

Dana Hills High School By-Laws

Article I-California Educational and Penal Codes Related to School Governance

The following are reference codes to the California Educational and Penal codes along with a synopsis of the provision. For complete wording, please refer to the reference code in an official California Code book.

Section I-General Guidance Provisions of Law

Education Code § 48930 Grants the governing board the authority to allow groups of students to organize a student body organization.

Education Code § 48933 Gives guidance on where the ASB organization may deposit its money.

Requires that ASB funds must be spent with the pre-approval of three people: an employee or official from the school district designated by the governing board, the ASB advisor (must be a certificated employee), and a student representative of the ASB organization.

Education Code § 48936 Provides guidance for uses of student funds, such as loans to other ASB organizations in the district or loans for permanent improvements to school district property.

Education Code § 48937 Requires for the governing board to provide for the supervision of ASB funds.

Allows the governing board to use the school district staff for ongoing audits of ASB funds

Section II-Fundraising Activity Provisions of Law

Education Code § 48932 Authorizes the governing board to allow the ASB to conduct activities, including fundraising. This section also allows the ASB to conduct fundraising during school hours.

Penal Code § 319 Group must be non-profit. (Not ASU) Group must own a tax ID number. Group must register annually with Attorney General's Registry of Charitable Trusts prior to raffle. Group must distribute 90% of gross receipts to beneficial or charitable organizations.

SB 12 and SB 965 Schools shall comply with the state regulations pertaining to nutritional content of foods sold.

Article II-Internal Controls of ASB Funds

Dana Hills High School ASU will maintain internal controls of business and finances of student activities and funds. These controls will include, but not be limited to (1) segregation of

duties related to transactions, (2) independent audits, (3) minutes of all meetings, and (4) adequate coverage of insurance (ASU may charge campus organizations to cover this cost.)

At a minimum of every two years, the Director of Student Activities and the Financial Clerk for the ASU must attend the conference of California Association of School Business Officers for training and update of laws and procedures. Further suggestions for internal controls and other laws and procedures can be referenced through the CASBO accounting manual.

Article III-Fundraising

All fundraising activities held by the Dana Hills ASU or by athletic teams, clubs or organizations must follow California State law and Capistrano Unified School District board policy.

Dana Hills ASU has the sole right to authorize fundraising activities by all athletic teams, booster clubs, campus clubs and campus organizations. This includes activities, dates, times, locations on campus and the use of the name Dana Hills High School, Dolphins or variations upon, and the use of the Dolphin logo. Permission to use the name, mascot or logo must be approved by the ASU Student Council.

Article IV-Gifts and Donations

The Dana Hills ASU Student Council may accept gifts or donations when authorized for approval by the CUSD School Board, or authorized designee. The gift or donation must be clearly determined as to whether it is for the students or the district, the cost of installation or maintenance, and must be declared for audit.

Article V-Roles and Duties of Elected ASU Officials

Section I-The ASU President

The following are the roles and duties of the ASU President.

1. The President shall act as the first citizen of Dana Hills High School and represent the school as such.
2. The President shall conduct all formal meetings of the ASU Cabinet.
3. The President shall set the agenda for all Cabinet meetings and present them to the Commissioner of Records one day in advance for the Student Union to view.
4. The President shall coordinate the actions of the Cabinet and work with officers in planning their activities. The President will keep a flow calendar up to date and devise strategies to ensure that all members are working effectively and collaboratively.
5. The President shall address the Student Senate during the first month of each semester to give a State of the School address.
6. The President shall be considered a member ex-officio of all Campus Clubs but may not be a voting member unless counted in active membership of the club. The President must attend three community service or academic club meetings each semester.
7. The President must attend all ASU sponsored events.
8. The President, under supervision of the Director of Student Activities, shall evaluate the members of the Student Council Cabinet. In addition, the President, along with the Cabinet and Activity Director, will evaluate the remaining members of the Student Council.
9. The President shall be Chair of the Appointments Committee for all appointments to and within the Student Council.

