

# **BANNING HIGH SCHOOL**

**The Constitution of the  
Associated Student Body  
100 W. Westward Avenue  
Banning, CA 92220**



## **Dare to Achieve**

**Constitution of the Associated Student Body  
Banning High School  
100 West Westward Avenue  
Banning, CA 92220  
Revised May 2014  
Approved August 2014**

## **PREAMBLE**

We, the students of Banning High School, Home of the Broncos, for the purpose of encouraging intellectual, social, cultural, and athletic attainment do establish this constitution.

## **ARTICLE I**

### ***Name***

**Section 1** This organization shall be known as the Associated Student Body of Banning High School and in the interest of space shall be hereinafter referred to as A.S.B.

## **ARTICLE II**

### ***Purpose***

**Section 1** The purpose of this organization shall be to encourage school spirit, student support of school activities, and to promote interest in school.

## **ARTICLE III**

### ***Source of Authority***

**Section 1** The source of authority is the Board of Trustees of the Banning Unified School District through the superintendent, principal or designee, and the ASB Director.

**Section 2** All members of the three branches of A.S.B Government/Leadership will be under the direct supervision of the A.S.B. Director. In times that duties within the branches/leadership class are not required, leadership assignments and tasks will be delegated by the A.S.B. Director at his or her discretion.

**Section 3 Parliamentary Authority:** *Robert's Rules of Order* will be the guide in all matters of parliamentary procedure.

**Section 4** The principal of Banning High School by virtue of his/her position shall cause to be performed any act to promote the interests of the school. The principal or designee may initiate, approve, or nullify any A.S.B. action. This Constitution shall be the supreme body of laws of the A.S.B. Executive Cabinet members and the House of Representatives. The BHS Student Court shall determine if a law or ruling conflicts with this Constitution. The court shall either declare the law or ruling to be in agreement with the Constitution and ratify such law or ruling, or in conflict with the Constitution and nullify such law or ruling. The decision of the BHS Student Court shall be subject to approval by the principal or designee.

**Section 5** The principal or designee of Banning High School shall have the power to remove from office any A.S.B. officer for a just cause.

**Section 6** The BHS Student Court shall have the power to remove any officers from their office for a just cause.

**Section 7** A just cause shall be defined as *a reasonable and lawful ground for action*. The term *just cause* refers to a standard of reasonableness used to evaluate a person's actions in a given set of circumstances. If a person acts with just cause, his or her actions are based on reasonable grounds and committed in good faith. Whether just cause exists must be determined by the BHS Student Court and/or the principal or designee through an evaluation of the facts in each case.

ASB disputes may involve the issue of whether an elected officer's actions constituted just cause for discipline and/or removal from office.

**ARTICLE IV**  
**A.S.B. Membership**

**Section 1** All students regularly enrolled in Banning High School shall be recognized as members of the Student Body.

**Section 2** All undergraduate students of Banning High School are given the opportunity to purchase a Student Body ASB Card. The fee for the Student Body ASB Card will be decided upon by the A.S.B. Executive Cabinet.

**Section 3** There shall be two types of student body membership: regular and active.

**Section 4** Regular members shall include all members of the regularly enrolled student body.

- a. Regular members shall be entitled to one vote in all student body, class, or club elections.

**Section 5** Active members shall include all members of the enrolled student body that have purchased a Student Body ASB Card.

- a. Active members shall be entitled to all the privileges specifically reserved to regular members.
- b. Active members shall be entitled to one vote in all student body, class, or club elections.
- c. Active members will be entitled to discount prices to certain athletic and designated school activities.

**ARTICLE V**  
**A.S.B. Executive Branch**

**Section 1** The A.S.B. Executive Cabinet shall consist of an elected or appointed:

1. President
2. Vice President
3. Commissioner of Records (Secretary)
4. Commissioner of Finances (Treasurer)
5. Senior Class President
6. Commissioner of Activities
7. Commissioner of Spirit
8. Commissioner of Academics
9. Commissioner of Athletics
10. Commissioner of Public Relations
11. Commissioner of Elections
12. Commissioner of Clubs
13. Speaker of the House of Representatives
14. Junior Class President
15. Sophomore Class President
16. Freshman Class President

**Section 2** The above numerical listing of members of the A.S.B. Executive Cabinet shall also serve as the chain of command within the Cabinet and the line of officer succession.

**Section 3** All members of the A.S.B. Executive Cabinet shall be elected in an election conducted in the spring of each school year.

**Section 4** No person may be a candidate for more than one A.S.B. Executive Cabinet office in any one election.

**Section 5** No student on the A.S.B Executive Cabinet may hold a presidency or vice presidency of a club at the same time they are serving on the A.S.B. Executive Cabinet.

**Section 6** The term of office will be one year for all positions unless a new officer is appointed by the Executive Cabinet due to a resignation or removal. If this occurs, the new officer will carry out the time remaining on the elected or appointed officer's term. New officers begin terms after taking the oath and being sworn in at the inauguration or at ASB Executive Cabinet meeting.

**Section 7** Requirements of all A.S.B. Executive Cabinet members are:

- 7.1 Enrollment in a minimum of four high school courses
- 7.2 Mandatory enrollment in the A.S.B. Leadership class
- 7.3 Have and maintain a minimum 2.5 current term GPA; no F's in any core course. Current term will be furthermore defined as every 9 week grading period. There are four grading periods in a given school year.
- 7.4 Uphold the BHS Constitution
- 7.5 Abide by the rules of Banning High School and behave in an appropriate manner
- 7.6 Exhibit excellent attendance in all classes; no tardiness
- 7.7 Have no outstanding charges owed to Banning High School, athletics, a class or club on campus.
- 7.8 **Community Service** requirements:
  - a. Students must meet with their class teacher/advisor to help choose a project or combination of projects.
  - b. Students must commit a minimum of 20 hours to their project(s) per semester.
  - c. All hours must be verified by the class ASB Advisor and principal or designee.
  - d. Upon completion of the service hours, the students must type a 2-3 page paper summarizing their experience.
  - e. Students present their paper to the student leadership class.
- 7.9 Eligibility shall be completed at the same time as athletics at the close of every 9 week grading period.
- 7.10 Attend all ASB Executive Cabinet meetings
- 7.11 Hold a current BHS Student ASB Card
- 7.12 Attend and participate in all ASB sponsored events including: dances, pep rallies, set ups, clean ups, homecomings, prom, lunch time activities, dress up days, assemblies, award ceremonies, Back to School and Open House nights, etc.
- 7.13 Act with a high level of character, integrity, citizenship, respect, and work ethic as an elected officer in order to be an effective overall leader of the school and its student body.

**Section 8** Requirements of **A.S.B. President** will include all those in section 7 and include:

- 8.1 be a member of the junior or senior class
- 8.2 have held an A.S.B. Executive Cabinet office or A.S.B. class officer position and/or have been enrolled in the A.S.B. Leadership class at some time during his/ her high school career.

**Section 9** Requirements of **A.S.B. Vice President** will include all those in section 7 and include:

- 9.1 be a member of the junior or senior class
- 9.2 have held an A.S.B. Executive Cabinet office or A.S.B. class officer position and/or have been enrolled in the A.S.B. Leadership class at some time during his/ her high school career.

**Section 10** Requirements of **A.S.B. Commissioners** will include all those in section 7 and include:

- 9.1 be a member of the sophomore, junior, or senior class
- 9.2 have held an A.S.B. class officer position and/or have been enrolled in the A.S.B. Leadership class at some time during his/ her high school career.

**Section 11** Requirements of **A.S.B. School Board Wrangler (BHS Student Representative)** will include all those in section 7 and include:

- 11.1 be a member of the junior or senior class

- 11.2 have working knowledge regarding district policies, procedures, and current affairs.
- 11.3 be able to articulate and convey coherent thoughts, opinions, and viewpoints regarding district policies, procedures, and current affairs in public at school board meetings from the perspective of a current and active high school student.

**Section 12** The A.S.B. Executive Cabinet shall be given the following powers:

- a. Establishment of school wide activities
- b. Control over student body funds including the A.S.B General Fund and all class and/or club account funds.
- c. Any action which is necessary for the general welfare of the student body.

**Section 13** Every officer will be required to carry out his/ her duties as stated in the ASB Offices/ Duties and Requirements (See Bylaws.).

**Section 14** As part of the A.S.B. Executive Cabinet, members shall have one official vote on the Cabinet to use at their professional discretion.

**Section 15** Two-thirds of the A.S.B. Executive Cabinet shall constitute a quorum.

**Section 16** The A.S.B. Executive Cabinet shall meet a minimum of once per week during the regular school year.

**Section 17** The A.S.B. President shall preside and facilitate all A.S.B Executive Cabinet meetings. The A.S.B. President shall have the power to call special meetings as deemed necessary.

**Section 18** The A.S.B. Executive Cabinet meetings will be conducted in an orderly manner strictly according to *Robert's Rules of Order*. Meetings are open to all active members of the A.S.B. leadership class. Discussion will be open only to A.S.B. Executive Cabinet members unless the floor is yielded to a non Cabinet member.

**Section 19** The A.S.B. Executive Cabinet shall have the power, by two-thirds majority vote (a minimum of 10 cabinet members), to veto any bill submitted to it by the House of Representatives.

**Section 20** All Executive members are expected at every Cabinet meeting, unless it is excused for reasons, what the Banning High School Student/Parent Handbook defines as excused, or a special arrangement between the members of the Executive Cabinet and the absent member. Unexcused absences are tolerable only to an extent. If the particular A.S.B member has been absent for four consecutive meeting days without notifying A.S.B and eight meeting dates for the entire school year, and then he or she must answer to the A.S.B Executive Cabinet. If the A.S.B. member's explanation proves sufficient, then he/she is excused and told to attend Cabinet meetings regularly. If it is not deemed sufficient or the member is a repeat offender then he or she will be automatically discharged from their elected position on the Executive Cabinet. This action of removal would be justified as a just cause.

**Section 21** In case of an A.S.B. Executive Cabinet member not fulfilling his/her duties and/or for a just cause, the A.S.B. President shall file an impeachment charge with the BHS Student Court, The procedures of the BHS Student Court will be executed and the case shall be carefully reviewed. The BHS Student Court will make a final ruling in any impeachment case and present its findings to A.S.B. A determination of the removal of the A.S.B. Executive Cabinet member shall be made by the BHS Student Court. The Vice President may file an impeachment charge with the BHS Student Court if it is determined that the President is not fulfilling his/her duties and/or for a just cause.

**Section 22** Class Officers shall be comprised in each grade level class of an elected:

- 1. President
- 2. Vice President
- 3. Secretary
- 4. Treasurer

The formation of class officers will create an officer cabinet for each grade level configuration

**Section 23** The above numerical listing of members of the A.S.B. Class Officer Cabinet shall also serve as the chain of command within the Class Officer Cabinet and the line of officer succession.

**Section 24** Requirements of all Class Officer Cabinet members are:

- 24.1 Enrollment in a minimum of four high school courses
- 24.2 Mandatory enrollment in the A.S.B. Leadership class
- 24.3 Have and maintain a minimum 2.5 current term GPA; no more than one F in any core course
- 24.4 Uphold the BHS Constitution
- 24.5 Abide by the rules of Banning High School and behave in an appropriate manner
- 24.6 Exhibit excellent attendance in all classes; no tardiness
- 24.7 **Community Service** requirements:
  - a. Students must meet with their class teacher/advisor to help choose a project or combination of projects.
  - b. Students must commit a minimum of 20 hours to their project(s) per semester.
  - c. All hours must be verified by the class ASB Advisor and principal or designee.
  - d. Upon completion of the service hours, the students must type a 2-3 page paper summarizing their experience.
  - e. Students present their paper to the student leadership class.
- 24.8 Have no outstanding charges owed to Banning High School, athletics, a class or club on campus.
- 24.9 Eligibility shall be completed at the same time as athletics at the close of every 9 week grading period.
- 24.10 Attend all Class Officer Cabinet meetings
- 24.11 Hold a current BHS Student ASB Card
- 24.12 Attend and participate in all ASB sponsored events including: dances, pep rallies, set ups, clean ups, homecomings, prom, lunch time activities, dress up days, assemblies, award ceremonies, Back to School and Open House nights, etc.
- 24.13 Act with a high level of character, integrity, citizenship, respect, and work ethic as an elected officer in order to be an effective overall leader of the school and its student body.

**Section 25** Each Class President shall have a seat as a voting member of the A.S.B. Executive Cabinet.

- a. All class presidents (freshman through senior) shall preside on School Site Council (SSC) as members.
- b. Class presidents that preside on the School Site Council shall have voting power.
- c. As members of School Site Council, class presidents shall have one vote on the council to use at their professional discretion.
- d. The Class Vice President shall have a seat as a voting member of the ASB Executive Cabinet if the class president is unavailable

**Section 26** All members of the A.S.B Executive Branch will be under the direct supervision of the A.S.B. Director. In times that executive duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

**ARTICLE VI**  
***Legislative Branch***

**Section 1** All legislative powers herein shall be vested in the House of Representatives of Banning High School. In the interest of space, the House of Representative shall hereinafter be referred to as the House.

