

**CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF
NEWPORT HARBOR HIGH SCHOOL**

ARTICLE I - NAME, MASCOT, COLORS, AND ALMA MATER

- Section 1 The name of this organization shall be the Associated Student Body of Newport Harbor High School.
- Section 2 The mascot shall be the Sailor/Tar (Tommy Tar).
- Section 3 The colors shall be navy blue and grey.
- Section 4 The official Alma Mater shall be as follows:
Hail our Alma Mater,
To Her gray and blue
We give her love and honor,
For her spirit's true,
Our loyalty to Harbor High
Ever will our spirit's be
We strive for her might,
So hail, Harbor High.

ARTICLE II - PURPOSE

The purpose of the Associated Student Body shall be to promote school spirit, encourage and support school activities, be inclusive of all Newport Harbor High School students in a variety of activities, stimulate high ideals for education and democracy, foster positive relationships among students, faculty, administration and the Board of Education, and to uphold the traditions of Newport Harbor High School.

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ARTICLE III - MEMBERSHIP AND PRIVILEGES

- Section 1 All Students enrolled in Newport Harbor High School shall be members of the Associated Student Body, subject to its rules and entitled to its privileges.
- Section 2 Every student enrolled at Newport Harbor High School shall automatically become an active member. Active members are entitled to:
- A. Run and serve in Student Government in accordance with election and appointment guidelines.
 - B. Participate in CIF athletic competition in accordance with CIF rules.
 - C. Vote in ASB elections, class elections, and special elections in accordance with election procedures.
 - D. Participate in school clubs and organizations in accordance with club constitutions.

ARTICLE IV - EXECUTIVE CABINET AND EXECUTIVE CABINET AND STUDENT GOVERNMENT

- Section 1 The Executive Cabinet of the Associate Student Body shall be the President, Vice-President, Secretary and Treasurer.
- Section 2 Student Government
- A. Student Government shall consist of the (4) Executive Cabinet, the Presidents and Vice Presidents of the Freshman, Sophomore, Junior and Senior classes, Activities Commissioner, Athletics Commissioners, A/V Technology Commissioner and Representatives, Brand Commissioner, Communications Commissioner and Representatives, Creative Design Commissioner, Dance Commissioner, Elections and Data Commissioner, Fundraising Commissioner, Hospitality Commissioner, Inter Club Council Commissioner, Rally Commissioners, Student Wellness Commissioner, and VAPA/CTE Commissioner. If an applicant is fit to be a part of Student Government but all positions are filled, another position may be created or the candidate may be designated to an already existing position and those duties will be shared among the members at the discretion of the elections committee and Activities Director(s).
 - B. The duties of Student Government shall consist of the general promotion and supervision of all student body activities. These duties include handling elections of ASB Executive Cabinet and Class Presidents/Vice Presidents. These duties also include approval of all student body activities, promoting and producing rallies, spirit weeks and dances, and handling all financial business of the Associated Student Body.

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C. All members of Student Government shall be voting members, except the ASB President who may vote only in the case of a tie.

- Section 3 All Student Government Members of the Associate Student Body shall serve for the duration of one school year and the prior summer.
- Section 4. All Student Government members (elected and appointed) must be enrolled in the Student Government class, and shall be required to participate in activities where and when assigned or needed.
- Section 5. Student Government shall work in cooperation and conjunction with the Activities Director(s).
- Section 6. Official Student Government general meetings shall consist of a quorum that shall be defined as a two-thirds majority of the current Student Government.
- Section 7. All members of Student Government must maintain at least a 2.0 GPA during their term of service. Receiving “No Credit,” no “F” grade and no more than one “D” grade in the prior two semesters, or “Unsatisfactory” in citizenship during their term of service will result in removal from the Student Government determined by the Activities Director and Newport Harbor High School Administration.
- Section 8. All members of Student Government must abide by the behavioral expectations and rules set in the NHHS Student Handbook. Any student who does not follow school rules and district policies during their term of service will be removed from Student Government as determined by the Activities Director and Newport Harbor High School Administration.

ARTICLE V - STUDENT GOVERNMENT DUTIES

- Section 1 Elected Positions
- ASB President, Executive Cabinet
- Shall preside at all meetings as part of the Associated Student Body (ASB) Student Government.
 - Shall be responsible for preparing an agenda with the Executive Cabinet and Activities Director(s) prior to each Student Government meeting.
 - Shall represent NHHS hosted programs such as Back to School Night, 8th Grade Orientation, and Graduation unless otherwise stipulated by the Activities Director(s) or other ASB members.
 - Shall be responsible for executing the constitution along with the Activities Director(s).
 - Shall be responsible for forming and overseeing committees as needed.

