

Constitution of the Associated Student Body of
Desert Mirage High School

Article I –Name

The name of this organization shall be “The Associated Student Body of Desert Mirage High School”

Article II- Purpose

It shall be the purpose of this organization to promote the interest of the student body in scholarship and co-curricular activities, and to uphold the good name of the school

Article III- Colors and Emblem

Section 1

The colors of this organization shall be Red and Silver. (Est. 2003)

Section 2

The emblem shall be the Ram. (Est. 2003)

Article IV- Membership

Section 1

All students regularly enrolled in Desert Mirage High School shall be recognized as members of the Associated Student Body.

Section 2

There shall be two types of student membership: regular and active.

Section 3

Regular members shall include all members of the regularly enrolled body. They shall be entitled to all privileges not specifically reserved for active members.

Section 4

Upon notification of position won, students must secure an associated student body card, making them active member. Only active members may: (Revised, May 2013)

- A. Hold student body office positions
- B. Represent the school in any interscholastic competition public appearance, or in any other manner.
- C. Participate in activities wholly or partially paid for by the Associated Student Body.

Article V- Legislative Branch

Section 1

The legislative power of the student body's government shall be vested in the Student Council.

Section 2

The Student Council shall consist to the following: (Revised, May 2013)

- a) The elected executive board officers of the student body, which shall include the president, vice president, secretary, treasurer, director of assemblies, director of publicity, and the student representative to the board of trustees.
- b) The elected four class presidents (Freshman, Sophomore, Junior, and Senior)
- c) The three elected or appointed class representatives from each
- d) All elected officers and for their respective class: Vice – President, Secretary, and Treasurer.
- e) All appointed positions. Commissioners of:
Pep/Activities (5) Public Relations (1), Publicity (5), Athletics (2), Historian (2), Sound Crew (3), Community service (1)

Section 3

It shall be the power and duty of the student council to:

- a) Act on petitions
- b) Act on all financial expenditures
- c) Propose amendments to the constitution

- d) Abide by the constitution and Education Code as pertaining to the ASB
- e) Supervise all clubs and organizations as to their activities and funds.
- f) Make recommendations to the administration on matters pertaining to the students

Section 4

To submit a petition for annual or invitational activities shall consist of the following:

- a. Any club, class or department that wishes to hold any fund raising project or dance, must submit a petition a week prior to the Student Council meeting before carrying out any publicity on that said event.
- b. If any club or organization is unable to submit a petition to the student council they may, with permission from the student council advisor, obtain three approval of the council by securing the signatures of two-thirds of the voting student council member or executive board. This rule may be approved twice a year.
- c. Any club, class or department wanting any amount of money from student council for any activity must submit a purchase order request to the activities office on or before the date set by the ASB treasurer, and submitted a week before ASB meeting requested.
- d. Failure to meet requirements in "item A" will result in any or all of the following:
 - 1. Could have their next petition automatically over ruled by another class or club petition for the same activity or date.
 - 2. Could have 50% of the net profits from the fundraiser project taken.
- e. Traditional activities (i.e. Rock n Lunches, Homecoming, Prom, and Graduation)

Section 5

The President of the Executive Board shall act as president of the Student Council and preside at all meetings of the Student Council. The vice president, secretary and treasurer, director of assemblies, director

of publicity, and the student representative to the board of trustees shall assume the duties generally performed by such officers

Section 6

There shall be an Executive Committee composed of the President, Vice President, Secretary, Treasurer, Director of Publicity, Director of Assemblies/Activities and the student representative to the Board of Trustees. It shall be empowered to transact ASB business when it is impractical for the Student Council to meet and when the advisors approval has been secured.

Section 7

Two-thirds of the body meeting together shall compose a quorum for the transaction of business. All legislation shall require the approval of at least a simple majority of that quorum. The presiding officer at any meeting may vote only in case of a tie-vote.

