

Constitution of the Burlingame High School Associated Student Body

I. MEMBERSHIP

- a. The Associated Student Body shall be composed of all students enrolled in Burlingame High School.

II. PURPOSE

- a. The Associated Student Body exists to enhance the academic, extracurricular, and social experience of all Burlingame High School students. The ASB Governing Bodies shall protect and defend the rights of all students, and allow every student's voice to be heard.

III. GOVERNING BODIES

a. STUDENT COUNCIL

i. Duties

1. To represent the interests and concerns of its respective constituencies
2. To meet once a month during the academic year, on a date set by the Executive Cabinet, to discuss upcoming events, activities, and issues of interest to the student body
3. To inform its respective constituencies of reports made and topics discussed at the Student Council meetings and receive feedback on those announcements and issues
4. To vote on issues of concern to the student body

ii. Membership

1. 4th Period Classroom Representative(s)
 - a. There shall be one Classroom Representatives and one alternate representative elected by each fourth period class each semester.
 - b. Classroom Representatives shall attend monthly Student Council meetings.
2. Club Presidents
 - a. Club Presidents shall be selected by the method outlined in the Constitution of the respective club.
 - b. Club Presidents shall attend monthly Student Council meetings.
 - i. In the absence of the Club President, the Club Vice President or another member of the club shall attend.
3. Class Cabinets
 - a. There shall be four (4) Class Cabinets, one for each graduating class.
 - i. Each Class Cabinet will be comprised of a President, Vice President, Treasurer, Secretary, Class Coordinator, and Class Historian. Each position shall be elected by the students of their respective class at the end of the academic year to serve for the following academic year.
 1. The Senior Class Cabinet may appoint four (4) additional Cabinet members from their class.

b. Class Cabinet members shall attend monthly Student Council meetings.

4. ASB Executive Cabinet

a. Executive Cabinet members shall attend monthly Student Council meetings and report out to the Council on ASB actions and activities.

i. The ASB President shall create and distribute Student Council meeting agendas as well as facilitate Student Council meetings.

ii. A quorum is necessary in order to conduct any official Student Council business.

1. A quorum is defined as a vote that requires half of the Student Council members plus one (to be in agreement).

b. ASB EXECUTIVE CABINET

i. Eligibility

1. All Burlingame High School students are eligible to contend for and hold an Executive Cabinet office, provided that they will not hold any other Executive Cabinet or Class Cabinet position, excluding President-Elect, for the duration of their term, maintain a 2.0 Grade Point Average, have served at least one semester in Beginning or Advanced Leadership in their high school career, enroll in the Advanced Leadership class, and meet all other district eligibility requirements. Candidates for President-Elect must have completed or be completing at least one semester of Beginning or Advanced Leadership.

ii. Duties

1. Lead Student Council meetings
2. Represent the interests and concerns of the student body
3. Meet at least once a week during the academic year, on dates set by the ASB President, to plan events, activities, and goals and to discuss issues of interest to the student body
4. Work collaboratively to put on successful and open events and activities for the entire student body
5. Give monthly reports to the student council on ASB events and activities
6. Vote on issues of concern to the student body
7. Appoint student to commissioner positions for ASB

iii. Shall be composed of the following five (5) elected positions:

1. President

a. Duties

- i. Oversees all ASB events
- ii. Sets agendas for all ASB and Student Council meetings
- iii. Responsible for the creation of monthly event calendars to be made available to the Student Body
- iv. Presides over all ASB and Student Council meetings
- v. Directs, guides and motivates all members of the ASB Executive Cabinet and Leadership

- vi. Serves as a spokesperson for the Student body
 - vii. Prepares President-Elect for upcoming term
 - b. Term
 - i. Two semesters, to be served immediately after serving as President-Elect.
 - 2. President-Elect
 - a. Duties
 - i. Assists the President with setting meeting agendas and making monthly event calendars
 - ii. Receives the necessary training to take over as President the following semester
 - iii. Oversees the interview process for Executive Cabinet Appointed Positions
 - b. Term
 - i. One semester, elected Fall Semester, followed by two-semester term as President
 - 3. Vice President
 - a. Duties
 - i. Helps oversee all ASB events
 - ii. Takes over as President in the case of a presidential vacancy
 - iii. Oversees and manages all clubs on campus
 - iv. Oversees and organizes every club fair each semester
 - b. Term
 - i. Two semesters, elected Spring semester
 - 4. Treasurer
 - a. Duties
 - i. Deposits all money, pays bills, and distributes reimbursements
 - ii. Supervises ASB/PAL card sales
 - iii. Helps form budgets and controls the outflow of ASB money
 - iv. Keeps an accurate record of the budget and expenditures of the ASB
 - v. Reports the financial status of the ASB at all Student Council meetings
 - b. Term
 - i. Two semesters, elected Spring semester
 - 5. Secretary
 - a. Duties
 - i. Takes minutes/notes at all ASB and Student Council meetings
 - ii. Responsible for all correspondence from the ASB Executive Cabinet
 - iii. Keeps a record of all meeting minutes/notes and correspondences
 - b. Term

i. Two semesters, elected Spring semester

b. Leadership Commissions

i. Club and Class Coordinators:

