Associated Student Body shall be to promote school spirit, encourage and support school activities, be inclusive of all PGHS students in a variety of activities, stimulate high ideals for education and democracy, foster positive relationships among students, faculty, administration and the Board of Education, and to uphold the traditions of Pacific Grove High School.

ARTICLE I

NAME OF THE ORGANIZATION

The name of this organization shall be the Associated Student Body (ASB) of Pacific Grove High School.

ARTICLE II

OBJECTIVES AND PURPOSE

The principle purpose and objectives of this organization shall be to:

Section 1. Unify all student organizations under one general contract.

Section 2. Aid in the administration of the school and school events.

Section 3. Develop an understanding and appreciation of the democratic process.

Section 4. Provide a democratic forum in which students can address school issues that affect their lives.

Section 5. Develop, in all students, a growing understanding of membership in a democracy in the school.

Section 6. To promote, in all ways, the best interests of the school.

Section 7. To encourage student involvement and enthusiasm in all school activities.

Section 8. To discuss and settle disputes which arise between organizations and activities.

ARTICLE III MEMBERSHIP

Section 1. All undergraduate students of the Pacific Grove High School are considered members of the Associated Student Body and are given the opportunity to purchase a Student Body Card.

Section 2. All registered students enrolled in Pacific Grove High School will be given the opportunity to vote in ASB Elections and the Student Council Election corresponding to year of graduation.

Section 3. All students will be provided a Student Body Card, and given the opportunity to purchase an ASB sticker which qualifies the student to receive discounts at ASB sponsored events. The fee for the Student Activity Card will be decided upon by the ASB Executive Council and Activities Director.

Section 4. Foreign Exchange Students will be provided with an Honorary Activity Card.

ARTICLE IV AUTHORITY

ASB/Student Council shall have powers to:

Section 1. Help make rules and/or guidelines for the betterment of the school, its life, and/or its interests.

For example:

1.1 Student Council.

1.2 Social Activities.

1.3 Assemblies.

1.4 Preservation of school and personal property.

Section 2. Grant charters to clubs and organizations.

Section 3. Investigate and report on matters referred to it by the student body or faculty.

Section 4. Approve all student body financing and spending.

Section 5. Elected officers of the Associated Students will be: President, Vice President, Secretary, Treasurer, Publicity Commissioner, Press Secretary, 2 Rally Commissioners, Renaissance Commissioner, Athletic Commissioner, Fine Arts Commissioner, Lunch-time Commissioner, Breaker Man and/or Breaker Woman Spirit Commissioners, Billy the Breaker Mascot, and four class officers from each class (President, Vice President, Secretary, and Treasurer).

Section 6. The Executive Council (Board) consists of the following ASB officers:

- 6.1 President
- 6.2 Vice President
- 6.3 Secretary
- 6.4 Treasurer
- 6.5 Publicity Commissioner
- 6.6 Press Secretary
- 6.7 Rally Commissioners (2)
- 6.8 Lunchtime Commissioner
- 6.9 Fine Arts Commissioner
- 6.10 Athletic Commissioner
- 6.11 Renaissance Commissioner
- 6.12 Breaker Man/Woman
- 6.13 Billy the Breaker

Section 7. The executive council shall have all executive powers. The executive board members shall serve as acting and voting members of Pacific Grove High School Student Council. The appointed officers and the Activities Director are non-voting members.

Section 8. Duties of the executive board members are outlined in the bylaws (ASB Offices/ Duties and Requirements) to the constitution.

Section 9. The positions on the executive board shall be filled by a general election of the ASB, held annually.

Section 10. No member of the executive board may hold more than one ASB office or class office.

Section 11. Presidents from each class, and will meet a minimum of once per month.

Section 12. Non-voting school representatives may include newspaper representative, yearbook representative, and representatives from clubs.

Section 13. The term of office will be one year for all positions unless a new officer is appointed by the Executive Council due to a resignation or removal. If this occurs, the new officer will carry out the time remaining on the elected or appointed officer's term. New officers begin terms after being sworn in at the inaugural dinner or an ASB Student Council meeting.

Section 14. Requirements of all officers will be:

- 14.1 maintain a 2.5 GPA, no F's
- 14.2 hold a current PGHS Student Activity Card
- 14.3 uphold the PGHS Constitution

- 14.4 be enrolled in five high school courses
- 14.5 attend all ASB Council meetings
- 14.6 Abide by the rules of PGHS and behave in an appropriate manner
- 14.7 Mandatory enrollment in ASB Leadership class
- 14.8 Attend and participate in all ASB sponsored events (i.e. rally readies, set ups, dances, noontime events, dress up days, etc.)

Section 15. Requirements of **ASB President** and **ASB Vice President** will include all those in section 14 and include:

- 15.1 be a current member of the junior or senior class
- 15.2 held a position in Leadership for at least one year prior

ARTICLE V STUDENT COUNCIL

Section 1. The legislative powers of the ASB shall be vested in the student council as delegated by the school administration.

