

CONSTITUTION OF THE STUDENT BODY OF Tesla STEM High School

Preamble

We, the students of Tesla STEM High School, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the student of Tesla STEM High School, establish this Constitution of the Student Body of Tesla STEM High School.

Article I. Name of Organization

Section I. It is resolved that the name of this organization shall be the Associated Student Body of Tesla STEM High School, hereinafter referred to as the ASB.

Article II. Purpose

Section I. Unify all student organizations under one general contract.

Section II. Provide process and procedure for student voice.

Section III. Set an example of student initiative, responsibility, behavior, and school spirit.

Section IV. Maintain the high reputation and strong sense of community of Tesla STEM High School.

Section V. To promote, in all ways, the best interests of the school.

Section VI. To encourage student involvement and enthusiasm in all school activities.

Section VII. To discuss and settle disputes which arise between organizations and activities.

Section VIII. Assist in the management of the school.

Section IX. The powers of the Council are delegated to it by the principal, who shall have the power to veto any measure adopted by the council, if he/she feels the measure unreasonable or in violation of the Washington State Code, school policies, or law.

Section X. The ASB Adviser/Activities Coordinator is a member of the Tesla STEM High School staff appointed by the Principal and is responsible for coordinating day-to-day operations of ASB, ensuring compliance with statutory regulations, facilitating the ASB budget process and general oversight of clubs and activities.

Article III. Membership

Section I. The student body of Tesla STEM High School shall consist of all registered students at Tesla STEM High School and the members of the faculty.

Article IV. ASB Card

Section I. The cost of the ASB card will be determined School Board.

Section II. All students who participate in activities that are sanctioned or subsidized by the ASB must have an ASB card.

Article V. ASB Executive Offices and Duties

Section I. The executive council shall consist of the following:

- President (1)
- Vice President (1)
- Secretary (1)
- Treasurer (1)
- Club Coordinator (2)
- Activities Coordinator (1)
- Public Relations Officer (1)
- Senior Class Representative (2)
- Junior Class Representative (1)
- Sophomore Class Representative (1)
- Freshmen Class Representative (1)
- Transfer Student Representative (1, as needed)

Section II. Duties of all officers

- Participate in all ASB activities and positively promote all events
- Be an active member of ASB outside of meetings, including group conversations
- Be on time to all meetings and participate in the discussion
- Keep either a digital or physical logbook of your position for the next year's ASB

Section III. Duties of the ASB president:

- Preside at all meetings of the Executive council and the student body at large
- Work with relevant officers to appoint committees for matters that arise
- Work with the school administration as the official students government spokesperson
- Plan the agenda and oversee meetings
- Assist committees in managing and completing work
- Sign the proposed budget that is sent to the LWSD Board of Directors
- Presents with the Vice President to the LWSD Board of Directors as scheduled.
- Is a non-voting member unless there is a tie.

Section IV. Duties of the ASB Vice President:

- Assist the president in conducting student government business. Includes but is not limited to developing meeting agendas, organizing committees, and standing in for the president in his/her absence.
- Appoint committees at attend to matters that arise.
- Vote as a member of the Executive Council
- Presents with the President to the LWSD Board of Directors as scheduled.

- Oversees class representatives.

Section V. Duties of the ASB Secretary:

- Record and publish within 48 hours the minutes of all meetings of the Executive Council and upload to necessary groups and sites.
- Periodically send meeting minutes to the website administrator to be uploaded to school websites.
- Have available on hand all previous meeting minutes to reference at meetings if necessary.
- Maintain a file of records and forms.
- Assist the president in such ways as he/she might direct in the conduct of student council business.
- Manage the TeamUp Calendar.

Section VI. Duties of the ASB Treasurer:

- Manage the budget for events.
- Create the annual budget
- Review budget forms for clubs/organizations.
- Sign fundraising forms
- Sign purchase orders and reimbursement forms.
- Manage ASB supplies and order when necessary.

Section VII. Duties of Public Relations Officer

- Collect information/data that pertains to all student government functions and activities.
- Main readerboards and PR tools
- Head poster committee and coordinate poster creations.
- Post on the social media outlets as necessary
- Maintain the monthly calendar
- Update TV slides regularly
- Act as liason between ASB and faculty for events.
- Communicate ASB events to PTSA and ensure they are advertised through them.

