

**CONSTITUTION AND BYLAWS OF THE ASSOCIATED  
STUDENTS OF PACIFIC GROVE HIGH SCHOOL  
REVISED March, 2007  
Approved May, 15, 2002**

**PREAMBLE**

We, the students of Pacific Grove High School, for the purpose of encouraging intellectual, social, cultural and athletic attainment do establish this constitution.

**ARTICLE I**

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

**ARTICLE II  
MEMBERSHIP  
STUDENT ACTIVITY CARD**

**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.** The fee for the Student Activity Card will be decided upon by the ASB Executive Council. The student Activity Card will entitle the student to reduced prices for student activities sponsored by the Associated Students, and register the student for ASB and class officer elections.

**ARTICLE III**

**Section 1.** Elected officers of the Associated Students will be: President, Vice President, Secretary, Treasurer, Publicity Commissioner, Press Secretary, Rally Commissioner(s), and four class officers from each class (President, Vice President, Secretary, and Treasurer).

**Section 2.** Appointed officers of the ASB will be: Renaissance Student Coordinator, SIP Representative(s), Athletic Commissioner, Fine Arts Commissioner, Noontime Commissioner, Breaker Man and Breaker Woman Spirit Commissioners, Alumni Liaison, and Billy the Breaker Mascot.

**Section 3.** The Executive Council consists of the ASB President, Vice President, Secretary, Treasurer, Publicity Commissioner, Press Secretary, Rally Commissioner(s), and the Presidents from each class, and will meet once per month.

**Section 4.** Other non-voting school representatives may include newspaper representative, yearbook representative, head cheerleader, band representative, and representatives from clubs.

**Section 5.** 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 6.** Requirements of all officers will be:

- 6.1 maintain a 2.0 GPA, no F's
- 6.2 hold a current PGHS Student Activity Card
- 6.3 uphold the PGHS Constitution
- 6.4 be enrolled in five high school courses
- 6.5 attend all ASB Council meetings
- 6.6 Abide by the rules of PGHS and behave in an appropriate manner
- 6.7 Mandatory enrollment in ASB Leadership class
- 6.8 Attend and participate in all ASB sponsored events, including rally ready, set ups, dances, noontime events, dress up days, etc.

**Section 7.** Requirements of **ASB President** will include all those in section 6 and include

- 7.1 be a current member of the junior or senior class
- 7.2 have held a PGHS ASB Council office sometime during his/ her high school career.

**Section 8.** Requirements of **ASB Vice President** will include all those in section 6 and include

- 8.1 be current member of the junior or senior class
- 8.2 have held a PGHS ASB Council office sometime during his/ her high school career.

**Section 9.** Every officer will be required to carry out his/ her duties as stated in the ASB Offices/ Duties and Requirements (See Bylaws.).

## ARTICLE IV SUBSIDIARY ORGANIZATIONS

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 a statement of purpose, name of staff advisor willing to sponsor the group, and a club charter to the principal for approval. Once the principal and ASB student council approve the club, copies of the club charter are to be placed on file in the student store and the PGUSD Business Office.

ARTICLE V  
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 Tuesday, Wednesday, and Friday at lunch with ASB officer elections being held the first week. Candidates must have ten signatures from ASB card-holding students, two signatures of recommendation from staff members, and turn in their election form by the Friday after the elections meeting in order to be eligible to run for office. 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. Appointed officers will be selected after the class elections.

**Section 2.** Juniors, sophomores, and freshmen are allowed to vote. Students must purchase an ASB activities card in order to vote.

**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 posted on the student store 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 President 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.

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 ( e.g. 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 PARLIAMENTARY AUTHORITY

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

## ARTICLE VIII AMENDMENTS

Amendments to this constitution must be passed 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 IX 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 (e.g. loaning down payment to junior class for prom location, gifting money to freshmen class for homecoming float, or raising funds for students in need).

## ARTICLE X

SIP- funded program: ASB Treasurer and SIP Representative act as official ASB representatives. ASB Treasurer may appoint another officer to temporarily serve on the committee.

