

Tesoro High School Constitution

PREAMBLE

We, the students of Tesoro High School, in order to fulfill our desires toward a more efficient and effective student government, promoting equal representation and improving relationships of all students of Tesoro High School, do hereby establish this Constitution as the chief governing instrument of the Associated Student Body of Tesoro High School.

ARTICLE I: Name and Identification

Section 1. Name

This organization shall be known as the Associated Student Body (ASB) of Tesoro High School (THS).

Section 2. Purpose

The purpose of this organization shall be:

- To initiate and enact all student activities
- To manage student body funds
- To encourage high standards of scholarship and citizenship
- To advance the welfare of students
- To enhance relations between students and teachers
- To protect the rights of the student body
- To provide a common means of interaction between THS and the Tesoro Community

Section 3. School Mascot

The official mascot of Tesoro shall be the Titan.

The Titan mascot(s) shall not be named and will forever be known and referred to as the "Titan."

Section 4. School Colors

The official colors of Tesoro shall be navy blue (PMS2768), Scarlet red (PMS180), and white.

Section 5. Legal

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- "Tesoro High School"
- "Tesoro Titans"
- "Wisdom, Strength & Honor"

Website Domain Names:

- TesoroHighSchool.org
- TesoroASB.com



Section 6. Mantra

Wisdom, Strength & Honor

Section 7. Alma Mater (to the tune of Brahms Symphony No.1)

Tesoro forever,
We praise and honor thee
The best of all schools, we'll remember in the days to be.
With knowledge our quest, the Titans prove best,
And wearing red and blue
Help us to uphold,
The *treasures* unfold
And always we'll do our best for you!

ARTICLE II: Membership

Section 1. Membership

All duly enrolled students of Tesoro High School shall be members of the ASB, under the provision of this Constitution.

Section 2. Faculty

All members of the administration and faculty of THS shall be honorary members of the ASB of THS without the power to vote.

ARTICLE III: Source of Power and Supervision

There shall be at least one faculty advisor appointed by the principal as the designated representative for carrying out projects of student activities of the Associated Student Body.

All student power is derived from the Board of Trustees and is delegated by the principal; the principal may directly or through the advisor revoke student power at any time for any just cause for a time he/she rationally deems necessary.

ARTICLE IV: Government

Section 1. Legislative and Administrative Powers of the ASB CABINET

The student government legislates and acts within a framework of power delegated to the ASB Cabinet by the Principal of Tesoro. Since the Principal is directly responsible to the District Superintendent and to the Board of Education, it is recognized that he has the right and privilege of review, veto and revocation of the powers and actions of the ASB Cabinet. These rights and privileges shall be extended to the Director of Student Activities, acting as the Principal's delegate in ASB Cabinet affairs.

Administratively, the ASB Cabinet shall be the central governing unit to the other divisions of this association.

Section 2. POWERS OF ASB CABINET

The ASB Cabinet will have the power to: initiate and pass legislation concerning school culture making all laws necessary and proper for carrying into execution this legislation, and appropriate funds from the ASB treasury including the process of purchase orders.

Section 3. MEMBERS OF ASB CABINET

Three levels of the ASB CABINET

- Executive Board
- Class Councils
- Commissioners

The Executive Board, Class Council and Commissioners shall be voting members of the ASB CABINET.

The Executive Board shall be composed of the following officers:

- ASB President
- ASB Vice President
- Secretary
- Treasurer
- Events Manager
- Publicity Manager
- Technology Manager
- Freshman Lead

The Class Councils of the ASB shall be composed of the following elected officers: note - VP's will be present when the president cannot attend.

- Senior Class President
- Junior Class President
- Sophomore Class President
- Freshman Lead

Commissioners shall be appointed by the members of the selection committee (consisting of newly elected ASB President/ASB vice President and Presidents of the Senior, Junior, and Sophomore classes) after consideration is given to all aspirants. The amount and type of commissioners shall vary year to year as the selection committee sees fit. All commissioners and class representatives shall be voting members of the aforementioned cabinet.