Section VIII. Duties of Club Coordinators

- Upkeep of club directories and information.
- Collects registrations, meeting, and membership information from ASB clubs/organizations.
- Maintains an organized log and binder with the ASB bookkeeper with each clubs constitution, budget form, and registration forms.
- Facilitates the organization of clubs in May for the following year and in January for second semester.
- Organizes club promotion opportunities
- Is in contact with club organizers.
- Oversees the collection of secretary minutes from each club each quarter.
- Assists in distribution of club funds and registration for activities.
- Organize Club Fair at student registration in late August
- Creates club wall consisting of information and contact information of each club.
- Makes and maintains up-to-date club calendar posted yearly.
- Stays in contact with ASB bookkeeper to send latest updates of digital club calendar, list of clubs and advisors, and organizes club budget forms.
- Revises club registration, renewal, budget, and constitution when necessary.
- Keep stellar record of deadlines and important dates for incoming club coordinator.

Section IX. Duties of Activities Coordinator

- Keep a calendar of activities, school events and schedules for planning.
- Act as a liaison between teacher/advisors, students, and the Executive Council for activity planning.
- Work with grade level groups to make sure they have students' interests as a key part in planning.
- Head an Activities committee and be the liaison between them and the Executive Council.
- Plan at least one during-school activity per month.
- Act as a liaison between the Executive Council and vendors.

Section X. Duties of Senior Class President

- Ensure one during-school fundraiser each semester.
- Appoint a prom committee
- Organize senior-only bonding events
- Plan senior "tradition" activities including but not limited to Senior Sunrise.

Section XI. Duties of Class Representatives for freshmen, sophomores and juniors:

- Represent specific grade for functions and decision making.
- Act as a liaison between administration, faculty and students and the Executive Council.
- Assist all class officers with their duties as asked.
- Plan and execute at least one grade-bonding activity per year
- Assist in creating posters
- Plan and execute at least one prom fundraiser per year.

Article VI. Removal of ASB officers from office

Section I. Any ASB officer may be removed from office for failure to

- Carry out all the constitutional duties of his/her position
- Attend all assigned ASB events planned as appropriate.
- Follow all behavior expectations as outlined by the Tesla STEM High School Handbook at school and school-related events.
- Serious violations including short and long-term suspension will be grounds for immediate removal from office. Consequences for violations of a lesser degree will be handled by a case basis by the faculty adviser and administration.

Section II. Any student who drops below the required GPA shall be suspended from the office or position.

Section III. Any officer with three or more tardies or absences during his/her tenor may be suspended from office.

Section IV. In the event of permanent vacancies in offices:

- Officers will be appointed by ASB and Adviser.

Article VII. Meetings

Section I. The President will determine the agenda. Agendas will be given to all members at least 12 hours prior to the meeting.

Section II. All members who have a suggestion for the agenda must notify the President at least 24 hours prior to President's required agenda posting time.

Section III. All officers will be enrolled in leadership class.

Section IV. Meetings are held twice a week with extra meetings as necessary.

Article VIII. Committees

Section I. The ASB Executive Council Shall, at their discretion, have the power to establish committees of temporary or permanent nature of resolution of identified problems, planning and execution of specific activities or types, or perform other necessary performances.

Section II. Each committee shall consist of a chairperson chosen by a majority vote of the Executive Council, and members chosen through a process established by the committee's chairperson.

Section III. It shall be the responsibility of each committee chairperson to lead his/her committee in such a way as to properly and effectively carry out the purpose of the committees as stated by the Executive Council. The chairperson shall also be responsible to make regular reports to the Executive Council in a timely manner of any problems or needs.

Article IX. Elections

Section I. General elections shall be held to elect the ASB Executive Council during the spring second semester.

Section II. The elections shall be scheduled, organized, publicized and carried out by the current Executive Council with the guidance and direction of the teacher adviser.

Section III. Qualifications, requirements and process to qualify as a candidate for an ASB office are as follows.

- Each candidate shall possess a cumulative grade point average of 3.0 or above and passing all classes.
- Each candidate shall have attended Tesla STEM High School for at least (2) consecutive semesters and must be full time students.
- Each candidate will attend a mandatory meeting.
- Each candidate will complete the application for the specific position being sought.
- Each candidate will submit three (3) faculty evaluations which will count 30% towards the vote.
- Each candidate will prepare a one-minute speech or statement of interest that will be reviewed by the Faculty adviser no later than 24 hours before presenting to their constituents.
- Each candidate will have five to ten days prior to the election to campaign. Wall space may not exceed 24 square feet. Posters in teachers' classrooms is at each teacher's discretion. Candidates

must use painters tape to hang posters and must supply it themselves. All posters require prior approval by the ASB Faculty adviser.

