Estancia High School
Associated Student Body Constitution

PREAMBLE

WE THE STUDENTS of Estancia 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 Estancia High School, do hereby establish this Constitution as the chief governing instrument of the Associated Student Body of Estancia High School.

ARTICLE I NAME AND IDENTIFICATION

Section 1. NAME

1.1 This organization shall be known as the Associated Student Body (ASB) of Estancia High School (EHS).

Section 2. PURPOSE

2.1 The purpose of this organization shall be to initiate and supervise all student activities, to manage student body funds, to encourage high standards of scholarship and citizenship, to advance the welfare of its students, to enhance student/teacher relations, to protect the rights of its members and to provide a common means of interchange between EHS and the Estancia Community.

Section 3. SCHOOL MASCOT

3.1
The official mascot of Estancia shall be the Eagles. The Eagle mascot(s) shall not be named and will forever be known and referred to as the "Eagle".

Section 4. SCHOOL COLORS

4.1 The official colors of Estancia shall be Cardinal and Gold.

Section 5. ALMA MATER

5.1
Forever yours, Estancia,
With loyalty and pride,
Forever meet the challenge
With honor by your side.
As we march to glory
With banners red, white, and gold,
We shall all remember
Your laurels often told,
So hail to the Eagles

All hail to thee, the proud.
With honor, love, and spirit
Our heads to thee are bowed

ARTICLE II MEMBERSHIP

Section 1. MEMBERSHIP

1.1 All duly enrolled students of the ASB shall be members of the ASB and shall have the right to vote on issues acted upon by the ASB as a whole, under the provision of this Constitution.

Section 2. FACULTY

2.1 All members of the administration and faculty of EHS shall be honorary members of the ASB of EHS without the power to vote with the exception of Article IV, Section 1.1.

ARTICLE III SOURCE OF POWER AND SUPERVISION

Section 1

1.1 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.

1.2 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.

ARTICLE IV GOVERNMENT

Section 1. LEGISLATIVE AND ADMINISTRATIVE POWERS OF THE ASB CABINET

1.1 The student government legislates and acts within a framework of power delegated to the ASB CABINET by the principal of Estancia. Since the principal is directly responsible to the Superintendent of School 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 and or Advisor of Student Activities, acting as the Principal's delegate in ASB CABINET affairs.
Administratively, the ASB CABINET shall enjoy the powers and responsibilities of the central governing unit to the other divisions of this association.

Section 2. POWERS OF ASB CABINET

2.1 The ASB CABINET will have the power to: initiate and pass legislation concerning any phase of school life-making all laws necessary and proper for carrying into execution this legislation and appropriate moneys from the ASB treasury.

Section 3. MEMBERS OF ASB CABINET

3.1. The executive cabinet shall be composed of the following elected officers:

- ASB President
- ASB Vice President
- ASB Secretary
- ASB Treasurer

3.2 The Class Councils of the ASB shall be composed of the following elected officers:

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

3.3 Commissioners shall be appointed by the Elected ASB officers and the ASB Director. The number and type of commissioners shall vary year by year as the selection committee sees fit. All commissioners and class representatives shall be voting members of the aforementioned cabinet. They shall be:

- Commissioner of Pep
- Commissioner of Spirit
- Commissioner of Academics
- Commissioner of Athletics
- Commissioner of Publicity
- Commissioner of Marketing
- Commissioner of Community Involvement
- Commissioner of Technology
- Commissioner of Special Events

Section 2.0 DUTIES OF EXECUTIVE CABINET

2.1 The ASB President shall:

1. Devise a strategy to coordinate the actions of individual members of ASB Cabinet and work with officers in planning activities. Ensure that all members are working effectively and collaboratively.
2. Preside over formal meetings and uphold parliamentary procedure.
3. Set the official agenda for formal meetings and arrange for its notification to all members before formal meetings.
4. Act as the official student body representative to the school and community in collaboration with the Commissioner of Community Service.
5. Act as chairperson for the Committee Chairpersons when necessary.
6. Form ad-hoc committees and follow up on their actions.
7. Act as chairperson to the Executive Council and prepare agendas for each meeting.