The typical Commissioners shall be**:

- Athletic Promotion
 - Clubs Coordinator
 - Community Service
 - Dance Commissioner
 - Middle School/Feeder School Liaison
 - Pep Rally
 - Secretary
 - Social Media
 - Spirit/Titan Army
 - Student and Staff Relations
 - Technology*
 - Treasurer
 - Video Tech 1*
 - Video Tech 2/ Audio*
 - Visual Media/Marquee/Graphics
- (*must have some technical expertise in these areas)

**More commissioner positions may be added or not all commissioner positions may be filled based on candidate qualifications.

Section 4. ASB JOB RESPONSIBILITIES – INCLUDING BUT NOT LIMITED TO:**ASB President**

- Prerequisite: Must be currently enrolled in ASB in order to run and be elected for the next school year.
- Act as the official student body representative to the school and community
- Set the official agenda for formal meetings and uphold parliamentary procedures
- Ensure all members are working effectively and collaboratively
- Preside over all formal meetings
- Lead, review, and revise ASB Constitution
- Assist in answering questions from the press (Tesoro Tribune or Publications Staff, Tesoro News Network, OC Register, Etc.) after consulting with the Tesoro Activities Director
- Design and select ASB Spiritwear
- Freshman Elections/Orientation

ASB Vice President

- Parliamentarian
- Oversee class Cabinet
- Chair Freshman Orientation
- Chair elections
- Fill in for ASB President if needed
- Keep control of ASB Cabinet
- ASB Banquet
- Safety/Security Committee
- Historian

ASB Secretary

- Record and document happenings, motions, purchase orders, and initiatives in official meeting minutes
- Prepare a projected budget and presentation with ASB Treasurer to ASB Cabinet
- Maintain and manage a system to keep the minutes organized and current
- Work with the Activity Clerk to prepare for audits
- Assist in the organization of the ASB Offices
- Appointed position

ASB Treasurer

- Work with Activity Clerk to prepare for audits
- Maintain accurate records and receipts for all money spent and donated
- Prepare and present the projected budget and presentation to ASB Cabinet
- Shall present an oral budget update at each Business Meeting
- Shall submit purchase orders including their P.O. number, description, amount to be spent, and the recorded vote for the minutes
- Collect a budget from each organization with a trust account and monitor spending of said accounts based upon each budget item identified.
- Collect and monitor all fundraising activities by organizations with trust accounts. This Includes:
 - Applications for fundraisers
 - Projected income statements
 - Summary of revenue statementsThese documents will be recorded and logged.
- Appointed position
- Coordinate and create a weekly schedule of ASB students to work registers in ASB store
- Monitor attendance at ASB Store
- Train and use registers
- Maintain inventory and order necessary supplies

Senior President

- Prominent Class Package promoter at registration
- Select Class Shirt
- Organize items in Senior Class Package
- Coordinate Senior Homecoming Halftime Show
- Organize Senior Assembly
- Plan all senior activities
 - Senior Luau
 - Senior Breakfast
- Support for all events and activities
- Active support for all Commissioners
- Organize classes for Clash of the Classes – weekly activities, videos, music, and pep rally set up.
- Co-Manage all social media accounts
- Manage/Monitor Posters for class

Senior Vice President

- Prominent Class Package promoter at registration
- Support Senior President
- Enlist class participation at Homecoming
- Support for all events and activities
- Active support for all Commissioners
- Record attendance at mandatory events and report to Activities Director
- Co-Manage all social media accounts

Junior President

- Prominent Class Package promoter at registration
- Select Class Shirt
- Organize items in Junior Class Package
- Coordinate Junior Homecoming Halftime Show
- Support for all events and activities
- Active support for all Commissioners
- Organize classes for Clash of the Classes – weekly activities, videos, music, and pep rally set up.
- Co-Manage all social media accounts
- Manage/Monitor Posters for class

Sophomore President

- Prominent Class Package promoter at registration
- Select Class Shirt
- Organize items in Sophomore Class Package
- Coordinate Sophomore Homecoming Halftime Show
- Support for all events and activities
- Active support for all Commissioners
- Organize classes for Clash of the Classes – weekly activities, videos, music, and pep rally set up.
- Co-Manage all social media accounts
- Manage/Monitor Posters for class

Freshman Lead

- Actively participate in all ASB Activities
- Assist whenever possible and learn all jobs
- Organize items in Freshman Class Packages
- Coordinate Freshman Homecoming Halftime Show
- Organize classes for Clash of the Classes – weekly activities, videos, music, and pep rally set up.
- Co-Manage all social media accounts
- Manage/Monitor Posters for class

