

# THE CONSTITUTION

of

Dos Pueblos High School

Associated Student Body

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## **Article I: Name**

The name of this organization will be the Associated Student Body of Dos Pueblos High School. It shall be referred to as the Student Body or A.S.B.

## **Article II: Purpose**

The purpose of the A.S.B. is to promote student involvement, organize school activities, and represent the interests of the student body administrators, the district, other students, and the wider community. Additionally, the A.S.B. shall adhere to the financial management guidelines set forth by FCMAT.

## **Article III: Membership**

All students regularly enrolled in Dos Pueblos High School shall be members of the A.S.B. All members shall have the right to vote in general elections (the only exception to this are Seniors for the Spring A.S.B. general elections), to hold office, and to engage in any activity of the A.S.B. without penalty from the school.

## **Article IV - Executive Board (A.S.B. Officers)**

The Executive Board Shall consist of the following A.S.B. officers

- President
- Vice-President
- Treasurer
- Secretary
- Historian
- A.S.B. Representative

The Executive board shall have all executive powers. The Executive Board members shall serve as acting and voting members of the Dos Pueblos High School Student Council.

Duties of the Executive Board members are outlined in the Bylaws to the Constitution.

The positions of the Executive Board shall be filled by a general election of the A.S.B. held annually.

No member of the Executive Board may hold more than one A.S.B. office or class office.

Executive Board members shall hold office for one school year.

A.S.B. Officers are automatically enrolled in the Leadership Class.

Current juniors are eligible to run for all A.S.B. Officer positions.

Current sophomores are eligible to run for A.S.B. Secretary, Treasurer, and Historian.

## **Article V - Student Council**

The legislative powers of the A.S.B. shall be vested in the Student Council.

The Student Council shall consist of 26 voting members: The A.S.B. Executive Board and the President, Vice-President, Secretary, Treasurer, and Historian of each of the four (4) classes (freshman, sophomore, junior, and senior).

The elected voting members of the Student Council shall be chosen by election as described in the bylaws.

## **Article VI - Amendments**

Amendments to this constitution may originate:

- In Student Council
- By petition by 30% of the student body

## **Article VII - Ratification**

The A.S.B. Student Council shall ratify this inaugural constitution by a two-thirds vote. Any subsequent amendments to this constitution shall be ratified through a two-thirds vote of the elected Student Council.

# Associated Student Body of Dos Pueblos High School Bylaws of the Constitution

## **Article I – Student Council**

It shall be the duty and power of the Student Council to:

- Be the supreme legislative body of the Associated Student Body.
- Propose and pass legislation that is considered important to the student body.
- Establish the annual student body dues, also known as the price of an A.S.B. Card/ Gold Card.
- Establish a disciplinary board as the need arises.
- Propose and pass amendments to the Constitution and Bylaws.
- Review and approve all fundraising and expenditures by A.S.B..
- Review and approve all clubs.
- Hold open meetings at least once a month for the student body to share concerns.
- Communicate with the student body via on-campus promotion and social media platforms run by the Executive Board.

Each member of the Student Council shall be able to cast one vote in each voting situation.

## **Article II – Executive Board**

The A.S.B. President shall have the following duties:

- Have full authority over executive departments and their functions.
- Preside over all meetings of the Student Council.
- Plan and prepare an agenda for the Student Council meetings.
- Appoint all committee members and chairpersons.
- Represent the Student Council at all school and school district meetings where this representation is appropriate.
- Vote in Student Council.
- Have the power to veto, which may be overridden by a two-thirds (2/3) vote of those voting members present in a meeting of the A.S.B. Student Council. The

President can only exercise the veto within five (5) school days of the Student Council action.

- Shall be a Senior.

The A.S.B Vice-President shall have the following duties:

- Assume the duties of the A.S.B. President in the absence of the President.
- Plan and prepare an agenda for the Student Council meetings.
- Serve as chairperson of the Elections Committee and supervise all student body elections.
- Lead the flag salute at all Student Council meetings, student body activities, assemblies, or authorize another member of the Student Council to do so in his/her place.
- Keep both the digital and physical (in P-2) versions of the Leadership calendar of events up to date.
- Vote in Student Council.
- Shall be a Senior.