10. The President shall work closely with the Director of Student Activities to maximize the quality of student life at Dana Hills High School.
11. The President, or designee, will attend all regularly scheduled Administrative and PTSA meetings.
12. The President has the power to form ad-hoc committees and follow up on their actions.
13. Make the morning announcements each morning or find a suitable replacement.

Section II-Oath of Office

"I hereby solemnly swear (or affirm) that I will faithfully uphold the office of ASU President, to preserve and promote the good character and school spirit of Dana Hills High School and to carry out my duties to the best of my ability."

Section III-The ASU Vice-President

The following are the roles and duties of the ASU Vice-President.

1. The Vice-President will be President over the Student Senate and may not vote unless they be equally divided.
2. The Vice-President must attend all ASU sponsored events.
3. The Vice-President will act as Parliamentarian and must be familiar with all Rules and Procedures as put forth by Roberts Rules of Order.
4. Act as the official spokesperson for the ASU President when they cannot attend events.

Section IV-Class Presidents

The following are the roles and duties of the Senior, Junior, Sophomore and Freshman Class Presidents.

1. The Class Presidents shall act as chief citizen of their Class and serve on the Executive Board of the Student Council. In addition, they will assist with the interview and nomination process for the remaining appointed offices in Student Council.
2. The Class Presidents shall construct a master calendar of all Class activities and work with the both the Senior Director and Deputy Director of Activities in planning events for their Class.
3. The Class Presidents will be responsible for publicizing and marketing all events for their Class.
4. Class Presidents are responsible for holding monthly meeting for their Class in order to inform and promote activities for their class.
5. Along with the Class Treasurer/Secretary, the Class Presidents will meet with their Faculty Class Advisor to plan and execute events. Meetings with Class Advisor must be documented and kept in the notebook.
6. Each Class President is responsible for sponsoring one dance each school year. The Senior Class is responsible for the Welcome Back dance, the Junior Class is responsible for the Prom, the Sophomore Class is responsible for Winter Formal and the Freshman Class is responsible for the Winter or Spring dance. Net revenues not to exceed \$3,000 may be earned by each Class for sponsoring a dance.
7. The Class Presidents are responsible for Homecoming Week activities that include building the Class set for the halftime show and any Class competitions during the week.
8. Working with the Deputy Director of Activities and the Commissioner of Pep, plan monthly class competitions for spirit points.
9. The Class Presidents shall perform other duties as assigned by the ASB President and the Director of Student Activities.
10. The Class Presidents shall attend all Class sponsored activities. Each Class will be responsible for one lunchtime activity per semester.

Additional responsibilities of the Senior Class President include:

1. Homecoming dance
2. Class social evening
3. Homecoming sets
4. Disneyland Day
5. Senior breakfast
6. Senior slideshow
7. Senior week activities
8. Test week activities
9. Clash of the Classes video
10. Recruiting senior participants for rallies and activities.
11. Maintaining a social media presence for their class.

Additional Responsibilities of the Junior Class President

1. Homecoming set
2. Class social evening
3. Prom
4. Clash of the Classes video
5. Recruiting junior participants for rallies and activities.
6. Maintaining a social media presence for their class.

Additional Responsibilities of the Sophomore Class President

1. Homecoming set
2. Class social evening
3. Winter Formal
4. Clash of the Classes video
5. Recruiting sophomore participants for rallies and activities.
6. Maintaining a social media presence for their class.

Additional Responsibilities of the Freshman Class President

1. Homecoming show, including choreography, music and costumes
2. Class social evening
3. Dance or Dye
4. Clash of the Classes video
5. Recruiting freshmen participants for rallies and activities.
6. Maintaining a social media presence for their class.

Section V-The Vice Class President

The following are the roles and duties of the Senior, Junior, Sophomore and Freshman Class Vice-President

1. The Class Vice-President shall perform other duties as assigned by the ASB President and the Director of Student Activities.
2. The Class Vice-President shall attend all Class sponsored activities
3. Recruiting class participants for rallies and activities.