Freshman Representatives

- Actively participate in all ASB Activities
- Assist whenever possible and learn all jobs
- Organize items in Freshman Class Packages
- Assist Freshman Lead

Events/Activities MANAGER

- Provide “A Year at a Glance” Plan to Activities Director
- Oversee all activities
 - Dances
 - Pep Rallies
 - Spirit
 - Dodgeball
 - Mock Crash
 - “What If”
 - Homecoming Halftime show
 - Awards ceremonies

Middle School/Feeder School Liaison

- Coordinate and communicate with middle school feeder schools
- Organize and plan Future Titan Night for Fall and Spring Semesters

Dance Commissioner**Organize Dances**

- Welcome Back
- Homecoming
- Winter Formal
- Spring Dance
- Prom

Pep Rally Commissioner

- Plan, Organize, run, and oversee all Pep Rallies and Assemblies
 - Homecoming Pep Rally
 - Winter Pep Rally
 - Spring Pep Rally
 - Any other Pep Rallies or Assemblies
- Uphold integrity of Pep Rallies, ensuring all sports, activities, and stakeholders are represented throughout the year

Spirit/Titan Army Commissioner

- Promote school spirit
- Organize and run Pre-Game activities
- Teach/Lead cheers at games and events
- Coordinate and Organize Rally Runs
- Responsible for all aspect of Spirit Days
- Engage and plan Spirit Section at Athletic Events
- Know all school chants and cheers, making up new ones when necessary
- Organize and run the Dodgeball Tournament
- Organize and coordinate responsibilities for Clash of the Classes
- Liaison for Titan Army Club and ASB

Club Coordinator

- Organize Club Rush
- Responsible for communicating with all Club Advisors and Club Presidents
- Keep Club Minutes up-to-date and organized
- Organize and run all aspects of Multicultural Day

Community Service Commissioner

- In charge of all aspects of Back To School Night
- In charge of all aspects of Open House
- Organize all Drives (blood drives, canned food drives, toy drives, etc.)
- Plan and publicize Red Ribbon Week
- Organize Campus Beautification
- Maintain, create, and support all charity events on campus
- Support Publicity Manager

Student/Staff Relations Commissioner

- Spirit Of The Titan Luncheon
- Staff BBQ
- Torch Of Excellence
- Organize staff lunches and breakfasts
- Coordinate with PTSA for Teacher and Staff Appreciation Week

Publicity **MANAGER**

- In charge of all announcements
- Directly responsible for effective marketing of all ASB and Tesoro Activities (Dances, Pep Rallies, Class Competitions, Special Events, Athletics, and Performances)
- Work to develop news stories or weekly updates for:
 - OC Register
 - CUSD Insider
 - Titan News Network
 - Tesoro Yearbook
 - Web and Marquee Commissioner
- Maintains master calendar with *all* information
- Liaison to all messaging groups and forms of media

Athletic Promotion

- Know what's going on with all sports on and off campus
- Consistently update School Loop with all team schedules
- Maintain display in glass case in Titan Way with all sporting events
- Responsible for maintaining Athlete of the Season for boys and girls sports.
 - Devise a system for nominating athletes.
 - Publish, distribute, and create certificates for selected athletes

Social Media Commissioner

- Maintain Social Media daily via
 - Facebook
 - Twitter
 - Instagram
 - Any other social media utilized by ASB
- Main support for Publicity Manager
- Write stories for website

Visual Media/Marquee

- Maintain the website daily

- Maintain and update both marquees
- Responsible for information on the marquees.
- Maintain all glass cases (change weekly or bi-monthly)
- Work closely with Publicity Manager and Social Media Commissioner
- Graphic designer for marketing
- Assist in video editing
- Create banners for School Loop

Technical Director (TD) **MANAGER**

- In charge of all electronics
- Responsible for all A/V electronics, computers, projectors, and staging
- Inventory of all production items and equipment
- Maintain prime condition and storage of all items
- Organize the ordering and renting of additional required equipment
- Responsible for overseeing and managing all media-related commissioners (Audio, Visual, Media, Etc.)
- Work with Events and Publicity Managers

