

## S.U.R.F. BOARD E.

Students United for Representation to the Fremont Unified School District Board of Education  
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### **Article I: Name**

**Section A.** The name of this committee shall be the Students United for Representation to the Fremont Unified School District Board of Education (SURFBoardE).

### **Article II: Purpose and Power**

**Section A.** SURFBoardE and its representatives shall serve as both a direct liaison between the Board of Education, the District Administration and the students of the Fremont Unified School District as well as an advocate for student voice. The representatives will express student opinions to the Board and District Administration on various issues, as requested by the Board or District Administration or as students feel necessary. SURFBoardE can bring widely expressed student concerns to the Board for discussion. SURFBoardE will equally obtain and represent the opinions of all students, not only a majority. A member of the District Administration or the Superintendent's designee shall serve as an official adult advisor for consultation and aiding SURF.

**Section B.** SURFBoardE can obtain and present student opinion through various methods, including, but not limited to, polls, surveys, charts, and graphs. Data on student opinion can be gathered electronically, such as via social media, or through surveys distributed at school sites. SURFBoardE may also coordinate with student's school leadership to more efficiently gather student opinions.

### **Article III: Membership**

**Section A.** The committee shall consist of eighteen (18) voting representatives consisting of three representatives each from American, Irvington, Kennedy, Mission San Jose, Washington, and Robertson High Schools. In addition, the committee shall consist of five (5) representatives with a preferential vote consisting of one representative from each of the junior high/middle schools: Horner, Hopkins, Thornton, Centerville, and Walters

**Section B.** All graduating SURFBoardE members are responsible for selecting the new SURFBoardE members. They must be verified by the school site's Activity Director and Principal (During the application process SURFBoardE will strive to incorporate individuals with different backgrounds in respective high schools to represent a more wholesome student voice).

**Section C.** After applications have been reviewed, five candidates from each school will be interviewed by SURF representatives in their senior year. From the interviews three out of the five candidates will be chosen as the respective school representatives. It is ideal that SURFBoardE shall consist of at least one (1) individual from the Associated Student Body. Selection of the incoming SURFBoardE membership shall be made prior to the last SURFBoardE meeting of the year.

**Section D.** If at all possible, the voting membership of the SURFBoardE from each school shall consist of at least one returning member.

**Section E.** The term of membership of SURFBoardE shall last from the first regular Board of Education meeting in June to the same meeting one year later. Incoming members are acknowledged by the Board of Education at that meeting.

**Section F.** In the event of a member being removed from SURFBoardE, the respective school site's representatives will be allowed to select a new representative to take his/her place. During the replacement selection process, previous applicants will take priority over other potential candidates.

**Section G.** Each representative shall be required to maintain the same "student of good standing" standards, as required for sports and/or other school activities (ex: at least 2.0 GPA, no F's etc.)

**Section H.** There shall be at least 2 underclassmen in the SURFBoardE committee.

**Section I.** The junior high representative shall be required to be an eighth-grader enrolled in the full-year leadership class or be an elected officer (President, Vice President, Secretary, Treasurer) in their respective junior high school.

**Section J.** There shall not be a representative that is in the ninth grade during their term of service.

#### **Article IV: Responsibilities of the Representatives**

**Section A.** Each representative is responsible for gathering information and making contact with his/her own high school and feeder schools, both elementary and junior high/middle schools prior to each SURFBoardE meeting and bring issues (agenda or non-agenda) to SURFBoardE and the Board of Education as needed.

**Section B.** Each representative shall meet with the school administration or administration's designee(s) and Activity Director before any information is gathered and shall meet again with the same party once the results have been obtained (ex: surveys, forums, etc.)

**Section C.** Each representative shall be responsible for reporting to his/her school of any action taken by the Board of Education or the SURFBoardE pertaining to student affairs.

**Section D.** Each high school delegation is required to prepare a "State of the Attendance Area Report" prior to each Board of Education meeting, which is submitted to the Student Board member (SURFBoardE Chairperson), entailing details on student life/activities/issues at their respective high school and feeder schools (elementary and junior high/middle schools). The Student Board member is expected to report the details to the Board of Education. An annual "State SURF Report" for a written and oral presentation to the Board of Education by their second meeting in May must also be prepared by the Vice Chairperson.