**Section 2** The House shall be composed of duly elected representatives from each freshman, sophomore, junior, and senior class. A minimum number of elected representatives will be comprised of:

- a. 3 Seniors
- b. 3 Juniors
- c. 2 Sophomores
- d. 2 Freshman

1. Representatives of the House shall be elected in conjunction with class officers. In the event that all three seats of a class are not filled, the class officers of that class shall appoint members of their class to fill the seat(s). The A.S.B. Executive Cabinet must then approve the appointment.
2. No limit shall be placed on the number of times a student may be elected to the House.
3. No representative shall hold another executive cabinet office, judicial office, or class office at the same time; with the exception of the Speaker of the House having a seat on the A.S.B. Executive Cabinet.

**Section 3** The A.S.B. Legislative Branch shall consist of an elected or appointed:

1. Speaker of the House
2. Alternate Speaker of the House
3. House Secretary
4. Alternate House Secretary
5. Representative Member
6. Representative Member
7. Representative Member
8. Representative Member
9. Representative Member
10. Representative Member

**Section 4** The above numerical listing of members of the A.S.B. Legislative Branch shall also serve as the chain of command within the branch and the line of officer succession.

**Section 5** Each elected representative shall serve for one school year. All members of the House must have and maintain eligibility, which includes good citizenship, excellent attendance, no more than one F in any core and/or elective course, and a minimum 2.5 current term grade point average. Members of the House must obtain clearance to ensure that they are maintaining the required GPA, attendance, behavior, and have no outstanding charges owed to Banning High School, athletics, class or club on campus. Clearance shall be completed at the same time as athletic eligibility is reviewed at the close of every 9 week grading period.

**Section 6** Each representative shall cast one vote toward any measure acted upon in the House.

**Section 7** Each elected representative may be recalled at any time by a two-thirds majority vote (a minimum of 6 members) of the regularly enrolled members of the represented class for a just cause.

**Section 8** Requirements of all House members are:

- 6.1 Enrollment in a minimum of four high school courses
- 6.2 Mandatory enrollment in the A.S.B. Leadership class
- 6.3 Have and maintain a minimum current term 2.5 GPA; no more than one F in any core course
- 6.4 Uphold the BHS Constitution

- 6.5 Abide by the rules of Banning High School and behave in an appropriate manner
- 6.6 Exhibit excellent attendance in all classes; no tardiness
- 6.7 **Community Service** requirements:
  - a. Students must meet with their class teacher/advisor to help choose a project or combination of projects.
  - b. Students must commit a minimum of 20 hours to their project(s) per semester.
  - c. All hours must be verified by the class ASB Advisor and principal or designee.
  - d. Upon completion of the service hours, the students must type a 2-3 page paper summarizing their experience.
  - e. Students present their paper to the student leadership class.
- 6.8 Have no outstanding charges owed to Banning High School, athletics, a class or club on campus.
- 6.9 Eligibility shall be completed at the same time as athletics at the close of every 9 week grading period.
- 6.10 Attend all meetings of the House of Representatives
- 6.11 Hold a current BHS Student ASB Card
- 6.12 Attend and participate in any ASB sponsored events as required by the ASB Director.
- 6.13 Act with a high level of character, integrity, citizenship, respect, and work ethic as an elected officer in order to be an effective overall leader of the school and its student body.

**Section 9** The Speaker of the House shall be elected by the House from within the House during the first meeting. The Speaker shall have the following powers and responsibilities:

- a. The Speaker of the House shall serve as chairperson, presiding over the House meetings according to Robert's Rules of Order.
- b. The Speaker shall be granted one vote and full debating power in the House.
- c. The Speaker shall have a seat on the A.S.B. Executive Cabinet and shall be granted full debating power.
- d. However, The Speaker of the House shall have a seat as a non-voting member of the A.S.B Executive Cabinet.
- e. The Speaker should prepare and distribute a written agenda for each meeting of the House.
- f. The Speaker shall execute the agenda and facilitate an organized meeting.

**Section 10** During the first meeting of the academic year the House shall elect from its members the following officials:

- a. Speaker of the House
- b. Alternate Speaker, in the event that the Speaker of the House is unable to perform his/her duties.
- c. A Secretary, who shall prepare minutes and other documents in correct form for presentation to the A.S.B. Executive cabinet and administration.
- d. An Alternate Secretary in the event that the Secretary is unable to perform his/her duties.

**Section 11** The House shall meet at least twice each month of school year.

- a. A quorum (majority) shall be necessary for all meetings of the House. A quorum shall consist of one-half the acting members plus one.
- b. The Speaker of the House may call an emergency meeting on pressing matters, given one day's (minimum of 24 hours) advance notice.
- c. No limit shall be placed on the number of meetings of the House.
- d. Any member of the general student body may present a proposal to the House of Representatives as long as they are present at the meeting.

**Section 12** The House shall have the following powers:

- a. The House shall have the power to initiate and organize fundraisers to augment the A.S.B. General Fund.
- b. The House shall have authority of review over all appropriations of the A.S.B. General Fund.



- c. The House shall have the power to initiate, regulate, and approve any student body activity requests.
  - 1. After approval of said activity request by the House, the bill shall be presented to the Executive Cabinet for approval.
  - 2. In case of veto of the Executive Cabinet, the House may override the veto by a two-thirds vote of the House.
  - 3. The A.S.B. Executive Cabinet has ten school days from the time of submission to vote on a bill for the House. After said time the bill shall be considered accepted pending approval from the principal or designee.
  - 4. Final approval of said student body activities is power that shall be vested in the principal or designee. Upon final approval the activity is considered officially approved and shall be subsequently implemented.
- d. In the case where an A.S.B. Executive Cabinet office becomes vacant, except where the Vice-President succeeds to the presidency, the House shall fill the vacancy by a two-thirds vote at the first meeting following the vacancy.
- e. The House has the power to impeach (remove) any member of the A.S.B. Executive Cabinet including the president, except where the Vice-President succeeds to the presidency. Charges against the member of the A.S.B Executive Cabinet shall be filed with the BHS Student Court. The procedures of the BHS Student Court will be executed and the case shall be carefully reviewed. The BHS Student Court will make a final ruling in any impeachment case and present its findings to A.S.B. The House shall fill any A.S.B. Executive Cabinet vacancy by a two-thirds majority vote.
- f. The House may take any action which is necessary for the general welfare of the student body.

**Section 13** All legislative meetings shall be strictly conducted according to *Robert's Rules of Order*.

**Section 14** All members of the A.S.B Legislative Branch will be under the direct supervision of the A.S.B. Director. In times that House duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

## **ARTICLE VII**

### ***A.S.B. Judicial Branch***

**Section 1** The judicial authority of Banning High School shall be vested in the BHS Student Court

**Section 2** The members of the BHS Student Court shall be:

- a. Three seniors
- b. Two juniors

**Section 3** The BHS Student Court shall be composed of duly elected or appointed representatives from each 11<sup>th</sup> and 12<sup>th</sup> grade class. Members of the BHS Student Court shall be elected or appointed in conjunction with the A.S.B. Executive Cabinet.

Any student who wishes to apply to be a justice of the BHS Student Court. must:

- a. Submit an application for the position to the A.S.B President, which shall include two teacher recommendations.
- b. Have and maintain a minimum current term G.P.A. of 2.5
- c. Have and maintain excellent school attendance
- d. Have and maintain excellent citizenship (behavior)
- e. Not hold any other A.S.B. Executive Cabinet or Class Office or be a member of the House of Representatives.
- f. Be properly vetted to ensure that they are maintaining the required GPA, citizenship, attendance, and have no outstanding charges owed to Banning High School, athletics, or class or clubs on campus.

- g. Clearance shall be completed at the same time as athletic eligibility is determined

**Section 4** Requirements of all Justices include:

- 4.1 Enrollment in a minimum of four high school courses
- 4.2 Mandatory enrollment in the A.S.B. Leadership class
- 4.3 Have and maintain a minimum current term 2.5 GPA; no more than one F in any core course
- 4.4 Uphold the BHS Constitution
- 4.5 Abide by the rules of Banning High School and behave in an appropriate manner
- 4.6 Exhibit excellent attendance in all classes; no tardiness
- 4.7 **Community Service** requirements:
  - a. Students must meet with their class teacher/advisor to help choose a project or combination of projects.
  - b. Students must commit a minimum of 20 hours to their project(s) per semester.
  - c. All hours must be verified by the class ASB Advisor and principal or designee.
  - d. Upon completion of the service hours, the students must type a 2-3 page paper summarizing their experience.
  - e. Students present their paper to the student leadership class.
- 4.8 Have no outstanding charges owed to Banning High School, athletics, a class or club on campus.
- 4.9 Eligibility shall be completed at the same time as athletics at the close of every 9 week grading period.
- 4.10 Attend all hearings of the BHS Student Court
- 4.11 Hold a current BHS Student ASB Card
- 4.12 Attend and participate in any ASB sponsored events as required by the ASB Director.
- 4.13 Act with a high level of character, integrity, citizenship, respect, and work ethic as an elected officer in order to be an effective overall leader of the school and its student body.

**Section 5** In the event that all seats of the BHS Student Court are not filled, any student who wishes to apply to be a justice of the BHS Student Court must:

- a. Submit an application for the position, which shall include two teacher recommendations.
- b. Have a minimum current term G.P.A. of 2.5
- c. Have excellent school attendance
- d. Have excellent citizenship (behavior)
- e. Not hold any other A.S.B. Executive Cabinet or Class Office, or be a member of the House of Representatives.
- f. Must obtain clearance to ensure that they are maintaining the required GPA, citizenship, attendance, and have no outstanding charges owed to Banning High School, athletics, or class or clubs on campus.
- g. Clearance shall be completed at the same time as athletic eligibility is determined

**Section 6** The House shall approve the justice candidates with a 2/3 majority vote (a minimum of 6 members). If rejected, the House shall nominate another person(s), until all positions are filled. If there are no other applicants, the principal or designee shall nominate a candidate and present the name to the House, and the process will repeat until all seats have been filled. After all seats have been filled, the House will submit the justices to the A.S.B. Executive Cabinet and principal or designee for final approval.

**Section 7** A Chief Justice shall be selected from the senior membership of the BHS Student Court and a clerk from within the court shall be elected by the court at the court's first meeting.

**Section 8** The A.S.B. Judicial Branch shall consist of an elected or appointed:

1. Chief Justice
2. Clerk of the Court, Justice
3. Justice
4. Justice
5. Justice

**Section 9** The above numerical listing of members of the A.S.B. Judicial Branch shall also serve as the chain of command within the branch and the line of officer succession.

**Section 10** The BHS Student Court shall have jurisdiction over the following:

- a. Conflicts or disputes between branches of student government, grade level classes, or any chartered club(s) or organization(s).
- b. Conflicts or disputes between any person(s) and either branch of student government or any chartered club(s).
- c. Minor student disciplinary infractions as determined by the principal or designee(s).
- d. Determining whether the A.S.B. President or Speaker of the House shall be removed from office after receiving a recall petition signed by at least 30% of the student body.
- e. Trying impeachment cases brought by either the A.S.B. Executive Cabinet or the House.
- f. Deciding the constitutionality of any and all acts of the student government.
- g. Try conflicts, disputes, and infractions between and among students.

**Section 11** To file a case, a student or club must write a letter stating the case and submit it to the ASB Director.

- a. Should a student wish to seek information concerning their rights or any conflict stated in Article VII, section 10, they must first write a formal or informal letter requesting the BHS Student Court's assistance in gathering of pertinent information. At this point, the BHS Student Court will decide whether or not their support is needed.
- b. Upon the decision of the BHS Student Court to accept the student's request, the next step shall allow the BHS Student Court to research and develop useful information for the student to utilize.
- c. Before the student utilizes this information, he/she can consult the court on the best way to prepare the information.
- d. Upon completing the above process, the BHS Student Court may use past cases as reference for future cases and to document the outcome of those cases.

**Section 12** Before a case goes to trial, it must go through a preliminary hearing. The case shall be brought from the ASB Director to the BHS Student Court within one week of its submission in writing to the ASB Director. The ASB Director presents the written submissions to the clerk of the BHS Student Court for review. The clerk presents to written submissions to the Chief Justice and fellow justices presiding on the BHS Student Court. The BHS Student Court, by majority vote will decide whether the case has merit. If so, it will be tried. If not, it will be dismissed, but the plaintiff has the right to appeal the decision to the principal or designee, who may bring a case to trial. The preliminary hearing must be conducted within one week of being filed with the clerk of the court.

**Section 13** The rules of procedure for the BHS Student Court shall be as follows:

- a. Four justices of the court shall consist of a quorum.
- b. A roll call vote of the justices shall proceed as follows: juniors, seniors, and Chief Justice.
- c. The Chief Justice shall preside over the court.
- d. The plaintiff presents their arguments.
- e. The defense presents their arguments.
- f. Each side may call up to a maximum of five witnesses.
- g. Any justice may inquire at any time.
- h. The plaintiff, then the defense presents their closing arguments.
- i. The court adjourns for their deliberations.
- j. If the court finds for the plaintiff, the chief justice shall pass judgment, as the court deems necessary.