8. Monitor the Official ASB Calendar (kept by the ASB Secretary) and ensure that events, committees, class councils, and individuals are meeting on a regular basis.
9. Attend and actively participate in the following committees: Executive Council (chair), Class Presidents Committee, plus any other committee when necessary.
10. Communicate with the school newspaper on a monthly basis.

2.2 The ASB Vice President shall:

1. Assume the duties of the ASB President when and if he/she is unable to fulfill his/her duties.
2. Uphold parliamentary procedure at all formal meetings.
3. Assist the Activities Director in the revision and upkeep of the ASB grading system.
4. Work with the Activities Director to run the ASB elections and appointments of commissioners.
5. Be liaison to the group in charge of freshmen orientation
6. Attend and actively participate in the following committees: Executive Cabinet, plus any other committee determined necessary by the Activities Director.
7. Be alternate representative to the School Board.
8. Be responsible for elections for Homecoming, Winter Formal and Prom court

2.3 The ASB Secretary shall:

1. Record and maintain the minutes of all regular and special meetings of the ASB Cabinet, including a log of purchase orders and disbursements. Place a copy of the agenda and minutes in the Official ASB Notebook.
2. Record and maintain the minutes of all regular and special meetings of the Executive Cabinet.
3. Create and maintain the official ASB Activities Calendar to be kept in the Official ASB Notebook. Be directly responsible for transferring calendar items onto the ASB room wall calendars.
4. Create and maintain all ASB files, documents, and pertinent written materials.
5. Act as chairperson of the Room Committee and maintain the atmosphere and function of the ASB room.
6. Attend and actively participate in the following committees: Room committee (chair), Executive Council, Publicity committee, plus any other committee determined necessary by the Activities Director.

2.4 The ASB Treasurer shall:

1. Present an oral budget report to the ASB Cabinet no later than the third Wednesday of each month.
2. Give the ASB Secretary a written log of PO's, PO numbers, description of purchase and amount expended to include in the minutes. Ensure that this log is posted to the ASB Cabinet to be approved in the current formal meeting.
3. Oversee the financial aspects of all campus fund raisers as chairperson of the Fundraising Committee. Create and maintain the official school fundraising calendar to be placed in the official ASB Notebook kept by ASB secretary.

4. Meet weekly with the Student Activities clerk and the Activities Director to discuss any issues related to student body funds. Assist in the solution of any problems that may arise.
5. Attend and actively participate in the following committees: Executive Council, Inter-Club Council, Class Presidents committee, plus any other committee determined necessary by the Activities Director.
6. Be directly responsible for all campus clubs and organizations. This duty includes the updating of official records, maintaining membership information, keeping files current, tracking club activity, acting as a liaison between campus organizations and the resources ASB can provide (funds, publicity, facilities, etc...), and communicating with the organizations.
7. Keep a calendar of all activities of campus clubs.
8. Be directly responsible for Club Rush and club participation at Future Eagle Night.
9. Communicate with all club presidents and publicize meetings and dates.
10. Communicate and help Activities Director and ASB Accounting Assistant with the handling of club accounts.