The A.S.B. Secretary shall have the following duties:

- Be responsible for all the official documents and papers of the A.S.B., which shall be made available upon request, to any member of the A.S.B. and to any member of an organization.
- Record the proceedings of all sessions of the A.S.B. Student Council and duplicate and distribute minutes of those meetings to all members of the A.S.B. Student Council within one week of the meetings.
- Attend all Student Council meetings.
- Vote in Student Council.
- Maintain accurate minutes of each Student Council meeting.
- Record and distribute an agenda for each Student Council meeting.

The A.S.B. Treasurer shall have the following duties:

- Maintain complete and accurate record of all A.S.B. receipts and disbursements.
- Prepare a report for the Student Council on the A.S.B. bank balances and receipts and disbursements to date.
- Keep accurate profit and loss statements of all A.S.B. functions and assist classes and clubs in keeping accurate records.
- Supervise the preparation of the annual budget.
- Attend all A.S.B. Student Council meetings.
- Vote in Student Council.

The A.S.B. Historian shall have the following duties:

- Responsible for maintaining and completing the official A.S.B. historical record during the term in office.
- Responsible for the production and presentation of the yearly ScrapBook, a pictorial memory book of the school year containing activities, student body, athletics, academics, and student life.
- Attend all Student Council meetings.
- Vote in Student Council.

The A.S.B. Student Representative shall have the following duties:

- Represent the students and faculty of Dos Pueblos High School at a variety of meetings such as Site Council, PTSA, Board Meetings, Head Parliamentary Committee and must serve on the Student Board of Education.
- Attend all Student Council meetings.
- Vote in Student Council.

## **Article III: Senior Class Officers**

Senior Class officers will attend all Student Council meetings and vote in all Student Council meetings.

These officers will oversee all senior activities throughout the year and several other events. They will organize school wide events such as the Homecoming "Halftime" Show, Homecoming Dance, Prom, Senior Week, Hall of Fame, Senior Class Fundraising, Senior Video SlideShow and Senior Breakfast. They will also represent the entire senior class in meetings (SITE Council, board meetings, PTSA, etc), class competitions, pep rallies, and other school related functions. The Senior Class Officers will work very closely with the Senior Class Advisor in planning Senior Activities. Class officers will be

expected to have a representative at weekly lunch meetings and commit time before school/lunch/evenings for big events like Homecoming, Prom, etc.

The Senior class President should be willing to manage and run all senior activities, and lead the class by modeling leadership qualities, and actively participating in all aspects of senior class. The Senior class Vice-President should support the entire team and fill in when any of the other officers are unable to. Senior class Secretary is responsible for ensuring all information is frequently recorded and communicated to the senior class through social media and on-campus organizations including DPNews, The Charger Account, bulletin, and the website. Senior class Treasurer should be comfortable with managing money and willing to take on the responsibility of planning sales and fundraising. Senior class Historian is responsible for regular photography of senior events, and uploading to the school site.

## **Article IV: Elected Class Officers**

Class Officers will attend all Student Council meetings and vote in all Student Council meetings.

The Class Officers will represent their entire class in the planning of class competitions, pep rallies, and other school related functions. These officers will work closely with the leadership class in planning school wide events to provide input from each grade. Class officers will be expected to attend weekly lunch meetings and commit time outside of school to help set up, attend, and clean up at school events.

The class President will represent their class at each SITE Council Meeting and lead their class by modeling leadership qualities and actively participating in school-related events and functions. The class Vice-President will fill in for the class President at any events or meetings that the President is unable to attend and assist the other Class Officers. Class Secretary is responsible for ensuring all information regarding their class is frequently recorded and communicated to their class through social media and on-campus organizations. Class Treasurer will assist the A.S.B. Treasurer as needed and should be

comfortable with managing money for their class for events such as pep rallies and class competitions. Class Historian is responsible for frequent photography of their grade at school events and sending all photos to the A.S.B. Historian.