**Section E.** Each member, with the exception of the SURFBoardE Chairperson, is required to be a member of at least one other district/community committees. Any important issues of student concern that are brought up in these meetings should be discussed at the next SURFBoardE Meeting.

**Section F.** It is highly recommended for each member to attend at least one (1) Board of Education Meeting every two months; however, if a representative does not attend one (1) meeting prior to November the Chairperson, the Vice Chairperson, and the SURFBoardE Advisor shall conduct a conference with the affected individual, to decide the best course of action at their discretion. This shall be reviewed quarterly.

**Section G.** Each school delegation shall be held responsible for having a representative communicate with their feeder schools in order to gather student input on various topics and encourage student representation and advocacy.

## **Article V: Officers**

**Section A.** Officers shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer.

**Section B.** The Chairperson will preside over all SURFBoardE meetings and in the event of absence, the Vice-Chairperson shall fill his/her position.

**Section C.** The Chairperson shall sit with the Board of Education, with the exception of Executive (closed) Sessions and be referred to as Student Board Member exercising a preferential vote as prescribed in California Education Code 35012 (d).

**Section D.** The Chairperson shall have the representatives act on any matter assigned to him or her by the Board of Education and shall report back as deemed necessary by the Board of Education.

**Section E.** The Chairperson shall report to the Board of Education on all significant matters initiated by the SURFBoardE representatives.

**Section F.** The Vice Chairperson shall assume the responsibilities of the Chairperson in the event of his or her absence. The Vice Chairperson is also in charge of preparing and presenting the Annual State of the SURF Report.

**Section G.** The Secretary shall take and transcribe the minutes of all meetings and prepare for their distribution as seen fit by the Chairperson.

**Section H.** The Treasurer will be responsible for all school donations, fundraisers, and other finances. He or she will also be responsible for handling requisitions for any purchases made on behalf of SURFBoardE. He or she must also be sure that all District materials are returned to the FUSD at the end of every year.

## **Article VI: Elections**

**Section A.** One year previous experience is required in order for someone to be nominated and run for the position of Chairperson to SURFBoardE, unless voted otherwise by a quorum of seven.

**Section B.** The officers shall be voted into office by the incoming representatives at the previous council's final meeting. Outgoing representatives shall be allowed to advise on the election of new officers. A quorum of seven must be reached by incoming SURFBoardE members in order for elections to be held. For Chairperson and Vice Chairperson elections, candidates must prepare a résumé with all SURFBoardE related activities they have participated in their previous years.

## **Article VII: Meetings**

**Section A.** Meetings shall be held on the Monday or Tuesday, as decided on by the Chairperson and the advisor, before each regularly scheduled Board of Education meeting during the school year

**Section B.** All meetings are to be held at the FUSD District Office located at 4210 Technology Drive, Fremont.

**Section C.** A quorum shall be defined as a simple majority of the number of current SURFBoardE members known as voting members. Additionally, at least one member from each high school should be present during voting bloc.

**Section D.** Members shall plan their calendar for the school year at the first official meetings in August or September. (Items include: Annual State of the SURF Report, DRC, Elections, Forums, Quarterly State of the Attendance Area Reports, SURF Exchange, Surveys, etc.)

#### **Article VIII: Fundraiser and Donations**

**Section A.** SURF will operate off of an annual \$5,000 donation from the Board of Education. We may ask each representative school to donate ninety (90) dollars, each representative's junior high feeder school to donate sixty (60) dollars, and each representative's elementary feeder school to donate thirty (30) dollars to supplement the Board's donation if need be.

**Section B.** Aside from the annual voluntary contributions of schools, SURFBoardE is also able to accept contributions from businesses, individuals, and/or organizations, provided that funds are used for SURFBoardE functions.

#### **Article IX: Amending the Constitution & Bylaws**

**Section A.** All amendments shall be proposed at least one (1) SURFBoardE meeting in advance of the time to be considered.

**Section B.** All amendments shall be shared with the administration at each school site for advisement. Feedback can be provided if necessary.

**Section C.** A two-thirds majority of the voting members of the committee must approve all proposed amendments.

**Section D.** After amendments have been approved by SURFBoardE and school sites' administrations, the amendments will then be delivered to the Board of Education for a final approval.

#### **Article X: Parliamentary Procedure**

**Section A.** The Parliamentary Authority of SURFBoardE will be Robert's Rules of Order.