Video Editor Commissioner #1 and #2/Audio

- Lead creator of all videos
- Film and edit all videos
- Have advanced knowledge of video editing software
- Make promotional videos, pep rally videos, and film election speeches
- All audio setup
- Responsible for all audio equipment and inventory
- Responsible for maintaining prime condition of all audio equipment
- Organize set up and tear down of audio
- Assist in all A/V set up
- Select music for events
- Create shareable playlist approved by Activities Director

Section 5. ASB CABINET MEMBERS COMMITMENT TO A CODE OF CONDUCT

When becoming a member of Tesoro ASB, Cabinet will have to sign the following written oath. All Tesoro ASB cabinet members agree to uphold the following standards:

I, the undersigned, I will abide by the following Code of Conduct set forth by the Tesoro High School ASB. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their term of office. The term of office shall run from time elected/appointed until a new person is put in office or until graduation.

1. Academic Achievement

- a. Maintain an academic 2.5 GPA computed on a 4.0 scale
- b. If I receive less than a 2.5 GPA per semester grade during my term, I understand that there will be consequences and limitations to my involvement in ASB. Receiving less than 2.5 could be cause for dismissal from the office by the administration of Tesoro High School.
- c. If asked to submit a record of my scholastic achievements to the Activities Director at the end of each grading period.

2. Behavioral Standards

- a. As a member of ASB, I realize that my conduct must be beyond reproach at all times, on and off campus (It is critical that you understand the full implications of this statement. Violation will result in dismissal from office. Contact Activities Director if further explanation is needed).
- b. I will uphold the constitution and my oath of office.
- c. I will cooperate with and support the ASB President & Activities Director.

- d. I will abide by school dress regulations at all times.
- e. Maintain a lifestyle free of alcohol, tobacco, violence, drugs and drug paraphernalia at all times.
- f. I will not carry or use any illegal substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.
- g. I will display good sportsmanship at all times and serve as an ambassador for Tesoro High School at other schools.
- h. I will maintain a satisfactory citizenship and attendance record.
- i. I understand that if I am suspended from Tesoro High School, I may be suspended from ASB temporarily or permanently, as determined by the Tesoro High School Administrative Team.
- j. Failure to comply with any of these rules may result in immediate removal from office as determined by the Tesoro High School Administration Team.
- k. I will be at mandatory events and understand it will affect my grade. If I do not communicate in advance to the Activities Director, my grade will be affected.

3. Leadership Class

Leadership class is an essential part of ASB. Being a part of this class means you will constantly learn how to improve your leadership skills.

- a. I will arrive to class, with regular and punctual attendance.
- b. I will be respectful during weekly meetings.
- c. I will actively participate in class discussion, council meetings, projects, and activities.
- d. I will fulfill the requirements and responsibilities of my cabinet job.
- e. I will volunteer my time to help other cabinet members that are not otherwise specified on my job description.
- f. I will take an active role to support all student groups and generally aid in promotion of school and district cohesiveness and sportsmanship.
- g. I will do my best to represent the student body when working with staff, administration, district, and the community.
- h. I will help plan and participate in projects aimed at enhancing the school's atmosphere. (campus beautification, student group relations, school spirit, community service, etc.)
- i. I will report any activities that are in violation of school rules, or otherwise specified in the Tesoro High School Handbook.
- j. I will be at mandatory events and understand, if I fail to communicate with the Activities Director, this will affect my grade.

4. Responsibilities of Office

- a. I understand that attendance to class is mandatory
- b. I understand that the same school rules apply in this classroom as any other.
- c. I understand that I am not to use my cell phone in class. Class time will be used for instruction and class projects.
- d. I understand that it is my responsibility to work on projects and assignments given to me during class periods.
- e. I understand that, regardless of my position, I will be assigned various tasks that deal with all aspects of ASB.
- f. I understand that I will be assigned tasks at all ASB functions and that it is my responsibility to work at ASB events.
- g. I understand that being on ASB is a huge time commitment. I am prepared to work during break, lunch, after school, and some evenings to sufficiently fulfill my duties.
- h. I understand that I am expected to set up and clean up after all activities.
- i. I understand that if I am elected/appointed to an office, I must be enrolled in the Student Government class during third period.

- j. I understand that I will be assigned, and expected to execute, tasks by the Activities Director and the ASB President.

