

ASB CONSTITUTION

Coronado High School

ARTICLE I

ORGANIZATIONAL TITLES

This organization shall be known as the Associated Student Body of Coronado High School (ASB). The primary colors of the organization shall be green and white with a secondary color of black. The descriptive name shall be the Islanders.

ARTICLE II

OBJECTIVES

The purpose of this organization shall be to direct student activities, to develop student leadership, and to promote the welfare of the school.

ARTICLE III

MEMBERSHIP

All students officially enrolled in Coronado High School shall be considered members of the Associated Student Body and shall be entitled to vote in ASB elections. Only active members of the ASB shall be entitled to belong to those organizations chartered by the ASB or activities sponsored by the ASB.

ARTICLE IV

GOVERNING BODIES

SECTION 1: EXECUTIVE COMMISSION

- 1 The Executive Commission (Ex-Com) shall be composed of a President and Commissioners whose titles and duties are listed in Article V. These officers shall be elected by the ASB for a term of one year.
- 2 The Ex-Com shall have the power to make all laws and recommendations, which pertain to the interests and welfare of the ASB, but the Student Council (a, shall be able to veto these actions with a two-thirds majority.
- 3 The Ex-com shall draw up the agenda for Student Council meetings, subject to suggestions from Student Council Members.
- 4 Ex-Com members shall be ex officio members of the Student Council and Inter-club Council.

- 5 Ex-Com shall have the power to recommend, to create, and abolish appointive offices not expressly provided for in this Constitution but the Student Council shall be able to veto these actions with a two-thirds vote.
- 6 The officers of the Executive Commission and class presidents shall have voting privileges when a quorum is present at a meeting.

SECTION 2: STUDENT COUNCIL

- 1 The Student Council shall be composed of representatives who go through an application process detailed in article VI. The Student Council is made up of all grades as determined by Ex-Com. All members of Student Council shall be enrolled in the "ASB CLASS", that meets during a period during the school year they are serving.
- 2 The Student Council shall have the right to propose laws and recommendations, which pertain to the interest and the welfare of the ASB (Student Body). A two-thirds majority shall be required to veto actions of the Ex-Com. This veto must be exercised within one week of Ex-Com action.
- 3 The Student Council shall meet in open session when necessary.

SECTION 3: INTER-CLUB COUNCIL

- 1 The Inter-Club Council (ICC) shall be composed of all club and class presidents.
- 2 The ICC shall serve as an advisory board to the Student Council and coordinate between clubs and ASB.
- 3 The ASB Vice President shall serve as Chairman ICC.
- 4 The ICC shall meet once a semester, or as needed.

ARTICLE V

DUTIES OF EX-COM OFFICERS

SECTION 1: THE ASB PRESIDENT SHALL

1. Act as the leader of Ex Com
2. Acts as spokesperson for the ASB
3. Plan agendas and chair meetings of Ex-Com, but have no vote except in the event of a tie.
4. Direct and coordinate the works of Ex-Com to assure that all tasks are completed to a satisfactory level.

5. Provide for the election of a Student Council, plan agendas, call regular meetings, and chair meetings, and have no vote except in the event of a tie.
6. Serve as the Student School Board Representative and attend all meetings of the School Board, or provide for a substitute member to attend.
7. Acts as liaison between the ASB and the school Administration
8. Serve as the regular delegate to interschool activities.
9. Attend CADA Camp
10. Daily class management, delegation, motivation
11. Hold weekly ASB meetings to discuss finances, approve activity requests, get feedback etc with Student Council.
12. Hold daily status meetings with Student Council to discuss past and future events
13. Update and distribute calendar
14. Prepare and post weekly meeting agenda by Monday
15. Lead and organize Freshman Orientation
16. Oversee Homecoming and all other activities
17. Create and maintain a passdown binder
18. Oversee, track participation, and evaluate assigned ASB members
19. Any additional tasks agreed upon by ExComm or assigned by Director
20. Direct such other activities, as Ex-Com shall provide.