Section 2. All actions of the student council are subject to review and possible veto by the Activities Director and/or principal/school administrator.

Section 3. The student council shall consist of 29 voting members: the ASB executive board and the president, vice president, secretary, and treasurer of each of class (freshman, sophomore, junior, and senior). (Note: The student council voting number may vary, per desire of ASB).

Section 4. The elected, voting members of the student council shall be chosen by election as described in Article V.

Section 5. The term of office for members of the student council shall be one school year.

Section 6. The principal/school administrator shall appoint a certificated staff member of the district to serve as advisor to manage the club/student council and oversee its projects.

ARTICLE VI ASB ELECTIONS

Section 1. Officers will be elected at regular elections held between the beginning of March and the end of April for the following school year: election days are Wednesday, Thursday, and Friday in English classes with ASB officer elections being held the first week. Candidates who lose in an ASB officer election may run for a class office without filling out another form, but must inform the Activities Director by the Friday before class officer elections. Appointments will only be made if no one runs and those officers will be selected after the class elections.

Section 2. All juniors, sophomores, and freshmen are permitted one ballot for Student Council elections.

Section 3. All votes will be counted by an unbiased official appointed by the Activities Director (e.g. Student Store Clerk) and results will be announced, delivered to winning parties, and posted on Leadership classroom window on Friday after the election.

Section 4. In the event of a vacancy by an officer, his/ her position will be filled by special selection committee composed of the ASB Activities Director and up to four other ASB officers. If necessary, the ASB President has the authority to appoint an appropriate candidate. This candidate must be approved by the ASB Executive Council.

Section 5. At an appointed time before the election, the candidates will be questioned, by previous officers, in an open forum in front of the student body (i.e. Election Convention).

ARTICLE VI REMOVAL FROM OFFICE

Section 1. The following will be grounds for removal from office:

- 1.1 Actions unbecoming an ASB officer will result in immediate removal (i.e. school suspension, smoking, cutting class, being under the influence of mind altering substances).
- 1.2 Non-performance of the duties of an office
- 1.3 Successive prolonged absences at ASB Council meetings without an excuse.
- 1.4 Consistent tardies to ASB meetings
- 1.5 Failure to keep standards and provisions of the ASB Constitution
- 1.6 Failure to abide by school rules

Section 2. Removal proceedings will be as follows:

- 2.1 First infraction, warning by Activities Director
- 2.2 Second infraction, meeting with Activities Director, Principal and/or Vice Principal, and ASB President, warning that next infraction will result in being removed from office.
- 2.3 Third infraction, removed from office

ARTICLE VII SUBSIDIARY ORGANIZATIONS

Section 1. All organizations and clubs within the Student Body must receive ASB sanction, except the four classes: freshmen, sophomore, junior, senior. Any group wishing to organize under school sponsorship must submit:

- 1.1 Club constitution
- 1.2 Club budget
- 1.3 Statement of purpose
- 1.4 Club charter
- 1.5 Name of PGHS staff member willing to advise/sponsor the club

Section 2. Club charter must be signed by the club advisor and principal and submitted to the Activities Director and ASB student council for approval.

Section 3. Copies of the club charter are to be placed on file in the student store and in the Leadership classroom.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order*, revised, will be the guide in matters of parliamentary procedure.

ARTICLE IX AMENDMENTS

Section 1. Amendments to this constitution may originate:

- 1.1 In Leadership
- 1.2 In student council
- 1.3 By petition of 10 percent of the student body
- 1.4 By ballot

Section 2. This constitution and any subsequent amendments to this constitution shall be ratified by two-thirds vote of the ASB Executive Council, provided proposed amendments have been submitted in writing to the ASB Council. Before becoming effective, such amendments must be voted on at a second meeting of the ASB Council. The ASB President may call a special meeting for this purpose.

ARTICLE X ACCOUNTS

Section 1. Any profits made by conducting activities supported by the general student body (General Fund only) must be considered general student activity revenues; and may not be diverted; however, in special cases, with ASB Council or Executive Council approval monies may be transferred into accounts for special groups (i.e. loaning down payment to junior class for prom location, gifting money to freshmen class for homecoming float, or raising funds for students in need).

Section 2. Upon dissolution of a club or a graduating class, advisors of the dissolved club or graduating class have three months after the dissolution or graduation to gift the remaining funds to another club or class. If the money remains in the account beyond the three months, the ASB Council has the power to transfer the remaining funds into the ASB general fund.

ARTICLE XI

AWARDS AND CERTIFICATES

Section 1. It will be the duty of the Athletic Director, or advisor as appointed by the Principal, to determine the points earned by the individual athletes towards awards. The Principal will certify the Athletic Awards as they are earned.

Section 2. It shall be the duty of the PGHS Band Director, or advisor as appointed by the Principal, to determine points earned by individual musicians towards awards. The Principal will certify the Music Awards as they are earned.

Section 3. It shall be the duty of the PGHS Spirit squad Advisor, or advisor as appointed by the Principal, to determine points earned by individual spirit leaders towards awards. The Principal will certify the Spirit leader Awards as they are earned.