Section 3.0 CLASS COUNCILS

3.1 The Class Councils of the ASB shall be composed of the following elected officers:

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

3.2 The Class Presidents are members of the ASB Cabinet. The duties of the Class Councils are defined as follows:

3.3 EACH CLASS PRESIDENT shall:

1. Be directly responsible for securing a teacher on campus who will act as the Class Council Advisor, who is responsible for overseeing class council meetings in their classrooms at appropriate times during the day: (tutorial, lunch or after school.)
2. Be directly responsible for respective class Homecoming activities in the first semester. During the second semester the senior class president will be responsible for all senior activities.
3. Be directly responsible for the organization and leadership of all class activities. This includes all necessary paperwork and approvals (facility request, administrative approval, activity request forms, and all phases of planning an activity, post evaluations of activities, etc...). Keep individual files of all activities engaged in by class in notebook or file cabinet in ASB room. (Senior class president is responsible for all end of year Senior Activities).
4. Meet with the class council at least once a month. At this meeting communicate and work closely with the other class officers on planning and staging all class activities.
5. Write up an official agenda for each meeting and get it pre-approved by the Activities Director.
6. Be sure minutes are recorded by the class representatives and place the minutes and the agenda from each meeting in the class notebook kept by the class president.

7. Obtain and meet with an adult (teacher) advisor a minimum of once a month. Keep notes and advisor's signature verifying the meeting in the class notebook kept by the class president.
8. Be directly responsible for marketing and publicizing all class activities. Publish and update a "year at a glance" class calendar (to be passed out at class council meetings) each month explaining and advertising all class activities. Keep the calendar in the president's class notebook. Organize and lead advertising for class activities.
9. Attend and actively participate in the following committees: Class Presidents committee (senior class president is chairperson), and Homecoming committee, plus any other committee determined necessary by the Activities Director.

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Section 4.0 GENERAL DUTIES OF ASB CABINET MEMBERS

4.1 Each member of the ASB Cabinet shall also be required to perform the following general duties while in office:

1. Attend all mandatory ASB Activities defined by the Activities Director.
2. Attend three different productions per semester by campus performance groups (e.g., Drama, Choir, Band, Dance, Drill, Flag, Orchestra, etc...)
3. Attend six different athletic events per semester.
4. Maintain a personal ASB notebook which includes a calendar, leadership materials, and documents pertaining to his/her individual duties, the current ASB Code of Conduct, this Constitution, parliamentary meeting rules, guidelines, and any other materials deemed necessary by the ASB Executive Council or the Activities Director.
5. Participate in leadership development activities.
6. Show teacher appreciation.

Section 5. COMMISSIONERS AND CLASS REPRESENTATIVES

5.1 Commissioners shall be appointed as outlined in Article V, Section 2. The number and type of commissioners shall vary from year to year as the selection committee sees fit. All commissioners and class representatives shall be voting members of the aforementioned cabinet. They shall be:

- Commissioner of Pep
- Commissioner of Spirit
- Commissioner of Academics
- Commissioner of Athletics
- Commissioner of Publicity
- Commissioner of Marketing
- Commissioner of Community Involvement
- Commissioner of Technology
- Commissioner of Special Events

Section 6.0 DUTIES OF ASB COMMISSIONERS

6.1 The Commissioner of Pep shall:

1. Be directly responsible for all aspects of the production of pep assemblies.

2. Hold Pep Committee meetings with interested members of ASB to think of new and creative ideas for assemblies, plan and prepare for upcoming assemblies, and evaluate previous ones.
3. Hold Pep Assembly Auditions at least one month prior to each Pep Assembly.
4. Draft a final script two weeks prior to each Pep Assembly.
5. Update / Uphold Estancia High School traditions and establish new ones where appropriate.
6. Hold Pep/Spirit Committee meetings with interested faculty and administration to think of new and creative ideas for assemblies, plan and prepare for them, and evaluate previous ones.
7. Coordinate and develop new ways to increase school spirit at all school events and sporting events, including choosing and utilizing the school mascots.