SECTION 2: THE VICE PRESIDENT SHALL

1. Serve as leader for Ex-Com and Student Council in the absence of the President.
2. Serve as chairperson of ICC.
3. Maintain minutes of all weekly meetings.
4. Provide for the approval of activities and coordinate them with Assistant Principal's office.
5. Handle all ASB elections, except those of Student Council.
6. Secure a constitution from each class and club for Ex-Com approval, and maintain a file of approved constitutions.
7. Attendance at CADA Camp
8. CADA camp registration, CASL conference attendance when applicable
9. Organize and oversee ASB and class elections

10. Meeting minutes and other secretarial duties, including daily class attendance
11. Oversee Homecoming and all other activities
12. Plan and organize ASB end of the year banquet and annual holiday party or appropriately delegate.
13. Assist Commissioner of Finance with club applications and club rush week
14. Work with ASB president to create meeting agendas and be prepared to lead all meetings and status updates.
15. Create and maintain a passdown folder
16. Oversee, track participation, and evaluate assigned ASB members
17. Any additional tasks agreed upon by Ex-Com or assigned by Director or ASB President
18. Direct such other activities, as Ex-Com shall provide.

SECTION 3: THE COMMISSIONER OF Publicity Shall

1. Be the Web guru regular updates and utilization of the Coronado ASB Instagram, Facebook page, Snapchat, Twitter, YouTube and ASB related websites or social media accounts
2. Complete publicity requests and create promotional campaigns for all ASB and class events.
3. Approve all ASB, club or other school postings, fliers, banners, etc
4. Maintaining a relationship with Islander Times to advertise events in ASB
5. Updates for PTO Newsletter, Coronado Eagle and Coronado Communique
6. Inventory and ordering or supplies for organization, decor, promotions
7. Communication with CHS broadcasting/CTV/ Islander This Week to promote upcoming events
8. Responsible for social media campaigns such as #islanderfridge and #islanderask etc..
9. Create and maintain a passdown binder
10. Plan, organize, and execute the Homecoming Parade
11. Attendance at PTO Meetings that are held outside of school hours
12. Coordinate and direct activities between governing bodies of different schools.
13. Oversee, track participation, and evaluate assigned ASB members

14. Any additional tasks agreed upon by Ex Comm or assigned by Director, ASB President or ASB Vice President
15. Direct such other activities, as Ex-Com shall provide.

Section 4: The Commissioner of Outreach

1. Maintain relationship with CMS and the “Bridging the Gap” mentoring program
2. Promote mentoring program at CMS and CHS and match students
3. Responsible for at least two charity drives per year (ex. Princess Project, food drive, Toys for Tots, etc.)
4. Organization and execution of Bigs and Littles
5. Matching of ASB members and teacher buddies.
6. Creation of biweekly teacher buddy update notes
7. Responsible for all teacher/staff appreciation events
8. Responsible for all student appreciation events (ex. St. Patrick’s Day walk, Hearts & Arrows, etc.)
9. Responsible for Teacher, Classified Staff and Student of the month voting and recognition.
10. Community outreach and communication - public speaking (ASB students off campus and guest speakers on campus), ongoing volunteerism, contact with outside clubs
11. Plan, coordinate, and execute one large annual community service project
12. Create and maintain a pass-down binder
13. Oversee, track participation, and evaluate assigned ASB members
- 14.** Any additional tasks agreed upon by Ex-Comm or assigned by Advisor, ASB President or ASB Vice President

SECTION 5: THE COMMISSIONER OF SPIRIT SHALL

1. Be responsible for promoting school spirit for all school activities.
2. Represent participants in events, which generate school spirit.
3. Organize Pep Rallies.
4. Arrange for student spectator buses to away games when there is sufficient demand. Support and promote all non-sports related activities and events (i.e. CoSA, Digital Media, NJROTC, Robotics, etc)

5. Honor clubs and extracurricular groups that win achievements in various events (I.e. CoSA related, Robotics, NJROTC, Academic League, enrichment course activities such as Mock Trial, etc)
6. MC all Pep Rallies with Commissioner of Athletics
7. Plan and execute Pep Rallies, including rehearsals, videos, etc.
8. Work with Commissioner of Athletics to plan, organize and execute events during the Homecoming football game
9. Plan break time activities and events
10. Assist in the planning, promotion and execution of lunchtime activities
11. Plan and promote all Spirit Week Activities (Homecoming, Powderpuff, winter etc...)
12. Create and maintain a pass down binder
13. Oversee, track participation, and evaluate assigned ASB member
14. Any additional tasks agreed upon by Ex-Comm or assigned by Advisor, ASB President or ASB Vice President
15. Direct such other activities, as Ex-Com shall provide.