Section 4. It shall be the duty of the PGHS Renaissance Advisor, or advisor as appointed by the Principal, to determine points earned by individual renaissance students towards awards. All awards are to be given to students for academic and classroom excellence while in attendance at PGHS. The Principal will certify the Renaissance Awards as they are earned.

4.1 The Renaissance Advisor and Commissioner will provide four certificates and PG pins to teachers for distribution to students of their choice for quarterly Renaissance Awards. Teachers may choose from the following categories or create one of their own: Best Student, Best Attitude, Most Improved, Most Improved Attitude, Most Improved Attendance, Most Inspiring.

4.2 The following will be the order of awards for the top ten students in each class (note: changes to awards may be made at the discretion of the Renaissance Advisor, Activities Direction, and/or principal).

4.2.1 First Semester = *PGHS Where Records Are Broken* Renaissance T-shirt

4.2.2 Second Semester = Academics Pin

4.2.3 Third Semester = PG Academic Block or Strip

4.2.4 Fourth Semester = Lamp of Learning Pin

4.2.5 Fifth Semester = Star Patch

4.2.6 Sixth Semester = Academic Excellence Pin

4.2.7 Seventh Semester = Graduating Scholar Pin

4.3 Culinary Arts and Fine Arts students of the semester and year will be recognized at the Winter and Hello-Goodbye Rallies.

4.4 Top ten, Fine Arts, and Students of the Month will receive a Renaissance T-shirt or similar gift at the Winter, Hello-Goodbye and Welcome Back Rallies.

4.5 Students that earn a 3.5 G.P.A. or above for three consecutive semesters and have never earned a *D* or *F* are eligible for the PG Academic Block or strip regardless if they are in the top ten of their class. Students must fill out an application and have it verified by their counselor and ASB Clerk in order to receive

the block/strip. Students that have earned a 4.0 for three consecutive semesters may also receive a 4.0 pin by following the same procedure.

4.6 The following will be the criteria used for Senior Awards at the Hello/Goodbye Rally. Seniors are nominated by staff and decisions are made by the Principal's management team: Principal, Vice Principal, Counselors, Athletic Director, and Activities Director

Valedictorian

- 1) Awarded to student with highest G.P.A. Determined by grade point average through counseling department

Salutatorian

- 1) Awarded to student with second-highest G.P.A. Determined by grade point average through counseling department

Best All-Around Senior

- 1) 3.0 G.P.A. or above needed
- 2) No history of discipline issues while in attendance at PGHS
- 3) Number of activities, sports, and clubs at PGHS 9-12
- 4) Student of the Month Winners
- 5) One male and one female recipient

Scholar Athlete Award

- 1) 3.0 G.P.A. or above needed with no D's or F's on semester reports
- 2) No history of discipline issues while in attendance at PGHS – tardy contracts, truancies, behavior/academic contracts
- 3) Number sports at PGHS 9-12
- 4) Number of awards on PGHS sports teams – MVP, Captain, Most Improved, etc.
- 5) One male and one female recipient

Scholar Musician Award

- 1) 3.0 G.P.A. or above needed with no D's or F's on semester reports
- 2) No history of discipline issues while in attendance at PGHS – tardy contracts, truancies, behavior/academic contracts
- 3) Number of years in band/orchestra
- 4) Number of awards at band festivals, CCS Honor Band, Etc.
- 5) One male and one female recipient

Fine Arts and Culinary Arts Awards

- 1) 2.0 G.P.A. or above needed
- 2) No history of discipline issues while in attendance at PGHS – tardy contracts, truancies, behavior/academic contracts
- 3) Participation in art, photo, choir, band, orchestra, drama, culinary, and/or musical
- 4) At least one male and one female recipient, but may be awarded to more

Most Spirited Award

- 1) 2.0 G.P.A. or above needed
- 2) No history of discipline issues while in attendance at PGHS – tardy contracts, truancies, behavior/academic contracts
- 3) Participation in clubs, art, photo, choir, band, orchestra, sports, cheer, drama, and/or musical
- 4) Awards received at PGHS for participation in programs
- 5) At least one male and one female recipient, but may be awarded to more

4.7 Students of the Month will be selected from all staff through e-mail and a paper vote of nominees in the front office mailroom. Four students will be selected per month (one from each class) from September-May who exemplifies academic and school service. Students may only receive student of the month one time during an academic year.

4.8 Students who have earned perfect attendance for an entire semester will receive a certificate at the Welcome Back Rally in the fall or Winter Rally after the first semester.

Section 5. The ASB Council may vote to grant a special award for outstanding achievement to any individual or group.

Section 6. A maximum of four awards may be earned per year.

Pacific Grove High School

ASSOCIATED STUDENT BODY BYLAWS OF THE CONSTITUTION

Article I

ASB Officers/Duties and Requirements

Section 1. All officers must meet the requirements in Article 4, section 14 of the constitution.