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- He/she shall be responsible for ASB Student Government leadership and activities such as ASB Camp and Work Week, ASB mentors, ASB leadership development, ASB team bonding, and ASB Student Government special events such as holiday party and banquet.
- Shall be a voting member of the ASB Student Government only in the case of a tie.
- Shall attend weekly Executive Cabinet meetings
 - Meetings are every late start Monday at 8:00 a.m.
- Shall represent Newport Harbor High School at community events when requested.
- Shall manage the Student Government calendar.
- Shall be a liaison to parents and parent groups such as Parent Teacher Association (PTA), Navigators, ELAC, and the Newport Harbor Education Foundation (NHEF).
- Requirement: Served in ASB Student Government at least one year prior to election.

ASB Vice President, Executive Cabinet

- Shall assume duties of the President in case of his/her absence, ineligibility, or inability to fulfill them.
- Shall be responsible for ASB classroom operations and management. This includes overseeing the daily maintenance of the ASB office and classroom, as well as ordering supplies as needed in alignment with budget.
- Shall be responsible for overseeing and supporting the Class Councils
- Shall be the official ASB Executive Board representative to the School Board.
 - Meetings are twice per month on Tuesday evenings, 6:00 - 6:45 p.m.
- Shall attend weekly Executive Cabinet meetings
- Meetings are every late start Monday at 8:00 a.m.
- Requirement: Served in ASB Student Government at least one year prior to election.

Senior Class President

- Shall be a member of the senior class during his/her term of office.
- Shall preside over monthly “Senior Class Council” meetings
- Shall plan class specific bonding events and activities including graduation countdown kickoff (senior panorama), Mr. Newport, senior dinner, senior week, and graduation.
- Shall plan and run the school wide Adopt-A-Family in November/December.
- Shall decide on the official class gift with the class council and Activities Director(s).
- Shall act as a liaison or contact for Alumni Association, Graduation Services & Sales, Senior Savings Accounts, Yearbook with Senior Superlatives, and Teacher of the Year Voting.
- Shall attend NMUSD State of the Schools Breakfast in September

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- Shall design and execute plan for senior apparel and be present during the allocated senior time at registration week.
- Shall inform the senior class of ASB sponsored events.
- Shall participate and perform duties assigned through commissioners & committees.
- Shall organize class reunions.

Senior Class Vice President

- Shall be a member of the senior class during his/her term of office.
- Shall be the official ASB Student Government representative to the School Board
- Meetings are twice per month on Tuesday evenings, 6:00 - 6:45 p.m.
- Shall support the Senior Class President at monthly Class Council meetings
- Shall inform the senior class of ASB sponsored events.
- Shall design and execute plan for senior apparel and be present during the allocated senior time at registration week.
- Shall be a member of the School Site Council and attend the meetings.
- Shall participate and perform duties assigned through commissioners & committees.

Junior Class President

- Shall be a member of the junior class during his/her term of office.
- Shall preside over monthly “Junior Class Council” meetings
- Shall plan class specific bonding events and activities
- Shall plan and execute a school wide inclusion or student wellness event such as kindness week in February unless decided otherwise.
- Shall inform the junior class of ASB sponsored events.
- Shall be present during the allocated junior time at registration week.
- Shall be the official ASB Student Government representative to Inclusion Council and attend the monthly meetings.
- Shall attend NMUSD State of the Schools Breakfast in September
- Shall participate and perform duties assigned through commissioners & committees.

Junior Class Vice President

- Shall be a member of the junior class during his/her term of office.
- Shall support the Junior Class President at monthly Class Council meetings.
- Shall plan class specific bonding events and activities
- Shall plan and run a school wide inclusion or student wellness event such as kindness week in February unless decided otherwise.
- Shall inform the junior class of ASB sponsored events.
- Shall be the official ASB Student Government hospitality representative for welcoming new and transfer students.
- Shall be present during the allocated junior time at registration week.

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- Shall participate and perform duties assigned through commissioners & committees.
- Shall be a member of the School Site Council and attend the meetings.

Sophomore Class President

- Shall be a member of the sophomore class during his/her term of office.
- Shall preside over monthly “Sophomore Class Council” meetings
- Shall plan class specific bonding events and activities
- Shall plan and execute a school wide activity/fundraiser such as March madness dodgeball or video game tournament.
- Shall inform the sophomore class of ASB sponsored events.
- Shall be present during the allocated sophomore time at registration week.
- Shall attend NMUSD State of the Schools Breakfast in September
- Shall perform duties assigned through commissioners & committees.

Sophomore Class Vice President

- Shall be a member of the sophomore class during his/her term of office.
- Shall support the sophomore Class President at monthly Class Council meetings.
- Shall plan class specific bonding events and activities
- Shall plan and execute a school wide activity/fundraiser such as March madness dodgeball or video game tournament.
- Shall inform the sophomore class of ASB sponsored events.
- Shall be present during the allocated sophomore time at registration week.
- Shall be a member of the School Site Council and attend the meetings.
- Shall participate and perform duties assigned through commissioners & committees.