SECTION 6: THE COMMISSIONER OF DANCES SHALL

1. Plan, organize and execute the Homecoming Dance
2. Plan, organize and execute all ASB Patio Dances
3. Support and oversee the planning and execution of all class patio dances
4. Support and oversee the planning of Winter Formal and Prom
5. Create and maintain dance ticket sales procedures for patio dances and large dances
6. Ensure consistency in dance planning (i.e. prices, ticket sales, vendors, activities, etc.)
7. Review contracts for all vendors
8. Responsible for renting (fee and contract) all ASB sound and lighting equipment to classes or other organizations
9. Responsible for sound equipment and playlists for break and lunch, pep rallies and other events.
10. Coordinate, with the assistance of the Commissioners of Spirit and Athletics, the skit rehearsals and approvals for Homecoming court and PowderPuff

11. Oversee, track participation, and evaluate assigned ASB members
12. Direct other such activities, as Ex-Com shall provide

SECTION 7: THE COMMISSIONER OF ATHLETICS SHALL

1. Act as a liaison between the ASB, players and the coaching staff.
2. Attend ISF meetings to promote Islander athletics on campus
3. Provide for intramural sports.
4. Supervise and direct lunchtime activities.
5. Provide for recognition of athletic achievements.
6. MC Pep Rallies with the Commissioner of Spirit
7. Support and promote all sports related activities and events
8. Plan, organize and execute all sports related break and lunchtime activities
9. Plan, organize and execute all Pack the Gym and stadium related events, including rooter buses and fan giveaways
10. Promote attendance at men's and women's sports equally, pushing attendance by offering fan giveaways and/or halftime events
11. Promote attendance at sporting events with typically low attendance (i.e. track, tennis, swim, etc)
12. Responsible for Athletes of the Month voting and recognition.
13. Honor League and CIF Championship teams on campus and during Pep Rallies
14. Assist Commissioner of Spirit in the planning and execution of Pep Rallies, including rehearsals, videos, etc.
15. Work with Commissioner of Spirit to plan, organize and execute events during the Homecoming football game
16. Plan, organize and execute PowderPuff game
17. Create and maintain a passdown binder
18. Oversee, track participation, and evaluate assigned ASB member
19. Direct such other activities, as Ex-Com shall provide.

SECTION 8: THE COMMISSIONER OF Student Store SHALL

1. Organize and promote back to school, holiday etc.. spirit packs
2. Maintenance of store environment, merchandise and ASB room
3. Purchasing and promotions of school gear, including fire sales, etc
4. Survey students on new merchandise suggestions
5. Order and promote new merchandise

6. Design and order ASB apparel
7. Official inventory twice a year
8. Update and maintain Islander Student Store website and work with ASB Clerk to fill orders
9. Work with ASB Clerk to assist with registration packets and Islander gear sales
10. Communicate with and promote Islander gear sales to community and alumni
11. Create and maintain a passdown binder
12. Oversee, track participation, and evaluate assigned ASB members
13. Any additional tasks agreed upon by Ex-Com or assigned by Director, ASB President or ASB Vice President
14. Direct such other activities, as Ex-Com shall provide.

SECTION 9: THE COMMISSIONER OF FINANCE SHALL

1. Provide for the sale of ASB cards and maintain an accurate list of the cardholders.
2. Work with ASB Clerk and Director to prepare and maintain budgets for all ASB dances and activities, including profit and loss statements
3. Plan and execute the Homecoming halftime show
4. Monitor ASB spending, balances, and earnings
5. Oversee all bid sales
6. Maintain database of all clubs, club contacts, advisors, meeting dates/locations; post to ASB google drive
7. Collect club applications, minutes, budgets, calendars, fundraising event
8. Promote and accept club applications and club week within the first six weeks of school
9. Ensure clubs are in compliance with ASB rules and regulations
10. Complete requisitions for all ASB and club bills
11. Organize and present reimbursements at weekly meetings
12. Work with class and ex-com officers to create and revise their budgets.
13. Create and maintain a passdown folder.
14. Oversee, track participation, and evaluate assigned ASB members
15. Provide for the approval of purchase orders.
16. Provide for a student store, in such a manner as provided by Ex-Com.

17. Any additional tasks agreed upon by Ex-Com or assigned by Director, ASB President or ASB Vice President
18. Direct such other activities, as Ex-Com shall provide.

