

DUE April 16, 2021

EL DIAMANTE HIGH SCHOOL
ASB/CLASS ELECTIONS
2021-2022

You are to be congratulated for expressing an interest in ASB for the 2021/2022 school year. Before making the final decision to run for office or apply for the class, we ask that you take some time to look over the information contained in this packet in order to fully understand the election process. Additionally, we ask that you consider the commitment you will be making to your fellow students at El Diamante High School, if you are in the class. Being an ASB student requires a commitment of your time and effort to conduct many of the activities at El Diamante High School. To be in ASB is to serve, and to serve is to work. If you are wholeheartedly willing to make the necessary commitment, then we encourage you to apply and pursue your goal of becoming an effective, dedicated, active leader of El Diamante High School

We look forward to working with you throughout the selection process.

Sincerely,

Mrs. McBride and EDHS ASB

Included in this packet:

- Elections Calendar
- Candidate Eligibility and Responsibilities
- Description of Offices
- Campaign Guidelines
- ASB Leadership Class Info. Application link
- Guidelines to be in the ASB Class
- ASB Class Grading Policy
- Link for Teacher Recommendation

ELECTION/APPLICATION CALENDAR

April 16	ASB & Class Officer & Leadership Class Applications Packets due
April 23	ASB Officer and Commissioner Elections
April 30	Class of 2022, 2023 and 2024 Officer Elections
May 10- 14	Interview and selection of Senators

ASB and Class Officers Eligibility and Responsibilities of Candidates

Eligibility of Candidates

The ASB Constitution clearly defines the requirement for all candidates. These requirements state that a candidate:

1. The following ASB officers must have been a student body member for at least one year prior to the election: ASB President, ASB Vice-President, ASB Secretary, ASB Treasurer, Commissioner of Publicity, Commissioner of Equity, Commissioner of Spirit, and Commissioner of Rallies. See additional requirements for President and Vice-President below.
2. Candidates must maintain the following GPA:
 - a. ASB President and ASB VP candidates must have and maintain a cumulative and current GPA of 3.0 or higher. All other candidates must have and maintain a cumulative and current GPA of 2.5 or higher
3. For ASB President and VP candidates must currently be a junior or in the process of being designated a senior. ASB President and Vice President must be seniors during their term in office, and have been enrolled in the ASB Leadership class the current year or at least one year previously.
4. Must have satisfactory citizenship with approval of their Learning Director and two teacher recommendations.

5. Must be free of any school financial obligations.
6. Must abide by the Visalia Unified Conduct Code.
7. Must be able to adjust class schedule to accommodate ASB Leadership class and homeroom.

Responsibilities of Candidates

1. It is the responsibility of the candidate to **submit the application for by the due date April 16.**
2. Candidates are expected to conduct positive and effective campaigns with the help of campaign managers and campaign organizations. **They should be aware of and abide by all campaign guidelines that follow in this packet.**
3. **Newly elected Officers/ Commissioners will be required to enroll in the ASB/Leadership Class and ASB Homeroom class for the 2021-2022 school year.** Elected students who do not enroll in both of these classes will be replaced and will lose their elected office.

ASB Officer Duties

A. President

1. Responsible for organizing ASB meetings and activities.
2. Plans and presides over ASB meetings.
3. Maintains communication with Activities Director, Principal and other class officers.
4. Shall represent the school at public gatherings and welcome visiting guests or designate another officer to take his/her place.
5. Shall supervise all ASB events/activities or designate another officer to take his/her place.
6. Attends all ASB sponsored events.
7. Attend VUSD school board meetings as the EDHS Student Representative.
8. Attend EDHS PTSA meetings as the ASB Representative

B. Vice President

1. Organizes and presides over the Miner Senate.
2. Assists the president in all activities and matters.
3. Takes the place of the president in his/her absence.
4. Attends all class meetings, assemblies and events.
5. Monitors the progress of all class officers.
6. Attends all ASB sponsored events.

C. Secretary

1. Takes minutes at ASB meetings and provides a copy to the ASB director.
2. Keeps a current roster and phone list of officers and class members
3. Handles all correspondences.
4. Provides the ASB Director a school event calendar.

5. Acts as a historian or designates an ASB member to act in their place.
 6. Attends all ASB sponsored events.
- D. Treasurer
1. Provides ASB with a current report of class income and expenses.
 2. Works with fellow officers on events and committees.
 3. Assists all class treasurers and class advisors.
 4. Acts as a liaison between ASB and the finance office.
 5. Attends all ASB sponsored events.
- E. Rally Commissioner
1. Organizes and prepares all assemblies.
 2. Communicates with president of the spirit club
 3. Acts as a positive liaison between ASB council and cheer advisor.
 4. Attends all rallies/ assemblies as director or designates a committee member to act in their absence.
 5. Attends all ASB sponsored events.
- F. Spirit Commissioner
1. Plans all spirit related events for the student body.
 2. The Spirit Commissioner is elected by the student body to the ASB Executive Board and will be the President of the Miner Nation Club Board.
 3. The commissioner will act as liaison between ASB Executive Board and the Miner Nation Club.
 4. Attends all ASB sponsored events.
- G. Publicity Commissioner
1. Plans all promotional activities for ASB, including flyers, banners and social media.
 2. Works with all ASB clubs to promote their events.
 3. Maintains all social media accounts with approval of AP of Student Services and ASB Director.
 4. Attends all ASB sponsored events.
- H. Equity and Inclusivity Commissioner
1. Will review all events and activities with the committee and advise ASB on how the project meets the needs of El Diamante students and promotes multicultural and gender fairness.
 2. Attends Equity Forums and committee meetings.
 3. Acts as a liaison between the Equity Inclusivity Committee, ASB and Miner Senate