## **Article V: Standing Commissioners**

**The leadership class will consist of 45-55 commissioners, with the necessary number of commissioners required to successfully maintain each commissionership. Each commissionership will consist of a minimum of 1 commissioner and a maximum of 4 commissioners.**

### **Commissioners of Activities**

This commissionership requires an organized group that possesses a close relationship with Song, JV/Varsity Cheer, Drill Team, Dance Guards, Band, and other school related organizations and teams. They are responsible for organizing and overseeing all activities held in the Greek Theatre, school assemblies, pep rallies and part of Freshmen Orientation.

### **Commissioner of Arts**

This commissioner works with the music, vocal, theater and art department heads. The C.O.A will aid the different departments in any way the teachers see fit. General responsibilities include: Artist of the Month Program, advertising upcoming concerts and shows, providing a monthly arts update to the PTSA newsletter, coordinating with the Commissioners of Activities to showcase the arts in Greek activities, and keeping a calendar of everything that is going on in the Arts at D.P.

### **Commissioner of Athletics**

This commissionership works extensively with the school Athletic Director to oversee all athletic teams during the Fall, Winter and Spring seasons. They help coordinate the sports

teams at the pep rallies and update the sports bulletin board each month with newspaper clippings, pictures, scoreboard, etc.

### **Commissioner of Clubs and Organizations**

This individual is responsible for relating all pertinent information to clubs/organizations and their student leaders and faculty advisers. This person must work closely with the club presidents and plan events such as the Homecoming half-time show/ceremony, International Day, Freshmen Orientation and Club Day. This person also oversees the club ratification process.

### **Commissioners of Environmental Concerns**

The main responsibility of these individuals is to coordinate the extensive recycling program on campus. They must collect/recycle materials (aluminum cans, glass bottles, paper etc.) and establish a committee to help them with this weekly laborious task. They are student liaisons on the Executive Committee Board for Beautify DP and Carpool Week.

### **Commissioner of Governmental Functions**

This commissionership is responsible for organizing, running, counting ballots and executing all school elections (A.S.B. elections, Class Office Elections, and Freshmen Elections). They will run the A.S.B. assembly for the A.S.B. election, organize Freshman Orientation and organize the Leadership interviews and decision making for the following school year. This commissioner is also responsible for the voting and ballot counting of Homecoming court nominations.

### **Commissioner of Hospitality**

This commissionership is responsible for organizing activities and recognition for both the student body and staff. They do a monthly teacher appreciation activity, decorate the

teacher's lounge for paydays, write thank you letters and sympathy cards, and give out the monthly Student, Staff, and Teacher of the Month award.

### **Commissioner of Internal Affairs**

This commissionership helps provide an enjoyable and workable relationship inside the Leadership Class. They celebrate the leadership class birthdays and organize the monthly events (ex: picnic, barbecue, afternoon at the beach, laser tag, miniature golf etc), class retreats and class fundraisers. They must serve as a neutral mediator between teachers and students, and between students and other students.

### **Commissioners of Intercultural Relations**

This commissionership is responsible for the interaction between the different ethnic groups on campus. They must communicate to the different cultures through events, ethnic clubs, and be caring and friendly towards everyone. They help organize International Day and recognize cultural events and activities.

### **Commissioners of Logistics**

These commissioners are responsible for setting up and taking down the sound system in the Greek Theatre, gym, theatre, track, cafeteria and other places where a sound system is necessary. They must take students' music requests and set up the system whenever there are assemblies and athletic events with large groups of people. This pair needs to be comfortable speaking on the microphone, own a vehicle capable of transporting the system to events and activities, and have access to a wide variety of appropriate music to play at events.

### **Commissioners of Public Relations**

This requires creative and artistic individuals. They are responsible for notifying the student body of all activities and events that take place. They must prepare the monthly

student calendar, hall bulletin boards, signs and banners in the Greek Theatre and around campus. They must have extremely neat penmanship and clean and organize the paints, pens, markers, and other artistic supplies on a regular basis.