**Section 14** After a quorum of the court has been selected the BHS Student Court. shall meet at least once a school week when a case has been brought from the clerk to the BHS Student Court.

**Section 15** The BHS Student Court shall meet regularly during the school year.

**Section 16** All members of the A.S.B Judicial Branch will be under the direct supervision of the A.S.B. Director. In times that judicial duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

## **ARTICLE VIII**

### ***Removal From Elected Office***

**Section 1** The principal or designee of Banning High School shall have the power to remove from office any A.S.B. officer for a just cause.

**Section 2** The BHS Student Court shall have the power to remove any officers from their office for a just cause.

**Section 3** A just cause shall be defined as *a reasonable and lawful ground for action*. The term *just cause* refers to a standard of reasonableness used to evaluate a person's actions in a given set of circumstances. If a person acts with just cause, her or his actions are based on reasonable grounds and committed in good faith. Whether just cause exists must be determined by the BHS Student Court and/or the principal or designee through an evaluation of the facts in each case.

ASB disputes may involve the issue of whether an elected officer's actions constituted just cause for discipline and/or removal from office.

**Section 4** The following will be grounds for removal from office:

- 1.1 Actions unbecoming an ASB officer will result in immediate removal (e.g. school off campus suspension, smoking, truancy, being under the influence of mind altering substances.)
- 1.2 Non-performance of the duties of an elected office
- 1.3 Successive prolonged absences at ASB Council meetings without an excuse.
- 1.4 Excessive tardiness to school, classes, and/or ASB meetings
- 1.5 Failure to keep standards and provisions of the ASB Constitution
- 1.6 Failure to abide by school rules, regulations, and policies outlined in the Parent/Student Handbook.

**Section 5** Removal proceedings will be as follows:

- 2.1 First infraction: counseling and warning by ASB Director; notification of the parent/guardian
- 2.2 Second infraction: meeting with ASB Director, principal and/or designee, and ASB President. A warning issued that the next infraction will result in removal from office; notification of the parent/guardian
- 2.3 Third infraction: removal from office; notification of the parent/guardian

## **ARTICLE IX**

### ***Initiative and Referendum***

**Section 1** Any member of the Banning High School Student Body has the privilege to propose regulations affecting the general welfare of the entire student body. A petition may be initiated if the petition is signed by 15% of the student body. The number of the students required for this petition will be determined by the number of students that are currently enrolled as of the first Monday of October of each school year or the first Monday of February, whichever is more current. A two-thirds majority makes the subject of the petition a regulation.

**Section 2** In the event an action taken by the A.S.B. Executive Cabinet is unsatisfactory to the students of Banning High School, a petition signed by one-third of the student body shall be sufficient to bring such a question to a vote of the student body. The petition shall be submitted to the BHS Student Court within ten school days following the A.S.B. Executive Cabinet action.

**Section 3** A referendum may be ordered upon any act or part of an act. When the referendum is ordered upon an act, or any part of an act, it shall suspend the operation thereof until such act, or part, is approved by the students. The filing of a referendum petition against one or more items, sections, or parts of an act shall not delay the remainder of the measure from becoming operative. If a referendum petition is filed against an emergency measure, such measure shall be operative until voted upon, and if not approved by a majority of the students voting thereon, it shall be deemed repealed.

**Section 4** An initiative or referendum petition shall become effective immediately upon adoption by a majority vote of the Banning High School Student Body. The voting on an initiative or referendum petition shall be held not more than twenty school days after one-third of the Banning High School Student Body have signed it. The voting shall be by Australian ballot.

## **ARTICLE X** ***Elections***

**Section 1** General Elections of the A.S.B.

All elections shall be by method of **Australian ballot**.

Australian ballot also called secret ballot is a system of voting in which voters mark their choices in privacy on uniform ballots printed and distributed by the A.S.B Executive Cabinet or designate their choices by some other secret means.

Voting by Australian ballot usually takes place in a prescribed manner. The voting boxes are required to be of certain dimensions and closed, the only aperture being a small slit at the top. These containers are examined before the poll begins and cannot be opened until the count begins. The voter marks a ballot, often while standing in a special booth, and (after the voter's right to vote has been verified) the vote is placed inside the container.

**Section 2** Elections of the A.S.B. Executive Cabinet

- a. Candidates for an A.S.B. office must secure signatures, as sponsors, of ten percent but no more than twenty percent of the enrollment of the student body on his/her nomination petition. The number of signatures shall be equal to at least ten percent of the students fully enrolled by the first day of the second semester of each school year. Names appearing on two or more petitions for the same office will be disregarded on all petitions. Petitions shall be presented to the Commissioner of Elections and ASB Director by 3:15 P.M. two weeks before the nomination rally.
- b. Candidates for an A.S.B. Executive Cabinet office must be endorsed and recommended by 3 certificated staff members in order to complete official nomination.
- c. Candidates who have fulfilled the requirements of Article X section 2 subsection A shall be nominated in a nomination rally by a member of the student body. Only candidates who have been nominated in a nomination rally, who meet all other requirements set forth in the constitution, have met with the ASB Director and principal or designee shall have their names placed on the ballot.
- d. Procedures for the nomination rally:
  1. All nominated candidates shall present an appropriate speech lasting a minimum of one minute, and not exceeding five minutes.

2. A nomination rally shall be organized, executed, and directed by the Commissioner of Elections, except in the case that he/she is running for office, wherein the A.S.B. Vice President shall assume said position.
  3. The duties of the position stated in Article X section 2(c) shall follow Robert's Rules of Order.
  4. Nomination rallies shall be held a minimum of one week to two weeks before the A.S.B. election of officers.
- e. The election of officers to the A.S.B. Executive Cabinet shall be held within the last forty-five school days, but not later than the tenth school day before the end of the second semester.
  - f. All candidates for an A.S.B. Executive Cabinet office must have a 2.5 current term G.P.A., no more than one F in a core and/or elective course, excellent citizenship, excellent attendance, and no outstanding charges to Banning High School athletics, class or club organizations.
  - g. Campaigning for A.S.B. Executive Cabinet offices shall begin one to two weeks before elections are held.
  - h. All printed campaign material, such as posters, flyers; speeches, etc. are to be presented to the A.S.B. Commissioner of Elections and ASB Director for approval. Failure to do so will result in the removal of unapproved matter.
  - i. Names of the candidates for the same office shall appear on the ballot in same order as the submission of completed applications.
  - j. The Australian ballot system shall be used in all student body elections. An Election Committee shall consist of the Commissioner of Elections and four clerks (ASB leadership class members) appointed by the A.S.B. President. The Election Committee shall be responsible for the tallying of votes under the direct supervision of the ASB Director and principal or designee. The Commissioner of Elections shall present and announce election results. The Commissioner of Elections shall be head of this committee as the Chairperson of the Election Committee unless he/she is running for A.S.B. office, in which case the A.S.B. Vice President shall assume the position of Chairperson of Election Committee.
  - k. The winning candidates for all student government elections shall attain at least 50 % of all votes cast for that office. In the event that no candidate receives 50% plus one of the votes cast for that office, a run-off election will be held between the top two candidates as soon as is reasonably possible. In the case of a tie in the run-off election, the winner will be decided by a second run-off election, or as many as are needed to decide a winner.

### Section 3 Election of Class Officers

- a. Candidates for class officers must secure signatures, as sponsors, of ten percent but no more than twenty percent of the members of the class to which he/she belongs. The rules for nomination petitions as stated in Article X section 2 subsection A shall apply.
- b. Candidates for class officers must be endorsed and recommended by 3 certificated staff members in order to complete official nomination.
- c. Campaigning for class offices shall begin one week before elections are held.
- d. All printed campaign material, such as posters, flyers; speeches, etc. are to be presented to the A.S.B. Commissioner of Elections and ASB Director for approval. Failure to do so will result in the removal of unapproved matter.
- e. All candidates for Class Office must have a current term 2.5 G.P.A., no more than one F in a core and/or elective course, excellent citizenship, excellent attendance, and no outstanding charges to Banning High School athletics, class or club organizations.
- f. The election of incoming freshman class officers shall be held the previous school year in the spring at Nicolet Middle School, so long as there is one middle school in Banning Unified School District. The elections at the middle school shall be sponsored and administered by Banning High School, the Commissioner of Elections, A.S.B. Executive Cabinet, and ASB Director. Candidates of the incoming freshman class shall meet the same requirements as other class officers.

In the event of a vacancy of a class officer, the ASB Director, the remaining class officers and class advisors will hold a meeting within one week of the vacancy. The class officers as representatives of their class will nominate a qualified person to fill the office with the approval of the House.

## **ARTICLE XI**

### ***Subsidiary Organizations***

**Section 1** All organizations and clubs within the Student Body must receive ASB sanction, except the four classes: freshmen, sophomore, junior, senior. Any group wishing to organize under school sponsorship must submit a statement of purpose, name of staff advisor willing to sponsor the group, and a club charter to the Commissioner of Clubs for review and subsequent approval by the A.S.B Executive Cabinet and principal or designee. Once the principal or designee and A.S.B. Executive Cabinet approve the club, copies of the club charter are to be placed on file in the Office of the ASB Account Clerk.

**Section 2** All previously chartered clubs of Banning High School must have a constitution, which must be filed with the Commissioner of Clubs and the A.S.B. Executive Cabinet by the first school day in September. All previously chartered clubs must also turn in a tentative budget on or before the first day of the second to last week of school in May for the subsequent school year.

**Section 3** New charters may be granted to clubs by the A.S.B. Executive Cabinet provided the following conditions are fulfilled:

- a. There must be a minimum of ten students representing the club.
- b. The Commissioner of Clubs shall be presented with the proposed constitution for review
- c. The A.S.B. Executive Cabinet shall have approved the prepared constitution.
- d. There must be a staff advisor.
- e. Organizations must receive final approval from the principal or designee.

**Section 4** Any organization not meeting these conditions by the third Monday in September shall become null and void, and their funds absorbed into the A.S.B. General Fund. Should the organization become active again, all conditions of Article XI, sections 1 and 2 must be renewed.

**Section 5** All club officers must have a minimum 2.0 current term grade point average (GPA), good citizenship, and good attendance. In the event that no club members are eligible to hold office, the A.S.B. Executive Cabinet will make a decision based on the information provided by the club.

#### **Section 6**

- a. All clubs must have their fundraisers approved by the A.S.B. Executive Cabinet. No fundraiser shall exceed two weeks, unless a fundraiser extension is filed with the Commissioner of Clubs in conjunction with the Commissioner of Finances, and the option approved by the A.S.B. Executive Cabinet.
- b. All fundraisers that clubs wish to sponsor must be documented at least three weeks before the expected start date. If clubs fail to meet this requirement, their fundraising requests will be denied.
- c. If a club submits a fundraising request for a specific fundraiser during a specific time period, and the A.S.B. Executive Cabinet approves it, they are expected to take all responsibility for that fundraiser. If they fail to do so, a minimum \$ 50.00 to a maximum \$ 150.00 fee will be imposed upon a club and their fundraising rights will be suspended for a minimum of four weeks.

**Section 7** No two clubs can sell the same item at the same time. Clubs will be permitted to work with each other as long as the clubs have agreed prior to the fundraiser on an equitable split of the proceeds.

**Section 8** Club officers will be determined through each of the club's own constitutions. This will include the responsibility of each office position.

**Section 9** All elections shall be by method of **Australian ballot**.

**Section 10** The minimum quorum for a club meeting is seven members, with two of those members holding club offices.

## **ARTICLE XII** ***Accounts***

**Section 1** Any profits made by conducting activities supported by the general student body must be considered general student activity revenues. This statute only affects the A.S.B. General Fund. This statute may not be diverted; however, in special cases, with A.S.B. Executive Cabinet approval monies may be transferred into accounts for special groups (e.g. loaning down payment to junior class for prom location, gifting money to freshmen class for homecoming float, or raising funds for students in need, etc.).

## **ARTICLE XIII** ***Awards and Honors***

**Section 1** The following will be the criteria used for Senior Awards awarded in the spring of each school year:

**a. Valedictorian:**

1. Must have the highest calculated cumulative G.P.A. in the senior class
2. Must be in good standing in the areas of academics, attendance and citizenship.
3. *D's, F's, NC's* (No Credit) in the area of Academic Grades or *U's* in the area of Citizenship Grades may not be used to qualify for valedictorian.
4. No more than one P.E. activity course per semester.
5. Transfer students who have been enrolled in the district for two (2) years or less, and meet the GPA requirements, may be considered as co-valedictorian.
6. Principal and counselor(s) will review candidates to determine the valedictorian and salutatorian based on the above listed criteria including final semester grades.

**b. Salutatorian:**

1. Must have the second highest calculated cumulative G.P.A. in the senior class
2. Must be in good standing in the areas of academics, attendance and citizenship.
3. *D's, F's, NC's* (No Credit) in the area of Academic Grades or *U's* in the area of Citizenship Grades may not be used to qualify for salutatorian.
4. No more than one P.E. activity course per semester.
5. Transfer students who have been enrolled in the district for two (2) years or less, and meet the GPA requirements, may be considered as co-salutatorian.
6. Principal and counselor(s) will review candidates to determine the salutatorian based on the above listed criteria including final semester grades.