Section 2 Appointed Positions

ASB Secretary, Executive Cabinet

- Shall record minutes at each official meeting including happenings, motions, purchase orders and initiatives.
- Shall record attendance at each Student Government class.
- Shall type, print, and submit minutes to ASB Director(s) and maintain an organized electronic database of minutes.
- Shall create and submit a budget in the beginning and end of academic school year.
- Shall work with Treasurer to train student government on official business meeting, budget, pre-approval and purchase order processes at beginning of year.
- Shall work with the Treasurer to prepare for audits.

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- Shall be responsible for all ASB correspondences such as “Thank You Notes” and “Holiday Cards.”
- Shall attend weekly Executive Cabinet meetings
 - Meetings are every late start Monday at 8:00 a.m.
- Shall have all documents pertaining to ASB Student Government on-file and easily accessible to all students.
- Recommended: Served in Student Government at least one year prior to being appointed.
- Recommended: Experience with Microsoft Office (Excel, Word, Powerpoint)

ASB Treasurer, Executive Cabinet

- Shall maintain accurate records and receipts for all income and expenditures
- Shall work closely with Secretary and Activities Clerk to ensure accuracy.
- Shall submit purchase orders including their P.O. number, description, amount to be spent and the recorded vote for inclusion in the minutes.
- Shall collect a budget from each organization with an account and monitor spending of said accounts based upon each budget and item identified.
- Shall collect and monitor all fundraising activities by organizations with trust accounts. These documents will be recorded and logged. This includes:
 - Applications for fundraisers
 - Projected income statements
 - Summary of revenue statements
- Shall attend weekly Executive Cabinet meetings
 - Meetings are every late start Monday at 8:00 a.m.
- Recommended: Served in Student Government at least one year prior to being appointed.

Freshman Class President

- Shall be a member of the freshman class during his/her term of office.
- Shall preside over monthly “Freshman Class Council” meetings
- Shall plan class specific bonding events and activities.
- Shall plan and execute school-wide food drive in November.
- Shall inform the freshman class of ASB sponsored events.
- Shall coordinate freshman welcome packet (including freshman time capsule) and be present during the allocated freshman time at registration week.
- Shall attend NMUSD State of the Schools Breakfast in September.
- Shall participate and perform duties assigned through commissioners & committees.

Freshman Class Vice President

- Shall be a member of the freshman class during his/her term of office.
- Shall support the sophomore Class President at monthly “Freshman Class Council” meetings.
- Shall plan class specific bonding events and activities.
- Shall plan and execute school-wide food drive in November.

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- Shall inform the freshman class of ASB sponsored events.
- Shall coordinate freshman welcome packet (including freshman time capsule) and be present during the allocated freshman time at registration week.
- Shall be a member of the School Site Council and attend the meetings.
- Shall participate and perform duties assigned through commissioners & committees.

Activities Commissioner

- Shall be responsible for coordinating all lunchtime activities, spirit days/weeks, Red Ribbon Week, and any other activities such as International Week. The Activities Commissioner is expected to be creative, intentional, collaborative, and inclusive in regards to the activities that ASB hosts.
- Shall coordinate, along with Activities Director(s), lunchtime activities, spirit weeks, and school events while delegating duties and responsibilities as applicable to Student Government members.
- Shall submit paperwork and facilities requests for all activities.
- Shall organize and coordinate the Homecoming Halftime Show.
- Shall work with Senior Class President and Senior Class Council on the production of Mr. Newport.
- Shall organize and coordinate the Religion and Political Panels along with the Student Wellness Commissioner.

Athletics Commissioner (2)

- Shall serve as the liaison between Student Government and Athletics.
- Shall coordinate sports participation in pep rallies and any other activities.
- Shall collaborate with Pep Squad and Rally Commissioner, team captains, and boosters for building school spirit at important games such as battle of the bay or other rivalries, league championships, and playoffs.
- Shall coordinate the promotion of all athletic teams on campus for the benefit of school representation and Sailor pride.
- Shall maintain the athletics schedule in the ASB Google Calendar.
- Shall submit weekly athletics announcements for every sport.
- Shall coordinate with Athletic Office for National Letter of Intent Signings.
- Shall be responsible for attending a minimum of one event per sport in season.
- Shall attend any sportsmanship conferences where NHHS Athletics has been asked to be represented.
- Recommended: A current member of an athletic team.

A/V Technology Commissioner

- Shall be responsible for graphic and video production requests for rallies.
- Shall be responsible for graphic and video production requests for social media.
- Shall be responsible for graphic and video production requests for publicizing events.

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- Shall be responsible for coordinating music to be played at all ASB activities and sponsored events.
- Shall run audio/visual at ASB events, including rallies, special events, and/or athletic games where necessary.
- Shall produce the ASB Election Candidacy Speech Video.
- Shall maintain tech equipment and keep it up to date and in excellent condition.
- Shall be responsible for the set up and break down of all audio and visual equipment used at all ASB activities and sponsored events.