6.2 The Commissioner of Spirit shall:

1. Be directly responsible for spirit weeks, spirit days, class competitions, and break/lunch rallies
2. Responsible for planning the Homecoming Game half-time show. Work together with the Class Presidents to ensure productivity from each class.
3. Lead Eagle's Nest at home athletics events and promote positive cheering at athletic events
4. Help promote school spirit at Freshmen Orientation
5. Hold Pep/Spirit Committee meetings with interested faculty and administration to think of new and creative ideas for rallies, plan and prepare for them, and evaluate previous ones

6.3 The Commissioner of Academics shall:

1. Be directly responsible for all aspects of the production of the academic assembly
2. Assist with coordination of Senior Awards Night
3. Develop new and creative ideas to honor the academic accomplishments of students (Honor Roll, Student of the Quarter, Perfect Attendance, GPA Jump)
4. Be directly responsible for the GOTCHA program

6.4 The Commissioner of Athletics shall:

1. Arrange and maintain a spirited intramural athletic program and run a program, when necessary, e.g. indoor soccer, dodge ball, basketball, etc... Provide a "year at a glance" plan to the Activities Director for the intramural athletic program.
2. Develop a system to monitor the athletic information that is publicized through ASB channels (i.e., Facebook, Marquee, posters, news releases, etc...), making sure the information is accurate, and each sport is given adequate representation. Submit well in advance dates, times, and places of significant athletic events to the ASB Secretary for wall calendar.
3. Work with the Commissioner of Pep and coaches in arranging the participation of athletic teams at pep rallies.

4. Be responsible for maintaining Athlete of the Month for boy's and girl's sports. Devise a system of obtaining the names of the athletes and reasons for nomination. Publish certificates and distribute them to the selected athletes.
5. Maintain the Varsity Sports Board in the bulletin board near the front office by putting up current wins/losses, schedules, athletic newspaper clippings, photographs, or any other appropriate materials.
6. Attend and actively participate in the following committees: Athletic committee (chair), Pep committee, plus any other committee determined necessary by the Activities Director.
7. Make sure the ASB Cabinet members attend the mandatory six athletic events per semester.

6.5 The Commissioner of Community Involvement Shall:

1. Act as liaison between the community and the school in all activities by monthly providing local news media with information via fax/modem, mail, and/or phone. Seek the necessary information from the commissioners of Publicity, News & Media, Club and Campus Organizations, Athletics, and any other applicable commissioners.
2. Organize and coordinate all public service activities with assistance from appropriate clubs (i.e. blood drives, ribbon weeks, Adopt-A-Family, etc.).
3. Act as liaison between the A.S.B., ELAC and P.T.S.A. and maintain working relationship with P.T.S.A. This duty includes coordinating the attendance and participation of the class representatives at P.T.S.A. meetings.
4. Attend and actively participate in the following committees: Inter Club Council, Publicity committee, plus any other committee determined necessary by the Activities Director.
5. Serve as a liaison between A.S.B and our Special Education Program to create an all-inclusive school community for all student body.
6. Develop a once every quarter community service project that the ASB class can lead and partake in while promoting the worthy cause to the rest of the school.
7. This commissioner will represent Estancia at the NMUSD Board meetings.

6.6 The Commissioner of Publicity:

1. Communicate with the OC Register, Daily Pilot, LA Times, Talon Media Network, Estancia Newspaper, Journalism, and Estancia Yearbook to develop news stories/content and or inform them of weekly updates that can be used in their publications.
2. Be directly responsible for the accuracy of all publicized information by A.S.B. Regularly update EHS ASB social media sites. Work with the A.S.B. President, the A.S.B Secretary and the Activities Director to develop a system whereby publicity information is transferred accurately and timely to the Commissioners of Athletics for sports information, Community Relations for communications to local newspapers and media, News/Media & Video for "TMN" commercials and newsletter information, and the Class Presidents for distribution to the classes.
3. Act as chairperson for the Publicity committee which meets when necessary. Keep pre-approved agendas and minutes of each meeting in a notebook. Include in this committee the commissioners of Activities, Special Events, News/Media, Community relations, Athletics, Pep, Campus Clubs, and the Class Presidents.

4. Attend and actively participate in the following committees: Publicity committee (chair), Special Events committee, Inter Club Council, Homecoming committee, Pep committee, plus any other committee determined necessary by the Activities Director.
5. Coordinate all posters and sign publications on a weekly basis.

