

# **DON ANTONIO LUGO HIGH SCHOOL**

## **ASSOCIATED STUDENT BODY CONSTITUTION**

REVISED 2023  
PREAMBLE

In order to establish, develop, and insure the unification of the Conquistador student body, uphold the ideals of knowledge, integrity, and sportsmanship; to build and further our reputation and traditions; to promote good communication between the students and faculty, we the students of Don Antonio Lugo High School, do ordain and establish this Constitution for the Associated Student Body.

### **ARTICLE I: NAME AND PURPOSE**

Section 1: We, the students, shall be known as the Associated Student Body of Don Antonio Lugo High School. The members of this organization shall be known as the Don Lugo Conquistadores.

School Colors: Brown, Gold and White and accent color black

School motto: Home of Scholars, Achievers and Champions

School motto: One School; One Family

Section 2: The purpose of this organization is:

- A. To provide a structure of democratic and representative government which reflects the opinions of the majority of the student body.
- B. Establish and adopt annual budgets and oversee the management of the Associated Student Body funds.
- C. To promote revenue-generating activities, including the sale of ASB cards, to fund the ASB budget.
- D. To promote pride and spirit among members of the student body, staff and community.
- E. E. To promote a positive and close relationship between students, faculty, staff and community.
- F. To render assistance, in serving the curricular and co-curricular needs of the student body.
- G. To promote an appreciation and understanding for individual, political and economic freedoms associated with self-government.

### **ARTICLE II: MEMBERSHIP AND PRIVILEGES**

Section 1: All students enrolled at Don Lugo High School and are in "good standing" are members of the Associated Student Body and are eligible to exercise the options of membership. "Good Standing" shall be defined as any student no on suspension.

Section 2: All members of the Don Lugo Administration, faculty and staff are honorary members of the Associated Student Body without voting privileges.

### **ARTICLE III: STRUCTURE OF THE EXECUTIVE CABINET**

Section 1: The governing body of the Don Lugo High School Associated Student Body shall be the Executive Cabinet.

Section 2: The authority of the Student Executive Cabinet to legislative, establish policy, and conduct business is subject to the provisions of this constitution.

Section 3: The Principal, Assistant Principals and Activities Director have the power to veto any actions taken by the Student Executive Cabinet.

Section 4: The Student Executive Cabinet, in cooperation with the administration and activities director, shall have charge of the following:

- a. Student Executive Cabinet meetings
- b. Student body activities
- c. The handling of Student Body Funds
- d. The execution of any legislative proposal by the House of Representatives
- e. The promotion of school spirit
- f. The maintenance of a high standard of inter-scholastic relations
- g. The enforcement of eligibility rules pertaining to those running for office as stated in the bylaws.
- h. The confirmation of officer appointments
- i. The upholding of school tradition
- j. To preside of the House of Representatives, Senate and all ASB sponsored events.

Section 5: The ASB Student Executive Board shall be composed of the following:

**a. ASB Elected Officers:**

1. Associated Student Body President
2. Associated Student Body Vice President
3. Speaker of the House of Representatives
4. Commissioner of Inter Club Council
5. Commissioner of Activities
6. Commissioner of Athletics
7. Associated Student Body Secretary
8. Associated Student Body Treasurer

**b. The Student Senate Cabinet shall include the Executive Board and:**

Section 6: The duties of the Student Executive Board shall be as follows:

- a. The Associated Student Body President is; to preside overall student cabinet meetings, to coordinate the actions of the cabinet toward established goals, to appoint officers and committee members with Cabinet approval, to act as an ex-officio member on all committees, to represent the students of Don Lugo High School to the Cabinet, Administration and community, and to see that the students receive fair representation on the Cabinet.
- b. The Associated Student Body Vice President shall serve as President in the President's absence and work directly with the President in appointing officers and establishing Cabinet Policies. The Vice President shall also see that all school activities held shall be in accordance with the standards set by the ASB constitution. The Vice President will be responsible for all elections pertaining to homecoming, prom and underclassmen classes.
- c. The Speaker of the House of Representatives shall preside over all the meetings of the House of Representatives, as well as coordinating its activities, and overseeing the election of its representatives. The Speaker shall be the Cabinet's main source of communication to the House of Representatives, and see over the Senior, Junior, Sophomore and Freshman Committees.
- d. The Commissioner of Inter Club Council shall represent the interest of clubs (including but not limited to Band, Color Guard, Dance team, spiritleaders, theater and all other organizations and clubs on the Don Lugo campus). The Commissioner shall be responsible for club organization, including the written constitution and recommending of club advisors.
- e. The Commissioner of Activities and Athletics shall be responsible for the promotion of school spirit, pride and plan special activities for ASB and work with all other commissioners as necessary such as lunch activities, spirit weeks and dress up days and athletic senior nights.
- f. The ASB secretary shall record and compile the minutes of the Executive Council meetings and insert these minutes into the ASB record book. He or she shall organize and compile a collection of ASB event reviews and suggestions to be used as a reference for future years And shall perform all secretarial duties as assigned by the ASB President, Executive Cabinet, or advisor.
- g. The ASB treasurer shall a keep a complete and accurate record of the financial affairs of the student body and to inform the Executive Cabinet of such and shall compile a monthly statement of all ASB trust accounts to be presented to the Executive Cabinet. He or she shall work with the ASB Advisor and Finance Clerk to oversee that clubs, organizations and athletic teams keep within their budget limits.
- h. The Class Presidents shall be the official representatives of their respective classes to the Student Executive Cabinet. They shall preside over their respective committees and manage all class activities with guidance form their Class Advisors.
  1. The Senior Class President shall be responsible for upholding all Don Lugo High School traditions, Senior Class Traditions, including homecoming activities, Senior Retreat and graduation activities.
  2. The Junior Class President shall be responsible for upholding all Don Lugo High School traditions, including homecoming activities, and planning the Junior-Senior Prom.

3. The Sophomore Class President shall be responsible for upholding all Don Lugo High School traditions, including homecoming activities, and all other class responsibilities.
4. The Freshman Class President shall be responsible for upholding all Don Lugo High School traditions, including homecoming activities and all other class responsibilities.

*Section 7: The Student Senate shall be made up of the following Commissioners/Class Officers:*

1. COMMISSIONER OF STUDENT STORE AND CONCESSIONS
2. HISTORIAN COMMISSIONER
3. COMMISSIONER OF HOSPITALITY
4. COMMISSIONER OF ATHLETICS
5. EQUIPMENT COMMISSIONER
6. COMMISSIONER OF AUDIO COMMUNICATIONS
7. OFFICE MANAGEMENT COMMISSIONER
8. COMMISSIONER OF PHILANTHROPIC PROJECTS
9. STUDENT STORE AND FINANCE OFFICE MANAGER
10. COMMISSIONER OF SPECIAL PROJECTS
11. COMMISSIONER OF LINK CREW
12. COMMISSIONER OF RENAISSANCE
13. COMMISSIONER OF CLASS AND HOMEROOM COMPETITIONS
14. COMMISSIONERS OF PUBLICITY, SOCIAL MEDIA AND COMMUNITY RELATIONS
15. COMMISSIONER OF PERFORMING/VISUAL ARTS
16. COMMISSIONER OF LUGO SPIRIT/GOLD RUSH
17. SENIOR CLASS VICE PRESIDENT
18. SENIOR CLASS SECRETARY/TREASURER
19. JUNIOR CLASS VICE PRESIDENT
20. JUNIOR CLASS SECRETARY/TREASURER
21. SOPHOMORE CLASS VICE PRESIDENT
22. SOPHOMORE CLASS SECRETARY/TREASURER
23. FRESHMAN CLASS VICE PRESIDENT
24. FRESHMAN CLASS SECRETARY/TREASURER