**c. Honor Graduates** (graduating with honors):

1. Take six sequential classes each semester.
2. Must complete and present a Senior Honors Portfolio to the senior counselor and principal or designees in early May.
3. Must complete 40 hours of community service (20 per semester). Forms available with the AP/Dean Secretary
4. Must maintain a minimum 3.5 cumulative G.P.A
5. Must have no more than 10 or the equivalent of 10 full days of absences.
6. Must have no more than 5 unexcused cumulative tardies to all classes in the school year.
7. No *D's, F's, NC's* (academic grades) in any class.



#### d. Dual Enrollment Graduates

To be eligible to receive a red cord for participation in the dual enrollment program upon graduation a senior student shall meet all of the following criteria:

1. Qualify for dual enrollment courses through successful completion of a placement exam.
2. Completion of one or more dual enrollment courses at any time in their high school career (grades 10-12)
3. No final academic grade of D or F in any dual enrollment course
4. Maintain a cumulative G.P.A. of 3.0 or higher

#### e. Seal of Biliteracy Graduates

The State Seal of Biliteracy is established to recognize high school graduates who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. School district participation in this program is voluntary.

To be eligible to receive the State Seal of Biliteracy upon graduation, a student shall meet all of the following criteria: (Education Code [51461](#))

1. Complete all English language arts requirements for high school graduation with a cumulative grade point average (GPA) of 2.0 or above in those classes.
2. Pass the CST in English-Language Arts administered in grade 11 at the proficient level or above
3. Demonstrate proficiency in one or more foreign languages, which may include American sign language, by fulfilling one of the following criteria:
  - a. Pass a foreign language Advanced Placement examination with a score of 3 or higher or an International Baccalaureate examination with a score of 4 or higher
  - b. Successfully complete a four-year high school course of study in a foreign language, attaining an overall GPA of 3.0 or above in that course of study
  - c. Pass a district language examination that meets the rigor of a four-year high school course of study in that language, provided the test has been certified to or approved by the Superintendent of Public Instruction
  - d. Pass the SAT II foreign language examination with a score of 600 or higher

In addition to meeting the criteria in items #1-3 above, a student in any of grades 9-12 whose primary language is other than English shall attain the early advanced proficiency level or higher on the California English Language Development Test (CELDT). As necessary for this purpose, the district may administer the CELDT an additional time outside of the regularly scheduled administration specified in AR 6174 - Education for English Language Learners. (Education Code [51461](#))

The Superintendent or designee shall maintain appropriate records to identify high school students who qualify for the award and shall affix the insignia to the diploma or transcript of each student who earns the award. (Education Code [51463](#))

**Section 2** The following will be the criteria used for awards of excellence awarded throughout the school year:

#### a. Honor Escorts:

1. Selected at the conclusion of the 1<sup>st</sup> semester of the junior year from the top 20 students in the junior class based on a weighted G.P.A.
2. Take six sequential classes each semester.
3. Must be in good standing in the areas of academics, attendance and citizenship
4. Must complete 15 hours of community service in the second semester of their junior year and prior to check out day. Forms available with the AP/Dean Secretary
5. Must have no more than 10 or the equivalent of 10 full days of absences.
6. Must have no more than 10 unexcused cumulative tardies to all classes in the school year.

7. No D's, F's, NC's (academic grades) in any class.
8. No more than one P.E. activity course per semester.
9. Serve as flower bearers and escorts to dignitaries during selected senior activities including the graduation ceremony.
10. Serve under the direction of the ASB Director.

**c. Principal's Honor Roll:**

At the conclusion of each grading period, Banning High School publishes the Principal's Honor Roll.

To qualify for the Principal's Honor Roll a student must have a qualifying cumulative semester grade point average (G.P.A.) as follows:

★ Principal's Distinguished Scholars	GPA 4.0 and above
★ Principal's High Honors	GPA 3.75-3.99
★ Principal's List of Distinction	GPA 3.5-3.74

1. Selections will occur after the conclusion of the following semesters: 1<sup>st</sup> semester and 2<sup>nd</sup> semester.
2. Honorees will receive a certificate of excellence suitable for framing.
3. Additional prizes and/or incentives may be awarded
4. Students will be recognized at the Principal's Honor Roll Assembly once per semester.
5. Students will honored and recognized through an ASB Sponsored treat with families in attendance, publications, photographs, announcements, school website, school newspaper, pep rallies, etc

**c. Perfect Attendance:**

1. Students have verifiable perfect attendance for an entire semester will be recognized.
2. Must have no unexcused absences.
3. Must have no unexcused tardies.
4. Selections will occur after the conclusion of the following semesters: 1<sup>st</sup> semester and 2<sup>nd</sup> semester.
5. Honorees will receive a certificate of excellence suitable for framing.
6. Additional prizes and/or incentives may be awarded
7. Students will be recognized at the Principal's Honor Roll Assembly once per semester.
8. Students will honored and recognized through an ASB Sponsored treat, publications, photographs, announcements, school website, school newspaper, pep rallies, etc.

**d. Students of the Month:**

1. Students enrolled Banning High School who exemplify academic excellence and school service qualify for this honor
2. Will be selected by staff through e-mail and/or paper vote of nominees.
3. Nominees will be selected by each department on campus.
4. A minimum of one student per department will be selected each month. A maximum number of selections per department are two.
5. Selections will occur in the following months: August/September, October, November, December/January, February, March, and April
6. Students may receive this honor one time per academic school year.
7. Honorees will receive a certificate of excellence suitable for framing.
8. Additional prizes and/or incentives may be awarded
9. Students will honored and recognized through an ASB Sponsored treat with families in attendance, publications, photographs, announcements, school website, school newspaper, pep rallies, etc.

**ARTICLE XIV**  
***Homecoming Celebrations and Junior/Senior Prom***

**Section 1** A fall homecoming week will be held during a home football game in September or October or the next best available date. The A.S.B. President will meet with the athletic director and head football coach to determine the date for the Fall Homecoming game during the summer or within the first two weeks of the school year.

**Section 2 Fall Homecoming**

- a. The A.S.B. Executive Cabinet shall be in charge of Fall Homecoming this includes but is not limited to:
  1. The A.S.B. President, in cooperation with the A.S.B. Director oversees all fall homecoming activities
  2. The A.S.B. Vice President, with the cooperation of the A.S.B. Executive Cabinet, shall chair and organize the entries in the Stagecoach Days Parade, Homecoming Parade, prince and princess transportation in parades, class floats, half time events, pep rally, dance, and Fall Tailgate Rally. Provide a theme for Fall Homecoming 6 weeks prior to the event, each class shall pick their theme for their floats, Seniors 1<sup>st</sup>, Juniors 2<sup>nd</sup>, Sophomores 3<sup>rd</sup> and lastly the Freshman
  3. Select the dress up days for Spirit week leading up to the Homecoming Pep Rally.
  4. The A.S.B. Commissioner of Activities with the assistance of the Commissioner of Spirit will select, create, and organize lunch time activities during homecoming week that match the theme and encourage school wide participation.
  5. Working with ASB Director and principal or designee to determine a location, date, and times for the dance
  6. Setting the price for the fall homecoming dance a minimum of 4 weeks prior to the dance
  7. Dance guidelines will be those outlined in the BHS Parent/Student Handbook
  8. Semi-formal attire is recommended for the dance.
  9. Providing sashes, flowers, for the Fall Homecoming Court
  10. Providing crowns for the king and queen of the Fall Homecoming Court
  11. File the appropriate paperwork with the ASB Director and ASB Executive Cabinet for approval.
  12. The A.S.B. Commissioner of Records will create, organize, and prepare the biographies of each prince and princess presented at half time of the homecoming football game.
  13. The A.S.B. Commissioner of Spirit will be the Master of Ceremonies for half time events at the tailgate rally and homecoming football game. The A.S.B. President may appoint an additional member, even himself or herself, of the A.S.B. Executive Cabinet to assist them in this effort.

**Section 3** The Senior, Junior, Sophomore, and Freshman Classes must enter floats for the homecoming parade and homecoming football game. Floats must adhere to the following guidelines:

1. Floats must fit into the A.S.B. Executive Cabinet created theme
2. Designs, signage, backdrops, and displays must all be appropriate free from profanity, sexual innuendo, political ideals, political affiliations, gang affiliations, etc.
3. Float riders must be dressed according to the A.S.B. Executive Cabinet created theme
4. Float riders must be dressed in appropriate attire that meets all guidelines within the BHS Parent/Student Handbook and is free from profanity, vulgarity, sexual innuendo, political ideals, political affiliations, gang affiliations, etc.
5. Class winners will be determined by ballot or other method determined by the A.S.B. Executive Cabinet
6. Class winners will be determined and announced at the end of the third quarter of the homecoming football game. Winners will receive recognition through publications, school

marquee, school website, school newspaper, etc. Additional prizes and/or incentives may be awarded by the A.S.B. Executive Cabinet.

**Section 4** Fall Homecoming nominations shall be provided by the Senior Class, in which the top six male and top six female senior nominees will create the Fall Homecoming Court.

- a. The Fall Homecoming Court must be selected prior to the City of Banning Annual Stagecoach Days parade so that the court can participate in the parade.
- b. Members nominated for the homecoming court must be properly vetted and have a minimum current term GPA of 2.0, good citizenship, good attendance, and not have any charges owed to Banning High School, Banning High School ASB, athletics, or a class or club. If a student does not meet these minimum qualifications then the person with the next highest amount of nominations shall be placed on court.
- c. If a person is nominated for a position on court they have the right to refuse that nomination.
- d. The A.S.B. Commissioner of Elections will chair, organize, and oversee the Fall Homecoming Elections.
- e. Elections will occur by secret ballot and may occur in any of the following locations: lunch time voting booths, before/after school voting booths, English 12 classes, U.S. Government or Economics classes.
- f. Each member of the senior class is entitled to one official vote each for king and queen
- g. Homecoming court ballots will be tallied by unbiased school officials including the A.S.B. Director, ASB Account Clerk, or principal or designee.
- h. The A.S.B. Commissioner of Elections will certify and announce the results of the election.

**Section 5** A winter formal homecoming week will be held during a home basketball game in January or February or the next best available date. The Senior Class President will meet with the Athletic Director and Head Boys Basketball coach to determine the date for the Winter Formal Homecoming game before the conclusion of the first quarter of the school year.

**Section 6 Winter Formal Homecoming**

The Senior Class shall be in charge of the Winter Formal Homecoming this includes but is not limited to:

1. The Senior Class President, in cooperation with the A.S.B. Director oversees all winter formal homecoming activities
2. The Senior Class Vice President, with the cooperation of the Senior Class Officer Cabinet, shall chair and organize the class floats, half time events, pep rally, and dance.
3. Provide a theme for Winter Formal Homecoming 6 weeks prior to the event, each class shall pick their theme for their miniature floats, Seniors 1<sup>st</sup>, Juniors 2<sup>nd</sup>, Sophomores 3<sup>rd</sup> and lastly the Freshman
4. Select the dress up days for Spirit week leading up to the Homecoming Pep Rally.
5. The A.S.B. Commissioner of Activities with the assistance of the Commissioner of Spirit, Senior Class President and Senior Class Vice President will select, create, and organize lunch time activities during homecoming week that match the theme and encourage school wide participation.
6. Working with ASB Director and principal or designee to determine a location, date, and times for the dance
7. Setting the price for the winter formal homecoming dance a minimum of 4 weeks prior to the dance
8. Dance guidelines will be those outlined in the BHS Parent/Student Handbook
9. Semi-formal attire is required for the dance.
10. Providing sashes, flowers, for the Winter Formal Homecoming Court
11. Providing crowns for the king and queen of the Winter Formal Homecoming Court

12. File the appropriate paperwork with the ASB Director and ASB Executive Cabinet for approval.
13. The Senior Class Secretary will create, organize, and prepare the biographies of each prince and princess presented at half time of the homecoming basketball game.
14. The A.S.B. Commissioner of Spirit will be the Master of Ceremonies for half time events at the homecoming basketball game. The Senior Class President may appoint an additional member, even himself or herself, of the Senior Class Officer Cabinet to assist them in this effort.

**Section 7** Winter Formal Homecoming nominations shall be provided by the Senior Class, in which the top six male and top six female senior nominees will create the Winter Formal Homecoming Court. A senior that was nominated for fall homecoming court will not be nominated for a position on the Winter Formal Homecoming Court.

In addition each grade 9-11 shall nominate one male and one female from their respective class to be part of the Winter Formal Court. If a freshman, sophomore, or junior has been nominated in a previous year they will not be nominated again for a position on the Winter Homecoming Court.