A/V Technology Representative (3)

- Shall be responsible for supporting A/V Technology Commissioner in any required tasks or duties.
- Shall attend any required events where A/V Technology is requested.
- Shall be responsible for graphic and video production requests for rallies.
- Shall be responsible for graphic and video production requests for social media.
- Shall be responsible for graphic and video production requests for publicizing events.
- Shall be responsible for coordinating music to be played at all ASB activities and sponsored events.
- Shall run audio/visual at ASB events, including rallies, special events, and/or athletic games where necessary.
- Shall maintain tech equipment and keep it up to date and in excellent condition.
- Shall be responsible for the set up and break down of all audio and visual equipment used at all ASB activities and sponsored events.

Brand Commissioner

- Shall be responsible for all correspondence for artwork/logo/mascot approval for student body, class, club, athletic team, or any other organization using the NHHS name.
- Shall work with the Activities Accounting Clerk to develop a plan for spirit wear and new items in the student store to promote school spirit and expand the brand of NHHS.
- Shall be responsible for creating new ways to influence and inspire the student body using the brand of NHHS.
- Shall work with the Communications Commissioner to ensure NHHS Brand is consistent with communications marketing plan.
- Shall work with the NHHS Alumni Association to coordinate spirit wear and items that will be promoted and used by NHHS Alumni.
- Shall publicize and promote branding of NHHS using digital and traditional marketing platforms both on-campus and online.

Communications Commissioner

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- Shall promote good communication ties to students, faculty, and the community.
- Shall be responsible for managing and editing communication calendar, strategies, and plans for all activities and events.
- Shall be responsible for overseeing the duties of communications representatives and the quality of their work.
- Shall be responsible for maintaining the ASB School calendar with the ASB President to ensure all activities are advertised.
- Shall be responsible for advertising plans such as window displays, fliers, posters, and bulletin boards (once approved by the ASB) as well as advertisement promotion periods.
- Shall be responsible for distributing flyers/posters to community when required.
- Shall be responsible for placement of posters or fliers on campus and at all other NMUSD schools, local businesses, and for the removal of posters once events have passed.
- Shall be a NHHS social media influencer
- Shall act as the liaison for the non-campus communication entities such as Tar TV, the Galleon, and the Beacon.
- Shall be responsible for taking photos at activities and working with the Galleon to archive photos on team drive for active and future use.
- Shall be responsible for the creation of the day planner for the following academic year.
- Recommended: Experience with Adobe Creative Suite (ex. Photoshop, Illustrator)
- Recommended: Experience with Social Media (ex. Instagram, Snapchat)

Communications Representative - Social Media

- Shall be NHHS social media influencers which includes posting and the development/maintenance of social media guidelines, standardization, and calendaring.
- Shall be responsible for taking photos at activities and on campus and posting them as required.
- Recommended: Experience with Adobe Creative Suite (ex. Photoshop, Illustrator)
- Recommended: Experience with Social Media (ex. Instagram, Snapchat)

Communications Representative - Internal Communication

- Shall be responsible for the daily morning announcements, which includes running the announcements email, choosing the student announcers along with the Activities Director(s), and managing content in the google drive.
- Shall support the Communications Team
- Shall be a NHHS social media influencer
- Recommended: Experience with Adobe Creative Suite (ex. Photoshop, Illustrator)

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- Recommended: Experience with Social Media (ex. Instagram, Snapchat)

Communications Representative - External Communication

- Shall be responsible for acting as the student representative for the school website and keeping it updated with information pertinent to the student body.
- Shall be responsible for making sure that the daily announcements are prepared for email blast.
- Shall support the Communications Team
- Shall be a NHHS social media influencer
- Shall be responsible for taking photos at activities and on campus
- Recommended: Experience with Adobe Creative Suite (ex. Photoshop, Illustrator)
- Recommended: Experience with Social Media (ex. Instagram, Snapchat)

Creative Design Commissioner

- Shall take themes or concepts and create a visual design plan that conveys the story/theme/vibe that ASB wants for a rallies/dances/activities.
- Shall be responsible for running ASB theme pitch meeting, which includes setting the expectations for a pitch, helping develop chosen themes, and working with the ASB President during the voting process.
- Shall coordinate set design and decoration for rallies, which includes creation, set up, and clean up.
- Shall coordinate school-wide decoration plans for ASB activities.

Dance Commissioner

- Shall be responsible for organizing and managing the Homecoming Dance, Winter Formal, Prom, and other campus-related dances. This includes, but is not limited to, the establishment of a budget, securing entertainment and decorations for dances, and adherence to the decisions of the ASB Student Government with regards to the dance themes, etc.
- Shall be responsible for coordinating with dance venues and booking venues for following year's dances.
- Shall be responsible for coordinating with Dance Courts for acceptance of nomination, participation in rallies and attendance at coronations.
- Shall be responsible for collaborating with the Communications Commissioners for advertising dances.
- Shall work with the Elections Commissioner to coordinate Dance Court Elections and will be responsible for the purchasing of crowns, sashes, etc. as well as communicating with the dance courts for rallies and dances.