6.7 The Commissioner of Marketing shall:

1. Be responsible for creating a marketing plan for ASB Cards.
2. Be directly responsible for getting donations from any business outside of school.
3. Establish new designs for EHS merchandise for the school store.
4. Assist the commissioner of publicity in the marketing and publicity of all ASB activities and events including dances, pep rallies, class competitions, special events, and athletics.
5. Assist the commissioner of publicity in the management and maintenance of the publicity/marketing supplies owned by ASB.

6.8 The Commissioner of Technology shall:

2. Assist the Commissioner of Clubs and Campus Organizations in making it possible for students to join and learn more about clubs online.
3. Work with the Commissioner of Publicity to publicize events online.
4. Be directly responsible for setting up and running the AV portion of all pep rallies and other key ASB events.
5. Be responsible for the production of all video needs for ASB sponsored events including the production of all videos for pep rallies and Senior Send-off.
6. Create and/or update/revise the EHS introductory video which gives a general overview of the various elements of the campus. This video will be used at freshman orientation, copied and given to new students, shown at 8th grade parent night, and made available to anyone who wishes to get a general look into the complete student life at EHS. The commissioner is also in charge of all videos for assemblies as well as the senior video. Please note: IN ORDER TO BE ELIGIBLE FOR THIS POSITION, POTENTIAL COMMISSIONERS MUST HAVE A WORKING KNOWLEDGE OF ALL GENERAL ASPECTS OF TECHNOLOGY.

6.9 The Commissioner of Special Events shall:

1. Be directly responsible for all aspects of school dances including the Homecoming Dance, Winter Formal, spring dance, and Prom. Be responsible for interfacing with administration for planning of any new dances or activity.
2. Coordinate and plan all activities associated with the Homecoming Dance.
3. Aid the junior class president and representative with Prom organization and preparation.
4. Assist in publicity with advertising for the dances and come up with advertising strategies to make the dance information public.

Section 7. Student Senate

During the period in which ASB meets, there will be, as needed, meetings with the entire Student Senate to help plan and reflect on all ASB events and functions. The Student Senate will consist of 2 elected representatives from each classroom during the period which ASB meets.

Section 8. QUORUM

The ASB cabinet shall meet with a quorum present at least once a week during the school year. A quorum consists of at least two-thirds of the ASB Cabinet. If the ASB Cabinet consists of 18 members, A quorum shall consist of 12 voting members being present. If 12 members are not present the Activities Director can vote as one vote to conduct business. The Activities Director will also be deciding to vote if there is a deadlock.

Section 9. Term of office

All elected officers shall serve a term of one year unless they fail to meet eligibility requirements. The office term shall begin the day after graduation of the year in which the officers are elected and end the day after graduation of the following year. However, responsibilities for the preparation of their elected office may be required by the time they are elected and/or are appointed to the office.

ARTICLE V

Section 1. ELECTIONS

1.1 OFFICER ELECTIONS: All members of the ASB Cabinet and the Class Representatives shall be elected by popular vote of the students of EHS to be held during the year preceding that in which the officers will serve. The final election must take place no later than three weeks prior to the end of the second semester. The President of the Freshman Class shall be elected by popular vote of the freshman no later than the end of the first quarter of the year for which they will serve.

1.1A All candidates for the ASB President, ASB Vice President, ASB Treasurer, and ASB Secretary position must have at least one year of experience in the Associated Student Body Class. However, if no tenured ASB members are able or willing to run, the Activities Director may open up the candidate pool to the Estancia student body. These students must first interview with the Activities Director and if he or she deems the student to be qualified they will be added to the ballot.

1.2 Each member of the EHS 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.

1.3 All EHS students are subject to the following voting guidelines:

1. Students must be present at school and the campus polling place to vote. Absentee ballots will not be handed out.
2. All voters need some form of ID.
3. Voting will take place at break and lunch in the designated voting area on the date determined by the Activities Director.