Section 2. The ASB President will:

- 2.1 Work with the Activities Director and other ASB officers in facilitating school spirit, creating a positive atmosphere at PGHS and designing a leadership program that focuses on including all students and staff, and dedicates itself in promoting philanthropy in our community and beyond.
- 2.2 Oversee all ASB activities and class activities.
- 2.3 Be in charge:
 - 2.3.1 Setting agenda for all ASB and Executive Council meetings. Provide draft of agenda to Activities Director prior to meetings.
 - 2.3.2 Provide rough draft/e-mail of agenda for ASB secretary by Friday before each meeting.
 - 2.3.3 Shoe Game Hall decoration
- 2.4 Preside over all ASB and Executive Council meetings.
- 2.5 Have power to veto any action of the Executive Council or ASB Council.
- 2.6 Work with the Activities Director on freshmen orientation and Breaker Buddy training and committee.
- 2.7 Work with the Activities Director to plan the year's strategy and map out the year's activities (theme weeks, noontime activities, dress up days, etc.).
- 2.8 Attend PGUSD Board Meetings as Board Representative or have replacement from Executive Council attend if absent.
- 2.9 Monitor committee activities of every student council member, including executive officers, class officers, and club representative.
- 2.10 Be a member of the Leadership class if one is offered.

Section 3. The ASB Vice President will:

- 3.1 Work with the ASB President, Activities Director, and other ASB officers in creating school spirit and a positive atmosphere at PGHS.
- 3.2 Preside over any executive or ASB council meetings in the event that the president cannot.
- 3.3 Assume the office and duties of president for the remainder of the term in the

event of permanent ineligibility/removal of the ASB President.

3.4 Assume the office and duties of the ASB President temporarily in the absence of the President.

3.5 Attend all executive and ASB council meetings.

3.6 Attend selected PGUSD Board meetings.

3.7 Assist ASB President with all PGHS activities.

3.8 Assist ASB President and Activities Director in planning special assemblies and programs for the benefit of the student body.

3.9 Designated as the Parliamentarian of meetings and discussions.

3.9.1 Ensure each member of the executive board has a current copy of the bylaws and standing rules (norms). Any member is entitled to a copy upon request.

3.9.2 Become familiar with the ASB's copy of Robert's Rules of Order Newly Revised (or IN BRIEF), latest edition.

3.9.3 Provide the members and the executive board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums.

3.9.4 Assist the president in meeting preparation, when requested.

3.9.5 Advise presiding officer, when requested, on questions of parliamentary procedure. Parliamentarians do not "rule." Only the chair has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the chair, the chair must still make the ruling.

3.9.6 Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.

3.9.7 Provide justice and courtesy to all and be partial to none.

3.10 Be a member of the Leadership class if one is offered.

Section 4. The ASB Secretary will:

4.1 Type, print out, and sign agendas for the ASB Council meetings.

4.2 Attend all executive and ASB council meetings.

4.3 Take minutes of each ASB Executive Council and ASB Council meeting on ASB computer and save to file. Minutes must be typed and distributed to the PGHS Principal, ASB Clerk(s), Activities Director, all class advisors, and President of the ASB council by the next regular meeting. These minutes are of great importance. No funding for ASB activities can take place without approval by the ASB shown in the minutes.

4.4 Collect, print, and save monthly meeting minutes for all classes and Clubs.

4.5 Collect minutes from all levels of student council and clubs. Distribute minutes to Activities Director and ASB Clerk.

4.6 Undertake all necessary correspondence of the ASB and keep copies of the Constitution available for students in the student store

- 4.7 Assist ASB President, officers, and ASB Director with all PGHS activities.
- 4.8 Attend selected PGUSD Board meetings.
- 4.9 Be a member of the Leadership class if one is offered.

Section 5. The ASB Treasurer will:

- 5.1 Oversee all funds of the ASB, keeping informed of all the funds incoming and outgoing.
- 5.2 Sign all purchase orders for ASB in conjunction with Activities Director.
- 5.3 Check with ASB Clerk each week to get current balance of funds, report weekly to ASB Council, and post in Leadership classroom and on ASB web page.
- 5.4 Check mailbox in front office to keep informed of ASB finances and communications from ASB clerk(s).
- 5.5 Go over, prepare, and update budget with Activities Director and post in Leadership classroom and on ASB web page, and send copy to PGUSD Business Office.
- 5.6 Be in charge of selling ASB activities cards (especially during Freshmen Orientation and in the week students return to school.)
- 5.7 Oversee all fundraisers. Coordinating with Activities Director a year-long calendar for clubs, sports, and classes to fundraise in two-week blocks, or as needed. With an additional goal of ensuring each lower class has a total account balance of \$4,000 heading into their senior years as well as the maintenance of a financially healthy ASB account balance.
- 5.8 Be in charge of ASB and class elections if position is held by a senior, if not ASB president will appoint senior officer to run elections.
- 5.9 Arrange and chair at least one major fundraising activity for the year.
- 5.10 Attend selected PGUSD Board meetings.
- 5.11 Attend all SIP meetings as official representative of ASB.
- 5.12 The ASB treasurer shall have the power to veto any fundraising activity or budget expenditure (purchase order) which he or she deems contrary to the best interests of the ASB budget. This veto power shall extend to all class fundraisers, ASB or class expenditures, or reimbursement items. In the event the ASB treasurer vetoes a budget item or other financial document it must return to the executive council where the item will need a 3/4 majority to override the treasurer's veto.
- 5.13 Be a member of the Leadership class if one is offered.