Article VI- Class Organization

Section 1

Each of the incoming Sophomore, Junior, and Senior classes shall choose in a general election by secret printed ballot, officers to fill the positions of President, Vice-President, Secretary, Treasurer, and (3) Representatives to the Student Council. These officers shall be elected during the final thirty (30) days of each school day to serve for the following year.

Section 2

The incoming freshman class shall choose, in a general election by a secret, printed ballot, officers to fill the positions of President, Vice-President, Secretary, Treasurer, and three (3) Representatives to the Student Council. These officers shall be elected within the first thirty (30) days of each school year to serve for that year or end of 8th grade year (Revised, May 2013)

Section 3

The Senior Class Officers shall have the duty and power to:

- A. Make arrangements for caps and gowns.
- B. Make arrangements for graduation announcements, song choice, and practice

- C. Make arrangements for graduation activities, senior dinner, pool party, and others
- D. Make arrangements for the senior annual signing party.
- E. To represent their class at mandated A.S.B meetings.

Section 4

The Junior Class Officers shall have the duty and power to:

- A. To put on the Football Homecoming Dance, and assist with tile Junior-Senior Prom.
- B. Organize Homecoming Dance and other fundraising events such as Powder-Puff.
- C. To put on fundraising activities in preparation for their Senior year.
- D. To work with the ASB on the election of Homecoming and Prom Royalty.
- E. To be responsible for buying the Queen and King crowns for Homecoming Royalty.
- F. To represent their class at mandated A.S.B. meetings if possible.

Section 5

The Sophomore Class Officers shall have the duty and power to:

- A. To put on fund raising activities in preparation for the Junior year.
- B. To represent their class at all A.S.B. meetings if possible.
- C. Plan Winter ball dance
- D. Organize Homecoming dance

Section 6

The Freshmen Class Officers shall have the duty and power to:

- A. To put on fund raising activities in preparation for the Junior year.
- B. To represent their class at all A.S.B. meetings if possible.
- C. Welcome Back dance
- D. Organize Homecoming dance

Section 7

Procedure for all class elections shall be subject to the approval of the Student Council.

Section 8

Each class may have at least two (2) meetings per month, but not more than (4).

Section 9

If, for any reason, any of the various class officers shall not be able to server their term, the class shall fill the office in a special class election by secret, printed ballot within thirty (30) days after notice, except for the President, who shall be succeeded by the Vice President, and the new Vice President elected.

Section 10

If a class representative or a class president, Vice-President, Secretary, Treasurer has three unexcused absences from Student Council or class meetings, that officer or representative shall be notified of his/her absences via the morning bulletin, and official notification by the class advisor, and they (Class) will have the power to replace him/her. The officer may be excused only for official school activities, sports, band, drill team, cheerleading, etc. with prior notice. The Executive Board (ASB) or twenty-five percent (25%) of the class by petition within two weeks of notification shall decide whether or not an election shall be held. If an election is to be held a class meeting shall be held and the ASB Vice President shall inform the students of their officer's delinquency, and then the officer may make a statement if he/she will be a candidate again, and the other candidates may make a statement also. The election shall be secret, printed ballot. The ASB Executive Board shall determine what is classified as an unexcused absence.

Article VII- Election

Section 1

The following officers must be filled in a general election by a secret, printed ballot of all student body members: President, Vice-President, Secretary, Treasurer, Director of Assemblies, Director of Publicity, and the Student Representative to the Board of Trustees. The election of these officers to serve for the following school year shall be held during the last thirty (30) days of each school year. These Associated Student Body Officers shall be elected individually.

Section 2

To be eligible to vote a person must be a member of the Associated Student Body.