1.4 Students in violation of this section are subject to disciplinary action.

1.5 All candidates are subject to the campaign guidelines as outlined in Article V, Section 10.

Section 2. APPOINTED OFFICES

2.1 All appointed offices shall be selected democratically by the selection committee. The selection will be based on the recommendations of the selection committee. The selection committee shall consist of:

2.1.1 The ASB President and ASB Vice President for the current year

2.1.2 The ASB President Elect, ASB Vice President Elect, and Class Officers for the upcoming year; and

2.1.3 The Director of Student Activities and/or Advisor.

2.2 Appointed offices are available to assist the commissioned officers in fulfilling their duties. The people appointed into these offices are non-voting members of ASB. They will report directly to the commissioner that supervises them.

2.2 PROCEDURE - The candidates will be interviewed by the selection committee and each candidate will be asked questions designed to reveal their true character and leadership qualities. The person deemed the most capable by the committee will be recommended to the Director of Student Activities. If the Director of Student Activities does not agree with the recommendation of the committee, he/she must first discuss his/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.

Section 3. ELIGIBILITY

3.1 Any member of the ASB of EHS who has a grade point average (GPA) of 2.7 or better on a scale of 4.0 with no more than one citizenship grade less than satisfactory as shown by his/her last grade report and no more than step two on a behavioral contract shall be eligible for an executive, class or appointed office. Each candidate must agree to follow the ASB Code of Conduct Guidelines throughout the term of office.

Section 4. PROBATIONARY PERIOD

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

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

Section 5. RECALL OF OFFICERS

5.1 Any officer of the ASB of EHS may be recalled and discharged by a proposal of the ASB Executive Council and confirming vote of two-thirds of the members of the ASB Council. If the officer is recalled, his/her office is to be declared vacant and shall be filled according to the provisions of this Constitution. The person deemed to be recalled by the council will be recommended to the Director of Student Activities. If the Director of Student Activities does not agree with a recommendation of the council, he/she must first discuss his/her decision with the council 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.

Section 6. RESIGNATION OF OFFICERS

6.1 An officer of the 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 7. VACANCIES AND APPOINTMENT OF OFFICERS

7.1 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, with the approval of the Cabinet. The appointment shall be decided by a majority of the Cabinet members present. In such 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 8. ADMINISTRATIVE APPROVAL OF OFFICERS

8.1 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 9. NOMINATION OF OFFICERS

9.1 Nomination of officers shall be made by petition.

Section 10. CAMPAIGN RULES AND GUIDELINES

1. All approval of materials or speeches is to be done by the ASB Vice President or Activities Director.

2. All candidates must maintain at least a 2.7 GPA.

3. Candidates shall not say anything negative about other candidates. If they do, they will be automatically removed from the opportunity to run. This procedure will be in effect until they assume their official role at the start of the next school year. Negative campaigning is prohibited.

4. Use of ASB materials for personal campaigning purposes is strictly off limits.

5. Posters/flying/campaign materials may not be hung up/passed out until the Monday campaign week starts. Any violation of these rules will result in loss of poster/flyer privileges.

6. Posters/flyers may be hung inside hallways with proper tape (painters' tape).

7. Posters/flyers hung on glass/painted surfaces must be hung up with painters' tape.

8. All posters/flyers/campaign materials must be taken down and thrown away before the results of the election will be posted.

9. No adhesive labels, stickers, or food may be used.

10. All campaign materials (chalk, wristbands, pins, etc.) must be approved beforehand.

11. Speeches may be no longer than two minutes.

12. No one but the candidate may appear in speeches.

13. Candidates may not mention other candidates on posters/flyers/campaign materials or in speeches.

14. Speeches must be approved beforehand by the ASB Vice President and Activities Director.

15. Any props that will be used in the speech must be approved beforehand.

16. If a candidate misses his/her taping appointment without rescheduling ahead of time, there will be no make-up taping.