Section 6. ASB Commissioner of Publicity will:

- 6.1 Be responsible for directing the Public Relations committee to make and post all necessary signs, posters, and unique publicity for all ASB activities.
- 6.2 Be responsible for all publicity of school-wide events (i.e. articles for NewsBreakers, updating ASB webpage, etc.).
- 6.3 Maintain marquee in front of school and create ASB bulletin board in front office

or district office if requested.

6.4 Assist Press Secretary temporarily if necessary.

6.5 Assist ASB treasurer with ASB and class elections.

6.6 Work with ASB President and Activities Director on all campus activities.

6.7 Attend all ASB and Executive Council meetings.

6.8 Be a member of the Leadership class if one is offered.

Section 7. The ASB Rally Commissioners (2 elected) will:

7.1 Organize/MC all rallies. Coordinate these events with the Activities Director, Lunch-time Commissioner, band, Athletic Commissioners, Breaker Man/Woman, Billy the Breaker, and other ASB officers; create a typewritten itinerary with times allotted for each song/dance, game, presentation, etc., and list of all students needed for early release two days before rally.

7.2 Promote high standards of behavior among PGHS students and set an example by personal attitude(s) and actions.

7.3 Assist with class competitions and other spirit raising activities.

7.4 Be responsible for facilitating school spirit and creating a positive, supportive atmosphere on the PGHS campus.

7.5 Recruit students outside of Leadership to participate in rallies, events, and lunchtime activities.

7.6 Attend all ASB and Executive Council meetings.

7.7 Be a member of the Leadership class if one is offered.

Section 8. The ASB Press Secretary will:

8.1 Assist Publicity Commissioner in updating marquee in front of school and create ASB bulletin board in front office or district office if requested.

8.2 Write and distribute any information to the news media concerning special events at PGHS.

8.3 Takes over duties of the Publicity Commissioner if necessary.

8.4 Coordinates the writing and publishing of ASB news in the school newspaper.

8.5 Oversee and execute all activities associated with ASB philanthropy projects throughout the year: i.e. PG Pride Walk, JDRF, Breast Cancer Bowl-a-Thon, Blood Drive, Pennies for Patients, etc.

8.6 Write articles for community newspaper and NewsBreaker regarding all ASB events and write press releases for Homecoming Hall of Fame events.

8.7 Conduct yearly planner cover contest in late April/early May.

8.8 Be a member of the Publicity Relations Committee and lead this committee when called upon

8.9 Attend all ASB and Executive Council meetings.

8.10 Be a member of the Leadership class if one is offered.

Section 9. The Boys/Girls Athletic Commissioner will:

- 9.1 Coordinate all athletic award recognition programs (i.e. order league championship patches).
- 9.2 Represent all respective athletes on ASB Council
- 9.3 Publicize all athletic events via the school newspaper, web page, marquee, and maintain Main Hall board with flyers/posters of scores, newspaper recognition, etc.
- 9.4 Assist the ASB Rally Commissioner(s) and Noontime Commissioner with rallies and lunch activities.
- 9.5 Organize and oversee sports-related noontime activities.
- 9.6 Attend all ASB council meetings.
- 9.7 Assist the ASB Rally Commissioner(s) by coordinating captain speeches and team recognition at events, collect team rosters from coaches, and help the Activities and Athletic Directors in carrying out all ASB activities.
- 9.8 Organize and facilitate Powder Puff/Buf/Buff competitions.
- 9.9 Organize football BBQ tailgate
- 9.10 Organize football Friday BBQ
- 9.11 Be a member of the Leadership class if one is offered.

Section 10. The Lunch-Time Commissioner:

- 10.1 Represent all clubs on ASB Council.
- 10.2 Collect Club rosters from all advisors and update each quarter.
- 10.3 Publicize all noontime events via the school newspaper, bulletin, web site, and Marquee.
- 10.4 Coordinate all club meetings and fundraising schedules with Activities Director and ASB Treasurer, and organize club member representation at student council meetings at least once per quarter.
- 10.5 Assist the ASB Rally Commissioner(s) with rallies.
- 10.6 Organize, oversee, and MC noontime activities (i.e. Homecoming dress up day(s), Halloween, Holiday Week, Pool Rally and prizes).
- 10.7 Organize Noontime DJ schedule/sign-ups for every week, and oversee DJ needs at rallies.
- 10.8 Assist the ASB executive council/commissioners and ASB Activities Director in carrying out all ASB activities.
- 10.9 Be head of the Spirit Committee and oversee all spirit activities
- 10.10 Notify the ASB President when the Spirit Committee needs time to meet in class.
- 10.11 Attend all ASB Council Meetings.
- 10.12 Be a member of the Leadership class if one is offered.