Section 3

To be eligible to run for Executive office, a person must have been an active member of the student body for at least (2) complete years by the time he/she would assume office. Then if no, 2 semesters complete, If no applicants, a person may be eligible he/she has been a member of a DMHS club larger than 25 students. Presidential Candidates must have been a former ASB member for at least 1 full year (Revised, May 2013)

- A. Have at least 2.0 grade point average (4 point system) (Cumulative)
- B. Have a satisfactory citizenship record for the entire period of attendance. Attendance, grade point average, and citizenship to be verified by school personnel.
- C. Be senior for the year he/she is to serve, except for the offices of Director of Assemblies, Director of Publicity and student representative to the board of trustees, which may be filled by either a junior or a senior. If no applies, allow junior and senior for president, vice , secretary, treasurer. (Revised, May 2013)

Section 4

To be eligible to run for a class office, a person must have been an active member of the student body for at least one complete semester, except for freshman.

- a) Have at least a 2.0 grade average (4 point system)
- b) Have a satisfactory citizenship and an attendance record verified by school office records.
- c) Be a member of the class of a designated office he/she is to be a candidate.
- d) Upon election, student must purchase an ASB card in order to meet and fulfill article IV, Section 4, of the ASB constitution.

Section 5

No member of the ASB student council shall hold: (Revised, May 2013)

- a) More than one elective office in the Associated Student Body, no exceptions
- b) More than one elective office in a class organization, no exceptions.
- c) Too many extracurricular activities that would impede completion of their duties as an ASB council member

Section 6

To run for Associated Student Body, a person must:

- a) Obtain a petition /application form from the activities office
- b) Obtain the signatures of at least 10% of the student body. (Student may not sign up for more than one office except class representative (3)
- c) Verify citizenship, attendance, and grade point average
- d) Pass pre-screening process (Revised, May 2013)

Article VII Powers and Duties Executive Board

Section 1

The officers elected as a whole by the student body and known as Associated Student Body officers shall be President, Vice President, Secretary, Treasurer, and Director of Assemblies, Director of Publicity, and student Representative to the Board of Trustees.

Section 2

It should be the power and duty of the Executive President to:

- a) Preside over student council meetings
- b) Plan an agenda for each meeting of the student council
- c) Represent the Associated Student Body at all meetings or organizations and council, where this representation is desired.
- d) Formulate committees and appoint members to committees
- e) Appoint parliamentarian procedures/Robert's Law

Section 3

If for any reason the President is not able to serve his term of office, the Vice President shall immediately become President and the Associated Body shall fill the position of Vice President within 30 days in a special election by a secret, printed ballot.

Section 4

It should be the power and duty of the Vice President to:

- a) Assist the president in every way possible:
- b) Preside over the student council and the absence of the President
- c) Being in charge of all the student body elections, and to help the faculty advisor or advisors in organizing the freshman class elections
- d) Serve as a regular voting member of Student Council

Section 5

It should be the power and duty of the secretary to:

- a) Carry on all necessary correspondence for the Associated Student Body and for the student council:
- b) Keep a complete and accurate account of each student council meeting
- c) Being in charge of all student council records
- d) Serve as a regular voting member of the Student Council
- e) Have a copy of the minutes of each student council meeting available to all student council members and to ASB and posted on campus bulletin boards.

Section 6

It should be the power and duty of the treasurer to:

- a) Keep a complete and accurate record of receipts and disbursements of the Associated Student Body funds:
- b) Present, upon request of the President, a report of the state of the Associated Student Body Treasury.
- c) Work very closely with the ASB bookkeeper appointed by the administration
- d) Supervise the administration of the Student store
- e) Be in Charge of all Associated Student Body card sales

- f) Be in charge of all Associated Student Body equipment
- g) Serve as the regular voting member of the student council
- h) Keep an accurate financial record of all clubs and organizations on campus

Section 7

It should be the power and duty of the director of assemblies/activities to:

- a) Secure and schedule all the assembly programs
- b) Stimulate interest in local and school assemblies
- c) Supervise and establish school activities on campus during the school day
- d) Serve as a regular voting member of the student body

Section 8

It should be the power and duty of the director of publicity to:

- a) Exercise general supervision over all school publicity on and off campus that is related to student organizations and their functions
- b) Be in charge of all bulletin boards and glass displays cases on campus
- c) Serve as a regular voting member of the student council
- d) Maintain a scrapbook of all events relating to school activities

Section 9

It should be the power and duty of the student representative to the board of trustees to:

- a) Serve as a regular member of student council
- b) Serve as a representative from student council to the board of trustees, to present proposals and report the board decisions to the council regarding student policies

Article VIII- Commissioners (Revised, May 2013)

Section I

Commissioner of Community Service

- A. The Commissioner of Records shall be 10-12th grade student.
- B. The term of office shall be one year.

- C. The Commissioner of Records shall have the duty and power to:
1. Organize and lead at least Three major Community Service event for A.S.B. to participate in and campus beautification days

Section 3 Commissioner of Athletics

- A. The Commissioner of Athletics shall be 10-12th grade student.
- B. The term of office shall be one year.
- C. The Commissioner of Athletics shall have the duty and power to:
1. Distribute all A.S.B. Athletic letters and certificates.
 2. Be responsible for the inventory of all athletic awards (Letters, certificates, patches, and trophies.)
 3. Help organize all Sport Banquet including set up and clean up.
 4. Obtain coaches' recommendations for athletic awards.
 5. Attend sporting events.
 6. Make Game day/outcome announcements

Section 4 Commissioner of Pep and Activities

- A. The Commissioner of Activities shall be a 10-12th grade student.
- B. The term of office shall be one year.
- C. The Commissioner of Activities shall have the power and duty to: '
1. Plan and supervise assembly programs excluding pep assemblies and lunch activities
 2. Be responsible for the organization of the activities calendar.
 3. Organize all A. S.B. field trips.
 4. Plan and conduct all pep assemblies.
 6. Work with the Council in creating spirit at D.M.H.S

Section 5 Commissioner of Publicity

- A. The Commissioner of Publicity shall be a 10-12th grade student.
- B. The term of office shall be one year.
- C. The Commissioner of Publicity shall have the power and duty to:
1. Publicize all student activities including sports events, assemblies, and elections.
 2. Be the head chairperson in any poster committees.

Section 6 Commissioner of Public Relations

- A. The Commissioner of Student Services shall be a 10-12th grade student.
- B. The term of office shall be one year.
- C. The Commissioner of Student Services shall have the duty and power to:

1. Be in charge of the ASB website and Facebook, twitter accounts
2. Report and delete any inappropriate comments posted on our social media
3. Train at least one junior from the ASB/leadership class to complete the tasks the following year.

Section 7 Commissioner of Sound

- A. The Commissioner of Student Representation shall be an 10-12th grade student.
- B. The term of office shall be one year.
- C. Responsible for setting up and taking down sound equipment for our events. This includes before school, lunch, and afterschool events.
- D. Responsible that all music played on campus is school appropriate

Section 8 Historian

- A. The Commissioner of Clubs shall be a10-12th grade student.
- B. The term of office shall be one year.
- C. Will take pictures of all of our events and create a scrapbook at the end of the year.
- D. Will decorate our ASB room walls
- E. Works closely with P/R

Article IX- Amendments

This constitution may be amended by a two-third (2/3) majority of the student council and by two-thirds (2/3) majority of the associated Student Body Members that voted.

