



**TRACY HIGH SCHOOL  
ASSOCIATED STUDENT BODY CONSTITUTION  
REVISED 2020**

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## **PREAMBLE**

We the students of Tracy High School, in desire to participate in the management of our common affairs, to foster spirit of cooperation among students, faculty and staff, to maintain high standards of personal conduct, to promote and encourage activities for the best interest of the school, and to develop good citizenship through experiences in government, do hereby establish this Constitution for the Associated Student Body of Tracy High School.

## **ARTICLE I**

### **SECTION 1: NAME**

The name of the organization shall be the Tracy High School Associated Student Body. The members of this organization shall be known as the Bulldogs.

### **SECTION 2: PURPOSE**

The purpose of this organization shall be to initiate and supervise all student activities, to manage student body funds, to encourage high standards of scholarship and citizenship, to advance the welfare of its students, to enhance student/teacher relations, to protect the rights of its members, and to provide a common means of interchange between Tracy High School and the Tracy Community.

## **ARTICLE II**

### **SECTION 1: MEMBERSHIP**

All duly enrolled students of Tracy High School shall be members of the Associated Student Body and shall have the right to attend Student Council meetings. Only elected officers and appointed commissioners will have the right to vote on issues brought forth to the Student Council.

### **SECTION 2: FACULTY**

All members of the administration and faculty of Tracy High School shall be honorary members of the Associated Student Body of Tracy High School without voting privileges except in the instance of Associated Student Council elections and anything else approved by the Student Council. The ASB Advisor/Activities Director as well as the site administrator (ie: Principal) hold the final say in terms of matters in regards to the best interest of all students and the community.

## **ARTICLE III**

### **SECTION 1: ASSOCIATED STUDENT BODY EXECUTIVE CABINET**

The executive powers of the Associated Student Body shall be vested in the Cabinet of five duly elected members of the Associated Student Body of Tracy High School. Officers must have had one full year of Leadership class experience/office holding or documented equivalent experience and must maintain excellent attendance in Leadership class while holding office.

The following is a list of the five ASB Officers:

- Associated Student Body President
- Associated Student Body Vice President
- Associated Student Body Secretary
- Associated Student Body Treasurer
- Associated Student Body Board Representative

### **SECTION 2: DUTIES OF THE EXECUTIVE CABINET MEMBERS**

As members of the Associated Student Body Cabinet, each of the elected officers shall have the following duties and responsibilities:

- **ASB PRESIDENT:**
  - Presides over all meetings of the ASB and Leadership Class
  - Is familiar with all school wide activities
  - Presides over the Interclub Council (ICC)
  - Maintains an updated schedule of Student Store shifts for their individual council
  - Reads Pledge of Allegiance every morning over intercom
  - Reads bulletin over intercom after Pledge of Allegiance: Monday, Wednesday and Friday
  - Represents the Student Body at required school, district, and community events
  - Develops the agenda for all formal meetings of ASB using the executive cabinet as required
  - Supervises the functioning of the elected and appointed Student Body Officers
  - Signs requisitions and purchase orders when needed
  - Meets with the Activity Director, outside of class, at least twice a month to establish communication between the administration and the ASB