Section VI-The Class Treasurer/Secretary

The following are the roles and duties of the Senior, Junior, Sophomore and Freshman Class Treasurer/Secretary.

1. Treasurer/Secretary shall keep minutes from all meetings with the Faculty Advisor and all Class meetings. These minutes will be kept in a separate Class notebook and will be passed on until graduation.
2. Treasurer/Secretary, with assistance from the ASU Commissioner of Finance and the ASU Bookkeeper, shall prepare a Class budget and keep track of their Class finances.
3. Treasurer/Secretary shall maintain all Class correspondences as necessary.

4. The Class Treasurer/Secretary shall perform other duties as assigned by the ASB President and the Director of Student Activities.
5. The Class Treasurer/Secretary shall attend all Class sponsored activities
6. The Commissioner of Finance shall collect a budget from each organization with a trust account and monitor spending of said accounts based upon each budget item identified.
7. The Commissioner of Finance shall collect and monitor all fundraising activities by organizations with trust accounts. This includes applications for fundraisers, projected income statements and summary of revenue statements. These documents will be recorded and logged.

Article VI-Roles and Duties of Appointed ASU Officials

Section I-The ASU Commissioner of Records

The following are the roles and duties of the ASU Commissioner of Records.

1. The Commissioner of Records shall create, in conjunction with the ASB President, the meeting agenda for each formal business meeting. This agenda must be posted 24 hours prior to a formal business meeting.
2. The Commissioner of Records shall maintain the minutes of each ASU business meeting and insure that they are accurate. The minutes are to be logged in a notebook and kept in the Activities Clerk's office for auditing.
3. The Commissioner of Records shall maintain all correspondences as necessary. These may include, but are not limited to thank you notes for faculty or parent volunteers to ASU events, Holiday cards, and business notes.
4. The Commissioner of Records shall attend all ASU sponsored events
5. The Commissioner of Records shall type and submit to the Director of Student Activities an evaluation of all Student Council activities no later than 7 days after the conclusion of the activity. They should ask for input from appropriate Directors Commissioners and Chairpersons.
6. Maintain and publish a Month-at-a-Glance calendar in the ASU Council Room keeping current all upcoming events, committee planning meetings and monitoring the progress of each project.
7. Keep current the past President pictures in the ASU Cabinet room.

Section II-The ASU Commissioner of Finance

The following are the roles and duties of the ASU Commissioner of Finance.

1. The Commissioner of Finance shall work with the ASU Executive Board and the ASU Financial Clerk to create a budget. The budget must be prepared for presentation to the Student Senate before their first meeting of the School year. Failure to present a budget for approval will stop all business transactions by the Student Council.
2. The Commissioner of Finance shall present an oral budget update at each business meeting.
3. The Commissioner of Finance shall submit to the Commissioner of Records, a written log of all Purchase Orders including their P.O. number, description, and amount to be spent and the recorded vote for inclusion into the minutes.
4. The Commissioner of Finance shall prepare a written presentation of the budget updates for the Student Senate at the end of each month.
5. With the help of the Deputy of Finance, maintain all fundraising records.

Section III-The ASU Senior Director of Activities

1. The Senior Director of Activities will oversee the operations of the commissioners of Activities, Pep, Intramurals and Loud Crowd.

2. The Senior Director of Activities will act as the liaison between the various commissioners assigned and the Activities Director and ASU President.