## ARTICLE XI

**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:

- First Semester = *PGHS Where Records Are Broken* Renaissance T-shirt
- Second Semester = Academics Pin
- Third Semester = PG Academic Block or Strip
- Fourth Semester = Lamp of Learning Pin
- Fifth Semester = Star Patch
- Sixth Semester = Academic Excellence Pin
- Seventh Semester = Graduating Scholar Pin

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

4.4 Top ten, ROP, 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

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

Salutatorian

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 ROP 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, 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-April who exemplify academic and school service. May students of the month will be selected by the Senior Project teachers for the most outstanding presentations, and could be awarded up to four students. Students may only receive student of the month one time during an academic year. Winners will be recognized at the next rally/assembly, have their names placed on the school marquee, and receive a Student of the Month certificate within a wooden plaque.

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.** Only those persons with a paid activity card in the year points are earned will be eligible to receive an Associated Student Body Sports, Spirit, Music, or Renaissance award. The ASB Council may vote to grant a special award for outstanding achievement to any individual or group. Students may not earn awards until they have paid for previous years' activity card (e.g. a senior who has never purchased a card would have to pay for the previous three cards unless s/he previously attended a different school).

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

## ARTICLE XII

The AFS Foreign Exchange Student will be provided with an Honorary Activity Card which admits him/her to all school functions free.

## ARTICLE XIII CHEERLEADING SQUAD

**Section 1.** Tryouts for the cheerleading squad will be held between the beginning of April and before the end of May.

**Section 2.** The cheerleading squad will be selected by a panel comprised of adults.

**Section 3.** The cheerleading selection committee will select Varsity Cheerleaders, J. V. Cheerleaders and Mascot. There must be a minimum of four (4) Varsity Cheerleaders; and four (4) J. V. Cheerleaders or the individual squad will be disbanded for the school year.

**Section 4.** All cheerleader candidates must meet the eligibility requirements set forth in the current PGHS Athletic Eligibility Policy.

**Section 5.** All Varsity cheerleader candidates with experience the previous year will compete with each other for the positions on the squad. All new candidates will compete with each other for positions on the squad.

**Section 6.** All other rules and guidelines governing cheerleaders can be found in the official High School Spirit Rules Book published by the National Federation of State High School Associations.

## ARTICLE XVI HOMECOMING WEEK

**Section 1.** A Homecoming Week will be held during the a home game in September or October or the next best date.

- Section 2.** The ASB Vice President, in cooperation with the Activities Director, oversees all Homecoming activities: parade, floats, half- time events, rally and dance.
- Section 3.** Classes must enter floats for the Homecoming parade. Floats must adhere to the guidelines provided by the PG Police Department.
- Section 4.** Floats may not utilize any type of mechanical device in the operation of the float, but may have secured music/sound players.
- Section 5.** Persons may not ride on or in any float and may not be used to operate any moving portion of the float.
- Section 6.** Cost of floats will be limited by the ASB. Limit will apply to all classes.
- Section 7.** The Homecoming 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 social studies 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 tardy or non-performance contracts, and no referrals for current year.
- Section 8.** The Homecoming Court ballots will be tallied by an unbiased official appointed by the Activities Director. (e. g. the Student Store Clerk)

## ARTICLE XV WINTERBALL

- Section 1.** The secretary of the ASB will be in charge of all arrangements connected with the Winterball.
- Section 2.** Winterball Court: Girls and boys who were in the Homecoming Court are not eligible for the Winterball court. Nominations for the Winterball Court will be in the same manner as the Homecoming Court. Winterball Court will consist of the same number of princesses, princes, king and queen as the Homecoming Court. The nominee criteria will be the same as Homecoming, but names will be taken in English classes.
- Section 3.** The Winterball Court ballots will be tallied by unbiased chaperons at the dance.

## ARTICLE VI PROM

- 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 VII

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.

## **BYLAWS**

### **Article I**

#### **ASB Officers/Duties and Requirements**

**Section 1.** All officers must meet the requirements in Article 3, section 5 of the constitution.

**Section 2.** **The ASB President will:**

- 2.1 Work with the Activities Director and other ASB officers in creating school spirit, a positive atmosphere at PGHS and a leadership program that focuses on including all students and staff, and dedicates itself in promoting philanthropy to our community.
- 2.2 Oversee all ASB activities and class activities.
- 2.3 Be in charge of Shoe Game Hall decorations, setting agenda for all ASB and Executive Council meetings, and providing rough draft/e-mail for ASB secretary by Friday before each meeting.
- 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 Oversee and execute the homecoming dance, but oversee the implementation of the homecoming committee in charge of the following:
  - Dress up days on Tuesday, Wednesday, and Thursday
  - Prizes and contests
  - Rally
  - Parade
  - Half-time activities at homecoming game
- 3.3 Preside over any executive or ASB council meetings in the event that the president cannot.
- 3.4 Assume the office and duties of president for the remainder of the term in the event of permanent ineligibility/removal of the ASB President.
- 3.5 Assume the office and duties of the ASB President temporarily in the absence of the President.
- 3.6 Attend all executive and ASB council meetings.