Class Officer Duties

A. President

1. Responsible for organizing Class Club
2. Plans and presides over Class Club Meetings
3. Maintains communication with Activities Director, Class Advisor, and other class officers.
4. Shall represent their class at public gatherings and EDHS PTSA meetings.
5. Prepares and gives a report to ASB during regular meetings.

B. Vice President

1. Assists the president in all activities and matters.
2. Takes the place of the president in his/her absence.
3. Attends all class club meetings.
4. Monitors the progress of all class officers

C. Secretary/Treasurer

1. Takes minutes at class club meetings and provides a copy to the council after every meeting.
2. Maintains all records including financial for the club and provides reports to ASB..
3. Handles all correspondences.
4. Works with fellow officers on events and committees as assigned.

Guidelines for Campaigning

1. You may begin campaigning on April 19. Mrs. McBride or Mrs. Vang must approve all campaign materials. Bring all posters to room 601 for approval. Any campaign materials that are distributed by the candidate or others that have not been approved may cause the candidate to be disqualified.
2. All safety protocols including social distancing and mask wearing must be adhered to.
3. You may have up to 10 posters. They must fit on the bulletin board and can not cover existing posters. You may not remove a poster so that yours will fit. They may only be posted on the designated bulletin boards around campus. Staples may be used on outside wooden bulletin boards. If you are in need of supplies come by room 601. If you have any questions see Mrs. McBride.
4. You may not post campaign materials until after all paperwork has been submitted and approved. You will be notified by email when you have been approved.
5. No posting in classrooms, on windows, walls, fences, or trees.
6. Candidates are expected to conduct a positive campaign. Any negative, inappropriate use of media may cause the candidate to be disqualified.
7. Candidates may not make promises of free items in exchange for votes. Candidates may not imply that free items will be given in exchange for votes. No food items may be distributed on or off campus as campaign marketing materials.
8. We encourage students to use their talents, creativity and available resources to create their campaign materials. Materials and supplies for posters and flyers can be obtained from the ASB room. There will be a \$75 cap for purchasing campaign materials for those that chose to do so, candidates that exceed the limit either through purchase or donation are subject to disqualification. Candidates must submit receipts for purchased items if requested, failure to do so can result in disqualification. The \$75 cap includes all supplies and materials, even those items that might be donated. The value of items that were not purchased or were donated will be decided by Mrs. McBride and/or Mrs. Vang. All materials must be approved prior to posting or distribution. Take all materials to room 601 for approval. Failure to have materials approved can result in disqualification.

9. All campaign material must be checked daily for neatness and cleaned up by 4:00 PM on the day of voting. Failure to clean up the campaign materials may result in disqualification. Check the calendar.
- 10. Each candidate must submit a short video (45 seconds or less) promoting their candidacy. It can be a speech or a skit but must be appropriate for school and the office for which the candidate is running.**

Infractions of the rules may result in:

1. Removal of posters and campaign materials
2. Removal of name from ballot
3. Disqualification and removal from elected office
4. Disciplinary action in accordance with school policy

Guidelines to be in the ASB Leadership Class

The ASB Leadership class is made up of ASB Officers, Class Officers, Senators, Appointed Chairpersons, and other Student Leaders.

Each student must complete and submit the application form by the deadline in order to be considered. Deadline is **April 16 by 4 pm.**

All students must meet the guidelines established on the Eligibility and Responsibilities Page earlier in this packet.

The following events are mandatory for ASB students to attend. Many are outside of the normal school day and include nights and weekends. (Specific dates will be given later):

1. ASB Workdays (outside the school day; nights and weekends)
2. Class Club Meetings
3. Freshman Orientation
4. Miner Round-up
5. Icebreaker Party
6. Senior Sunrise
7. Senior Sunset/BBQ
8. All Football Games scheduled at Community or Giant Stadiums (Set-up and Clean-up)
9. Rally Set-up (night before unless scheduled differently)

10. All Rallies/Assemblies
11. Homecoming and Battle Workdays (usually outside the school day; nights and weekends)
12. All VUSD Dances - work days (usually outside the school day; nights and weekends) set-up, cleanup (Sunday morning)
13. Talent Show
14. Fall Community Service Project
15. Mr. Miner Week
16. Spring Community Service Project
17. 8th Grade Preview Day
18. Future Miner Night
19. Kid's Day
20. Other special events as required

2021-2022 Application for Elective Office/Class Link

Please read each question carefully. Incomplete applications will not be accepted. The application must be submitted by April 16. Please ask two teachers or other staff if they are willing to recommend you for the position. If they agree then you must email them the link below.

[Application for Elective Office/Class Link](#)

[Teacher Recommendation Link](#)