Section IV-The ASU Senior Director of Communications

1. The Senior Director of Communications will oversee the operations of the commissioners of Technology, Graphic Arts and Social Media, and Posters.
2. The Senior Director of Communications will act as the liaison between the various commissioners assigned and the Activities Director and ASU President.
3. The Senior Director of Communications shall be in charge of the promotion and advertisement of all school activities planned by the Student Council. They shall receive assistance from the Commissioner of Technology, various Commissioners and Committee Chairpersons, Commissioner of Posters, Commissioner of Social Media and Graphic Arts, Class Presidents, and Class Treasurer/Secretaries as well as other members of the Student Council.
4. The Senior Director of Communications will check in with Commissioner of Posters to make sure the marquee is updated at the beginning of each school week.
5. Oversee that all events such as Mall Dances, Pep Rallies, Football games, tailgate setup, lunchtime activities, and Homecoming Halftime Show are appropriately being set up with the correct technology such as speakers, lighting, and video.
6. Check in with Commissioner of Technology to verify that the website is updated weekly.
7. Maintain the communications website which will be utilized for publication request for the entire school. It shall be checked every ASU Period and Sundays.
8. Make sure all purchase orders are updated and all financial accounts are in a healthy state. Check in with Commissioners who fall under the Communications department to verify they are ordering the necessary supplies.
9. Work with the Commissioner of Public Relations in providing local media, including *The Paper*, and *The Mast* with information regarding the successes of Dana Hills and upcoming events involving Dana Hills.
10. Weekly check in with Commissioner of Social Media to make sure social media is posting necessary information and recapping events.
11. Supervises the production of the senior send-off video and creates the form for people to sign up. Make sure all excel sheets for senior videos are maintained and completed before the senior send-off rally.

Section V-The ASU Senior Director of Recognition

1. The Senior Director of Recognition will oversee the operations of the commissioners of Student Recognition, Teacher & Staff Recognition, Fine Arts Recognition, Athletics Recognition and KHKOC/Community Service..
2. The Senior Director of Recognition will act as the liaison between the various commissioners assigned and the Activities Director and ASU President.

Section VI-The ASU Commissioner of Activities

The following are the roles and duties of the ASU Commissioner of Activities.

1. The Commissioner of Activities shall be in charge of planning and executing of all school activities planned by the Student Council. They shall receive assistance from the Senior Director of Activities, various Activity Division Commissioners, Class Officers and other members of the Student Council.
2. The Senior Director of Activities will oversee or assist other ASU Commissioners or Class Officers with the following events
 - a. Air guitar

- b. ASU Banquet
 - c. Back-to-school dance
 - d. Clash of the Classes Week
 - e. Dance or Dye
 - f. Dolphin Experience
 - g. Homecoming halftime show
 - h. Homecoming week activities
 - i. National Days of Recognition
 - j. New Student Orientation
 - k. Pep Rallies
 - l. Registration
 - m. Senior Week
 - n. Serve as liaison to Dolphin Ambassadors
 - o. Special Olympics
3. The Commissioner of Activities will work with the Commissioners of Pep, Intramurals and Loud Crowd with regards to all activities, class competitions and various activities promoted within this division.
 4. Organize all Student Council hospitality functions.
 5. Responsible for moral building of ASU through activities such as, but not limited to: bonding days, Secret Santa, birthdays, monthly food runs.
 6. Notify staff one week in advance of any activities that would be a change in the standard school day. This should be done both by email and by placing documents in teacher and staff mailboxes in the office. Information that should be provided would include dates, time and location of the activities as well as any seating and supervision assignments.

Section VII-The ASU Commissioner of Technology

The following are the roles and duties of the ASU Commissioner of Technology.

1. Maintain ASUConnect as a place where the Dana Hills community can place announcements in the school bulletin, on the marquee, the ASU President's weekly message and social media, as well as for poster requests.. All announcements must be pre-approved by the Activities Director.
2. Be responsible for the organization, maintenance, and physical condition of all ASU electronic sound and video equipment.
3. Aid interested members of ASU in the use of sound and video equipment.
4. Provide a complete inventory of all equipment at the end of each semester.
5. Create videos for the promotion of all ASU events.
6. Create a video of the halftime show of Homecoming and the highlights of the Air Guitar show.
7. Create an introductory video of life at DHHS, giving a general overview of the various activities offered on campus. This video will be used at promotional functions such as 8th Grade Parent Night, New Student orientation, and for others to gain insight to student life at Dana Hills.
8. Gathering photographs and video of all ASU activities and campus clubs, organizations and athletic events for distribution to local media outlets. In addition, the committee will maintain a file on record of parental release statements for photographic release of students.
9. Maintain the ASU Student web site with the assistance of the Director of Student Activities.