17. Candidates may not loiter around the line of voters or anywhere around the voting area.

18. Any violation of these rules and regulations may result in disqualification.

Section11. ASB CODE OF CONDUCT

1. **Academic Achievement**
   a. I will maintain an academic 2.7 GPA computed on a 4.0 scale

   b. If I receive less than a 2.7 GPA 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 Estancia High School.

c. I understand I may be 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 always be beyond reproach, on and off campus. (It is critical that you understand the full implications of this statement. Violation will result in dismissal from the office. Ask Ms. Figueroa if you need further explanation.)

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. I will not carry or use any illegal substances or stimulants, drugs, alcohol, etc. at any time, on and off campus.

f. I will always display good sportsmanship and serve as an ambassador for Estancia High School at other schools.

g. I will maintain a satisfactory citizenship/ attendance record.

h. I understand that if I am suspended from Estancia High School, I may be suspended from ASB temporarily or permanently, as determined by the Estancia High School Administrative Team.

i. Failure to comply with any of these rules may result in immediate removal from the office as determined by the Estancia High School Administration Team.

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. Leadership class will meet as scheduled by the administration.

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 to show up to class on time. (Being late will result in a tardy.)

d. I understand that I am not using my cell phone in class. Class time will be used for instruction and class projects.

e. I understand that it is my responsibility to work on projects/ assignments given to me during class periods.

f. I understand that, regardless of my position, I will be assigned various tasks that deal with all aspects of ASB.

g. I understand that I will be assigned work tasks at all ASB functions and that it is my responsibility to work at ASB events.

h. 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 fulfill my duties.

i. I understand that I am expected to set up and clean up after all activities.

j. I understand that if I am elected to a commission office, I must be enrolled is the Student Government class.

k. I understand that I will be assigned, and expected to execute, tasks by the Activities Director, Advisor and /or the ASB President.

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

ARTICLE VI

Section 3. CLASS COUNCIL MEETING REQUIREMENTS

3.1 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

Section 1. CLUBS

1.2 The ASB Council in accordance with the Newport-Mesa Unified School Districts policy regulating clubs and campus organizations shall charter all student clubs and organizations.

Section 2. APPLICATION PROCESS

2.1 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 and a copy of the club's constitution. 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

Section 1 AMENDMENTS

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

ARTICLE IX

Section 1. ADVISORS TO THE CABINET

1.1 The Activities Director/ Advisor 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/her approval before final action.

Section 2. DUTIES OF THE ACTIVITIES DIRECTOR

2.1 The duties of the advisor are:

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

ARTICLE X

Section 1 RELATION OF ASSOCIATED STUDENT BODIES TO SCHOOL DISTRICT REGULATIONS

1.1 Rules and regulations that are passed by the Newport-Mesa Unified School District Board of Education shall have precedence over any rule or regulation that might be passed by the ASB of EHS.

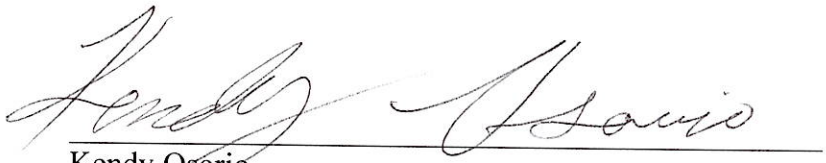
1.2 The Newport Mesa Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or 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.

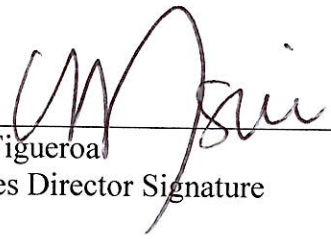
ARTICLE XI
Section 1. RATIFICATION

1.1 This constitution was ratified by the Elected Student body by 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:

05/21/2025
Date Ratified



Kendy Osorio
ASB President Signature



Mayra Figueroa
Activities Director Signature



Michael Halt
Principal Signature

(Signed Copy on Display in ASB Room)