- Reviews and approves all new Club Constitutions and Bylaws prior to presentation to ASB
- Delegates committees for all class activities
- Keeps a record of all Leadership activities
- Reviews committee updates at least twice a month
- Supervises the Class Presidents, Rally/Assembly/Dance, Assistant Rally, and Inclusion Commissioners<sup>1</sup>
- Creates and completes at least one School Improvement/Beautification Project while in office with the assistance of other ASB officers
- Enrolls in and acts as an evaluator for Leadership Class participation and on-task behavior
- **ASB VICE PRESIDENT**
  - Assumes the office and duties of President in the absence of the President
  - Represents the Student Body at required school, district, and community events as requested by the President
  - Acts as the chairperson to review all proposed amendments to the ASB Constitution
  - Makes revisions to the Constitution that are approved by the Student Council
  - Sets up for Student Council Meetings
  - Supervises the Class Vice-Presidents, the Co-Athletics/Music Commissioners, and the Elections Commissioner.<sup>2</sup>
  - Organizes the Student Senate, acts as the Speaker at all Student Senate meetings, and is the liaison between the Student Senate and the Student Council
  - Assists the ASB President in completing at least one School Improvement/Beautification Project while in office.
  - Enrolls in and acts as an evaluator for the Leadership Class participation and on-task behavior
  - Works the register for every assigned Student Store shift
- **ASB SECRETARY**
  - Helps with the preparation of the agenda for each formal meeting
  - Takes minutes in all formal meetings and distributes copies to the class assistant principal, bookkeeper, activity director, athletic director and Leadership class
  - Writes press releases about all ASB activities and distributes to all local newspapers
  - Takes minutes at all ICC and Student Senate meetings
  - Maintains a project file evaluation of current and past ASB activities
  - Writes all letters of appreciation on behalf of the ASB
  - Is familiar with all the various forms to be completed
  - Supervises the Class Secretaries, the Link Crew Commissioner, and Student and Staff Recognition Commissioners<sup>3</sup>
  - Assists the ASB President in outlining and keeping records of the ASB officers' School Improvement/Beautification Plan
  - Enrolls in and acts as an evaluator for the Leadership Class participation and on-task behavior
- **ASB TREASURER**
  - Is responsible for the major fundraising activities of ASB including the Student Store
  - Promotes and assists with the sale of ASB cards
  - Prepares a budget report of all income/expense accounts after completion of ASB sponsored activities
  - Checks with bookkeeper weekly to ensure that all accounts are in good standing
  - Maintains financial records of the Student Body as required
  - Maintains financial reports of all class budgets
  - Assigns and enforces fines when necessary at all Student Council meetings
  - Approves all supply orders for ASB
  - Approves all spending of ASB funds

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<sup>1</sup> All councils are subject to change due to imbalances in councils

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.

- Supervises the Class Treasurers, Student Store Commissioner and Club/Fundraising Commissioner<sup>4</sup>
- Assigns all budgets for all commissioners for all events
- Determines the amount of ASB funds to be spent on the ASB officers' school improvement/beautification project
- Assists the ASB President in completing at least one School Improvement/Beautification Project while in office
- Enrolls in and acts as an evaluator for the Leadership Class participation and on-task behavior
- **ASB BOARD REPRESENTATIVE**
  - Represents all students of Tracy High School to the Tracy Unified School District Board of Education and the School Site Council
  - Is the main liaison between Tracy High School and the Tracy Community
  - Attends all regular school board meetings
  - Is the liaison between the administrators and the students to discuss student problems
  - Makes a report at the Student Council meeting following the board meeting each month
  - Collects and maintains ASB surveys if needed.
  - Supervises the Publicity Commissioner, Youtube Commissioner, the Community Service Commissioner, Spirit Commissioner, Activities, and Social Media Commissioner<sup>5</sup>
  - Assists the ASB President in completing at least one School Improvement/Beautification Project while in office
  - Enrolls in and acts as an evaluator for the Leadership Class participation and on-task behavior

### SECTION 3: MEETINGS

The Associated Student Body Cabinet shall meet as often as it deems necessary, but no less than twice each month.

## ARTICLE IV

### SECTION 1: ASSOCIATED STUDENT COUNCIL RESPONSIBILITIES

The Student Council, in cooperation with the ASB Advisor/Activities Director & administration, shall have charge over the following:

- Student Council Meetings
- Student Body Activities
- The handling of Associated Student Body funds
- The promotion of positive school spirit
- The maintenance of a high standard of inter-scholastic relations
- The enforcement of eligibility rules pertaining to those in office

### SECTION 2: ASSOCIATED STUDENT COUNCIL

The Associated Student Council shall be composed of the following members:

- **ELECTED OFFICERS (5 Total):**
  - **ASB:**
    - President
    - Vice President
    - Secretary
    - Treasurer
    - Board Representative
  - **Senior, Junior, Sophomore, Freshman Class Officers<sup>6</sup> (1 per class/16 Total):**
    - President
    - Vice President
    - Secretary
    - Treasurer

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<sup>4</sup> Ibid.