1. Work with club and class officers who need help organizing their groups
2. Collect and maintain club charters
3. Plan and organize Club Faire
4. Act as a liaison between Leadership and clubs, especially with events such as Panther Preview, 8th Grade Parent Night and food sale days. Will help student government explain and publicize activities to ELD students
5. Help integrate ELD students into mainstream Panther community
6. Plan International Club Faire/Food Fairs and International Week
7. Plan and run the Legacy project
8. Communicate with ELD teachers
9. Continuously promote the awareness and celebration of our school's diversity. Support the Latino PTO. Will work closely with the ASB Cabinet and are the direct liaison between Class Cabinets.
10. This commission works closely with the Community Service Coordinators.

ii. Community Service Coordinators

1. Run all elections
2. Run 2 school drives (1 in the Fall and 1 in the Spring) establish contacts with the community and help publicize community events and volunteer opportunities
3. Support Service Clubs with club drives
4. Support coordinate with the Jefferson Awards SIA team
5. Will promote the recycling program; work to reduce plastic use on campus; promote composting program
6. Create an Earth Day event (April) and plan and organize environmental awareness events (5 days a semester)
7. Run Green Week
8. Coordinate with Service Commission and Club and Class Coordinators, should be comfortable with public speaking, able to work well under stress, and able to commit A LOT of time outside of school, ideally.
9. Traits like organization, commitment & responsibility are key. This commission works closely with the BHS Service Commission class and is responsible for attending one meeting a month. Will help student government explain and publicize activities to SPED students; help integrate SPED students into mainstream Panther community; and communicate with SPED teachers monthly.

iii. Health & Beauty Commissioners

1. Plan and coordinate Peace Week, Health Week and Stress Less Week; organize Banner Parties and Decoration Days during summer and winter break
2. Maintain banner/decoration quality throughout the school; and promote cleanliness and healthiness around BHS. Collaborate with Kindness Commissioners and other commissions about events and activities. Coordinate and keep track of creation, placement, and removal of posters
3. Manage map of poster location around school
4. Manage poster requests
5. Approve posters for posting (with stamp)
6. Stock the Poster Request Form in D107
7. Be aware of upcoming school events that require posters
8. Create posters to publicize school events proactively
9. Communicate with Sports Commissioner on Senior Night Posters
10. Communicate with Technology Commissioners about postings
11. Create energetic, generic spirit posters and encourage people to help you make posters. Schedule and coordinate bulletin boards.

iv. Panther Pal Ambassadors

1. Organize and complete the Freshman Ambassadors Applications (May)
2. Create a budget proposal for Parents Group (due in August, but must be completed in May)
3. Design and order Freshman t-shirts and Freshman Ambassador t-shirts
4. Plan and implement Freshman Ambassador training and Panther Prep (May)
5. Organize Freshman Groups (first week of August)
6. Plan monthly (10) lunchtime Freshman activities; help out with Panther Preview Day (Ambassadors help give tours this day)
7. Create bulletin announcements for Freshman events
8. act as a liaison to freshman activities (check in with Freshmen cabinet at least once a month)
9. Manage the Freshman Ambassadors bulletin board
10. Schedule Freshman night at 1 football and 1 basketball game (work with Sports Commission)
11. Manage Freshman Ambassador involvement; attend the Service Commission meetings to educate the Service Commissioners about the monthly event. Teach them Service Commissioners any lessons/activities that they will run.

v. Rally, Spirit and Activities Commissioners

1. Plan three rallies (Welcome Back, LBG, Celebrating the Year (Goodbye Rally)
2. Oversee decorations and banners for the Little Big Game and other hospitality events like “8th Grade Shadowing” days. Create

events/activities for every Friday lunch. Create new traditions, events and activities for Freshmen (work alongside Freshman Ambassadors)

3. Plan and run Homecoming Kickoff Dance (find venue and secure deposit)
4. Find DJ and secure deposit
5. Design and plan decorations
6. Order/create decorations
7. Create job list for the day of
8. Put up decorations
9. Take down decorations
10. Plan and run ticketing
11. Set prices
12. Create tickets and send to Print Shop
13. Organize dates & people to sell tickets
14. Upload student list to ticketing software
15. Sell tickets and find and secure vendors. Will work closely with ASB Cabinet.