Section VIII-The Inter-Club Council President

The following are the roles and duties of the ASU Director of Clubs.

1. The ASU Director of Clubs is to act as a liaison between the ASU Cabinet and the Inter-Club Council.
2. It is the responsibility of the ICC President to organize for the following:
 - a. Coordination of Club Rush. This will entail identifying two dates before the end of September to promote the campus organizations to the members of the student body.
 - b. Keep track of the official charters for each club on campus. In addition, the Director of Clubs will instruct and monitor each officially chartered club in keeping the club minutes of meetings, financial transactions, calendars and web sites.
 - c. The Director of Clubs will continually provide both school/community service opportunities as well as fundraising opportunities to all chartered clubs.
 - d. Organize and execute the annual Culture Faire

Section IX-The ASU Commissioner of Athletic Recognition

The following are the roles and duties of the ASU Commissioner of Athletic Recognition

1. Contact each coach or team captain by the morning after their competition in order to collect the necessary information for the morning announcements and news releases to publications.
2. At the beginning of each week, work with the Commissioner of Posters in monitoring the Marquee of all athletic events and news.
3. Monitor and maintain a bulletin board in the Mall on athletic events and results.
4. Each Wednesday, contact the coach of each sport in season to gather their nomination and reasons for Athlete-of-the-Week.
5. On the first of each month, contact the coach of each sport in season to gather their nomination and reasons for Athlete-of-the-Month.
6. Maintain a log of all sports team's results and of Athlete-of-the-Week and Athlete-of-the-Month.
7. Work with the Commissioner of Pep and Deputy Director of Activities in arranging pep rallies.
8. Request proper posters to be made for the Mall recognizing athletic teams.
9. Create locker posters for varsity players.
10. Coordinate with Commissioner of Loud Crowd for Game of the Week tailgates. Run and direct the tailgates.
11. Select Games of the Week for fall, winter and spring seasons.
12. Upon request, create balloon pillars for teams' senior nights.
13. Recognize athletes through the Humans of Dana social media.

Section X-The ASU Commissioner of Pep

The following are the roles and duties of the ASU Commissioner of Pep.

1. Plan and coordinate all pep rallies. Suggested rallies include a New Student Orientation, Welcome Back, Homecoming, Winter, Clash of the Classes and Senior Send-off.
2. Preparation for all rallies includes providing written scripts and essential information on games, costs and organization for approval to the administration 3 Mondays prior to all pep rallies. In addition, the set up of any facilities are to be coordinated by this office. Videos for any and all rallies must be completed on or before six weeks prior to any rally for approval.
3. Contact other campus groups about participation in rallies prior to submitting scripts for approval. These groups may include the band, pep squad, dance teams, or other performance groups.
4. Select the hosts for each pep rally.
5. Assist with Homecoming Week activities.

6. Working with the Class Presidents and the Senior Director of Activities, attain participants for all rallies.
7. Working with the Class Presidents plan monthly class competitions for spirit points.
8. Keep track of spirit points throughout the year between classes.
9. Organize Clash of the Classes Week, including, but not limited to: lunchtime activities, maintaining the trophy, keeping score of events and the planning and execution of the pep rally and dance.

Section XI-The ASU Commissioner of Posters

The following are the roles and duties of the ASU Commissioner of Public Relations.

1. Act as a liaison between the community and the school in all activities related to Dana Hills by monthly providing news media, PTSA and Dolphin Force with information about upcoming events and successes of Dana Hills, its ASU and its students. This may be done via phone, fax, mail or email.
2. Work with the Senior Director and Commissioner of Graphic Arts/Social Media in promoting all events on campus.
3. Maintain the marquee with the assistance of the Director of Student Activities.
4. Decorate for all events. Maintain an inventory log of decoration supplies and keep ASU stocked properly.

Section XII-The ASU Commissioner of Student Relations

The following are the roles and duties of the ASU Commissioner of Student Relations.