- a. Members nominated for the homecoming court must be properly vetted and have a minimum current term GPA of 2.0, good citizenship, good attendance, and not have any charges owed to Banning High School, Banning High School ASB, athletics, or a class or club. If a student does not meet these minimum qualifications then the person with the next highest amount of nominations shall be placed on court.
- b. If a person is nominated for a position on court they have the right to refuse that nomination.
- c. The A.S.B. Commissioner of Elections with the assistance of the Senior Class Secretary, will chair, organize, and oversee the Winter Formal Homecoming Elections.
- d. Elections will occur by secret ballot and may occur in any of the following locations: lunch time voting booths, before/after school voting booths, English 12 classes, U.S. Government or Economics classes.
- e. Each member of the senior class is entitled to one official vote each for king and queen.
- f. Homecoming court ballots will be tallied by unbiased school officials including the A.S.B. Director, ASB Account Clerk, or principal or designee.
- g. The A.S.B. Commissioner of Elections will certify and announce the results of the election.

**Section 8 Junior/Senior Prom**

The Junior Class shall be in charge of the Junior/Senior Prom this includes but is not limited to:

1. As sophomores, work with the ASB Director and class advisor(s) to arrange a date and venue options for the Prom the year prior
2. The Junior Class Officer Cabinet, with the cooperation of the class advisor(s) and A.S.B. Director, shall organize prom and all activities and festivities therein.
3. The Junior Class President, in cooperation with the class advisor(s) oversees all prom activities
4. Provide a theme for the Junior/Senior Prom in the fall of the current school year.
5. Work in collaboration with the class advisor(s), and ASB Director to provide a Prom Fashion Show in the month of March prior to the event.
6. Setting the price for the Prom a minimum of 3 months prior to the dance
7. The A.S.B. Commissioner of Activities with the assistance of the Commissioner of Spirit, Junior Class President and Junior Class Vice President will select, create, and organize lunch time activities during prom week that match the theme and encourage school wide participation.
8. Prom dance guidelines will be those outlined in the BHS Parent/Student Handbook
9. Formal attire is required for the dance.
10. Providing sashes and flowers for the Prom Court
11. Providing crowns for the king and queen of the Prom

12. Filing the appropriate paperwork with the ASB Director and ASB Executive Cabinet for approval.
  - a. Invitations, flyers, publications
  - b. Prom memorabilia and mementos
  - c. Sashes, flower, and crowns
13. The Junior Class Secretary will create, organize, and prepare the biographies of each prince and princess presented mid way through the prom.
14. The Junior Class President will be the Master of Ceremonies for the prom. The Junior Class President may appoint an additional member of the Junior Class Officer Cabinet or A.S.B. Executive Cabinet to assist them in this effort.

**Section 9** Junior/Senior Prom Court nominations shall be provided by the Junior Class Prom Committee in which the top six male and top six female senior nominees will create the Junior/Senior Prom Court. A senior that was nominated for fall or winter formal homecoming court will not be nominated for a position on the Junior/Senior Prom Court.

- a. Prom nominations shall be voted on as a whole and ratified at a junior class meeting.
- b. Once determined by the class the nominations list will be sent to the ASB Director and the principal or designee for final approval and ratification. If these nominations are not ratified they may be taken back to the junior class prom committee for re-nomination.
- c. Members nominated for the prom court must be properly vetted and have a minimum current term GPA of 2.0, good citizenship, good attendance, and not have any charges owed to Banning High School, Banning High School ASB, athletics, or a class or club. If a student does not meet these minimum qualifications then the person with the next highest amount of nominations shall be placed on court.
- d. If a person is nominated for a position on court they have the right to refuse that nomination.
- e. The Junior Class Secretary, will chair, organize, and oversee the Junior/Senior Prom nominations process.
- f. The Junior Class Advisor(s), will organize and oversee the Junior/Senior Prom election process.
- g. Elections will occur by secret ballot and will occur upon check in at the prom venue.
- h. Each attending member of the Junior/Senior Prom is entitled to one official vote each for king and queen.
- i. Junior/Senior Prom court ballots will be tallied by the class advisor(s) under the direct supervision of the A.S.B. Director
- j. The principal or designee will certify results of the election.
- k. The Junior Class President will announce the results of the election mid way through the prom.

## **ARTICLE XV**

### ***Distribution***

Copies of the Associated Student Body Constitution of Banning High School and bylaws will be made available to all members of the student body and the public upon request as well as on the school website:

<http://bhs.banning.k12.ca.us/>

The A.S.B. Commissioner of Records will be in charge of maintaining copies of the Associated Student Body Constitution of Banning High School available for all students and those that may request it.

## **ARTICLE XVI**

### ***Amendments***

Amendments to this constitution must be passed by two-thirds vote of the A.S.B. Executive Cabinet, provided proposed amendments have been submitted in writing to the A.S.B. Executive Cabinet. Before becoming effective, such amendments must be voted on at a second meeting of the A.S.B. Executive Cabinet. The A.S.B. President may call a special meeting for this purpose.



# **Bylaws to the Constitution of ASB Banning High School**

## **ARTICLE I**

### ***A.S.B. Executive Branch Duties and Requirements***

**Section 1** The duties of the A.S.B. Executive Cabinet shall be as follows:

a. A.S.B. President will:

1. Be the positive face and unquestioned leader of Banning High School in all that represents
2. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.11) for more specific requirements.
3. Work with the ASB Director and fellow members of the Executive Branch and leadership class in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
4. Oversee all A.S.B. and class activities
5. Represent Banning High School as a student speaker at all regular Banning Unified School District Board Meetings
6. Speak at the graduation ceremony in the spring representing Banning High School at large
7. Preside over all A.S.B. Executive Cabinet meetings
8. Create and facilitate the agenda at all A.S.B Executive Cabinet meetings
9. Delegate and coordinate all duties and to see that all tasks are accomplished.
10. Work in conjunction with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
11. Work with the A.S.B. Director and A.S.B. Executive Cabinet to plan the year's strategy and map out a calendar of activities. Advisement will be provided by the Commissioner of Activities.
12. Work in conjunction with the ASB Director to plan and organize student leadership opportunities for professional growth including but not limited to: leadership camps, retreats, conferences, trainings, workshops, etc.
13. Attend School Site Council meetings as appropriate and as needed
14. Represent Banning High School in any activities where student representation is needed.
15. Organize an annual budget in collaboration with the A.S.B Executive Cabinet.
16. Sign requisitions and/or activity requests where required.
17. Meet with the principal or designee at regularly established meeting times.
18. Make a State of Banning High School Address to the House of Representatives within the first two weeks of each semester except for the first grading period of the school year, in which the address must be given within two weeks after the election of the House members.
19. Work with the A.S.B. Director and chair student registration prior to the school year and Link Crew training as well as start up activities. This includes the organization and scheduling of workers from the A.S.B Executive Cabinet to assist at student registration and Link Crew Orientation days.
20. Work with the A.S.B. Director in planning special academic assemblies and/or programs for the benefit of the Banning High School Student Body.
21. Lead and organize ASB participation in Back to School Night and Open House evenings. Participation includes but is not limited to: student leadership presence at each event, guided campus tours, campus escorts to the parking lots, special presentation to the public, promotion of ASB, etc.
22. Lead and organize ASB participation in all of the following: Red Ribbon Week, No Name Calling Week, National High Five Day, Suicide Prevention Day/Week/Month, Cultural

Heritage Months, patriotic holidays and observances, dress up holidays, Read Across America, medical disease awareness months, and It Can Wait (Don't text and drive campaign). Participation includes but is not limited to: student leadership presence for each event, dress up days as applicable, work in conjunction with service clubs and organizations on select activities, lunch rallies and/or special assemblies, and promotion of ASB and the general welfare of the larger student body.

23. Assist the A.S.B. Vice President in the planning and coordination of the Fall Homecoming Parade by acting as a liaison between Banning High School and the City of Banning, Banning Police Department, and Banning Fire Department. In addition, working in conjunction with the A.S.B. Director to secure permits, insurance, and other means to ensure that city streets are blocked and secured during the parade route, secure police escorts to lead the parade, secure fire trucks as transportation for cheerleaders, Grand Marshal, staff or students participating in the parade, as needed.
24. Monitor each Executive Cabinet member and their performance and report observations to the Executive Cabinet, ASB Director, and principal or designee monthly.
25. Power to veto any action of the A.S.B Executive Cabinet and/or A.S.B. Legislative Branch
26. Power to appoint committees, as needed.
27. If committees are formed, monitor committee activities of every A.S.B. Executive Cabinet member, class officers, members of the legislative and judicial branches, club officers, and club representative. Report observations to the ASB Director and principal or designee monthly.
28. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.
29. Assist the Commissioner of Spirit with duties of co-master of ceremonies, as needed.

b. A.S.B. Vice President will:

1. Assist the President in any capacity needed.
2. Assume all duties of A.S.B. President in case of an absence, temporary or otherwise
3. Act as an advisor to the A.S.B. President
4. Assist the Commissioner of Public Relations in preparing a monthly A.S.B. Executive Cabinet report.
5. Attend School Site Council meetings as a non voting representative.
6. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.11) for more specific requirements.
7. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
8. Join the A.S.B. President as a student speaker at all regular Banning Unified School District Board Meetings, if deemed necessary
9. Sign requisitions where required in case of an absence by the Commissioner of Finance.
10. Meet with the principal or designee as needed.
11. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
12. Oversee, delegate, and organize fall homecoming events and festivities including: Stagecoach Days Parade entries, Fall Homecoming Parade, class floats, Fall Homecoming Dance, and fall homecoming football game half time.
13. Organization of the parade entries includes: prince and princess transportation, class float criteria for each class, ensuring each class has a trailer/flatbed for presentation, securing a Grand Marshal for the Homecoming Parade from amongst the staff chosen by the student body or selected by the A.S.B. Executive Cabinet, transportation for the Grand Marshal, signage (both sides) for all vehicles with prince, princesses, and the Grand Marshal riding within.



14. Assistance with Fall Homecoming events and festivities shall be provided by the A.S.B. Commissioners of Spirit, Activities, Finances, Clubs, Elections, and the School Board Wrangler.
  15. In the event that the Vice President must assume the position of A.S.B. President, the position of Vice President shall be filled via the appropriate ASB Executive Cabinet line of succession per Article V Section 2 of the constitution. If the Vice President declines the position then it shall be offered to the next officer in A.S.B Executive Cabinet line of succession based on Article V Section 1 until the office is accepted.
  16. If the A.S.B. President and vice president leave at the same time, then the Commissioner of Records will assume the role of A.S.B. President and Commissioner of Finance will assume the role of vice president. These open commissioner positions will be filled per Article V section 2 and based on Article V section 1 of the Constitution.
  17. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.
- c. A.S.B. Commissioner of Records will:
1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
  2. Act in the role of secretary of the A.S.B. Executive Cabinet
  3. Assist by typing, printing, and distributing agendas for all meetings of the A.S.B. Executive Cabinet meetings as dictated by the A.S.B. President.
  4. Assist the A.S.B. President by keeping complete and accurate minutes of all A.S.B. Executive Cabinet meetings. Minutes shall be kept on file electronically and print outs/copies will be made available upon request.
  5. Report out the minutes from the previous A.S.B. Executive Cabinet meeting at the next scheduled A.S.B Executive Cabinet meeting. Make corrections to the read minutes as directed by the A.S.B President. Await approval of the minutes by the A.S.B. Executive Cabinet
  6. Maintain copies of the Associated Student Body Constitution of Banning High School available for all students and those that may request it.
  7. Submit a chronologically ordered book of minutes, at the end of each school year for reference.
  8. Take attendance at all meetings for the A.S.B. Executive Cabinet.
  9. Assist in submitting all records and requested reports for the A.S.B. Executive Cabinet.
  10. Undertake all necessary correspondence, business letters or otherwise, invitations, etc.
  11. Assist the Commissioner of Academics with printing of student names on award certificates and parent invitations, as needed.
  12. Order all correspondence materials required to complete work in Article 1 Section 7 c (11) of the A.S.B. Bylaws. Work in conjunction with the Commissioner of Finances in this regard.
  13. Be responsible for the Fall Homecoming Football Game half time: script, informing drivers of float parking, flowers and/or hospitality gifts for prince and princess parents/guardians, organization of decorations.
  14. Write, type, review, revise, print, and make ready the biographies of each prince and princess introduced at the Fall Homecoming Football Game half time festivities. Assistance shall be provided by the A.S.B. Commissioner of Spirit, as needed.
  15. Chair, coordinate, plan, schedule, organize, and execute an A.S.B. sponsored blood drive
  16. Meet with the principal or designee as needed.
  17. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
  18. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.

d. A.S.B. Commissioner of Finances will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Act in the role of treasurer of the A.S.B. Executive Cabinet
3. Keep accurate financial records of class, club, and student monetary activities.
4. Oversee all funds of the A.S.B., keeping informed of all funds incoming and outgoing.
5. Oversee all school wide fund raisers. Coordinate with the A.S.B. Director, A.S.B. Account Clerk, athletic director, class advisors, and club advisors to establish a calendar for clubs, athletics, and classes to fund raise in two week increments.
6. Work in concert with the ASB Account Clerk to ensure all financial transactions and accurate record keeping is maintained at all times.
7. Order all materials required to ensure that accurate record keeping is organized and maintained. Work in conjunction with the A.S.B. Director and A.S.B. Account Clerk in this regard.
8. Meet regularly with the ASB Account Clerk to notify of updates to financial statements for the A.S.B. General Fund, as well as all class and clubs at Banning High School
9. Sign all requisitions and purchase orders in conjunction with the A.S.B. Director, where required.
10. Organize an annual budget in collaboration with the A.S.B Executive Cabinet.
11. Create and distribute a monthly financial report for the A.S.B. Executive Cabinet and submit a final report to the House and the principal or designee.
12. Meet with the principal or designee to review and discuss the monthly financial report.
13. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
14. Report the contents of the monthly financial report as part of the president's agenda at a designated monthly ASB Executive Cabinet meeting.
15. Prepare to respond to financial inquiries made at any A.S.B. Executive Cabinet meeting.
16. Be in charge of selling BHS Student Body ASB Cards during student registration days.
17. Chair, coordinate, delegate, and organize the Fall Tailgate Rally and festivities including: games, speakers, music, band, color guard, games, presentations, bonfire (if desired), coordinate class and club food sales, organize and operate the A.S.B food booth, etc.
18. Assistance with the Fall Tailgate Rally shall be provided by the A.S.B. Commissioners of Spirit, Activities, Clubs, Elections, School Board Wrangler, and House of Representatives.
19. Chair, arrange, organize, and execute one major A.S.B. General Fund raising activity for the school year.
20. Assist the Commissioner of Public Relations with the solicitation of donations from local businesses in the community to subsidize the Bronco Pride student and staff incentive and recognition program.
21. Review in conjunction with the Commissioner of Activities the A.S.B. master monthly calendar as to avoid conflicts in ASB, athletic, class or club fund-raising.
22. Handle all revenues from the general student store.
23. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.

e. A.S.B. Commissioner of Public Relations will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Act as a communicator and liaison between Banning High School, other schools, and the local community.