Elections and Data Commissioner

- Shall be responsible for the activities in connection with the election of students to, but not limited to, dance courts, ASB Cabinet, Senior Superlatives, and Constitutional changes with the support of the ASB President and/or Vice President.

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- Shall be responsible for the FiveStar Scanning implementation, process and data collection.
- Shall coordinate & organize Google survey's to student body and will present data to ASB Student government.

Fundraising Commissioner

- Shall be responsible for receiving fundraising applications and sending notices of approval
- Shall maintain the fundraising calendar.
- Shall manage all student fundraising in conjunction with the school's accounting clerk and ASB treasurer.
- Shall coordinate the involvement of all outside fundraising groups.
- Shall assist the Class Presidents with fundraising efforts such as Food Drive and Adopt-A-Family.
- Shall assist the Student Wellness Commissioner with "balloon grams" fundraiser.

Hospitality Commissioner

- Shall coordinate the hosting responsibilities at events such as Registration Week, First Day of School, Back to School Night, Grandparents Day, Student Exchange Programs, Private School Tours, Freshman Family Night, Freshman Orientation, Incoming Freshman Visits, and Graduation.
- Shall be responsible for campus beautification.
- Shall create a sense of belonging and sailor pride for students on campus.
- Shall be responsible for the promotion of staff spirit culture, Adopt-a-Staff member, and any staff inclusion activities.

Inter Club Council Commissioner

- Shall administer the activities of the Inter Club Council (ICC), shall preside at its quarterly meetings, and shall represent them during ASB business meetings or otherwise.
- Shall be responsible for club application approval.
- Shall be responsible for creating and publicizing club list with advisor, president, contact information, and meeting time/location.
- Shall be responsible for coordinating Club Rush Extended Lunch.
- Shall be responsible for the management of accountability of NHHS clubs.
- Shall be intentional in constantly looking for strategic collaboration opportunities for ASB and clubs.
- Shall be responsible for highlighting a different club each week on social media and in the SailorLoop announcements.

Rally Commissioner (2)

- Shall be responsible for the planning and execution of all pep-rallies, which includes Battle of the Bay Rally, Homecoming Rally, Winter Formal Rally,

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Grade Wars Rally, Academic Rally, Prom Rally, Roaming Rallies, and any other Special Rally.

- Shall be intentional in being inclusive of all students when planning the rallies and integrating staff into the rallies.
- Shall provide a script and release list for each rally.
- Shall coordinate and execute a rally rehearsal during the ASB class period prior the day of rally, as well as the morning of the rally.
- Shall communicate with all participants in the rally regarding expectations of time and participation.
- Shall create and oversee sub-committees to execute the various aspects of each rally.

Student Wellness Commissioner

- Shall be responsible for promoting students of the month, achievements in academics, and highlight “Gotcha” card recognitions.
- Shall be responsible for coordinating requests for ASB support at Student of the Semester Breakfasts and end of year Award Night.
- Shall be a liaison for Counseling Department, College Visits, and College Knowledge Night in March.
- Shall be responsible for coordinating academic awards with faculty in May.
- Shall be a liaison for and responsible for helping promote AVID, Tutoring Programs, Mentor Program, IB Program, and AP Classes.
- Shall be a responsible for organizing student wellness activities throughout the year, including finals weeks.
- Shall be a representative on the NMUSD Mental Health Task Force.
- Shall run the “balloon grams” and work closely with the fundraising commissioner for budget and purchasing.
- Shall organize and coordinate the Religion and Political Panels along with the Student Wellness Commissioner.

VAPA/CTE Commissioner

- Shall be the liaison for Visual and Performing Arts (VAPA) and Career Technical Education (CTE) groups on campus.
- This includes reaching out to each visual and performing art director/teacher to help as liaison in any promoting of events, group concerns, etc. Shall take charge in supporting and collaborating events such as Evening of the Arts, Dancing with the Teachers, etc. and will support fine arts programs such as drama, vocal, etc. in at least one event per discipline per semester.
- During business meetings, or otherwise, this person will bear the interests of the VAPA program on campus to find opportunities for them to get involved, etc.
- This person will be responsible for ensuring that all VAPA/CTE programs are promoted through ASB activities, social media, or other communications either through self-promotion or delegating responsibilities to a Student Government member(s).

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- Recommended: Currently involved in VAPA or CTE programs.

ARTICLE VI - CLASS COUNCIL & INTER CLUB COUNCIL

Section 1 Class Councils

A. Each class shall elect Class Council representatives consisting of the Class President and Vice President. A faculty advisor must oversee each Class Council meeting.