1. Organize all Student Council hospitality functions.
2. Plan and host the summer New Student Orientation event.
3. Be directly responsible for Student-of-the-Month awards.
4. Create *What If...? Week*.
5. Red Ribbon Week activities
6. Constitution Day
7. Black History month
8. Stress Relief Week

Section XIII-Commissioner of Intramurals (Position added May, 2009)

The following are the roles and duties of the Commissioner of Intramurals.

1. The purpose of Intramurals is to create stress free sports/activities that allow students a break during lunchtime.
2. This should include, but not limited to ping-pong and dodgeball.
3. In order to attract maximum participation, will create competitive divisions by ability and gender

Section XIV-Commissioner of Teacher Recognition

1. Be directly responsible for Teacher-of-the-Month awards.
2. Arrange and coordinate Teacher Appreciation Week, the Teacher-of-the-Year awards, Secretaries Day and a Support Staff Appreciation Day.
3. Work with the Commissioner of Posters to recognize teachers.
4. Recognize various teachers through the HumansofDana social media.

Section XV-Commissioner of Fine Arts Recognition

The following are the roles and duties of the ASU Commissioner of Fine Arts Recognition.

1. Contact each SOCSA teacher or designated SOCSA captain in order to gather information for morning announcements.
2. At the beginning of each week, work with the Commissioner of Posters in monitoring the Marquee of all SOCSA events and news.
3. On the first of each month, contact the teacher of each arts discipline to gather their nomination and reasons for Artist-of-the-Month.
4. Request proper posters to be made for the Mall recognizing SOCSA teams.
5. Create locker posters for SOCSA performers.
6. Recognize artists through the HumansofDana social media.

Section XVI-C.E.O. Kids Helping Kids OC/Community Service

The following are the roles and Duties of ASU Kids Helping Kids Organization

Kids Helping Kids OC is a 501(c)3, community service organization operating within the parameters of the Associated Student Union. Kids Helping Kids OC has pre-designated charitable organizations by which all activities are driven.

The CEO shall be appointed by the ASU Executive Board, with consent from the Activities Director. A CFO and COO will assist the CEO and will be appointed by the ASU Executive Board, with consent from the Activities Director.

Kids Helping Kids shall maintain its 501(c)(3) nonprofit status and work as a cooperative, but distinct entity within ASU. Kids Helping Kids OC shall serve as the community service committee within ASU, with a focus on working with disadvantaged children locally and globally.

§ I - The Kids Helping Kids Chief Executive Officer

The following are the roles and duties of the Kids Helping Kids Chief Executive Officer.

1. The Chief Executive Officer shall represent the organization and be in charge of managing affairs of Kids Helping Kids.
2. The Chief Executive Officer shall oversee the following events
 - a. In support of Second Harvest Food Bank: Canned Food Drive
 - b. In support of Blind Children's Learning Center and R.H. Dana Elementary: Toy Drive
 - c. In support of R.H. Dana Elementary: Book Drive
 - d. Hold one major benefit concert each school year.
 - e. When decided by Cabinet, support appropriate drives for natural disasters.
3. The Chief Executive Officer shall work with the ASU Executive board to create one additional fundraiser or drive per class, per year.
4. The Chief Executive Officer shall work with the Executive Board to create a calendar of Kids Helping Kids events.
5. The Chief Executive Officer shall work with the Chief Operations Officer to coordinate all Kids Helping Kids events.

§ II - The Kids Helping Kids Chief Operations Officer

The following are the roles and duties of the Kids Helping Kids Chief Operations Officer.

1. The Chief Operations Officer shall assist the Chief Executive Officer in planning and executing all Kids Helping Kids events.
2. The Chief Operations Officer shall be in charge of communications with R.H. Dana elementary school and coordinating Kids Helping Kids tutoring events.

§ III - The Kids Helping Kids Chief Financial Officer

The following are the roles and duties of the Kids Helping Kids Chief Financial Officer.

1. The Chief Financial Officer shall maintain all financial records associated with Kids Helping Kids.
2. The Chief Financial Officer shall work with the Chief Executive Officer to generate a budget for Kids Helping Kids events.