- 3.7 Work with and keep Activities Director informed of Homecoming activities.
- 3.8 Attend selected PGUSD Board meetings.
- 3.9 Assist ASB President with all PGHS activities.
- 3.10 Assist ASB President and Activities Director in planning special assemblies and programs for the benefit of the student body.
- 3.11 Be a member of the Leadership class if one is offered.
- 3.12 Attend Wellness Committee meetings once per semester.

**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 PGUSD Business Office, 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 Undertake all necessary correspondence of the ASB and keep copies of the Constitution available for students in the student store
- 4.5 Organize and chair the annual Winter Ball Dance and Winter Ball Court Elections.
- 4.6 Assist ASB President, officers, and ASB Director with all PGHS activities.
- 4.7 Attend selected PGUSD Board meetings.
- 4.8 Be a member of the Leadership class if one is offered.
- 4.9 Organize food drive in December.
- 4.10 Be in charge of Homecoming Halftime celebration: script, informing drivers, flowers and gifts for court and parents, organization of decorations (if any).

**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 Be in charge of Homecoming Parade: creating float criteria for each class, signing up drivers for cars, making sure classes have flatbeds/trailers, making sure one Hall of Fame inductee is sponsored by each class, etc.
- 5.8 Oversee all fundraisers. Coordinating with Activities Director yearlong calendar for clubs, sports and classes to fundraise in two-week blocks.
- 5.9 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.
- 5.10 Arrange and chair at least one major fund raising activity for the year.
- 5.11 Attend selected PGUSD Board meetings.
- 5.12 Attend all SIP meetings as official representative of ASB.
- 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 all publicity of school wide events: school newspaper, ASB web page, and video bulletin.
- 6.2 Be responsible for making and posting all necessary signs, posters and unique publicity for all ASB activities.
- 6.3 Order all materials needed for publicity: blue tape, paper, ribbon, string, staples, paint, markers, etc.
- 6.4 Maintain marquee in front of school; in addition, create ASB bulletin board in front office or district office if requested.
- 6.5 Assist Press Secretary temporarily if necessary.
- 6.6 Assist ASB treasurer with ASB and class elections.
- 6.7 Work with ASB President and Activities Director on all campus activities. Organize and order prizes for Singled Out for Valentine's Day
- 6.8 Attend all ASB and Executive Council meetings.
- 6.9 Be a member of the Leadership class if one is offered.
- 6.10 Design and order homecoming dance invitations

**Section 7. The ASB Rally Commissioner(s) will:**

- 7.1 Attend all ASB and Executive Council meetings.
- 7.2 Be in charge of/MC all rallies. Coordinating these events with the Activities Director, spirit leaders, band, athletic commissioners, Breaker Man and Woman, Billy the Breaker, and other ASB officers; Create type-written itinerary with times allotted for each song/dance, game, presentation, etc., and list all students needed for early release two days before rally.
- 7.3 Promote high standards of behavior among PGHS students and set an example by personal attitude(s) and actions.
- 7.4 Be responsible for creating school spirit and positive supportive atmosphere on the PGHS campus. Help recruit students outside of ASB and Leadership for annual Josten's Leadership Conference.
- 7.5 Assist with class competitions and other spirit raising activities.
- 7.6 Be a member of the Leadership class if one is offered.
- 7.7 Organize Pennies for Patients in February