Section 11. The Alumni Liaison/Historian will:

- 11.1 Attend monthly alumni meetings, and inform alumni about student needs and

Concerns.

- 11.2 Represent all PGHS students regarding alumni affairs.
- 11.3 Prepare and submit a written/e-mail report after all alumni meetings to ASB Secretary, Activities Director, and post on the web site.
- 11.4 Help with selection of Hall of Fame Inductees each year to be recognized during the Homecoming week rally, parade and halftime show. Coordinate Hall of Fame Luncheon (i.e. complete "Request for Facilities" form, book a caterer, order the cake, etc.) for Friday after rally in library for officers, staff, alumni, and family.
- 11.5 Order Hall of Fame plaques and banners.
- 11.6 Contact alumni regarding homecoming trophy engraving or engrave through ASB account.
- 11.7 Attend the annual Alumni dinner or brunch in October.
- 11.8 Attend all ASB council meetings.
- 11.9 Assist the ASB and ASB Activities Director in carrying out all ASB activities.
- 11.10 Write articles for The Knockout II (Alumni Newsletter).
- 11.11 Takes pictures at all leadership events and organizes photographs for an end of the year presentation.
- 11.12 Be a member of the Leadership class if one is offered.

Section 12. The Site Improvement Plan Liaison (SIP Liaison) will:

- 12.1 Attend monthly School Site Council (SIP) meetings and inform staff & parents about student needs and concerns.
- 12.2 Represent all PGHS students regarding school funds.
- 12.3 Prepare and submit a written/e-mail report after all SIP meetings to ASB Secretary, Activities Director, and post in the leadership class, and create report for the school newspaper and web site.
- 12.4 Attend all council meetings and ask for ideas to share with SIP.
- 12.5 Assist the ASB executive council/commissioners and ASB Activities Director in carrying out all ASB activities especially the recognition of staff through token gifts on holidays and at the end of the school year not to exceed \$20 per staff member per year.
- 12.6 Coordinate the Secret Santa Gift exchange with staff and Holiday Breakfast the last day before Winter Break.
- 12.7 Plans and organizes all leadership socials and finds creative ways to recognize student/staff birthdays. Develops creative and innovative ways to recognize the entire student body.
- 12.8 Be a member of the Leadership class. if one is offered.

Section 13. The Renaissance Commissioner will:

13.1 Coordinate Renaissance Rallies (Welcome Back/After First Semester) with Rally Commissioner(s), Activities Director, and Renaissance Advisor, or create lunchtime recognition.

13.2 Keep a list of current Top 40 students, students with 4.0, and 3.5 and above and update each semester (see registrar in main office).

13.3 Oversee distribution and ordering of Renaissance Awards at rallies, lunch, and/or classrooms. PGHS Renaissance Awards include but are not limited to:

- Top ten of each class
- 4.0 pins
- 3.5 GPA for three + semesters = Academic Block or strip
- Perfect attendance
- Monthly classroom awards (PG pins and Renaissance Certificates)
- Fine Arts awards from Fine Arts Commissioner
- Athletic Awards from Athletic Commissioners via the Athletic Director and/or coaches

13.4 Assist the ASB and ASB Activities Director in carrying out all ASB activities.

13.5 Attend all ASB council meetings.

13.6 Be a member of the Leadership class if one is offered.

Section 14. The Fine Arts Commissioner will:

14.1 Organize Student Voices assembly/talent show in the Spring (March/April/May)

14.2 Oversee the publicity of fine arts events: plays, musicals, band, art shows, etc.

14.3 Oversee the quarterly, monthly and/or semester fine arts awards

- Band & Orchestra
- Art
- Drama & Musical
- Photo
- Culinary
- Media

14.4 Assist the ASB & ASB Activities Director in carrying out all ASB activities

14.5 Work with CTE to organize, plan, and facilitate VAPA Week.

14.6 Be a member of the Leadership class if one is offered.

Section 15. Breaker Man/Woman will:

15.1 Attend meetings for planning rallies.

15.2 Participate in rallies through skits, games, being an MC, and getting crowd involved and spirited. Allowed to gently throw objects, such as shirts, into the crowd, but may not throw self into crowd.

15.3 Breaker Man/Woman's Super Hero costume to be chosen by Breaker Man and Breaker Woman, and approved by Activities Director. Cost for costume will be covered by ASB, but expenditure must be approved by ASB Executive Council.

15.4 Male-female teams preferred, and you must be able to work together the entire Year.

15.5 Contact Cheerleading advisor regarding participation at sporting events and discuss participation at the homecoming parade and halftime with Activities Director.