ARTICLE VI

ELECTION QUALIFICATIONS AND REGULATIONS

SECTION 1: GENERAL RULES

- 1 All candidates for elective office shall be members of the ASB Class and be members of Student Council, only current members of the student body are eligible for the class. No student shall hold more than one major office at a time. The term “major office” shall be understood to include commissioners, or class officers. Commissioners must be elected by Plurality. Plurality votes must be by a margin of five when there is only one position to be filled. If there are two or more positions to be filled then a margin of five is not necessary. If one person is elected to more than one position, he or she must defer one. In that case, the candidate with the next highest vote count will fill the position. Candidates may defer a position they have been elected to in the event that they are unable to carry out the duties of this position. When positions become open during the year, a special election may take place to fill the position or the position may remain unfilled for the duration of the year.
- 2 Ex-Com shall be the final judge of campaigns and elections.
- 3 All officers of the ASB shall take the following oath of office: “I DO HEREBY SOLEMNLY SWEAR AND AFFIRM THAT I WILL UPHOLD THE CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF CORONADO HIGH SCHOOL AND THAT I WILL TO THE BEST OF ABILITY, CARRY OUT THE DUTIES OF THE OFFICE TO WHICH I HAVE BEEN ELECTED.”

SECTION 2: Student Council Selection

- 1 An interview committee, composed of four to six student representatives (Outgoing ASB President and Vice President as well as two to four senior class officers in good standing) together with the Director, shall convene at approximately the beginning of February to discuss upcoming elections and confirm application packet and set dates for interviews and elections.

- 2 All members who would like to run for office or appointee positions must complete an application for ASB and turn it in by the due date. They must interview with the interview committee. The committee will select members of the ASB Class from the applicant pool using teacher recommendations, interview scores and application evaluation to rank applicants.
3. Current membership on the Student Council does not guarantee admission into Student Council the following year.

Section 3: x EX-COM and Class Officer ELECTIONS

1. An all school election will elect President, Vice President and Ex-Com. A second election, to be held a week after will elect class officers. All members of the class eligible for the position will be elected . The new officers shall be formally installed in an assembly before the student body.
2. Members running for positions will campaign and give a speech for the office they wish to fill. They will also be on the ballot for two other positions.
3. No commissioner presently holding office shall campaign for prospective candidates.
4. The ASB President must be a member of the Senior Class. They also must have been in the ASB Class (Student council) for at least one year prior to their term.
5. All members of the Ex-Com shall have at the time of nomination and election, a scholastic average of "C" with no "F" grade. The average must be maintained throughout the officer's tenure of office.

SECTION 4: SPECIAL ELECTIONS

- 1 There shall be a Homecoming Court composed of six senior girls and 6 senior boys nominated by the student body chosen in an ASB election. The King and Queen shall be elected from the court in an ASB election, a plurality being sufficient to elect.
- 2 There shall be a Prom Court composed of 6 senior girls and 6 senior boys nominated by the CHS faculty. Students may not be on both prom and homecoming court. The King and Queen will be elected from the court in an election held at Prom. A plurality being sufficient to elect.

ARTICLE VII

FINANCE

SECTION 1: HANDLING ASB FUNDS

- 1 All funds collected by student organizations shall be deposited with the ASB Finance Office, which shall keep separate accounts for each organization and credit each deposit to the account of that organization. Collections and tickets for school functions shall be under direct supervision of the Financial Clerk, the Assistant Principal, and or the ASB advisor.
- 2 No organization will be permitted to engage in deficit spending. Organizations may obtain loans from ASB Reserve on approval of Ex-Com.
- 3 No money shall be paid out of any fund except through a purchase order previously submitted by that organization to the financial clerk, who shall certify sufficient funds and secure the written approval of the Principal or Vice Principal.
- 4 The ASB books shall be checked by a certified public accountant annually and a report shall be submitted to the ASB and Board of Education.
- 5 All organizations shall keep their own financial records and shall check them at least once a month with the ASB books.

SECTION 2: ASB RESERVE FUND

- 1 An ASB reserve shall be maintained as a separate account under the direction of the Ex-Com.