**Section 8.     **The ASB Press Secretary will:****

- 8.1           Attend all ASB and Executive Council meetings.
- 8.2           Assist Publicity Commissioner in updating marquee in front of school; in addition, create ASB bulletin board in front office or district office if requested.
- 8.3           Write and distribute any information to the news media concerning special events at PGHS.
- 8.4           Takes over duties of the Publicity Commissioner if necessary.
- 8.5           Coordinates the writing and publishing of ASB news in the school newspaper.
- 8.6           Be a member of the Leadership class if one is offered.
- 8.7           Oversee and execute all activities associated with ASB philanthropy projects throughout the year: PG Pride Walk, JDRF Walk, Breast Cancer Bowl-a-Thon, Blood Drive, Pennies for Patients, etc.
- 8.8           Write articles for P.G. Hometown Bulletin and Knockout regarding all ASB events and write press releases for Homecoming Hall of Fame Events
- 8.9           Conduct yearly planner cover contest in late April/early May.

## **Article II Appointive Offices**

Interested PGHS students may apply for appointive office. Students must qualify for office in the same manner as all elective officers. Students must maintain the same high level of expectations as elected ASB officers. The Executive Council will select students. Appointive offices include: Boys and Girls Athletic Commissioners, Noontime Commissioner, Alumni Liaison/Historian, SIP Liaison, Renaissance Commissioner, Fine Arts Commissioner, Breaker Man, Breaker Woman, and Billy the Breaker.

### **Section 1. The Boys/Girls Athletic Commissioners will:**

- 1.1 Chair Winter Sports dance.
- 1.2 Coordinate all athletic award recognition programs: order league championship patches, make sure all athletes purchase activities card before earning awards, contact coaches, etc.
- 1.3 Represent all respective athletes on ASB Council
- 1.4 Publicize all athletic events via the school newspaper, video bulletin, web page, marquee and maintain Main Hall board with flyers/posters of scores, newspaper recognition, etc.
- 1.5 Assist the ASB Rally Commissioner(s) and Noontime Commissioner with rallies and lunch activities. Negotiate with administration for Powder Puff Game.
- 1.6 Organize and oversee sports-related noontime activities.
- 1.7 Attend all ASB council meetings.
- 1.8 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.
- 1.9 Be a member of the Leadership class if one is offered.

### **Section 2. The Noontime Commissioner:**

- 2.1 Represent all clubs on ASB Council.
- 2.2 Collect Club rosters from all advisors and update each quarter.
- 2.2 Publicize all noontime events via the school newspaper, bulletin, web site, and marquee.
- 2.3 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.
- 2.4 Assist the ASB Rally Commissioner(s) with rallies.
- 2.5 Organize and oversee noontime activities esp. homecoming dress up day(s), Halloween, Holiday Week, Pool Rally and prizes
- 2.6 Organize Noontime DJ schedule/sign-ups for every week, and oversee DJ needs at rallies.
- 2.7 Order DJ's for ASB Dances, equipment needed for stereo upkeep, create CD's/MP3's and/or DJ yourself.
- 2.8 Attend all council meetings.
- 2.9 Assist the ASB & ASB Activities Director in carrying out all ASB activities.
- 2.10 Be a member of the Leadership class if one is offered.

**Section 3. The Alumni Liaison/Historian will:**

- 3.1 Attend monthly alumni meetings, and inform alumni about student needs and concerns.
- 3.2 Represent all PGHS students regarding alumni affairs.
- 3.3 Prepare and submit a written/e-mail report after all alumni meetings to ASB Secretary, Activities Director, and post on the web site.
- 3.4 Help with selection of hall of fame class each year to be recognized during the homecoming week rally, parade and halftime show. Coordinate Hall of Fame Luncheon with ROP Catering for Friday after rally in library for officers, staff, alumni, and family.
- 3.5 Order Hall of Fame plaques and banners.
- 3.6 Contact alumni regarding homecoming trophy engraving or engrave through ASB account.
- 3.7 Attend the annual Alumni dinner or brunch in October.
- 3.8 Create yearly ASB photo album digitally or hard copy for distribution.
- 3.9 Attend all ASB council meetings.
- 3.10 Assist the ASB & ASB Activities Director in carrying out all ASB activities.
- 3.11 Write articles for The Knockout II (Alumni Newsletter).
- 3.12 Be a member of the Leadership class if one is offered.