- No food or stickers allowed campaigning.
- Anyone breaking rules on behalf of a candidate, including the candidate him/herself, may result in disqualification for that candidate.
- Any student applying for President must have at least one year of High School ASB experience. **Starting 2019-2020**
- Candidates may spend no more than \$40 on their campaigns. They will be required to fill out a Financial Plan form and document spending and turn in receipts. Value of items already owned must be considered and documented. **(Starting 2019-2020)**

Section IV. Each office filled with only one person will be elected by majority vote. If there is no majority, a second election will be held within 5 days between the top two candidates. Offices filled with two people will be filled by the top two candidates.

Section V. The election shall be by private ballot and only members of the ASB constituency of freshmen, sophomores and juniors may vote.

Section VI. Unopposed candidates must earn 40% of the vote.

Section VII. No running mates allowed

Section VIII. No write in candidates.

Section IX. Newly elected officers will join current officers the first meeting after AP exams in May for three weeks before taking over.

Section X. Freshmen representative elections will occur in the Fall of the year for which they are serving. Qualifications are

- Each candidate will complete the application for the position.
- Each candidate will submit three (3) faculty evaluations which will count towards 30% of the vote.
- Each candidate will prepare a one-minute speech or statement of interest that will be reviewed by the ASB Faculty adviser no later than 24 hours before presenting to their constituents.
- Each candidate will have 5 to 10 days prior to election to campaign.
- Sections II, V and VI above apply to these elections.

Article X. Clubs and Organizations

Section I. To receive official recognition, each organization must have its charter and Constitution screened and approved. This proposal will be submitted to the Clubs Coordinator, who will present them to the Executive Council, which shall approve or reject them according to a majority vote. If the proposal is rejected, the council shall state fully the reason. The charter must include the faculty adviser's name, name of officers, time and place of meeting and purpose of the club.

Section II. All clubs must have at minimum of a President, Vice President and Secretary. If the club/organization requires a budget, they must have a treasurer.

Section III. Clubs requiring a budget must follow all guideline as stated in Article 11.

Section IV. The moneys of any ASB recognized club/organization belonging to the ASB are deposited in the ASB fund under that organization's account. Each club shall have a designated member responsible for an accurate record of financial activities of the club/organization.

Section V. Any organization can withdraw, with approval of the club/organization faculty adviser, ASB treasurer and ASB Faculty adviser, for expenditures of any amount which does not exceed its current balance from its ASB account.

Section VI. Each club is responsible for maintaining minutes which include the time, date, place, attendance, and activities. At the end of each quarter minutes must be submitted to the Club Coordinator. Failure to do so may result in probation or loss of charter.

Section VII. Minutes are to be maintained for seven years.

Article XI. ASB Budget

Section I. The ASB budget for each year shall be planned the preceding year in April by a committee consisting of the ASB Bookkeeper, incoming and outgoing Treasurer and Faculty Adviser and treasurer from all clubs/organizations with funds flowing through their account.

Section II. The Executive Board shall be responsible for overseeing the ASB budget and expenditures through the school year.

Section III. Any account which exceeds budgeted amount is responsible for clearing debts which occurred prior to June of the school year. A representative of the club or activity will be asked to appear before the Executive Council to explain the excess expenditure and outline a plan for repayment.

Section IV. Any remaining ASB funds in club/organization accounts unused by the end of each school year will be returned to the general ASB account.

Article XII Purchasing

Section I. The procedure for purchasing shall be to request and complete the purchase order request form attached to the vendor invoice. It shall be signed by the club/organization adviser, ASB treasurer or president and ASB faculty adviser and submitted to the ASB bookkeeper for processing. The completed purchase order will be returned to the person who submitted the request and will be sent to the appropriate vendor by the ASB Bookkeeper.

Section II. Revenues will be given to the bookkeeper who will make the deposit into the appropriate ASB account.

Section III. Any activity or club that violates the purchasing procedure will first receive a formal warning. A second violation will result in a six- week probation period. Any further violations will result in that group being restricted from access to their funds.

Section IV. Petty cash reimbursements require approval by the ASB treasurer and ASB Faculty adviser. Reimbursements will not be approved unless expense was previously approved in the budget process.

Article XIII. Amendments.

Section I. A petition for an amendment must be signed by one- third of the student body and presented to the Executive Officers for approval in the form of an amendment. A copy of the petition shall be presented to the Principal.

Section II. The amendment must be posted for one week around campus.

Section III. The student body will vote on all amendments. To pass, the amendment must be carried by a three-fourths majority of the student body and is subject to approval by the Principal.

Article XIV. Constitutional Questions

Section I. All questions of interpretation of this constitution will be decided by the Executive Council

Section II. Any matter not covered in the Constition will be delegated to the ASB Executive Council for resolution.