15.6 Provide “bodyguard” protection for Billy the Breaker.

15.7 Tally and update all Spirit Board Points and post.

15.8 Assist Leadership & Activities Director in carrying out all ASB activities.

15.9 Attend all ASB council meetings.

15.10 Be a member of the Leadership class if one is offered.

Section 16. Billy the Breaker will:

16.1 Attend rally, events, and meetings for planning rallies.

16.2 Participate in rallies through skits, games, and getting crowd involved and spirited. No throwing objects or yourself into the crowd.

16.3 Wear provided costume to all home football and playoff games, parades, and other community events.

16.4 Contact spirit squad advisor regarding participation at sporting events.

16.5 Assist the ASB and ASB Activities Director in carrying out all ASB activities.

16.6 Be a member of the Leadership class if one is offered.

Section 17. Social Media and Wardrobe Guru will:

17.1 Manages and updates PGHS ASB’s social media accounts on a daily basis (i.e. Facebook, Twitter, Instagram) in order to promote Breaker Pride and to keep our students and community informed.

17.2 Organize Leadership storage/supplies, which includes notifying ASB President when a closet day is necessary.

17.3 Taking inventory, ordering supplies, and proposing ideas for adding stock as Necessary.

17.4 Order all spirit items for Homecoming.

17.5 Be the head of the Media Committee whose primary function is school communication, involvement with the PGHS NewsBreaker, and working with yearbook to create Aurasmas for that school year

17.6 Be a member of the Leadership class if one is offered.

Section 18. Yearbook Editor in Chief will:

18.1 Be the head of the yearbook committee while one exists in the Leadership Class.

18.2 Ensure that the page ladder assignments are delegated to members of the yearbook committee.

18.3 Oversee all school camera use and remind yearbook staff to cover spirit days.

- 18.4 Edit captions and yearbook pages before they go to print.
- 18.5 Oversee uploading of all pictures to Jostens Yearbook Avenue.
- 18.6 Attend the Jostens Yearbook camp at UCSC over the summer with another member of the yearbook committee.
- 18.7 Oversee organization and facilitation of end of the year yearbook distribution.
- 18.8 Notify the ASB President when the yearbook committee needs time to meet.

Article II

Class Officers/Duties and Responsibilities

All class officers are considered the official representatives of their class and must keep their class informed of all ASB Council and class activities. *All class officers must take leadership.*

Section 1. The Class President will:

- 1.1 Meet with the officers and advisor(s) of each respective class at regular intervals, at least once a month.
- 1.2 Represent the class at meetings of the ASB Council and school-wide meetings.
- 1.3 Report to the Executive Council on the progress and status of the class.
- 1.4 Coordinate Hall Decorations during Shoe Week.
- 1.5 Oversee class budget, fundraising and decide upon class gift by April of senior Year.
- 1.6 Oversee the making of senior slide show, creation of senior merchandise (e.g. sweatshirt, t-shirts, etc.), senior newspaper, graduation announcements, and approval by advisor.
- 1.7 Oversee all class Homecoming events (i.e. float building, halftime show, and parade).
- 1.8 Assist in all ASB Council functions and activities.
- 1.9 Uphold the PGHS Constitution at all times.
- 1.10 Hold a current ASB activity card.

Section 2. The Class Vice President will:

- 2.1 Attend all ASB Council meetings.
- 2.2 Work with the class President to oversee all class Homecoming events (i.e. float building, halftime show, and parade).
- 2.3 Assist in all ASB Council functions.
- 2.4 Uphold the ASB Constitution at all times.
- 2.5 Fill out all class purchase request forms, have advisor(s) sign and bring to ASB council meetings or turn in to ASB Clerk Friday before meeting.
- 2.6 Assume the office of President.

2.7 Hold a current ASB activity card.

Section 3. The Class Secretary will:

- 3.1 Attend all ASB Council meetings.
- 3.2 Keep minutes of all class meetings and distribute copies to the your class advisor(s), Activities Director, ASB Clerk, ASB President, and Secretary.
- 3.3 Submit notices in Daily Bulletin concerning class activities.
- 3.4 Provide ASB Publicity Commissioner with notices/flyers for class meetings/events.
- 3.5 Assist ASB Publicity Commissioner with publicizing school-wide and ASB Council events.
- 3.6 Hold a current ASB activity card.
- 3.7 Uphold the PGHS Constitution.

Section 4. The Class Treasurer will:

- 4.1 Attend all ASB Council Meetings.
- 4.2 Be in charge of all class fundraising activities and coordinate at least one major fundraiser per semester.
- 4.3 Go over, prepare, and update class budget with advisor and fellow class officers and post in Leadership classroom, on ASB web page, and send copy to PGUSD Business Office. Be responsible for balancing class account along with ASB Treasurer.
- 4.4 Assist in all ASB functions esp. selling of ASB cards, dance tickets, class event tickets, and elections.
- 4.5 Fill in fundraiser forms for all class fundraisers and dance sales. Number tickets for audit.
- 4.6 Hold a current ASB activity card.
- 4.7 Uphold the PGHS Constitution at all times.