### **Commissioners of Social Awareness**

This commissionership will help run and organize various events such as Sexual Assault Awareness week, Peace Week, the Mock Election, and promote social awareness around the school. Original ideas about the Commissionership (C.O.S.A) are invited and encouraged from all applicants for these positions.

### **Commissioners of DP News**

This individual will represent DP News and work closely with both the production of DP News and Leadership. They must have been enrolled in DP News previously for at least one semester. If chosen, they will be in Leadership 2nd period and DP News 1st period. Their responsibilities include ensuring that all school activities, dates, and announcements are on the show and all events/activities are well announced, covered and filmed, either by the individual or an At-Large assistant.

### **Commissioners At-Large**

These commissioners help run assemblies, assist with recycling cans/paper, make signs/banners, help with the Penny Drive, Blood Drive and other organized activities and head various committees such as the Safety Committee and Peace Week. They must be willing and eager to help with whatever work needs to be done in the classroom and on campus.

### **Commissioner of Nutrition, Traffic & Safety**

This position is responsible for overseeing and promoting the cafeteria nutrition program as well as the operation of emergency drills and traffic flow at DP. The commissioner is

expected to attend the monthly Nutrition Task Force meeting, establish a cafeteria work schedule for leadership students, and publicize news about the program via DP News and Signs. This commissioner will work with the administrators to plan and run emergency drills and traffic patterns on DP's campus.

### **Commissioner of Social Media**

This commissionership is responsible for informing the student body, parents, alumni and the community about student achievements, student of the month, sports game times and outcomes, greek lunch activities, club activities and awards, mock trial posts, school dance information and any other Dos Pueblos related announcements. The platforms of social media used are Instagram, TikTok, Facebook and X (previously known as Twitter). These individuals must communicate with any sports teams, clubs or students about what content to post.

## **Article VI: Succession**

If the A.S.B. President cannot fulfill his/her duties because of illness, physical disability or absence, the A.S.B. Vice-President shall assume and carry out the duties of the president until the President becomes able to resume the duties of his/her office.

If the President is permanently unable to fulfill his/her duties, the A.S.B. Vice-President becomes the A.S.B. President.

After the Vice-President, succession to the presidency shall be appointed by the vote of the entire membership of the Executive Board.

Only A.S.B. officers elected by the general student body shall succeed to the A.S.B. presidency.

Upon the permanent disabilities of any A.S.B. officer other than the President, the corresponding senior class officer shall assume the duties of that office.

Upon the permanent disability of any A.S.B. Commissioner, the A.S.B. President shall appoint another qualified individual to fill the role.

Removal (Impeachment) from office procedures:

If an officer is not fulfilling the duties assigned to them, they can be removed from office.

To be removed, it must be brought during an Executive board meeting or Student Council meeting. Any member of the executive board or the A.S.B. Advisor may bring this motion.

Before removal, the student will be placed on probation which is determined by both the A.S.B. Advisor and the student. If the student violates the probation, a motion for removal may be brought forth.

Removal must be approved by 3/4's of the executive board and approved by the A.S.B. Advisor

If a student is removed from the leadership class, they are automatically removed from office

## **Article VII: Elections and Qualifications for Office**

The Student Council shall hold the annual election of Student Council officers on the campus of Dos Pueblos High School. The vote will be conducted by electronic secret ballot. The freshman class officer election will be held at the beginning of the year.

A.S.B. elections are held first, followed by class officer elections.

**Requirements: In order to be eligible for A.S.B. or Class Office, candidates must**

**have a cumulative GPA of 2.0 or better and a term 3 GPA of 2.5 or better. Candidates for the Leadership Class are required to have a cumulative and term 3 GPA of 2.0 or better. Current freshmen are only eligible to run for Sophomore Class Office. Current Sophomores and Juniors are eligible to run for A.S.B. Office, Class Office, and apply for the Leadership Class.**

All elected A.S.B. and Class Officer appointments shall serve a term of one year commencing on July 1 of the year that they are elected and ending on June 30 of the next year unless they are impeached, dismissed, or have resigned.

