

**EAST SIDE UNION HIGH SCHOOL DISTRICT**  
***Student Governing Board***  
***Bylaws***

***ARTICLE I***  
***NAME***

The name of this committee shall be the Student Governing Board of the East Side Union High School District.

***ARTICLE II***  
***PURPOSE & OBJECTIVE***

The purpose of the Student Governing Board shall be to:

1. Provide a forum for Student Governing Board members to review and discuss upcoming agendas for the East Side Union High School District (ESUHSD) Board of Trustees meetings and to meet and discuss school district and school site issues with the ESUHSD Board of Trustees' designated liaison.
2. Advise the ESUHSD Board of Trustees on items such as, but not limited to, district policies, community/school-wide initiatives, and student activities.
3. Provide student input and opinions on upcoming points of business and issues.
4. Foster and develop an informed relationship between the ESUHSD Board of Trustees and the school district's student body.

***ARTICLE III***  
***COMPOSITION OF THE STUDENT GOVERNING BOARD***

The Student Governing Board shall consist of elected or appointed members of the student body from the sixteen (16) high schools of the East Side Union High School District and shall be made up of several component parts including the Student Assembly, Student Assembly Coordinators, and the Student Governing Board Executive Officers. The total number of Student Governing Board members is up to sixty-four (64).

1. Student Assembly. The Student Assembly shall be comprised of one (1) elected or appointed student representative from each grade level of each of the district's sixteen (16) high schools. All members of the Student Assembly are also members of the Student Governing Board.

- a. The purpose of the Student Assembly is for its members to reach out to stakeholders to gather information from their individual school sites to inform the decision-making process with the Student Governing Board and the ESUHSD Board of Trustees, as well as disseminate information from the Student Governing Board and ESUHSD Board back to the stakeholders. Student Assembly Members are highly encouraged to attend School Site Council, Associated Student Body meetings, and other existing campus convenings to gain input from stakeholders. Hosting Town Hall meetings at each school site a couple of times a year is also strongly recommended.
  - b. Student Assembly Members from each school site shall meet the week before the Student Governing Board regular meeting to engage in discussions and identify issues that may be brought to the Student Governing Board regular meeting agenda. These meetings shall also be open to the entire school community.
  - c. See also ARTICLE IV, Section I.
2. Student Assembly Coordinators. Student Assembly Coordinators shall be chosen among their school site peers at the beginning of each school year to lead and coordinate their school site's participation in Student Governing Board meetings and related activities. All Student Assembly Coordinators are also members of the Student Governing Board.
    - a. Student Assembly Coordinators are responsible for convening and leading Student Assembly meetings on their respective school's campus and presenting school updates at Student Governing Board meetings; when a Student Assembly Coordinator is not present at a district meeting, other representatives of their school may present school updates on their behalf.
    - b. Student Assembly Coordinators also gather input from their school site Student Assembly peers at Student Governing Board meetings before casting their school's vote.
    - c. The Student Assembly Coordinators shall ensure that Student Assembly elections for the subsequent year are conducted in a timely and methodical manner. They are further responsible for conducting a successful transfer of leadership in their school's Student Assembly for the next term.
  3. Student Governing Board Executive Officers. The Student Governing Board shall elect members as leaders to fulfill specific roles to further the objectives of the Student Governing Board. The executive officer roles include a Chairperson, Vice Chairperson, Secretary, Public Relations Officer, and Attendance Officer. All Student Governing Board Executive Officers are also members of the Student Governing Board. See also ARTICLE V, Section I.

#### ***ARTICLE IV*** ***MEMBERSHIP***

1. Election/Appointment of Student Assembly Members.
  - a. Rising sophomore, junior and, if necessary, senior members of the Student Assembly shall be elected by the students at their respective school sites in the spring for the following school year and shall take office effective July 1<sup>st</sup>. Freshmen Student Assembly Members shall take office at the same time as Associated Student Body (ASB) officers in their respective school sites generally in the fall. Elections shall be held at the same time as ASB elections at each school site.

- b. Freshmen and sophomores will have one-year terms; juniors will have two-year terms. There are no term limits. A senior will be appointed in the event a junior cannot complete their term. The elected/appointed representatives for alternative schools (Calero, Foothill, Apollo, Pegasus, and Phoenix) shall have one-year terms.
  - c. Any vacancies in the Student Assembly may be filled through appointment by the Student Governing Board executive officers or their designees who will determine the appointment process.
2. Voting Rights. Each school site present at the Student Governing Board meetings shall be entitled to one (1) vote and may cast that vote on each matter submitted to a vote of the Student Governing Board. During the meeting, each school site's Student Assembly Members will discuss and come to a consensus before presenting their vote.
  3. Attendance Requirements; Termination. All Student Governing Board members are expected to attend all meetings of the Student Governing Board. If a Student Governing Board member fails to attend three (3) consecutive meetings, without prior notice to the Attendance Officer for the reasons of their absences, they may be removed from the Student Governing Board. The member will be informed in writing by the Chairperson or their designee. The member will have the option to petition the Student Governing Board within a month of their removal in order to maintain their seat, subject to a majority vote by the Student Governing Board. A student's membership on the Student Governing Board shall terminate automatically once the student is no longer enrolled at the school.
  4. Resignation. A member may resign by submitting their written resignation to the Chairperson.

