



# **SAN MATEO UNION HIGH SCHOOL DISTRICT** **UNION OF ASSOCIATED STUDENT BODIES**

**CONSTITUTION**  
**RATIFIED: \_\_ / \_\_ / \_\_**

## **Preamble**

We, the students of the San Mateo Union High School District (SMUHSD), in order to improve communication between the associated student bodies of this district, the Board of Trustees, and the community, to represent the voice of all SMUHSD students, and to improve the quality of the student self-government in this district, do hereby form the association to be known as the Union of Associated Student Bodies.

## **Article I: Membership**

Membership shall include all students attending the San Mateo Union High School District schools.

## **Article II: Governing Bodies**

### **I. UASB Executive Cabinet (also referred to as Cabinet)**

#### **A. Eligibility**

1. Must be a Student of San Mateo Union High School District
2. 2.0+ Grade Average
3. At least two semesters in Leadership class by the start of the term (experience with UASB is recommended)
4. District extracurricular requirements
5. Not holding office as ASB President

#### **B. Duties and Responsibilities**

1. Maintain communication among schools
2. Promote interschool activities
3. Represent students in issues affecting them in the district
4. Meet once every school calendar month
5. Plan Leader-Con
6. Create UASB General Assembly agenda
7. Attend UASB Executive Cabinet Meetings and UASB General Assembly Meetings
8. Update the bylaws once a year with the approval of a quorum of the UASB Executive Cabinet.
9. Organize at least one fundraising event during the school year

10. Organize at least one bonding event during the school year

C. Membership

1. President (one person)

a) Duties and Responsibilities

- (1) Lead and Call to order Executive Cabinet and UASB General Assembly Meetings
- (2) Maintain communication and notify the UASB advisor of any decisions made.
- (3) Coordinate and maintain frequent communication between all Leadership classes in the district
- (4) Create agenda for Executive Cabinet and ASB President Meetings
- (5) Maintain communications with the ASB Officers of each school

b) Term

- (1) The school year immediately following the year they are nominated.

2. Vice President (one person)

a) Duties and Responsibilities

- (1) Serve as the SMUHSD Student Board Representative
  - (a) Attend all regular board meetings and sit as a student member of the board of trustees (with all rights of a board member except to vote and to attend closed sessions).
  - (b) Receive and study all materials (other than confidential) required for each Board of Trustees' meeting.
  - (c) Review the Board of Trustees' agenda with the members of the UASB General Assembly at each meeting of the UASB General Assembly.
  - (d) Create an update of current student events at each school in the district and present it at Board Meetings
  - (e) Must take notes at each board meeting
- (2) Assist the President with their duties

- (3) Assume the Duties and Responsibilities of the President in the case that they are unable to perform their job.
  - b) Term
    - (1) The school year immediately following the year they are nominated
- 3. Treasurer (one person)
  - a) Duties and Responsibilities
    - (1) Oversee the UASB financials and bank account, as well as any financial procedures
    - (2) Collaborate with the appropriate Business Office to ensure any necessary financial transactions are carried out and records are maintained
    - (3) The UASB treasurer is responsible for obtaining the necessary forms and procedures in-order to pass and approve a budget.
  - b) Term
    - (1) The school year immediately following the year they are nominated
- 4. Secretary (one person)
  - a) Duties and Responsibilities
    - (1) Take minutes at meetings
    - (2) Create presentation for UASB General Assembly Meetings
    - (3) Oversee and Ensure proper completion of Minutes forms
    - (4) Ensure meetings adhere to the times listed on the agenda
  - b) Term
    - (1) The school year immediately following the year they are nominated.
- 5. Public Relations Officer (one person)
  - a) Duties and Responsibilities
    - (1) Oversee UASB communication networks (ie: website, Remind, email, social media, etc.)
    - (2) Store minutes in the appropriate place

- (3) Oversee publicity for all UASB events
- (4) Ensure proper and clear communication between UASB and all Leadership classes
- (5) To notify and remind respective members of meeting dates and times apply in advance
- (6) Meet regularly and communicate with the SMUHSD Communications Advisor

b) Term

- (1) The school year immediately following the year they are nominated.

6. Community Relations Officer (one person)

a) Duties and Responsibilities

- (1) Oversee logistics to plan UASB events (ie: equipment, permission, timing, etc.)
- (2) Act as point of communication between UASB and members of the community (ie: call restaurants for fundraisers, contact local governments, create reservations.)
- (3) Assume the role of SMUHSD Student Board Representative in the event that the UASB Vice President is unable to do so.

b) Term

- (1) The school year immediately following the year they are nominated.

II. UASB General Assembly

A. Eligibility (to attend)

1. All Meetings of the UASB General Assembly shall be open to any member of the San Mateo Union High School District. Meetings can be closed by a  $\frac{2}{3}$  vote of UASB General Assembly.