Violation of any of the stated rules is cause for removal from office. Removal from office is determined by the Tesoro High School Administration Team, pursuant to the regulations set forth by the ASB constitution.

Section 6. QUORUM

The ASB Cabinet shall meet with a quorum present at least once a week during the school year. A quorum shall consist of 60% of the voting members present.

ARTICLE V: Elections

Section 1. HOMECOMING, WINTER FORMAL, AND PROM COURT ELECTIONS:

Under the direction of the ASB Cabinet all formal dance court nominations and elections shall be dictated by the following system:

HOMECOMING:

Seniors will initially nominate 5-10 males of Homecoming King and 5-10 Females for Homecoming Queen as decided by the Dance Commissioner. After the top 5 males and top 5 females are announced, seniors will vote for 1 male and 1 female from the top 5. Presentation of court is determined by the Dance Commissioner and consensus by class and administrative team.

The top 5 males and top 5 females will be announced.

All other classes (Freshmen, Sophomore, Juniors) will nominate 1 male and 1 female from their own class. The top male and Female in each class will be Homecoming Prince/Princess.

WINTER FORMAL:

Freshmen, sophomores, and juniors nominate their own court, consisting of 1 prince nominee and 1 princess nominee per grade.

The Prince and Princess of each class are chosen based on the highest number of nomination ballots cast.

Seniors each have the opportunity to nominate their top 5 choices for a Senior King and Queen.

4-6 nominees are announced prior to the dance.

The King and Queen will be elected on the night of the dance by the attendees of the dance.

The class court and King and Queen will be announced the night of the dance.

PROM:

Seniors each have the opportunity to nominate their top 5 choices for a Senior King and Queen.

4-6 nominees from each category are chosen based on the highest number of nominations and announced prior to the dance.

The King and Queen will be elected on the night of the dance by the attendees of the Prom Dance.

Court Guidelines:

A student accepting the position of Senior King or Queen for one dance is ineligible for the same position for future dances, therefore a nomination for that dance is disregarded and the recipient of the next highest votes is nominated.

In the event of a tie for court, for final King and/or Queen, tie will remain, and all participates in the tie will be crowned.

King (boy) and Queen (girl) will be based on students Gender Identification.

Section 2. OFFICER ELECTIONS:

Members of the ASB Cabinet, with the exception of Treasurer, Secretary, Commissioners and Freshman Representatives shall be elected by popular vote of the current 9th, 10th, and 11th grade students of THS to be held during the year preceding that in which the officers will serve.

The final election should take place no later than three weeks prior to the end of the second semester.

Each member of the THS student body has one vote for each position on the ballot in the ASB executive elections and one vote for each position on the ballot in the appropriate class election.

Students must have their student ID number to be able to vote either online or the campus-polling place.

Students in violation of this section by trying to skew election results are subject to disciplinary action.

Section 3. APPOINTMENT OF COMMISSIONERS/ CLASS REPRESENTATIVES

All ASB commissioners shall be selected by the Activities Director. The selection will be based on the recommendations of the selection committee. The selection committee shall consist of:

1. The Executive Council for the upcoming year; and
2. The Activities Director (The Activities Director will be a non-voting member, except in the case of a tie).
3. Principal or designee.

PROCEDURE –

The candidates will be interviewed by the selection committee and each candidate seeking the same position shall be asked the same questions.

The selection committee consists of the upcoming ASB President, ASB Vice President, and Presidents of the Senior, Junior, and Sophomore classes, along with the advice and consent of the school Principal (or Designee) and Activities Director. The selection committee will nominate for appointment the remaining positions of the ASB cabinet. Each nominee must be approved by a simple majority of the selection committee.

The selection committee will interview and appoint, with advice and consent of the school Principal (or designee) and Activities Director, the remaining membership of the ASB Cabinet.

The person deemed the most capable by the committee will be recommended to the Activities Director. If the Activities Director does not agree with a recommendation of the committee, he or she must first discuss his or her decision with the committee before finalizing that decision. If no agreement can be reached, an appeal to the school's principal may be presented. The decision by the school's principal is final.

Students who seek membership of ASB Cabinet must meet the required GPA and citizenship requirements. In addition, students who seek appointment of office, must meet the stipulations set forth in Article IV, Section 5, Code of Conduct – Section 4 of the constitution. Students will pick up an application to be filled out and returned by the posted date. The application must have teacher letters of recommendation.