ARTICLE VIII

INITIATIVE, REFERENDUM, AND RECALL

SECTION 1: INITIATIVE

New laws and regulations may be proposed by a petition signed by ten percent of the active members of the ASB. Any law or regulation so proposed shall be acted upon by the Ex-Com within two weeks after the petition has been filed with the Vice President. If the Ex-Com fails to pass this initiative proposition, it shall be put to a general vote of the ASB.

SECTION 2: REFERENDUM

Ten percent of the active members of the ASB may sign a petition to require a referendum on any law or regulation. A general election must be held within two weeks after the Vice President has filed the petition.

SECTION 3: RECALL

- 1 The holder of any elective office of the ASB may be recalled by a majority vote of their electors. A recall election must be held within two weeks after the submission to the Vice President of a petition sign by twenty percent of the electors. The petition must state a specific charge.
- 2 Any official who faces a recall election shall have the right to speak in their own defense before an assembly of their electors of the ASB, through a public statement. Persons seeking to fill the office in question shall be subject to the election procedures provided in this constitution.

ARTICLE IX AMENDMENTS

An amendment to this Constitution may be proposed by a petition signed by ten percent of the ASB or by a two-thirds vote of the Student Council. All amendments shall be submitted to a vote by the ASB and must be approved by a $\frac{2}{3}$ vote. Prior to the vote all amendments shall be published in the school newspaper and be posted for one week on bulletin boards.

ARTICLE X CLASSES AND CHARTERED ORGANIZATIONS

All organizations using the name of, and/or affiliated with Coronado High School must be chartered by the Ex-Com. The granting of this charter shall be dependent on the following conditions:

- 1 Each class and club shall have a constitution to govern its activities and organization. Such constitutions shall be submitted to the Ex-Com for approval and a copy shall be filed with the Commissioner of Records and Correspondence.
- 2 Appointment, by the school administration, of a regular advisor.
- 3 Agreement by the organization to abide by the rules and regulations of ASB.

ARTICLE XI

VETO POWER OF PRINCIPAL AND ACTIVITIES DIRECTOR

SECTION 1: Activities Director

All actions of the student council shall be subject to approval of the Activities Director

SECTION 2: PRINCIPAL

The principal of Coronado High School shall have the power of the ultimate veto over the acts of the ASB and its subsidiaries provide that his/her veto shall always be supported by a written statement of the reasons for such an action. This statement shall be made part of the school record for the matter.

ARTICLE XII

PARLIAMENTARY PROCEDURE

In all formal meetings of the ASB, the parliamentary procedure shall conform to Robert's Rules of Order.

ARTICLE XIII

ATHLETICS

Any organized sport may become an official activity of the ASB upon application to and approval of the Student Council and Board of Education.

ARTICLE XIV

GENERAL ELIGIBILITY

SECTION 1: APPLICATION

The ASB eligibility rules will pertain to the Student Council, all officers and cabinets of classes, club officers, and appointee's. These same rules apply to Athletics, dramatic productions, Band and the Homecoming Court. Members of Ex-Com shall meet eligibility requirements stated in Article XIV, Section 2.

SECTION 2: ELIGIBILITY

A student must maintain a "C" average with no "F's". Grades will be checked at each marking period. If a grade of F occurs in a specific class, the students will be put on probation. During probation they will have grade progress sheets filled out each week for the failing class.

SECTION 3: CONDUCT

1. Members of Ex-Com, Student Council, holders of elective and appointive offices, athletic team members, and all other special representatives of the ASB or Coronado High School occupy positions or responsibilities which require that they maintain the highest standards of conduct and follow the rules set forth by the Board of Education.
2. If the administration has found a problem with the discipline of a student leader, the Ex-Com shall review the case and vote on a recommendation to the administration concerning the student leader's position.
3. A student leader should be removed for the following offenses:
 - a. Under the influence or in possession of any controlled, illegal substance on campus or at an ASB sponsored event.
 - b. Under the influence or in possession of alcohol on campus or at an ASB sponsored event.
 - c. Cheating
 - d. Violating any probationary sentence.
4. A student leader will be put on probation for the following offenses:
 - a. Misconduct at a school function
 - b. Misconduct at school
 - c. Forgery
 - d. Violating any other school rule that has not been previously mentioned
 - e. The Ex-Com will review misconduct in the area of fighting and discuss what actions should be taken.

ARTICLE XV **RATIFICATION**

This constitution shall go into effect after being ratified by the Principal and two-thirds of the active ASB.