vi. Kindness Commissioners

1. Maintain staff and student morale
2. Plan Student of the Month, Staff/Teacher of the Month, plan two staff appreciation activities (one in the Fall and one in the Spring) and similar events
3. Work with Freshman Ambassadors to plan Panther Prep in August, Back to School Night, Open House, 8th Grade Parent Night, Staff Appreciation Week
4. Gratitude Days (November); plan and coordinate monthly staff gifts/special holidays
5. End of the year thank you gifts for custodial staff, Mrs. Marty and Mrs. Skelton and PE department
6. Plan out two National Holidays per month
7. Decorate National Awareness Month bulletin board
8. Coordinate R.A.Ks (“random acts of kindness”) in the Leadership Class
9. Coordinate Leadership birthday calendar and treats
10. Create schedule for rotating potluck every Wednesday.

vii. Spirit Gear and Fundraising Events Managers (3)

1. Create, order, market and sell spirit items and Panther paraphernalia
2. Manage the Spirit Shack Sales two times a month
3. Keep inventory and organize stock
4. Work with vendors to create new merchandise
5. Run the T-Shirt Design Contest for LBG
6. Sell at several events outside of school including LBG, Back to School Night, Open House and 8th Parent Grade Night. Increase spirit and build community in a “visible and tangible way; help other commissioners

raise money for their events, raise money or create an ASB Fundraiser (besides PAL Stickers), Open House event (Fall), Back-to-School event (Spring), 1 big fundraiser (>\$1,000) per semester and 1 small fundraiser (<\$1,000) each month

7. Work with treasurer to identify and offset any costs (ie: helium)
8. Supervise PAL card sales with Treasurer during registration, schedule other students to work the PAL table during registration
9. Create bulletin announcements for fundraising events and find businesses that will donate items to be used as prizes. Create two pop-up spirit days per month. Work closely with Rally and Activities Commission.

viii. Sports Liaisons

1. Works with Mr. Philipopoulos, the athletic director/teams to coordinate publicity and promotion of events
2. Assist with seasonal rallies to get participants for games and skits; knowledge of social media and experience using social media in a positive way would be helpful
3. Update the sports bulletin board near the attendance office weekly
4. Organize March Madness
5. Organize World Cup
6. Organize Badminton Contest
7. Organize Ping Pong tournament
8. Organize Spikeball tournament
9. Organize fliers, banners and cheer sections at major events like for Games of the Week, Quads, Senior Nights, LBG. Create two Staff vs. Student Challenges (one in the Fall and one in the Spring)
10. Bring back the Panther Pit (student cheering section for games)
11. Create and pass out appropriate cheers for student body; create sportsmanship video for every sports season
12. Work with Spirit Gear commission to design Panther Pit t-shirts to sell at sporting events; work with Rally and Activities commission.

ix. Tech Team

1. Should have a fair understanding of computer technology and software, google tools
2. Act as liaison to the (Theater Managers) in order to plan and run (behind the scenes) all school-wide assemblies and showcase/rallies
3. Maintain and update Instagram and Twitter accounts weekly
4. Maintain BHS Leadership website; maintain BHS Student Government's computers
5. Maintain the BHS PA/speaker system (every Friday for lunch rallies and for events such as Peace Week and Club Fair)
6. Work closely with Spirit Commissioners on the three seasonal rallies
7. Create videos and slideshows for the rallies

8. Take photos at events and sports games; and run Keynotes/projector at meetings and evening events such as Back to School Night, 8th Grade Parent Night
9. Must be able to troubleshoot and prevent technical difficulties at these events
10. Shall be available at all times to assist others with not only technical questions but also daily leadership activities, work with event leaders to coordinate music and other entertainment; tech team will divide into the following: graphic artist, photographer, publicity and videographer.

IV. CLASS CABINET POSITIONS

a.

i. Eligibility

1. All Burlingame High School students are eligible to contend for and hold a Class Cabinet position for their respective class provided that they will not hold any other Executive Cabinet or Class Cabinet, excluding President-Elect, position for the duration of their term, maintain a 2.0 Grade Point Average and meet all other district eligibility requirements.

ii. Duties

1. Represent the interests and concerns of its respective class
2. Meet at least two Mondays a month during the academic year, on dates set by the Class President, to plan events and activities and to discuss issues of interest to the class
3. Work collaboratively to put on successful and open events and activities for its respective class
4. Give monthly reports at each student council meeting on class events and Activities
5. Vote on issues of concern to its respective class
6. Fundraise money for future events and merchandise

iii. Each Class Cabinet member, excluding the Freshmen Class Cabinet, shall be elected at the end of the academic year by their respective class and serve for the following school year.