Article X- By Laws

Section 1

- a) The students of Desert Mirage High School shall have the power of referendum with the petition of 100 signatures of the students. Any person or group may call for a general vote of the Associated Student Body on any measure or Bill previously presented by the Student Council

- b) All petitions are to be obtained from the student council advisor and are subject to his approval before securing the signatures

Article XII- Student Body Finances

Section 1

An adult shall be appointed by the administration as student body fund account clerk whose duty shall be:

- a) To keep all financial record of the student body
- b) To make a financial report to each organization of its balance once a month
- c) To make a financial report to the council and to the principal of the balances once each month
- d) To act as custodian of student body funds

Section 3

Student body funds shall be handled and expended in a manner prescribed by Student Council

- a) During the summer months, outstanding bills and purchase orders shall be paid on authority of the Executive Board and the ASB Advisor

Section 4

General Procedures:

- a) Purchase orders must be initiated by a student and faculty/club advisor
- b) All purchase orders must show prices and amounts before they can be approved
- c) No bill will be paid unless the purchase orders accompany the statement
- d) No Purchase orders shall be issued subsequent to any purchase

Section 5

Purchase Orders:

- a) Student representatives for organizations shall originate “a purchase order” in triplicate; the organization treasurer retains one copy.
- b) Sponsors for organization shall approve or disapprove “the purchase order” on the basis of whether it was democratically requested by the organization.
- c) The “purchase orders” is forwarded to the ASB bookkeeper and verifies availability or lack of funds. If the funds are, available, the director of activities and ASB bookkeeper will approve the purchase order.
- d) The ASB bookkeeper forwards the purchase order to the principal. The purchase order is returned to the ASB bookkeeper who keeps two copies
- e) The director of activities and ASB bookkeeper returns the purchase order to sponsor or student representative for purchase if direct purchase without check is to be made. Duplicate of purchase order is placed in organizational file account when returned from the principal. If check is to be made the ASB bookkeeper will make check and send it to the district business office for signature. Check is either forwarded to company or returned to the organization as requested.
- f) Purchase order and bill will be made out for amount of invoice when all merchandise on invoice has been received and signature of advisor is on invoice stating items have been received.

Section 6

Deposits:

- a) A student representative or sponsor of organization shall count money and then deposit with the ASB bookkeeper.
- b) The ASB bookkeeper shall count the money and verify credit amount
- c) The ASB bookkeeper shall enter amount of credit to the organization account
- d) The ASB bookkeeper shall deposit money in the bank
- e) The ASB bookkeeper shall make monthly statement and financial reports
- f) The ASB bookkeeper shall distribute the monthly statement as the various student body organizations

Section 7

Percentage Policy

- a) All clubs and organizations that are sponsoring any dance where there is ASB card reduction must deposit the full amount to the ASB bookkeeper to deposit it into the ASB club account. Any exceptions require approval of the ASB treasurer bookkeeper and the student council
- b) Any club or organization or class sponsoring any fundraising activities without ASB discount will be charged 10% after all the expenses have been paid to ASB after completion of Profit/loss form (Revised, May 2013)
- c) Any club or organization who does not complete a profit/loss form within 2 weeks after fundraiser is complete will result in a charge of 20% (Revised, May 2013)
- d) Any unauthorized sale shall be penalized not less than 50% no more than 70%.
- e) Any club class or organization failing to follow the ASB rules and regulations may be suspended from any further ASB fundraising activities until they attend the seminar on all ASB rules and regulations

Section 8

Student Council Funds

- a) Any appropriation of funds made by DMHS Student council must be approved by two-thirds vote of the student council members
BY-LAW – I –Requirements for maintaining an office:
All students elected or appointed to a class or student body office is required to maintain the following standards while representing the office
 1. A 2.0 Grade point average (based on a 4 point scale cumulative)
 2. Maintain satisfactory citizenship and attendance as judged by current school policy.
 3. One “unsatisfactory” rating or three “needs to improve” ratings will require an investigation by three ASB executive board members.

4. Any student in violation of the scholarship or citizenship regulations will be moved from his/her office for one grading quarter
5. Quarterly report cards will be the basis for a scholarship and Citizenship ratings

Proposed by law to the constitution of the Associated Student Body of Desert Mirage High School:

BY-LAW-II: All students elected to the student council must enroll in the leadership class offered by Desert Mirage High School. If no class is offered, (BY-LAW -II does not apply)