Section 4. ELIGIBILITY

Any member of Tesoro ASB who has a non-weighted semester grade point average (GPA) of 2.5 or better on a scale of 4.0 with no more than one citizenship grade less than satisfactory as shown by his or her last semester grade report and no more than step two on a behavioral contract shall be eligible for an executive, class or appointed office.

All candidates for the ASB President position must have at least one year prior of experience in the ASB class. However, if no tenured ASB members or only one tenured ASB member is able or willing to run, the Activities Director may open up the candidate pool to other interested Tesoro students. These students must first interview with the Activities Director and if he/she deems the student qualified he/she will be added to the ballot.

Each candidate must agree to follow the ASB Code of Conduct, and the Campaign Rules and Guidelines throughout the term of office.

Section 5. PROBATIONARY PERIOD

If any officer's academic GPA or citizenship grade falls below those required for his or her office, he or she shall be given until the next progress report grading period to raise it.

If, at the end of that period, he or she fails to do this, the student will be administratively removed from office. The ASB President through the recommendation of the executive council shall fill the office in accordance with the terms of this Constitution.

Section 6. RECALL OF OFFICERS

Any officer of Tesoro ASB may be recalled and discharged by a proposal of the ASB Executive Council and approval of the Administrative team and confirming vote of two-thirds of the members of the ASB Council.

If the officer is recalled, his or her office is to be declared vacant and shall be filled according to the provisions of this Constitution.

Section 7. RESIGNATION OF OFFICERS

An officer of Tesoro ASB may resign from office by submitting a statement of resignation to the ASB Cabinet and, after its approval; the office is to be declared vacant and filled according to the terms of this Constitution.

Section 8. VACANCIES AND APPOINTMENT OF OFFICERS

An office of the ASB Cabinet, which has been declared vacant, may be filled by appointment of the ASB President, through the recommendation of the executive council and with the approval of the Cabinet. The appointment shall be decided by a majority of the Cabinet members present.

In such a case as the office of the ASB President is declared vacant, it shall be filled by the ASB Vice President, who will in turn nominate a new Vice President with the advice and consent of the ASB CABINET. The member appointed to a vacant office must meet the terms of eligibility for that office.

Section 9. ADMINISTRATIVE APPROVAL OF OFFICERS

Candidates for any ASB office must have the approval of the Activities Director, their Vice Principal, and in the case of the PRESIDENT and VICE PRESIDENT, the approval of the Principal.

Section 10. NOMINATION OF OFFICERS

Nomination of officers shall be made by petition.

Each petition shall include the signatures of no less than forty voters.

Petitions for class officers shall include not less than forty signatures of the appropriate class.

Section 11. CAMPAIGN RULES AND GUIDELINES

All Candidates must maintain at least a 2.5 GPA

Candidates must win by 50% majority. If not, there will be a run-off between the 2 candidates with the most votes. One repeat run-off election may be run if necessary. If there is an additional run-off election, the administrative team will decide on the candidate.

Candidates shall not say anything negative about other candidates.

Use of ASB material for personal campaigning purposes is strictly off limits

Campaign budget is \$75. If you already have supplies at home (like paintbrushes, paper etc.) you must estimate cost. The budget includes everything – paint, paper, tape, etc. all receipts must be turned in. failure to do so may result in loss of campaign privileges.

Social media restrictions:

- Cannot include other candidates in any social media posts
- Can publicly support other candidates

All campaign material (chalk, wristbands, pins, etc.) must be approved beforehand. No stickers or food may be used. Other candidates may not be mentioned in another candidate's campaign in flyers, posters, or campaign paraphernalia.

Posters, flyers, social media posts, and campaign materials may not be hung or passed out until Monday election week starts at 6:00 AM. Any violations of these rules will result in loss of poster and flyer privileges.

Posters and flyers:

- Can be hung inside hallways, walkways and outside perimeter of school only (not on fences)
- Can be hung with blue painters tape.
- Are not allowed inside classrooms
- Cannot be held up by adhesive labels or stickers

Door-to-door voting is not allowed. This means that candidates are not to give their phone to other people, nor are they allowed to be in possession of other people's phone. IP addresses are checked during elections. Any violations will result in disqualification from the election, as well as school consequences if deemed appropriate by school administration. If you have any questions please contact the Activities Director.