***ARTICLE V***  
***EXECUTIVE OFFICERS AND DISTRICT STUDENT BOARD REPRESENTATIVE***

The officers of the Student Governing Board shall be a Chairperson, Vice-Chairperson, Secretary, Public Relations Officer, and Attendance Officer to be elected by a vote of the Student Governing Board Members. The Chairperson and the Vice-Chairperson shall also serve as the Student Board Representative and the Alternate Student Board Representative at meetings of the ESUHSD Board of Trustees. Other officers may be determined by the Student Governing Board when necessary.

1. Election and Term of Office

The officers of the Student Governing Board, with the exception of the Chairperson and Vice Chairperson, shall be elected annually in the fall by the method the Student Governing Board determines to be most appropriate and shall serve for one (1) year until June 30<sup>th</sup> each year. The Chairperson/Student Board Representative and Vice-Chairperson/Alternate Student Board Representative shall be elected in the spring of each year and their term of office shall commence on July 1<sup>st</sup>.

a. Chairperson/District Student Board Representative

The Chairperson shall preside at all meetings of the Student Governing Board and may sign all letters, reports, and other communications of the Student Governing Board. In addition, they shall perform all duties related to the Office of the Chairperson and any additional duties as may be prescribed by the Student Governing Board. The Chairperson

shall be a member with at least one (1) year of experience on the Student Governing Board and shall be elected by the members of the Student Governing Board. The Chairperson shall also serve as the District Student Board Representative at all ESUHSD Board meetings. The responsibilities of the Chairperson/District Student Board Representative shall be to represent the views held by the Student Governing Board and to attend and participate in all public session meetings with the ESUHSD Board of Trustees.

b. Vice-Chairperson/Alternate District Student Board Representative

The duties of the Vice-Chairperson shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during their absence at meetings of the Student Governing Board and shall perform other duties necessary as assigned to them by the Chairperson or by the Student Governing Board. The Vice-Chairperson shall also serve as the Alternate District Student Board Representative and will represent the Student Governing Board at meetings with the ESUHSD Board of Trustees when the Student Board Representative is unable to perform their duties. The Vice-Chairperson shall be a member with at least one (1) year of experience on the Student Governing Board and shall be elected from among the members of the Student Governing Board. C.

c. Secretary

The Secretary shall keep accurate minutes of regular and special meetings of the Student Governing Board and provide a copy of these minutes to each Student Governing Board Member. The Secretary shall organize agendas of meetings, attend to correspondence, and coordinate with the Public Relations Officer to send out publicity as directed. The Secretary shall also perform all other duties related to the office of the Secretary and such duties as may be assigned by the Student Governing Board. The Secretary shall be elected from among the members of the Student Governing Board on a plurality voting basis at the first Student Governing Board meeting of the school year.

d. Public Relations Officer

The Public Relations Officer shall maintain the Student Governing Board website and social media networks. The Public Relations Officer shall also send out notices of Student Governing Board meetings at least seventy-two (72) hours before the meeting. The Public Relations Officer shall be elected from among the members of the Student Governing Board on a plurality voting basis at the first Student Governing Board meeting of the school year.

e. Attendance Officer

The Attendance Officer shall keep a record of attendance for each Student Governing Board meeting. All notifications of absences must be sent to the Attendance Officer before any given meeting, and the Attendance Officer will then notify the executive officers of any excused absences. When any member of the Student Governing Board is absent without excuse for two (2) consecutive meetings, the Attendance Officer will contact the member as a precautionary measure. If their unexcused absences accumulate to three (3) consecutive meetings, the Attendance Officer will then contact the executive officers of the Student Governing Board for initiation of the termination process.

**ARTICLE VI**  
**MEETINGS OF THE STUDENT GOVERNING BOARD**

1. Student Governing Board Meetings

The Student Governing Board shall hold public meetings on the Monday before the ESUHSD regular Board meeting of each month. The Student Governing Board meetings shall be attended by a liaison from the ESUHSD Board of Trustees as well as the superintendent of the ESUHSD or their designee.

2. Special Meetings

Special meetings may be called by the Chairperson or by a majority vote of the Student Governing Board.

3. Notice of Regular and Special Meetings

Student Governing Board members shall be notified of all regular meetings in writing (including email) at least seventy-two (72) hours in advance; including the day, hour, and location of the meeting, as well as the agenda and previous meeting minutes. All regular meetings shall be posted on the Student Governing Board link on the ESUHSD website. Student Governing Board shall be notified in writing of all special meetings at least 24 hours in advance; including the day, hour, and location of the meeting, as well as the agenda for the special meeting.

4. Quorum

A quorum shall be required for any regular or special meeting of the Student Governing Board. A quorum for any regular or special meeting shall be the majority of the school sites with at least one (1) Student Assembly member.

5. Meetings

All meetings shall be open to school representatives and the community. All regular and special meetings of the Student Governing Board shall be open at all times to representatives from the school, school district, and community.

**ARTICLE VII**  
**AMENDMENTS**

These bylaws may be amended at any time by a two-thirds vote of schools with at least one (1) Student Assembly member and approved by the ESUHSD Board of Trustees, provided that the amendment is to further the objectives of the Student Governing Board.