**ARTICLE III
EVENT COMMITTEE**

Section 1. The dates of all dances, excluding Prom, will be chosen by the ASB executive council, and informal committee of underclassmen and Juniors who will be in Leadership the following year, and the Activities Director.

Section 2. A committee, made up of one person from each grade plus one extra person from either the Junior or Senior class, will be made to oversee all event activities including:

- 2.1 decorations
- 2.2 food

- 2.3 venue
- 2.4 treasurer
- 2.5 music

Section 3. The Head of Decorations will:

- 3.1 be in the dance committee (if there is one)
- 3.2 be in charge of the dance committee and oversee all event projects
- 3.2 be a junior or senior
- 3.3 have been in the leadership class at least one year prior
- 3.4 make/buy all the decorations for the events
- 3.5 create a layout of how the event will look and present it to the class

Section 4. The Head of Food will:

- 4.1 be a member of the dance committee (if there is one)
- 4.2 be in charge of buying and picking up the food and drinks for each event
- 4.3 make sure the food and drinks do not exceed the allotted budget
- 4.4 discuss the food and drinks with the Head of Decorations to make sure it fits the theme

Section 5. The Head of the Venue will:

- 5.1 be a member of the dance committee (if there is one)
- 5.2 choose a venue that fits the budget
- 5.3 present the venue to the committee and class
- 5.3 discuss venue with the person in charge of decorations to ensure the venue fits the theme

Section 6. The Treasurer will:

- 6.1 be a member of the dance committee (if there is one)
- 6.2 be in charge of all budgeting and fundraising for the events

Section 7. The Head of Music will:

- 7.1 be a member of the dance committee (if there is one)
- 7.2 find a DJ for all events. If the DJ does not have his or her own sound equipment, the Head of music will also find or rent that the DJ can use.
- 7.3 make a list of music and present it to the leadership class

**ARTICLE IV
HOMECOMING, WINTER BALL, AND PROM**

Section 1. HOMECOMING WEEK

1.1 A Homecoming Week will be held during the a home game in September or October or the next best date.

1.2 The ASB Vice President, in cooperation with the Activities Director, oversees all Homecoming activities: parade, floats, half- time events, rally and dance.

1.3 Classes must enter floats for the Homecoming parade. Floats must adhere to the guidelines provided by the PG Police Department.

1.4 Floats may not utilize any type of mechanical device in the operation of the float, but may have secured music/sound players.

1.5 Persons may not ride on or in any float and may not be used to operate any moving portion of the float.

1.6 Cost of floats may be limited by the ASB. Limit will apply to all classes.

Section 2. The Homecoming Court will consist of one (1) freshman princess and prince, one (1) sophomore princess and prince, one (1) junior princess and prince, one senior queen (1) and one (1) senior king. Students will be nominated in English classes, and must meet the following criteria in order to be placed on the ballot: 2.0 G.P.A, be involved with at least one extracurricular activity, no non-performance contracts, and no referrals for current year. No student can be part of both courts

Section 3. The Winter Ball Court will consist of one (1) freshman princess and prince, one (1) sophomore princess and prince, one (1) junior princess and prince, three senior princesses (3), three senior princes (3), one senior queen (1) and one (1) senior king. Students will be nominated in English classes, and must meet the following criteria in order to be placed on the ballot: 2.0 G.P.A, be involved with at least one extra-curricular activity, no non-performance contracts, and no referrals for current year. No student can be part of both courts.

Section 4. All seniors in good standing (See Section 8) are eligible for the Prom Court. All senior boys are eligible for prince and Prom King. All senior girls are eligible for princess and Prom Queen. Court will consist of 4 princesses, 4 princes, 1 queen and 1 king. Voting for the Prom Court will be conducted by all seniors.

Section 5. The Homecoming, Winter Ball, and Prom Courts ballots will be tallied by an unbiased official appointed by the Activities Director. (e. g. the Student Store Clerk)

Section 1. The Junior Class is in charge of all arrangements connected with the Prom.

Section 2. All seniors in good standing (see XVI, section 7) are eligible for the Prom Court. All senior boys are eligible for prince and Prom King. All senior girls are eligible for princess and Prom Queen. Court will consist of 4 princesses, 4 princes, 1 queen and 1 king. Voting for the Prom Court will be conducted by all seniors.

Section 3. The Prom Court ballots will be tallied by an unbiased official appointed by the Activities Director. (e. g. the Student Store Clerk)

ARTICLE V DRESS CODE COMMITTEE

The Dress Code Committee will review and revise the dress code with the help of the vice principal. Any issues among the student body with the current dress code, that are brought to the the committee's attention will be tended to by the committee.

ARTICLE VI

Copies of the Constitution and Bylaws will be available to all members of the Associated Student Body in the student store and on the ASB link of the pghs.org web site. The ASB Secretary will be in charge of keeping copies of the Constitution available for students.

All sanctioned PGHS clubs, including band, yearbook, school newspaper, drama, musical, etc. are encouraged to send representatives to the regular ASB Council meetings. These representatives will be non-voting members.