§ IV - Executive Planning

1. Assign and distribute work among committee members before a drive. (All of these steps are after dates have been determined) These steps include:
 - a. Submit an online form containing general information about event (ie. when, what is happening, advertising, other general information) *Create a google slides presentation as well, with general information, why event is being held and other information commissioner feels is relevant to event. I recommend creating a slide where members can reflect on the drive and write suggestions of what can be improved in the future
 - b. Schedule a run around. This is not required, but it really helps inform students that might not be be paying attention during morning announcements. Schedule a date (during a tutorial), write a script, print a bunch of copies, then assign ASU member(s) to a class.
 - c. Advertise (posters, fliers, tinkle talks, morning announcements, run around, weekly message.. etc.)
 - d. Event Clean Up

Section XVII-Commissioner of Loud Crowd

The following are the roles and duties of the Commissioner of Loud Crowd

1. The purpose of the Loud Crowd is to promote Dana Hills spirit, both to a student section, known as the Pod Squad, and to the Dana Hills families.
2. Before football games, and selected other sports, hold tailgate activities that include food, games and music.
3. Advertise the student section through all forms of communication available.
4. Communicate with the Commissioner of Technology to provide sound, cryo, lights for student sections.
5. Hold community night for a variety of sports, inviting our Dana Hills family of schools to participate in activities and encourage our future Dolphins.

Section XVIII-Commissioner of Graphic Arts/Social Media

The Commissioner of Graphic Arts/Social Media shall assist in the promotion and advertisement of all school activities planned by the Student Government. They shall receive assistance from the Senior Directors; various Commissioners; Class officers and other members of the Student Government.

The following are the roles and duties of the ASU Commissioner of Graphic Arts and Social Media.

1. Create all graphics as requested
2. Update the *@danahillshighschool* Instagram, Twitter and Facebook accounts with relevant information and advertisements for upcoming events
3. Be responsible for ensuring all necessary information is provided to the student body via the social media accounts.
4. Update the social media accounts with photos and videos relevant to advertising and promoting events such as games, dances, pep rallies, dress up days, etc.
5. Ensure that all comments posted on all social media posts are appropriate and are removed otherwise.

6. Take photos at events to be used for future advertising.
7. Upload relevant photos to the Dana Hills' website banner.
8. Make all necessary flyers requested.

Article VII-Election Campaigns

Candidates for ASU and Class office must abide by all campaign guidelines set forth by these by-laws and stated in the campaign application process. Failure to abide by these bylaws will result in the disqualification of the candidate.

Section I-Campaign Spending Limits

Candidates for all offices will be limited to \$50 total for their campaign. A detailed list of expenditures and receipts must be turned in to the Commissioner of Records prior to approval of any campaign posters, literature or paraphernalia to be distributed to the Student Union. All campaign materials for distribution or public display must be submitted to the Director of Student Activities for approval on the Friday before Campaign Week. No changes may be made to materials after they are approved for use. Any changes will result in disqualification.

Section II-Gifts to eligible voters

No candidate or their campaign supporters may pass out monies, candies or other prizes to influence voters. Distribution of these items will result in disqualification.

Section III-Election Results

The Commissioner of Records will announce the results of the election, including date and time of any run-off election. All candidates for office must remove their campaign materials from campus after the results are announced, unless involved in a runoff election.

Article VIII-Student Amendments

First Amendment-Formal Dance Contracts

1. *Single contracts will be made available for Homecoming and Winter Formal dances. Prom shall be limited to couples-only contracts.*
2. *The price of a singles contract will be \$5 more than half of the couples contracts.*
3. *Amendment was proposed by the Legislative Council in 2007, passed and ratified unanimously by the ASU Cabinet in 2007.*

Second Amendment-Formal Dance Contracts

1. *Single contracts will be made available for Homecoming, Winter Formal and Prom dances.*
2. *The price of a singles contract will be \$5 more than half of the couples contracts.*
3. *Amendment was proposed by the Legislative Council in 2009, passed and ratified unanimously by the ASU Cabinet in 2009.*