B. Class Councils must meet monthly and serve for the duration of one school year.

C. The duties of the Class Council shall be to supervise and promote activities and projects for the individual class and the entire student body, and to uphold and maintain the traditions of the class.

D. The Class Council will be in charge of designating a class gift at the end of the class' senior year. If there are remaining funds in a graduated class account, Student Government may decide on and dedicate a class gift.

Section 2 Inter Club Council

A. The Inter Club Council shall consist of the appointed Inter Club Council Commissioner and the Club Presidents. The presiding officers of the Inter-Club Council shall be an appointed position and named Inter-Club Council Commissioner.

B. The purpose of the Inter Club Council shall be to represent the student population as a communication link between the administration and the students of Newport Harbor High School. Inter Club Council will participate in the planning and implementation of given student body activities pertaining to all NHHS Clubs and Organizations.

C. The Inter Club Council shall conduct quarterly meetings and serve until the end of the school year.

ARTICLE VII - ELECTION AND APPOINTMENT PROCEEDINGS

Section 1 Candidate Qualifications

A. Shall be currently a member of the Associated Student Body in good disciplinary standing.

B. Shall have a GPA of at least 2.0, have not received an "F" grade and no more than one "D" grade in the prior two semesters.

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- C. Shall not have no more than one “unsatisfactory” mark in citizenship in high school or during the quarter prior to candidacy.
- D. Any action which violates Education Code 48900 (reasons for suspension) shall result in ineligibility of the candidate.
- E. The student may also not incur more than 15 hours of detention per year or have an outstanding history of attendance problems (cuts, excessive absences, tardies) as determined by the Activities Director(s), the Administration and school policy.
- F. Shall not have a disciplinary suspension/transfer during high school or the year prior to the school year of candidacy.
- G. Shall comply to all school and district policies.
- H. Shall attend official Student Government events throughout the school year in which they serve and summer prior.
- I. Shall be a member of the class in which the position they are running in serves, in the case of an elected position.
- J. Shall have at least one year of prior Student Government experience and be a senior class member at Newport Harbor High School in order to run for the following:
 - i. ASB President
 - ii. ASB Vice President
- K. All standards mentioned in Article VII, Section 1 must be maintained during tenure.
- L. All standards in Article IV apply.

Section 2 Respective Electorates

- A. The following positions shall be elected by the Associated Student Body in its entirety.
 - i. ASB President
 - ii. ASB Vice President
- B. Class officers shall be elected by their respective class in their entirety, except for the Freshman Class President and Vice-President who shall be appointed by the Activities Director(s).
- C. All Class Presidents and Vice Presidents must be members of the graduating class they represent.

Section 3 Election Proceedings

The Elections Committee, which shall be appointed by the Activities Director(s), will include the Student Government Executive Cabinet and Elections

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Commissioner, and shall be responsible for the oversight and execution of the election proceedings.

- A. All candidates must do the following to be eligible for candidacy:
 - i. Complete an official application packet and file it in the ASB office.
 - ii. Shall go through an interview process and be reviewed for eligibility.
 - iii. Shall obtain signatures of approval from the Activities Director(s) and the counselor to which the student is assigned.
 - iv. Selected candidates shall present a speech before the Associated Student Body.
 - v. Shall follow the official election rules, guidelines and regulations determined by the Elections Committee and Activities Director(s).
 - vi. Any negative campaigning against another candidate for any office will immediately revoke eligibility. Including but not limited to social media posts, visual, verbal, and physical bullying, along with harassment through candidate peers.
- B. Candidates shall be allowed at least three days of campaigning prior to the official election.
- C. The election shall be held in March. Voting shall proceed as follows:
 - i. Respective electorates shall elect candidates for office by popular vote in an efficient logistical method to be determined by the Elections Committee and Activities Director(s).
 - ii. The candidate first to reach a plurality shall be deemed the winner of their respective election.
 - iii. The Elections Committee shall not adjourn until all ballots are counted and each winner has been decided.
 - iv. Election results shall be made public in a manner to be determined by the Elections Committee and Activities Director(s).
 - v. All voting results must remain confidential until results are made public, upon which time numerical results will remain confidential unless there is a recount.
- D. The Activities Director(s) and the Executive Cabinet shall be responsible for the interpretation and enforcement of rules and regulations pertaining to eligibility of candidates and elected and appointed student leaders of the school.
- E. No student shall be eligible to hold office after attending high school for more than four years.

- A. A candidate for election may demand a recount of official election results, which will occur according to the following:
 - i. The candidate is required to submit a petition for recount within the remaining of the school day on which the results in contention are made public.
 - ii. Such a petition must include fifteen signatures of members of the Associated Student Body, as well as the approval of the Activities Director(s), current ASB Vice President, and Assistant Principal.
 - iii. The recount will occur within two school days of the filing of the petition.
 - iv. Such a recount is final and may not be contested.