B. Duties and Responsibilities

1. To discuss events between all SMUHSD Schools
2. Attend UASB General Assembly Meetings
3. To pass minutes for UASB

C. Membership

1. UASB Executive Cabinet
2. UASB General Assembly Representatives (one person per school)

- a) Eligibility
    - (1) 2.0 Grade Average
    - (2) Member of their school's Leadership class(es)
    - (3) District/school extracurricular requirements
    - (4) Cannot hold office as an ASB President or UASB Executive Cabinet Members
  - b) Duties and Responsibilities
    - (1) Report back to respective school site about UASB General Assembly Meetings and gather feedback from school if asked by UASB President.
  - c) Term
    - (1) The school year immediately following the year they are nominated.
3. District Students

### **Article III: Elections and Appointments, Transitions of Power, and Removal of Power**

#### **I. UASB Executive Cabinet**

##### **A. Elections**

1. By the deadline outlined in the Bylaws, each ASB in the district will nominate one student to represent itself in the UASB Executive Cabinet. Nominees will convene privately, under the supervision of their UASB advisor, to decide who will carry out which position of the Executive Cabinet. Each nominee will verbally bid for their desired position. If there are multiple nominees for a position, the UASB Executive Cabinet will vote blindly and elect the nominee with a quorum. In the event that majority approval cannot be reached, the UASB advisor will assign the disputed position.
2. OPTIONS: If we can't get one member from each school
  - a) PR and CR combined
  - b) Two people from same school
  - c) Suggest UASB Advisor comes from missing school
  - d) School loses vote
  - e) It can be the ASB President, in last resort

##### **B. Transitions of Power**

1. Vacancies

- a) To fill vacancies on the cabinet, the UASB Executive Cabinet can appoint a student from school without a seat on the Cabinet, upon the recommendation of that school.
- b) A UASB Executive Cabinet Member must introduce a motion for the appointment of a Cabinet Member at the UASB Executive Cabinet Meeting. The President will then allot ample time for deliberation. The motion for appointment will be decided by a closed vote with all UASB Cabinet Members present, with  $\frac{2}{3}$  vote for approval.

#### C. Removal of Power

##### 1. Qualifications for Removal

- a) Member is absent for two consecutive UASB Executive Cabinet or UASB General Assembly Meetings
- b) Vice-President is absent for two SMUHSD Board Meetings
- c) Member has improper conduct regarding communication among other members and advisors
- d) Recommendation of the UASB Advisor

##### 2. Procedure for Impeachment

- a) A UASB Executive Cabinet Member must introduce a motion for the impeachment of another Cabinet Member at the UASB Executive Cabinet Meeting. The President will then allot ample time for deliberation. The motion for impeachment will be decided by a closed vote with all UASB Cabinet Members present, with  $\frac{2}{3}$  vote for approval.

#### II. UASB General Assembly Representatives

- A. Each school's Leadership class will nominate one person to act as the UASB General Assembly Representative. The advisor or ASB Cabinet is responsible for the removal of their representative.

### **Article V: Finances**

- I. The SMUHSD UASB shall maintain a bank account to carry out necessary transactions.
  - A. To approve a transaction the UASB Executive Cabinet or UASB General Assembly must pass Minutes with an appropriate Minutes form and a quorum.

- II. The Executive Cabinet must review the budget at the beginning of each school year.
- III. The UASB Business Office corresponds to the school where the Treasurer attends.

#### **Article VI: Amendments**

- I. Procedure for Amending the Constitution
  - A. A person attending the UASB General Assembly meetings must introduce a written motion for the amendment of the UASB Constitution to the UASB General Assembly. The President will then allot ample time for deliberation. The motion for amendment will be decided by regular UASB General Assembly roll call voting procedures, with a quorum vote required for approval.

#### **Bylaws**

- I. Meeting Structures
  - A. There will be an agenda beforehand prepared by the UASB Secretary to discuss with the UASB General Assembly of each class about important events presented by the UASB Cabinet.
  - B. Anyone represented in the UASB General Assembly will not be allowed to leave during the meeting unless there is a break called by the UASB President or in the case of emergency.
  - C. All UASB Meetings will begin with everyone in the UASB General Assembly to give their undivided attention to the cabinet. The UASB President will announce the time and a recap of the last meeting.
  - D. One by one, a UASB Cabinet member will speak about what is on the slide and explain it in detail to the UASB General Assembly.
- II. Nominations
  - A. Each school must nominate UASB Executive Cabinet Member by the last UASB meeting of the year.
- III. Voting Procedures
  - A. UASB Executive Cabinet
    - 1. All voting procedures for the UASB Executive Cabinet will be closed (anonymous) votes. Votes will be tallied by Secretary.
  - B. UASB General Assembly
    - 1. Each school will have a total of two votes. People from the school that can vote are, in order:
      - a) One ASB Cabinet Officer from the respective school

- b) UASB General Assembly Representative
  - c) UASB Executive Cabinet Member
2. A member of the UASB Executive Cabinet must propose a motion to the UASB General Assembly. Each school will then put in their two votes. There must be two eligible voters per school to hold a vote. If this requirement is not met the vote can be passed onto the UASB Executive Cabinet.
  3. A quorum of votes will decide whether the motion passes.
  4. In the case a tie occurs, the UASB President will hold a discussion and provide ample time for consideration. They will then hold a re-vote at a later time. Revotes will continue until the simple majority decision is reached.

#### IV. Attendance

- A. All UASB Cabinet Members must be present at all general meetings unless circumstances permit them to be absent or speak to their cabinet in advance explaining why they will not be there.
- B. There must be one student from every school present for a meeting to occur.

#### V. Recognition Ceremony

- A. Certificates will be given out by the UASB President at the last board meeting before the end of the school year to all UASB cabinet members and all ASB Cabinet members to recognize their hard work in making the year successful.
- B. UASB Cabinet members and ASB cabinet members from all six comprehensive high schools must go to this meeting to receive their certificates. The school board trustees will present the award at the meeting in front of the UASB General Assembly.