#### **ARTICLE IV: GENERAL QUALIFICATIONS OF CANDIDATES AND OFFICERS**

##### **Section 1. ASB Elected and Appointed Officers, and Commissioners**

- a. *Must meet all extra-curricular activity requirements*
- b. *must have a GPA of 2.0 or higher*
- c. *must have a valid ASB card at the time of application/election and for the duration of office.*
- d. *Must be enrolled in fourth period leadership class for the duration of office or resign his/her office immediately.*
- e. *The ASB president must have at least one year in the leadership program.*

##### **Section 2: Additional Qualifications**

*All candidates for elected or appointed positions must complete the signature and petition applications and all other documentation as presented by the ASB Student Executive Cabinet with approval by the Activities Director.*

1. Maintain a 2.0 GPA
2. Be cooperative, dependable, and maintain a good attitude

#### **Article V - Installation of Officers**

Section 1. The installation of student body officers and executive board members shall take place at a time and in a manner determined by the elections delegates and approved by the executive board and Activities Director.

Section 2. The installation of class officers shall occur before their respective student body representatives.

Section 3. The oaths of office for student body and class officers and commissioners shall be determined by the elections commission and approved by the executive board.

### ***Article VI - Resignation, Suspension, and Removal From Office***

#### **Section 1. Eligibility requirements for officers—**

After having officially taken office, ASB, class officers, and appointed officers are subject to the following:

- A. Academic requirements for the executive officers. A 2.0 must be maintained.
  - 1. Falling below a 2.0 will result in a 6-week suspension from leadership and participating in any ASB sponsored activity during or after school.  
failing to have a 2.0 GPA a second time will lead to dismissal from the position and class.

Section 2. Any ASB officer or commissioner (as established in the ASB Constitution) may be removed from office by a two-thirds vote of the Executive Board.

- A. Any class officer may be removed from office by a two-thirds vote of the Executive Board upon the recommendation, submitted with the reasons for the said recommendation, of the particular class committee.
- B. Failure of ASB or class officer to perform his/ her duties is sufficient grounds for removal from office.
  - 1. ASB and class officers and commissioners are expected to attend the meetings of their respective organizations. Meetings may be called other than regular school hours. Any student who accumulates more than five unexcused absences during a semester will resign or be removed from office. A student may be excused for illness, at a parent's request, or by contacting the groups advisor prior to the meeting, and receiving permission to be absent. Although subject to administrative review, determination of whether an absence is excused or unexcused rests with the members of each particular group and the adult advisor/administrator.
  - 2. ASB, class officers, and commissioners are expected to be knowledgeable about school rules and regulations pertaining to student conduct and to set the proper conduct examples for other students to follow. A history of violations, coupled with requests from school officials to adhere to school rules, is grounds for removal or suspension from office. Possession or use of alcoholic or conviction in a court of law on charges of the previous, will result in immediate resignation or removal from office.
  - 3. Student leaders shall maintain a satisfactory citizenship record action that is judged to bring embarrassment to the student body of Don Lugo High School shall result in reasonable disciplinary action befitting the offense.
  - 4. The director of student activities shall be responsible for the interpretation and enforcement of rules and regulations pertaining to eligibility of candidates and elected and appointed student leaders of the school.

Section 3. In case of the resignation or removal of the ASB president, the vice-president shall assume the presidency, and a date shall be set for the election of a new vice-president, providing this resignation or removal occurs, before the beginning of the second semester of his/her term of office. However, if the resignation or removal occurs after the beginning of the presidents second semester in office, the new president shall appoint a vice-president with the approval of the executive-board. Likewise, if a resignation or removal of any elected student body officer occurs before the second semester, an election shall be set to decide the successor. Upon the removal or resignation of a student body officer after the beginning of the second semester, the president shall appoint a successor to the office with approval of the executive board and Activities Director.

- A. In the case of the removal of the class president, the vice-president will become the president. The new president, with the approval of the class advisors and the class council, shall appoint a new vice-president.
  - 1. For the removal or resignation of all other class officers, the advisor and officers with the consent of the class council shall name a successor.
  - 2. All appointments shall have the final approval of the executive board.
  - 3. The executive board may nominate a replacement for any position