**Section 4. The Site Improvement Plan Liaison (SIP Liaison) will:**

- 4.1 Attend monthly School Site Council (SIP) meetings and inform staff & parents about student needs and concerns.
- 4.2 Represent all PGHS students regarding school funds.
- 4.3 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.
- 4.4 Attend all council meetings and ask for ideas to share with SIP.
- 4.4 Assist the ASB & 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.
- 4.5 Coordinate the Secret Santa Gift exchange with staff and Holiday Breakfast the last day before Winter Break.
- 4.6 Be a member of the Leadership class if one is offered.

**Section 5. The Renaissance Commissioner will:**

- 5.1 Coordinate Renaissance Rallies (Welcome Back/After First Semester) with Rally Commissioner(s), activities director and Renaissance Advisor or create lunchtime recognition.
- 5.2 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).
- 5.3 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
- 5.4 Attend all ASB council meetings.
- 5.5 Assist the ASB & ASB Activities Director in carrying out all ASB activities.
- 5.6 Be a member of the Leadership class if one is offered.

**Section 6. The Fine Arts Commissioner will:**

- 6.1 Organize Student Voices assembly/talent show in the Spring (March/April/May)
- 6.2 Oversee the publicity of fine arts events: plays, musicals, band, art shows, etc.
- 6.3 Publicize all fine arts events via *The Knockout*, bulletin, web site, marquee and maintain Main Hall board with flyers/posters of scores, newspaper recognition, etc.
- 6.4 Create monthly/quarterly poetry slams/music in Sea-Wing theater and Pride Place Stage
- 6.5 Take pictures at all events for web site, school newspaper, yearbook, and historian
- 6.6 Oversee the quarterly, monthly and/or semester fine arts awards
  - Band & Orchestra
  - Art
  - Drama & Musical
  - Photo
  - Woodshop & Drafting
  - Catering
  - Media
- 6.7 Attend all ASB council meetings
- 6.8 Assist the ASB & ASB Activities Director in carrying out all ASB activities
- 6.9 Organize and execute a yearly student planner cover contest in late April or early May
- 6.10 Be a member of the Leadership class if one is offered.

**Section 7. Breaker Man and Breaker Woman will:**

- 7.1 Attend rally ready events and meetings for planning rallies.
- 7.2 Participate in rallies through skits, games, being an MC, and getting crowd involved and spirited. No throwing objects or yourself into the crowd.
- 7.3 Provide own costume or request funds from ASB (Must be approved by the Activities Director).
- 7.4 Male-female teams preferred, and you must be able to work together the *entire* year.
- 7.5 Contact Cheerleading advisor regarding participation at sporting events and discuss participation at the homecoming parade and halftime with Activities Director.
- 7.6 Provide “bodyguard” protection for Billy the Breaker at games.
- 7.7 Order all spirit items for homecoming.
- 7.8 Tally and update all Spirit Board Points and post on main hall E-building wooden sign.
- 7.9 Attend all ASB council meetings
- 7.10 Assist the ASB & ASB Activities Director in carrying out all ASB activities.
- 7.11 Be a member of the Leadership class if one is offered.

**Section 8. Billy the Breaker will:**

- 8.1 Attend rally ready events and meetings for planning rallies
- 8.2 Participate in rallies through skits, games, and getting crowd involved and spirited. No throwing objects or yourself into the crowd.
- 8.3 Wear provided costume to all home football and playoff games, parades, and other community events
- 8.4 Contact spirit squad advisor regarding participation at sporting events
- 8.5 Attend all council meetings
- 8.6 Assist the ASB & ASB Activities Director in carrying out all ASB activities
- 8.7 Be a member of the Leadership class if one is offered.

### **Article III**

#### **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 (e.g. report to all social studies classes once a month). *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 Carmel 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 Assist in all ASB Council functions and activities.
- 1.8 Uphold the PGHS Constitution at all times.
- 1.9 Hold a current ASB activity card.

#### **Section 2. The Class Vice President will:**

- 2.1 Attend all ASB Council meetings.
- 2.2 Coordinate all class Homecoming events including float, parade, court, court voting, drivers, etc. and be a member of the Homecoming Committee.
- 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 (see 2.4 Article I)
- 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, and ASB President and/or Secretary.
- 3.3 Submit notices in Daily Bulletin and Video 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 Assist ASB Secretary on the Winter Ball committee with planning and selling of tickets.
- 3.7 Hold a current ASB activity card.
- 3.8 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 fund raising 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 and 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.

*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.*