No student may hold more than one elected or appointed A.S.B. position listed in the Constitution at any one time.

### **The Campaign:**

Each candidate must receive at least fifty signatures from students in their grade in order to be eligible to run for office. No student may sign more than one candidate's petition per position.

The amount and type of campaigning will be decided by the governmental functions commissioners and the A.S.B. Vice President.

The governmental functions commissioners and the A.S.B. Vice President must approve the content of all campaign materials in advance.

If there are less than 2 candidates running for a position, the student body must confirm that the only candidate running is approved to run via a petition consisting of at least fifty signatures.

### **Counting the Ballots:**

The A.S.B. Vice President and governmental functions commissioners shall review the results of the electronic voting to ensure that voting was conducted fairly and accurately.

## **Article VIII – Student Clubs**

Clubs must submit a new club application form. The new club application form requires that clubs submit a proposed constitution, proposed budget, and includes names of at least 10 students that are interested in joining the club.

All Clubs must be approved by the school administration and A.S.B. Student Council. Clubs are ratified by the A.S.B. Council by a two-thirds vote. Ratifications will take place at the monthly Student Council open meeting.

Clubs must submit a renewal form yearly in order to maintain their status as an active club on campus. If renewal is not completed by Oct. 31st of the current year the club will be deactivated.

All clubs must be renewed by a two-thirds vote in the A.S.B. Student Council

Clubs that post flyers or advertise on campus must adhere to the following guidelines:

Flyers can be posted for a maximum of 2 weeks. Organizations who do not adhere to this time limit will no longer be permitted to hang flyers.

1. Clubs/sports/ and organizations can hang a maximum of 16 flyers.
2. Flyers must display Scott Guttentag or Ian Perry's initials on the bottom right of the flyer in order to be posted.
3. Flyers can only be posted on the bulletin board pillars located at the 4 corners of the library and classrooms with teacher approval
4. Flyers should adhere to the following guidelines
  - Should advertise a club/sport/organization event, meeting, or information about the club/sport/organization.
  - Should not be lewd, obscene, libelous, or slanderous.
  - Should not incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools.
  - Should not promote any particular political interest, candidate, party, or ballot measure.
  - Should not discriminate against, attack or denigrate any groups on account of gender, race, age, color, religion, ancestry, national origin, disability or other unlawful consideration.
  - Should not promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to,

materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children.

## **Article IX – Amendments**

The Student Council, whenever it is necessary, shall propose amendments to the constitution. This Constitution may be amended by a two-thirds (2/3) affirmative vote by the A.S.B. Student Council.

## **Article X – Adoption**

These bylaws may be adopted by a two-thirds vote of the current Student Council, whereupon they shall go into effect immediately.

## **Article XI – Finances**

The Executive Board must approve all requests for expenditures of all student funds prior to any commitments.

Student clubs must have a positive balance in their club account before the Student Council may approve an expenditure.

## **Article XII – Meeting Schedule**

The A.S.B. Student Council will meet weekly on Tuesdays at 8:30am.

A quorum consists of two-thirds of the Student Council members, e.g., 17 members in the standard case of 26 on the council.

## **Article XIII: “General Provisions”**

The laws of the United States of America and the State of California shall be binding on the Dos Pueblos High School, Associated Student Body.

This Constitution and all laws passed in pursuance thereof shall be binding on the officers and members of the Dos Pueblos High School, Associated Student Body.

All officers shall abide by this Constitution, Binding Laws, and faithfully discharge their respective responsibilities.

## **Article XV: Authority of the Principal**

The Principal of Dos Pueblos High School shall have the power to veto any action taken by the Associated Student Body of Dos Pueblos High School.

## **Article XVI: Ratification**

This Constitution shall supersede all previous Constitutions of the Dos Pueblos High School, Associated Student Body when adopted by a two-thirds (2/3) affirmative vote of the votes cast by the current Associated Student Body Senate.