Section 5 Special Elections

- A. A Run-off election shall occur in the event of a tie in an election, general or special, according to the following:
 - i. Shall occur within five days of such election which requires it.
 - ii. Shall have proceedings determined by the Elections Committee and Activities Director(s).
- B. A Recall Election shall occur if an elected officer displays obvious and intentional disregard or abuse of the powers, duties, and responsibilities inherent to the office, or blatant disrespect to the Faculty, Staff, ASB, or School in general, according to the following:
 - i. Any member of the ASB may initiate a petition for recall of an elected official due to a specific impetus.
 - ii. Such a petition must include the signatures of 20% of the Associated Student Body in order to be submitted for approval.
 - iii. Such a petition must be approved in a Recall Committee to consist of the Activities Director(s), Principal or relevant administrator, ASB President or highest ranking ASB official not in question, in which the Committee will approve the recall if it sees fit after hearing testimony from all relevant parties.
 - iv. If such a petition is approved by the Recall Committee, the Student Government Cabinet shall determine and announce the date and logistical proceedings for a Recall Election.
 - v. Such a Recall election shall be based on popular vote of the Associated Student Body, with a two-thirds majority required to recall the official under contention.

- vi. If an official is recalled from office, an acting successor shall be appointed to serve the remainder of the term according to Article VII, Section 9.

Section 6 The Elections Committee of the Student Government shall be able to temporarily augment and determine election proceedings in order to ensure an efficient election process.

Section 7 Elected and Appointed Removal

- A. All members of the Student Government, elected or appointed, are subject to removal from office for any and all of the following reasons:
 - i. Repeated failure to attend ASB events and official meetings.
 - ii. Dereliction of the duties and responsibilities of their respective office.
 - iii. Repeated failure to represent the Associated Student Body in a manner and behavior expected of the office as determined by school policies, the Activities Director(s), and Administration.
 - iv. Failure to maintain the academic and behavior standards aforementioned in Article IV, Section 7 of this Constitution.
 - v. Action showing obvious and intentional disregard and disrespect of the Associated Student Body, Faculty, or School.
 - vi. Other exigent circumstances determined by the Administration and Activities Director(s) to warrant removal from office.
- B. Removal shall be determined by the Student Government Cabinet, with the final authority of action to lie with the Activities Director(s) and Administration.
- C. Upon vacation of office due to removal, a member of the Student Government may be appointed to fulfill the duties and responsibilities of the office according to Article V.

Section 8 Resignation

Any member of the Student Government may resign from office due to inability to faithfully execute the duties and responsibilities of their office.

- A. An official Writ of Resignation must be submitted to the Student Government Cabinet by the member requesting resignation.
- B. The ASB President and Activities Director(s) shall be responsible for approving such Writ of Resignation.

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- C. Any elected office or appointed duties left vacant due to resignation may be filled by a member of the Student Government according to Article V.

Section 9 Vacancy and Succession

Upon vacancy of elected office for reasons of removal, recall, resignation or incapacitation, the following procedures shall be adopted:

- A. Upon vacancy of the office of ASB President, the following succession proceedings shall be enacted:
 - i. The ASB Vice President shall assume the duties and responsibilities of the office of ASB President.
 - ii. The ASB Secretary shall assume the duties and responsibilities of the office of ASB Vice President, in addition to and conjunction with the duties and responsibilities of the office of ASB Secretary.
 - iii. If the ASB Vice President is unable to assume the duties and responsibilities of the office of ASB President, the line of succession shall proceed as follows:
 - a) ASB Secretary
 - b) ASB Treasurer
 - c) Senior Class President
 - d) Junior Class President
 - e) Sophomore Class President
 - f) Freshman Class President
 - iv. Holding two offices simultaneously due to succession proceedings in Article VII shall entail the duties and responsibilities of both offices to the member of Student Government holding such offices.
- B. Upon vacancies of the offices of ASB Vice President, ASB Secretary, ASB Treasurer, and Class Presidents, the Student Government members shall appoint a member of Student Government to assume the duties and responsibilities of such offices.
 - i. Candidates eligible for appointment to the office of Class President must come from the class they shall represent; candidates eligible for appointment to the offices of ASB Vice President, ASB Secretary, and ASB Treasurer may come from the Student Government in general.
 - ii. Holding two offices simultaneously due to succession proceedings in Article VII entail the duties and responsibilities of both offices to the member of Student Government holding such offices.

C. Upon vacancy of appointed office for reasons of removal, resignation or incapacitation, the Student Government Cabinet may appoint a member of the Associated Student Body to assume the duties and responsibilities of such office.

Section 10 No member of Student Government may hold more than one elected office simultaneously, with the exception of succession proceedings and appointments specified in Article VII.