Candidates may not loiter around the line of voters or anywhere around student voting areas including students voting on their phones. Once voting opens, candidates must not coerce or campaign to student voters.

Results of the elections will not be posted or announced until all posters and banners are down and the campus is free from campaign paraphernalia. Candidates are responsible for removing all posters/banners/flyers.

All candidates on the ballot for each office should make every effort to be present at a pre-arranged time in order for the results of that particular office to be read.

SPEECH GUIDELINES

- Speech is no longer than 2 minutes.
- No one but the candidate may appear in speeches.
- Candidates may not mention other candidates in speeches.
- No special effects will be allowed in these speeches. Only basic editing.
- Speeches as well as any props that will be used in speech must be approved 24 hours before scheduled taping by the Activities Director.
- If candidate misses his or her taping appointment without rescheduling ahead of time, there will be no makeup of the taping.

Any violations of these rules and regulations may result in disqualification.

ARTICLE VI: Estate General

Section 1. ESTATES GENERAL

Each class President and Vice President may appoint ASB class representative(s), who meet GPA requirements and code of conduct expectations, with the approval of the Activities Director. These class representatives will assist with all ASB events, such as Homecoming, pep rallies and school dances.

Section 2. PRIVILEGE FOR CLASS REPRESENTATIVES

The Activities Director has the sole right to grant and extend ASB Discounts on items such as dance tickets and apparel to worthy representative who consistently works to support the ASB team.

Section 3. CLASS COUNCIL MEETING REQUIREMENTS

The class presidents shall hold class council meetings when necessary during lunch in the room of his or her class council teacher advisor to conduct business of the class. For example: homecoming planning meetings, fundraising brainstorming sessions, or class council pep rally dance rehearsals.

ARTICLE VII: Clubs

Section 1. CLUBS

The ASB Cabinet, in accordance with the Capistrano Unified School Districts policy regulating clubs and campus organization, shall charter all student clubs and organizations.

Section 2. APPLICATION PROCESS

In order for the Student Council to consider granting a charter, a representative of the club must submit the proper application, which shall include the following:

- Club President
- Club Treasurer
- Club Faculty Advisor
- Purpose of club
- Prerequisites for membership
- Meeting dates
- Explanation of club's function
- A copy of the club's constitution.

In addition, the club must state a clear connection to a district-approved curriculum.

A representative from the club may be requested to attend the ASB Cabinet meeting in which the club's approval will be discussed for the purpose of addressing questions. After two years of inactivity, a club is considered disbanded and all monies left in the account for this club is transferred to the general ASB fund.

ARTICLE VIII: Amendments

Section 1. AMENDMENTS

This Constitution can be amended, or have portions repealed by a two-thirds vote of the ASB Cabinet. Changing the text of the constitution and presenting the revision to the ASB Cabinet for a two thirds vote makes an amendment to this constitution.

ARTICLE IX: Advisor

Section 1. ADVISORS TO THE CABINET

The Activities Director shall be an ex officio member of the Cabinet, acting in an advisory capacity to the Cabinet. The Cabinet shall submit all new projects or policies affecting general school administration to the Activities Director (who in turn may submit it to the Principal) for his or her approval before final action.

Section 2. DUTIES OF THE ADVISOR

The duties of the advisor are:

- Be present at every Cabinet meeting.
- Assist the President in keeping order.
- Keep cabinet informed on what they are permitted to do.
- Act as a Liaison between the student body and administration.
- Approve all publicity and communications prior to distribution.

ARTICLE X: District Regulations

Section 1 RELATION OF ASSOCIATED STUDENT BODIES TO SCHOOL DISTRICT REGULATIONS

Rules and regulations that are passed by the Capistrano Unified School District Board of Education shall have precedence over any rule or regulation that might be passed by the ASB of THS.

ARTICLE XI: Ratification

Section 1. RATIFICATION

This constitution was ratified by the full ASB CABINET by a two-thirds vote or more and is official as of the date below. The signatures of the Presiding ASB President and the Activities Director below certify the verification of this constitution:

Date Ratified: _____

ASB President Signature: _____

Activities Director Signature: _____