1. The Freshmen Class Cabinet shall be elected within thirty (30) days after the first day of school.

iv. Each Class Cabinet shall be composed of the following six (6) elected positions:

1. President

a. Duties

- i. Oversees all class events
- ii. Sets agendas for all Class Cabinet meetings
- iii. Presides over all Class Cabinet meetings
- iv. Directs, guides, and motivates all members of the Class Cabinet
- v. Serves as a spokesperson for his or her respective class

2. Vice President

a. Duties

- i. Helps oversee all class events
 - ii. Takes over as President in the case of a presidential vacancy
- 3. Treasurer
 - a. Duties
 - i. Deposits all money, pays bills, and distributes reimbursements
 - ii. Helps form budgets and controls the outflow of class money
 - iii. Keeps an accurate record of the budget and expenditures of the class
- 4. Secretary
 - a. Duties
 - i. Takes minutes/notes at all Class Cabinet meetings
 - ii. Responsible for all correspondence from the Class Cabinet
 - iii. Keeps a record of all meeting minutes/notes
- 5. Class Coordinator
 - a. Duties
 - i. Serves as a liaison between the class cabinet, ASB cabinet, and students in the respective class.
 - ii. Responsible for serving in the Leadership class for the year they are elected. If no Class Coordinator is elected, another member from the cabinet must fill their spot in the Leadership class.
- 6. Class Historian
 - a. Duties
 - i. Document each event that the respective class sponsors.
 - ii. Keep all photos, videos, etc, in a specific folder where the next year's cabinet can easily access them.
 - iii. Each year, create a "Year Wrap Up" video where all of the pictures and videos will be involved from that year. In senior year, the Class Historian must create some sort of documentation of all four years for the respective class to view.

V. ELECTIONS and APPOINTMENTS

- a. Elections shall occur during the last six weeks of each semester.
 - i. ASB Executive Cabinet elections and Class Cabinet elections shall occur in the Spring Semester
- b. Elections shall be overseen by the Community Service Coordinators
 - i. In the case that the Community Service Coordinators is also a candidate for election, the President-Elect shall oversee all elections.
- c. Election applications must be available and publicized for at least 10 days before the application deadline.
 - i. Students who did not win an elected position may apply for an appointed position.
- d. Candidates must be made aware of all campaign rules before campaigning begins.
- e. If no students apply for an elected position, the Executive Cabinet may reopen any Executive Cabinet position as an Appointed Position for that term only, and the Class Cabinets may do the same for any open class position.
- f. All students must be given the opportunity to vote, but none shall be required to vote.

- i. Seniors are not eligible to vote in the Spring elections.
- g. All students may vote for ASB Executive Cabinet officers.
- h. Only members of their respective class may vote for Class Cabinet officers
 - i. All voting shall be by secret ballot at a designated polling place.
- j. Students may only submit one ballot per election.
 - i. Ballots shall be counted by a committee selected by the officer overseeing elections.
- k. The committee may not contain any candidates for office.
- l. Any contest that has a vote margin of 2% or less of the total votes cast for that contest must be recounted and verified by the Director of Student Activities.
- m. The candidate with the most votes shall be declared the winner and promptly announced to the student body.
- n. Elected and appointed officers will officially begin their duties at the end of the current semester, although training may take place in the interim.
- o. Appointments for Executive Cabinet Appointed Positions must be made at the end of the Spring Semester after the conclusion of the elections.
 - i. The Senior Class Cabinet may make their appointments by the first six weeks of the following school year.
- p. The President-Elect shall organize and facilitate ASB Cabinet interviews.
- q. Applicants must be treated equally and fairly.
 - i. All applicants for a specific position will receive identical interview questions prepared in advance by the President-Elect.
- r. All decision will be made on the basis of qualifications, ability, performance, and potential. The interviewing committee may not make selections based on age, gender, ethnicity, or relationship to the applicant.
- s. Incoming Executive Cabinet members shall deliberate and vote on the candidates after interviews.
 - i. Incoming cabinet members are not eligible to vote for a position if they were not present for all interviews for that position.
 - ii. The outgoing Executive Cabinet member for the position under consideration (provided they are not running for the same position), as well as any faculty members that work with the position holder may be present for interviews and offer an advisory opinion.
 - iii. In the case of a tie vote, the outgoing officer of the respective position shall break the tie.
 - 1. In the case that the outgoing officer is an applicant or not present for all interviews, the President-Elect shall break the tie
- t. All interviews and discussions shall remain strictly confidential.
- u. Appointments must be reported to all applicants promptly after all interviews and deliberations are completed.

V. AMENDMENTS

- a. An amendment to this Constitution may be motioned by any member of the Student Council.
- b. An amendment requires a two-thirds majority vote of the ASB Executive Cabinet, ASB Cabinet, and the Student Council.

- i. Abstention votes will not be counted towards the total number of votes casted.
- c. Time for public comment will be allocated by the ASB President or, in case of an absence, the next ranking officer.