Section 11 All Student Government members must be committed to attending ASB Camp during the summer, unless a valid reason can be given.

Section 12 All Student Government Members are expected to be knowledgeable about school rules and regulations pertaining to student conduct and to follow them, setting the proper example for other students. A history of disciplinary violations, coupled with requests from school officials to adhere to school rules is grounds for removal or suspension from office. Possession, use, or publicizing the use of alcoholic beverages or any controlled substance on campus or at any school function will result in immediate resignation or removal from office and/or Student Government.

ARTICLE VIII - ASSOCIATED STUDENT BODY DISBURSEMENTS

Section 1 ASB funds may not be spent without the approval of both the Student Government members and the school administration.

Section 2 Prior to the expenditure of any ASB funds, an ASB disbursement form must be filled out and signed by an authorized officer (if any) and the advisor of the organization to be charged. Then the disbursement and request must be approved by a majority vote of the Student Government and signed by an ASB officer. Final approval must then be secured from the Administration with the signature of the Principal, or his/her designated representative before the expenditures are made.

Section 3 Goods and/or services requiring payments from student body, class, club or other organization funds are not to be ordered without prior approval of both the Student Government and the school Administration.

ARTICLE IX - SCHOOLWIDE ORGANIZATIONS

Section 1 Any member of the Associated Student Body, notwithstanding circumstances of

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reprimand, may petition the Student Government members to form a club on campus.

A. In order for a petition to be considered, the club must have a completed application as well as a member of the Faculty to serve as an official Advisor.

Section 2 Once a petition is granted, a request for charter shall be submitted to the Inter Club Council Commissioner, with such a charter to include the following:

A. Statement of purpose

B. Signatures of all leadership members, as well as the Faculty Advisor.

C. Official Club Constitution to include, but not limited to the following:

i. Club name

ii. Club purpose

iii. Club membership and officers

iv. Club elections and installations

v. Club meeting times and locations

vi. Advisor commitment statement

Section 3 Such a request for charter shall be approved by the Student Government Members, Activities Director(s), and the Administration of Newport Harbor High School.

Section 4 The purpose of any club or organization shall be consistent with Newport-Mesa Unified School District policies and regulations.

Section 5 Failure of a club to comply with the rules and regulations shall be subject to potential probation and dissolution. A warning shall be issued to the club officers and Faculty Advisor(s) prior to reprimand from Student Government.

Section 6 Each club must reapply for charter status at the beginning of each school year and new clubs may be chartered at the beginning of each semester.

Section 7 All ASB organizations must receive approval from Student Government and/or the Newport Harbor High School administration before making financial obligations. Money earned by ASB organizations must be spent for the benefit of the students of Newport Harbor High School unless specifically permitted in advance by Student Government and the Administration.

ARTICLE X - INTERPRETATION OF THE CONSTITUTION

Section 1 The Student Government shall interpret this constitution for the Associated Student Body of Newport Harbor High School.

ARTICLE XI - ADMINISTRATIVE INTERVENTION

Section 1 Because the power of this constitution is granted to the Associated Student Body

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by the Principal of Newport Harbor High School and the Newport-Mesa Unified School District Board of Education, and their power is in turn granted by statute of the State of California, all decisions and activities of the student government are subject to the approval of the Principal or his/her designated representative(s). The Principal, as the representative of the Board of Education, is responsible for the welfare of the students, and may intervene or deny any activities proposed by the Student Government as well as the Associated Student Body.

Section 2 The Administration and Activities Director(s) reserve the right to remove or deny a candidate from office, or any other Student Government member, due to issues of discipline or exigent circumstances.

ARTICLE XII - AMENDMENTS

Section 1 Any member of the Associated Student Body may propose constitutional amendments. Proposed amendments shall be put to a vote of the Associated Student Body if they are first passed by a two-thirds vote of the Student Government. Amendments shall be ratified by a simple majority of the voting members of the Associated Student Body as well as the consent of the Activities Director(s) and Principal of Newport Harbor High School.

Section 2 Administration and Activities Director(s) may propose changes to the constitution. These constitutional changes shall be put to a vote by members of Student Government with a two-thirds majority vote for the amendment to be ratified.

ARTICLE XIII - RATIFICATION

Ratification of this Constitution shall require a two-thirds vote from Student Government present at an official Ratification meeting, as well as the consenting signature of the Activities Director(s), Student Government Members, and Principal of Newport Harbor High School.

ARTICLE XIV - POWERS NOT SPECIFIED

The powers not delegated to the Associated Student Body or Student Government members by the Constitution, nor prohibited by the Newport Mesa Unified School District, are reserved to the Activities Director(s) respectively, or to the Student Government Executive Cabinet.

ARTICLE XV - EQUALITY FOR ALL STUDENTS

The Newport-Mesa Unified School District Governing Board along with Newport Harbor High School is committed to providing equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment,

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intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent.

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