3. Publicize all Banning High School events.
4. Write and distribute any information or particulars to the news media concerning school wide events and/or profiling positive aspects of students and staff at Banning High School.
5. Be the A.S.B. liaison to the school's journalism class and/or school newspaper.
6. Be the A.S.B. liaison to the school's marching band and color guard.
7. Assist with the school website and marquee, its maintenance, and the creation of new postings related to school wide events.
8. Be in charge, lead, and delegate the making and posting of all necessary signs, posters, and unique publicity for all A.S.B. Executive Cabinet sponsored activities.
9. Order all materials needed for publicity. Work in conjunction with the Commissioner of Finances in this regard.
10. Prepare a monthly A.S.B. Executive Cabinet Report, posted publicly, with copies available to the student body upon request.
11. Report the contents of the monthly report as part of the president's agenda at a designated monthly ASB Executive Cabinet meeting.
12. Be in charge, lead, plan, and create a district office bulletin board (upon request) with a display that is proudly representative of Banning High School.
13. Be in charge and/or delegate the taking of pictures at all A.S.B sponsored events.
14. Assist the principal or designee with publicity of the Bronco Pride student and staff incentive and recognition program.
15. Solicit donations from local businesses in the community to subsidize the Bronco Pride student and staff incentive and recognition program.
16. Work in conjunction with the Commissioner of Records to ensure that the appropriate correspondence between Banning High School and local businesses has been disseminated, distributed, and provided in a timely and appropriate manner.
17. Meet with the principal or designee as needed.
18. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
19. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.

f. A.S.B Commissioner of Academics will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Represent the students of Banning High School on all academic matters.
3. Assist in the coordination for academic activities including the Honor Roll.
4. Chair the planning, organization, and execution of all academic awards and related events including: the Principal's Honor Roll assemblies, Senior Awards Night, and all organization award and/or induction ceremonies (namely Academy of Business and Technology, AVID, National Honor Society, California Scholarship Federation, etc.).
5. Chair the planning, organization, and execution of all Student of the Month recognition breakfasts.
6. Order all materials and awards needed for the Principal's Honor Roll Assemblies, Senior Awards Night, student of the month and perfect attendance treats, and all other academic awards ceremonies, as directed. Work in conjunction with the Commissioner of Finances in this regard.
7. Prepare a monthly statement for the A.S.B. Executive Cabinet on the academic status of the student body and seniors that have been selected to colleges, universities, or trade schools.
8. Report the contents of the monthly report as part of the president's agenda at a designated monthly ASB Executive Cabinet meeting.
9. Create and maintain school wide bulletin boards related to academic events, issues, and the official acceptance of BHS senior students to colleges, universities, or trade schools.

10. Maintain all academic trophy cases on school grounds.
11. Maintain a list of current Top 20 Students in each class, students with a G.P.A. of 4.0 or higher, students with a G.P.A. between 3.75-.3.99, and students with a G.P.A. between 3.5 and 3.74 and update each semester. Work directly with the counseling department and school registrar in this regard.
12. Assist the Commissioner of Public Relations with the school website and marquee by creation of new postings related to academic school wide events and a profile on distinguished scholars and educators.
13. Meet with the principal or designee as needed.
14. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
15. Assist the Commissioner of Public Relations with the solicitation of donations from local businesses in the community to subsidize the Bronco Pride student and staff incentive and recognition program.
16. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.

g. A.S.B. Commissioner of Activities will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Act as the leader of all student school wide activities on campus
3. Create and lead all lunch time activities that engage the student body
4. Coordinate games and music at all lunch time activities and rallies.
5. Order all materials and equipment necessary for student activities at lunch or at other school wide A.S.B. sponsored events. Work in conjunction with the Commissioner of Finances in this regard.
6. Assist the Commissioner of Spirit with duties of co-master of ceremonies, if requested by the Commissioner of Spirit or appointed by the A.S.B. President.
7. Assist the Commissioner of Public Relations with publications of information regarding the A.S.B. Executive Cabinet, and sponsored activities such as dances and homecoming events.
8. Prepare to the A.S.B. Executive Cabinet a monthly report on the status of lunch time activities and school wide activities in general.
9. Report the contents of the monthly report as part of the president's agenda at a designated monthly ASB Executive Cabinet meeting
10. Create and maintain the A.S.B. master monthly calendar
11. Assist the Commissioner of Public Relations with the school website and marquee by creation of new postings related to athletics, team contests, and a profile on distinguished athletes.
12. Maintain a file on dance DJ's, booking agents, and other musical technologists including names, addresses, phone numbers, email addresses, costs, and other pertinent information.
13. Coordinate the disc jockeys and/or music at all A.S.B. sponsored dances and special events.
14. Assist the Senior Class President with any needs required at the Aloha Pep Rally in May.
15. Meet with the principal or designee as needed.
16. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
17. Work in direct collaboration with the Commissioner of Spirit.
18. Work with the cheer leading squad advisor and assist in the organization of spring cheer squad try-outs.
19. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.

h. A.S.B. Commissioner of Spirit will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Be responsible for creating school spirit, positive school culture, and supportive atmosphere on the Banning High School campus.
3. Coordinate all A.S.B. Executive Cabinet, ASB, and Banning High School sponsored assemblies and other activities.
4. Act as lead in the organization, orchestration, and execution of all school pep rallies.
5. Coordination of pep rallies includes: theme, music, games, dancing, presentations, recognitions, band participation, color guard participation, special guest participation, Boomer the Bronco presentation, cheerleader participation, pep rally script, and pep rally orchestration and timing.
6. Act as the Master of Ceremonies at all school pep rallies unless otherwise specified
7. Promote high standards of behavior among BHS students at all pep rallies and lead as the example of personal excellence in attitude and actions.
8. Order all materials needed for the pep rallies and all school spirit events including but not limited to: Spirit Days, Red Ribbon Week, National High Five Day, No Name Calling Week, Teacher Appreciation day, Classified Employee Week. Work in conjunction with the Commissioner of Finances in this regard.
9. Assist the Senior Class President with any needs required at the Aloha Pep Rally in May.
10. Assist the Commissioner of Activities in the organization and execution of all lunch time activities and rallies.
11. Chair in the planning, organization, and execution of class competitions and corresponding class reward(s).
12. Chair in the planning, organization, and execution of decorations at Back to School Night, Student of the Month Breakfasts, Open House, and Senior Awards Night.
13. Chair in the planning, organization, and execution of Teacher Appreciation Day and Classified Appreciation Week in May.
14. Prepare to the A.S.B. Executive Cabinet a report on the status and evaluation of pep rallies prior to and after their conclusion. Recommendations for improvement should be presented and in collaboration with A.S.B., in general, an action plan for improving future pep rallies.
15. Report the contents of the report as part of the president's agenda at a designated ASB Executive Cabinet meeting at the earliest possible date following the conclusion of pep rally.
16. Work with the color-guard, cheer squad, and band in the promoting of pep activities, morale, and school spirit.
17. Work in direct collaboration with the Commissioner of Activities.
18. Meet with the principal or designee as needed.
19. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
20. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.

i. A.S.B. Commissioner of Athletics will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Act as the school ambassador for all athletic teams and events. Represent the interests of all respective student athletes at Banning High School on the A.S.B. Executive Cabinet.

3. Be the A.S.B. representative at all meetings of the athletic league and at all Booster Club meetings.
  4. Assist with any and all duties as assigned by the athletic director.
  5. Represent and attend as many athletic contests per season as possible.
  6. Report to the A.S.B. Executive Cabinet all actions taken by the Athletic Director.
  7. Act as the coordinator and liaison between all athletic teams, coaches, and sports related clubs and A.S.B.
  8. Assist in organizing and promoting all athletic team award banquets and related events.
  9. Assist in conjunction with the athletic director the planning, organization, coordination, and execution of the Fall and Winter Sports Senior Nights
  10. Be responsible for each Senior Night: script, informing and organizing parents and athletes at starting location, flowers and/or hospitality gifts for prince and princess parents/guardians, organization of decorations.
  11. Write, type, review, revise, print, and make ready the biographies of each senior athlete introduced at each Senior Night festivities.
  12. Assistance with each respective Senior Night shall be provided as needed by the A.S.B. Commissioners of Spirit, Activities, Clubs, Elections, and the School Board Wrangler.
  13. Assist the athletic director with the ordering of league patches, pins, varsity letters, athletic certificates, invitations, or other athletics program purchases. Work in conjunction with the Commissioner of Finances in this regard.
  14. Work with the A.S.B. Commissioner of Public Relations to publicize all athletic events via the news media, school newspaper, school web site, school marquee, school wide bulletin boards, etc.
  15. Prepare to the A.S.B. Executive Cabinet a monthly report on the status of athletics and its sports teams.
  16. Report the contents of the monthly report as part of the president's agenda at a designated monthly ASB Executive Cabinet meeting.
  17. Create and maintain school wide bulletin boards related to athletic events.
  18. Maintain all athletic trophy cases, athletic banners, and athletics related signage on school grounds.
  19. Assist the Commissioner of Public Relations with the school website and marquee by creation of new postings related to athletics, team contests, and a profile on distinguished athletes.
  20. Review in conjunction with the Commissioner of Activities the A.S.B. master monthly calendar as to avoid conflicts in ASB, athletic, class or club fund-raising.
  21. Chair in the planning, organization, and execution of any staff vs. student contests/assemblies and/or powder puff contests should the A.S.B. Executive Cabinet approve such events.
  22. Meet with the principal or designee as needed.
  23. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
  24. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.
- j. A.S.B. Commissioner of Clubs will:
1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
  2. Serve as the representative and liaison to clubs and club advisors on campus.
  3. Be the voice of every active club at Banning High School.
  4. Assist club officers and their advisor(s) with the creation and development of a club constitution.
  5. Ensure that every active club at Banning High School has an approved constitution.

6. Be responsible for overseeing that each club on campus abides by their constitution.
7. Keep on file, maintain, and update annually the club charter/ re-charters and constitutions.
8. Review in conjunction with the Commissioner of Activities the A.S.B. master monthly calendar as to avoid conflicts in club fund-raising.
9. Host and facilitate a meeting with all Club officers a minimum of once per academic quarter.
10. Assist the A.S.B. Commissioner of Spirit in the planning, organization, and execution of class competitions.
11. Chair in the planning, organization, and execution of the following A.S.B. sponsored event: BHS Talent Show should the A.S.B. Executive Cabinet approve such an event.
12. Assist the A.S.B Commissioner of Public Relations with taking pictures at A.S.B sponsored events.
13. Assist the Commissioner of Academics with any support and needs required for the Student of the Month recognition breakfasts.
14. Chair in the planning, organization, and execution of floral arrangements, decorations, and program distribution at the graduation ceremony in May.
15. Assist with hospitality and needs for the school board and district officials prior to, during, and immediately after the graduation ceremony in May
16. Meet with the principal or designee as needed.
17. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
18. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.

k. A.S.B. Commissioner of Elections will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Organize and execute all student body elections including nomination processes and assemblies. This includes but is not limited to: spring ASB elections, class officer elections, and fall and winter homecoming,
3. Oversee the junior/senior prom nomination process and subsequent election
4. Act as an advisor and source of information to clubs and oversee their respective elections
5. In collaboration with the ASB Executive Cabinet, ASB Director, and principal or designee, revise and publish the ASB election packet in the spring of the current school year.
6. Distribute the spring ASB election packet to the student body in the spring of the current school year.
7. Ensure the use of the Australian secret ballot system in all elections.
8. Announce the results of all student body elections over the public address system and in the Daily Hoofbeat (bulletin). Work with the Commissioner of Public Relations to publish the results of student body elections in the local newspaper and on the school's website and marquee.
9. Prepare to the A.S.B. Executive Cabinet a report on the status of elections and their results after the conclusion of the election.
10. Report the contents of the election report as part of the president's agenda at a designated ASB Executive Cabinet meeting that coincides with the conclusion of the election date.
11. Create and maintain school wide bulletin board related to election results.
12. Assist the Commissioner of Activities with music at all lunch time activities, rallies, and participating home sporting events.
13. Chair in the planning, organization, and execution of the following A.S.B. sponsored events: Mr. Bronco Pageant and ASB sponsored movie night(s) should the A.S.B. Executive Cabinet approve such events.
14. Meet with the principal or designee as needed.

15. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
16. Assist BHS office staff and site administration with annual new school year registration and schedule pick up dates and activities.

**Section 2** The duties of members of the Class Officer Cabinet shall be as follows:

a. Senior Class President will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Preside over all Senior Class Officer Cabinet meetings
3. Create and facilitate the agenda at all Senior Class Officer Cabinet meetings
4. Represent Banning High School (BHS) as a good will ambassador on and off campus. Represent in any activities where student representation is needed. Refer to Article V Section 7 (7.12) for more specific requirements.
5. Speak at the graduation ceremony in the spring representing the graduating senior class
6. Attend School Site Council meetings as a voting member
7. Delegate and coordinate all duties to class officers and to see that all tasks are accomplished.
8. Work in concert with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
9. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
10. Organize an annual budget in collaboration with the Senior Class Officer Cabinet.
11. Sign requisitions and/or activity requests where required.
12. Meet with the principal or designee intermittently during the school year.
13. Monitor each Senior Class Officer Cabinet member and their performance and report observations to the class advisor(s), ASB Director, and principal or designee monthly.
14. Power to appoint committees within the class, as needed.
15. Chair in the planning, organization, and execution of the Winter Formal Homecoming dance and all festivities therein.
16. Chair in the planning, organization, and execution of the Aloha Pep Rally and Senior Slide Show, therein.
17. Create, plan, organize, and execute in conjunction with fellow class officer cabinet members, class advisor(s), and ASB Director the following events: Senior Awards Night, Senior Banquet, and Senior Week Activities.
18. Chair in the planning, organization, and execution of the the post graduation class reunions at increments of 10 years unless otherwise deemed necessary by the class.

b. Senior Class Vice President will:

1. Assist the Senior Class President in any capacity needed.
2. Assume all duties of Senior Class President in case of an absence
3. Act as an advisor to the Senior Class President
4. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
5. Sign requisitions where required in case of an absence by the class treasurer.
6. Work in concert with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
7. Meet with the principal or designee as needed.
8. Assist the Senior Class President with the planning, organization, and execution of the Winter Formal Homecoming dance and all festivities therein.



9. Assist the Senior Class President with the planning, organization, and execution of the following events: Aloha Pep Rally, Senior Slide Show, Senior Awards Night, Senior Banquet, and Senior Week Activities.
10. Assist the Senior Class President with the planning, organization, and execution of the post graduation class reunions at increments of 10 years unless otherwise deemed necessary by the class.
11. In the event that the Senior Class Vice President must assume the position of Senior Class President, the position of Vice President shall be filled via the appropriate ASB Executive Cabinet line of succession per Article V Section 24 of the constitution. If the Vice President declines the position then it shall be offered to the next officer in Class Officer Cabinet line of succession based on Article V Section 23 until the office is accepted.
12. If the Senior Class President and vice president leave at the same time, then the Senior Class Secretary will assume the role of Senior Class President and Senior Class Treasurer will assume the role of vice president.
13. Notify the A.S.B. Commissioner of Election as soon as possible that vacant class officer positions exist. The A.S.B. Commissioner of Elections will assist the class with the organization and oversee the class officer election. Open class officer positions will be filled by nomination from class officers in position in conjunction with class advisor(s) and an election within the class will occur at the earliest available time. The A.S.B. Commissioner of Elections will announce the results of the election.
14. If the class has thoroughly discussed the possibility, the class has the option to forgo an election of vacant class officer positions and appoint new class officers from within the class ranks, granted that the appointments are approved by the class advisor(s), ASB Director, and principal or designee.
15. All class officer candidates must be properly vetted and fulfill all requirements of a class officer as per Article V section 24 of the Constitution.

c. Senior Class Secretary will:

1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
2. Assist the Senior Class President by keeping complete and accurate minutes of the Senior Class Officer Cabinet meetings and copies available upon request.
3. Report out the minutes from the previous Senior Class Officer Cabinet meeting at the next scheduled Senior Class Officer Cabinet meeting. Make corrections to the read minutes as directed by the Senior Class President. Await approval of the minutes by the Senior Class Officer Cabinet
4. Submit a chronologically ordered book of minutes, at the end of each school year for reference.
5. Take attendance at all meetings of the Senior Class Officer Cabinet.
6. Assist in submitting all records and requested reports for the Senior Class Officer Cabinet.
7. Assist the Senior Class President with the planning, organization, and execution of the Winter Formal Homecoming dance and all festivities therein.
8. Assist the Senior Class President with the planning, organization, and execution of the following events: Aloha Pep Rally, Senior Slide Show, Senior Awards Night, Senior Banquet, and Senior Week Activities.
9. Assist the Senior Class President with the planning, organization, and execution of the post graduation class reunions at increments of 10 years unless otherwise deemed necessary by the class.
10. Work in conjunction with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.

d. Senior Class Treasurer will:

1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
2. Keep accurate financial records of class monetary activities.
3. Work in conjunction with the ASB Account Clerk to ensure all financial transactions and accurate record keeping is maintained at all times.
4. Meet regularly with the ASB Account Clerk to notify of updates to financial statements for the class
5. Sign all requisitions where required.
6. Organize an annual budget in collaboration with the Senior Class Officer Cabinet.
7. Create and distribute a monthly financial report for the Senior Class Officer Cabinet and submit the final report to the A.S.B. Commissioner of Finances.
8. Report the contents of the monthly financial report as part of the president's agenda at a designated monthly Senior Class Officer Cabinet meeting.
9. Prepare to respond to financial inquiries made at any Senior Class Officer Cabinet meeting.
10. Assist the Senior Class President with the planning, organization, and execution of the Winter Formal Homecoming dance and all festivities therein.
11. Assist the Senior Class President with the planning, organization, and execution of the following events: Aloha Pep Rally, Senior Slide Show, Senior Awards Night, Senior Banquet, and Senior Week Activities.
12. Assist the Senior Class President with the planning, organization, and execution of the post graduation class reunions at increments of 10 years unless otherwise deemed necessary by the class.
13. Work in conjunction with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
14. Assist the A.S.B. Commissioner of Finances by working and handling all revenues from the general student store.

e. Junior Class President will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Preside over all Junior Class Officer Cabinet meetings
3. Create and facilitate the agenda at all Junior Class Officer Cabinet meetings
4. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.12) for more specific requirements.
5. Attend School Site Council meetings as a voting member
6. Delegate and coordinate all duties to class officers and to see that all tasks are accomplished.
7. Work in concert with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
8. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
9. Organize an annual budget in collaboration with the Junior Class Officer Cabinet.
10. Sign requisitions and/or activity requests where required.
11. Meet with the principal or designee intermittently during the school year.
12. Monitor each Junior Class Officer Cabinet member and their performance and report observations to the class advisor(s), ASB Director, and principal or designee monthly.
13. Power to appoint committees within the class, as needed.
14. Create, plan, organize, and execute in conjunction with fellow class officer cabinet members the Junior/Senior Prom, Prom Fashion Show and all festivities therein.

15. Plan, organize, and execute in conjunction with fellow class officer cabinet members and class advisor(s) the operation of the home side snack bar at all home football games.

f. Junior Class Vice President will:

1. Assist the Junior Class President in any capacity needed.
2. Assume all duties of Junior Class President in case of an absence
3. Act as an advisor to the Junior Class President
4. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
5. Sign requisitions where required in case of an absence by the Class Treasurer.
6. Work in concert with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
7. Meet with the principal or designee as needed.
8. Assist the Junior Class President with the planning, organization, and execution of the Junior/Senior Prom, Prom Fashion Show and all festivities therein.
9. Assist the Junior Class President with the planning, organization, and execution of the home side snack bar at all home football games
10. In the event that the Junior Class Vice President must assume the position of Junior Class President, the position of Vice President shall be filled via the appropriate ASB Executive Cabinet line of succession per Article V Section 24 of the constitution. If the Vice President declines the position then it shall be offered to the next officer in Class Officer Cabinet line of succession based on Article V Section 23 until the office is accepted.
11. If the Junior Class President and vice president leave at the same time, then the Junior Class Secretary will assume the role of Junior Class President and Junior Class Treasurer will assume the role of vice president.
12. Notify the A.S.B. Commissioner of Election as soon as possible that vacant class officer positions exist. The A.S.B. Commissioner of Elections will assist the class with the organization and oversee the class officer election. Open class officer positions will be filled by nomination from class officers in position in conjunction with class advisor(s) and an election within the class will occur at the earliest available time. The A.S.B. Commissioner of Elections will announce the results of the election.
13. If the class has thoroughly discussed the possibility, the class has the option to forgo an election of vacant class officer positions and appoint new class officers from within the class ranks, granted that the appointments are approved by the class advisor(s), ASB Director, and principal or designee.
14. All class officer candidates must be properly vetted and fulfill all requirements of a class officer as per Article V Section 25 of the Constitution.

g. Junior Class Secretary will:

1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
2. Assist the Junior Class President by keeping complete and accurate minutes of the Junior Class Officer Cabinet meetings and copies available upon request.
3. Report out the minutes from the previous Junior Class Officer Cabinet meeting at the next scheduled Junior Class Officer Cabinet meeting. Make corrections to the read minutes as directed by the Junior Class President. Await approval of the minutes by the Junior Class Officer Cabinet
4. Submit a chronologically ordered book of minutes, at the end of each school year for reference.
5. Take attendance at all meetings of the Junior Class Officer Cabinet.
6. Assist in submitting all records and requested reports for the Junior Class Officer Cabinet.
7. Assist the Junior Class President with the planning, organization, and execution of the Junior/Senior Prom, Prom Fashion Show and all festivities therein.

8. Assist the Junior Class President with the planning, organization, and execution of the home side snack bar at all home football games
9. Work in conjunction with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.

h. Junior Class Treasurer will:

1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
2. Keep accurate financial records of class monetary activities.
3. Work in conjunction with the ASB Account Clerk to ensure all financial transactions and accurate record keeping is maintained at all times.
4. Meet regularly with the ASB Account Clerk to notify of updates to financial statements for the class
5. Sign all requisitions where required.
6. Organize an annual budget in collaboration with the Junior Class Officer Cabinet.
7. Create and distribute a monthly financial report for the Junior Class Officer Cabinet and submit the final report to the A.S.B. Commissioner of Finances.
8. Report the contents of the monthly financial report as part of the president's agenda at a designated monthly Junior Class Officer Cabinet meeting.
9. Prepare to respond to financial inquiries made at any Junior Class Officer Cabinet meeting.
10. Assist the Junior Class President with the planning, organization, and execution of the Junior/Senior Prom, Prom Fashion Show and all festivities therein.
11. Assist the Junior Class President with the planning, organization, and operation of the home side snack bar at all home football games
12. Work in conjunction with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
13. Assist the A.S.B. Commissioner of Finances by working and handling all revenues from the general student store.

i. Sophomore Class President will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Preside over all Sophomore Class Officer Cabinet meetings
3. Create and facilitate the agenda at all Sophomore Class Officer Cabinet meetings
4. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.12) for more specific requirements.
5. Attend School Site Council meetings as a voting member
6. Delegate and coordinate all duties to class officers and to see that all tasks are accomplished.
7. Work in concert with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
8. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
9. Organize an annual budget in collaboration with the Sophomore Class Officer Cabinet.
10. Sign requisitions and/or activity requests where required.
11. Meet with the principal or designee intermittently during the school year.
12. Monitor each Sophomore Class Officer Cabinet member and their performance and report observations to the class advisor(s), ASB Director, and principal or designee monthly.
13. Power to appoint committees within the class, as needed.
14. Plan, organize, and execute in conjunction with fellow class officer cabinet members and class advisor(s) the operation of the snack bar at all home basketball games.

j. Sophomore Class Vice President will:

1. Assist the Sophomore Class President in any capacity needed.
2. Assume all duties of Sophomore Class President in case of an absence
3. Act as an advisor to the Sophomore Class President
4. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
5. Sign requisitions where required in case of an absence by the Class Treasurer.
6. Work in concert with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
7. Meet with the principal or designee as needed.
8. Assist the Sophomore Class President with the planning, organization, and operation of the snack bar at all home basketball games
9. In the event that the Sophomore Class Vice President must assume the position of Sophomore Class President, the position of Vice President shall be filled via the appropriate ASB Executive Cabinet line of succession per Article V Section 24 of the constitution. If the Vice President declines the position then it shall be offered to the next officer in A.S.B Executive Cabinet line of succession based on Article V Section 23 until the office is accepted.
10. If the Sophomore Class President and vice president leave at the same time, then the Sophomore Class Secretary will assume the role of Sophomore Class President and the Sophomore Class Treasurer will assume the role of vice president.
11. Open class officer positions will be filled by nomination from class officers in position in conjunction with class advisor(s) and an election within the class will occur at the earliest available time. The A.S.B. Commissioner of Elections will assist with the organization and oversee the class officer election. The A.S.B. Commissioner of Elections will announce the results of the election.
12. If the class has thoroughly discussed the possibility, the class has the option to forgo an election of vacant class officer positions and appoint new class officers from within the class ranks, granted that the appointments are approved by the class advisor(s), ASB Director, and principal or designee.
13. All class officer candidates must be properly vetted and fulfill all requirements of a class officer as per Article V section 25 of the Constitution.

k. Sophomore Class Secretary will:

1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
2. Assist the Sophomore Class President by keeping complete and accurate minutes of the Sophomore Class Officer Cabinet meetings and copies available upon request.
3. Report out the minutes from the previous Sophomore Class Officer Cabinet meeting at the next scheduled Sophomore Class Officer Cabinet meeting. Make corrections to the read minutes as directed by the Sophomore Class President. Await approval of the minutes by the Sophomore Class Officer Cabinet
4. Submit a chronologically ordered book of minutes, at the end of each school year for reference.
5. Take attendance at all meetings of the Sophomore Class Officer Cabinet.
6. Assist in submitting all records and requested reports for the Sophomore Class Officer Cabinet.
7. Assist the Sophomore Class President with the planning, organization, and operation of the snack bar at all home basketball games
8. Work in conjunction with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.

l. Sophomore Class Treasurer will:

1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
2. Keep accurate financial records of class monetary activities.
3. Work in conjunction with the ASB Account Clerk to ensure all financial transactions and accurate record keeping is maintained at all times.
4. Meet regularly with the ASB Account Clerk to notify of updates to financial statements for the class
5. Sign all requisitions where required.
6. Organize an annual budget in collaboration with the Sophomore Class Officer Cabinet.
7. Create and distribute a monthly financial report for the Sophomore Class Officer Cabinet and submit the final report to the A.S.B. Commissioner of Finances.
8. Report the contents of the monthly financial report as part of the president's agenda at a designated monthly Sophomore Class Officer Cabinet meeting.
9. Prepare to respond to financial inquiries made at any Sophomore Class Officer Cabinet meeting.
10. Assist the Sophomore Class President with the planning, organization, and operation of the snack bar at all home basketball games
11. Work in conjunction with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
12. Assist the A.S.B. Commissioner of Finances by working and handling all revenues from the general student store.

m. Freshman Class President will:

1. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
2. Preside over all Freshman Class Officer Cabinet meetings
3. Create and facilitate the agenda at all Freshman Class Officer Cabinet meetings
4. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.12) for more specific requirements.
5. Attend School Site Council meetings as a voting member
6. Delegate and coordinate all duties to class officers and to see that all tasks are accomplished.
7. Work in concert with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
8. Work in concert with and meet regularly with the ASB Director to establish an efficient and effective A.S.B. organization.
9. Organize an annual budget in collaboration with the Freshman Class Officer Cabinet.
10. Sign requisitions and/or activity requests where required.
11. Meet with the principal or designee intermittently during the school year.
12. Monitor each Freshman Class Officer Cabinet member and their performance and report observations to the class advisor(s), ASB Director, and principal or designee monthly.
13. Power to appoint committees within the class, as needed.

n. Freshman Class Vice President will:

1. Assist the Freshman Class President in any capacity needed.
2. Assume all duties of Freshman Class President in case of an absence
3. Act as an advisor to the Freshman Class President
4. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
5. Sign requisitions where required in case of an absence by the Class Treasurer.

6. Work in concert with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
  7. Meet with the principal or designee as needed.
  8. In the event that the Freshman Class Vice President must assume the position of Freshman Class President, the position of Vice President shall be filled via the appropriate ASB Executive Cabinet line of succession per Article V Section 24 of the constitution. If the Vice President declines the position then it shall be offered to the next officer in A.S.B Executive Cabinet line of succession based on Article V Section 23 until the office is accepted.
  9. If the Freshman Class President and vice president leave at the same time, then the Freshman Class Secretary will assume the role of Freshman Class President and the Freshman Class Treasurer will assume the role of vice president.
  10. Open class officer positions will be filled by nomination from class officers in position in conjunction with class advisor(s) and an election within the class will occur at the earliest available time. The A.S.B. Commissioner of Elections will assist with the organization and oversee the class officer election. The A.S.B. Commissioner of Elections will announce the results of the election.
  11. If the class has thoroughly discussed the possibility, the class has the option to forgo an election of vacant class officer positions and appoint new class officers from within the class ranks, granted that the appointments are approved by the class advisor(s), ASB Director, and principal or designee.
  12. All class officer candidates must be properly vetted and fulfill all requirements of a class officer as per Article V section 25 of the Constitution.
- o. Freshman Class Secretary will:
1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
  2. Assist the Freshman Class President by keeping complete and accurate minutes of the Freshman Class Officer Cabinet meetings and copies available upon request.
  3. Report out the minutes from the previous Freshman Class Officer Cabinet meeting at the next scheduled Freshman Class Officer Cabinet meeting. Make corrections to the read minutes as directed by the Freshman Class President. Await approval of the minutes by the Freshman Class Officer Cabinet
  4. Submit a chronologically ordered book of minutes, at the end of each school year for reference.
  5. Take attendance at all meetings of the Freshman Class Officer Cabinet.
  6. Assist in submitting all records and requested reports for the Freshman Class Officer Cabinet.
  7. Work in conjunction with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
- p. Freshman Class Treasurer will:
1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
  2. Keep accurate financial records of class monetary activities.
  3. Work in conjunction with the ASB Account Clerk to ensure all financial transactions and accurate record keeping is maintained at all times.
  4. Meet regularly with the ASB Account Clerk to notify of updates to financial statements for the class
  5. Sign all requisitions where required.
  6. Organize an annual budget in collaboration with the Freshman Class Officer Cabinet.
  7. Create and distribute a monthly financial report for the Freshman Class Officer Cabinet and submit the final report to the A.S.B. Commissioner of Finances.
  8. Report the contents of the monthly financial report as part of the president's agenda at a designated monthly Freshman Class Officer Cabinet meeting.

9. Prepare to respond to financial inquiries made at any Freshman Class Officer Cabinet meeting.
10. Work in conjunction with and meet regularly with the class advisor(s) to establish an efficient and effective class organization.
11. Assist the A.S.B. Commissioner of Finances by working and handling all revenues from the general student store.

## **ARTICLE II**

### ***A.S.B. Legislative Branch Duties and Requirements***

**Section 1** The duties of the A.S.B. Legislative Branch shall be as follows:

a. The Speaker of House will:

1. Be the positive face and unquestioned leader of the House of Representatives in all that represents
2. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.12) for more specific requirements.
3. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
4. Be the voice and direct representative of the general student body membership (regular and active) at Banning High School.
5. Represent general student body membership interests and requests for various activities and programs on the Banning High School campus.
6. Meet with the general student body membership as often as possible to listen and gauge the interests and requests for various activities and programs on the Banning High School campus.
7. Serve as chairperson, presiding over the House meetings according to Robert's Rules of Order.
8. Be granted one vote and full debating power in the House.
9. Have a seat on the A.S.B. Executive Cabinet and shall be granted full debating power.
10. Have a seat as a non-voting member of the A.S.B Executive Cabinet.
11. Prepare and distribute a written agenda for each meeting of the House.
12. Execute the agenda and facilitate an organized meeting.
13. Work in conjunction with and meet regularly with the ASB Director to establish an efficient and effective house organization.
14. Meet with the principal or designee as needed.
15. In times that legislative duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

b. Alternate Speaker of House will:

1. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.12) for more specific requirements.
2. Work with the Speaker of the House in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
3. Assume all duties of the Speaker of the House in case of an absence, temporary or otherwise
4. Act as an advisor to the Speaker of the House.
5. Be the voice and direct representative of the general student body membership (regular and active) at Banning High School.



6. Represent general student body membership interests and requests for various activities and programs on the Banning High School campus.
7. Meet with the general student body membership as often as possible to listen and gauge the interests and requests for various activities and programs on the Banning High School campus.
8. In times that legislative duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

c. House Secretary will:

1. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.12) for more specific requirements.
2. Work with the Speaker of the House in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
3. Assist the Speaker of the House by keeping complete and accurate minutes of the House of Representatives meetings and copies available upon request.
4. Report out the minutes from the previous House of Representatives meeting at the next scheduled House meeting. Make corrections to the read minutes as directed by the Speaker of the House. Await approval of the minutes by the House.
5. Submit a chronologically ordered book of minutes, at the end of each school year for reference.
6. Take attendance at all meetings of the House.
7. Assist in submitting all records and requested reports for the House.
8. Be the voice and direct representative of the general student body membership (regular and active) at Banning High School.
9. Represent general student body membership interests and requests for various activities and programs on the Banning High School campus.
10. Meet with the general student body membership as often as possible to listen and gauge the interests and requests for various activities and programs on the Banning High School campus.
11. In times that legislative duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

d. The Alternate House Secretary will:

1. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.12) for more specific requirements.
2. Work with the Speaker of the House in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
3. Assume all duties of the House Secretary in case of an absence, temporary or otherwise
4. Act as an advisor to the House Secretary.
5. Be the voice and direct representative of the general student body membership (regular and active) at Banning High School.
6. Represent general student body membership interests and requests for various activities and programs on the Banning High School campus.
7. Meet with the general student body membership as often as possible to listen and gauge the interests and requests for various activities and programs on the Banning High School campus.
8. In times that legislative duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

- e. Representative members of the House will:
1. Represent Banning High School (BHS) as a good will ambassador on and off campus. Refer to Article V Section 7 (7.12) for more specific requirements.
  2. Work with the Speaker of the House in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
  3. Be the voice and direct representative of the general student body membership (regular and active) at Banning High School.
  4. Represent general student body membership interests and requests for various activities and programs on the Banning High School campus.
  5. Meet with the general student body membership as often as possible to listen and gauge the interests and requests for various activities and programs on the Banning High School campus.
  6. In times that legislative duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

**ARTICLE III**  
***A.S.B. Judicial Branch Duties and Requirements***

**Section 1 Permanent Officers of the BHS Student Court and Duties**

The duties of the A.S.B. Judicial Branch shall be as follows:

- a. Chief Justice will:
1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
  2. Work with the A.S.B. President in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
  3. The Chief Justice will be elected by the members of the Court and will remain in this position for one school year. The Chief Justice may serve more than one term if he/she is reelected.
  4. The Chief Justice shall:
    - Supervise the work of the Court.
    - Call sessions to order.
    - Preside over all Court Justices.
    - Determine which alternate member will vote if a voting member cannot be present.
    - Attend all hearings unless excused in advance by the ASB Director or principal or designee.
    - The Chief Justice will be a voting member unless he/she recuses him/herself.
  7. Work in conjunction with and meet regularly with the ASB Director to establish an efficient and effective judiciary organization.
  8. Meet with the principal or designee as needed.
  9. In times that judicial duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.
- b. Associate Justice will:
1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
  2. Work with the Chief Justice in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on

including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.

3. The members of the Court will elect the Associate Justice who will serve as the Chief Justice if the Chief Justice cannot be present.
4. In the event that the Chief Justice is removed from the Court, the Associate Justice shall take on the Chief Justice's responsibilities until a new election can take place.
5. The Associate Justice will be a voting member unless he/she recuses him/herself.
6. The Associate Justice is expected to attend all hearings unless excused in advance by the faculty sponsor or principal or designee
7. In times that judicial duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

c. Clerk will:

1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
2. Work with the Chief Justice in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
3. The members of the Court will elect the Clerk of the Court. The Clerk will be responsible for keeping track of all paperwork related to the Court.
4. He/she will also be responsible for providing a summary of the Court's proceedings and maintaining any records that are deemed necessary.
5. The Clerk will always be a voting member of the Court unless he/she recuses him/herself.
6. Clerk is expected to attend all hearings unless excused in advance by the faculty sponsor or principal or designee
7. In times that judicial duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.

d. Other Members of the Court will:

1. Represent Banning High School (BHS) as an ambassador on and off campus. Refer to Article V Section 24 (24.12) for more specific requirements.
2. Work with the Chief Justice in establishing Bronco Pride, school spirit, a positive atmosphere and culture at Banning High School, and a leadership program that focuses on including all students and staff, and dedicates itself to promoting philanthropy to our community and the City of Banning.
3. The rest of the Court will consist of voting members who will listen to cases, ask relevant questions, and make a determination based on the evidence.
4. The other Members of the Court will always be voting members of the Court unless he/she recuses him/herself.
5. The other Members of the Court are expected to attend all hearings unless excused in advance by the faculty sponsor or principal or designee
6. In times that judicial duties are not required, leadership assignments, lessons, and tasks will be delegated by the A.S.B. Director at his or her discretion.