<sup>5</sup> Ibid.

<sup>6</sup> Freshman Class Officers will have 6 total members including a commissioner of "Spirit" and an officer of "Events." (Article 4, §3)

- **APPOINTED COMMISSIONERS**

- Co - Publicity
- Co - Publicity
- Co - Student Store
- Co - Student Store
- Clubs & Fundraisers
- Co - Spirit
- Co - Spirit
- Co - Rally
- Co - Rally
- Sound & Technology
- Athletics
- Co - Recognition
- Co - Recognition
- Elections
- Co - Community Service
- Co - Community Service
- Co - Social Media
- Co - Social Media
- Youtube
- Co - Activities
- Co - Activities
- Co - Link Crew
- Co - Link Crew
- Co - 5 Star
- Co - 5 Star
- Campus Culture & Outreach

- **FACULTY**

- Activities Director

### SECTION 3: DUTIES OF THE COUNCIL MEMBERS

As members of the Associated Student Body Council, each of the elected officers and appointed commissioners shall have the following duties and responsibilities:

- **ASB OFFICERS: See Article III, Section 2**

- **CLASS OFFICERS:**

- **President**

- Presides over all Class meetings and Class functions
- Represents the Class at all required class, school, district, and community events
- Serves as the spokesperson for the Class at Student Council meetings
- Attends all Student Council meetings, Class meetings and Presidents' meetings
- Develops the agenda for all Class meetings
- Maintains a project file evaluation of all past and present Class activities, including minutes
- Maintains communication with all other Class Officers
- Oversees all the Class Officers and makes recommendations
- Participates and assists with Class fundraising activities
- Meets with the Class Advisor outside of class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

- **Vice President**

- Assumes the office and duties of the President in the absence of the President
- Represents the Class at required class, school, district and community events as requested by the President
- Serves on the School Site Council (Junior)
- Attends all Student Senate meetings as a class representative
- Conducts surveys to determine students' satisfaction and interests as designated by ASB Board Representative
- Acts as the Chairperson for all Class sponsored activities

- Attends all Student Council meetings, Class meetings and Vice Presidents' meetings
  - Maintains communication with all other Class Officers
  - Participates and assists with all Class fundraising activities
  - Meets with the Class Advisor outside of class at least twice a month
  - Enrolls in the Leadership Class and assists with all ASB sponsored activities
- **Secretary**
  - Assists the President with the preparation of the agenda for all Class meetings
  - Takes minutes in all formal meetings and distributes copies to the ASB Secretary, Class Advisor, Assistant Principal, Activities Director, Bookkeeper, and all officers
  - Types necessary materials for Class Officers and advisors
  - Is responsible for letters of appreciation
  - Maintains communication with all other Class Officers
  - Attends all Student Council meetings, Class meetings, and Secretaries' meetings
  - Participates and assists with all Class fundraising activities
  - Meets with the Class Advisor outside of Class at least twice a month
  - Enrolls in the Leadership Class and assists with all ASB sponsored activities
- **Treasurer**
  - Is responsible for planning the fundraising activities for the Class
  - Prepares a budget report of all income/expense accounts after completion of Class activities
  - Maintains the financial records of the class
  - Submits monthly reports of financial activity to the ASB Treasurer
  - Handles all purchase orders for the class
  - Maintains communication with all other Class Officers
  - Attends all Student Council meetings, Class meetings and Treasurers' meetings
  - Participates in all Class fundraising activities
  - Meets with the Class Advisor outside of class at least twice a month
  - Enrolls in the Leadership Class and assists with all ASB sponsored activities
- **Freshman Class Only**
  - The Freshman Class officers will consist of not only a President, Vice president, Secretary, & Treasurer; but will also have two other officers entitled "Spirit Commissioner" & "Events Commissioner." All of these positions will be filled by "appointment" by the current ASB & ASB Advisor/Activities Director.
  - **Spirit Commissioner**
    1. This position "shadows" an upperclassman throughout the entire year to learn the ins and outs of how to foster positive school spirit within the freshman class at Tracy High School. They will work with the upper class "spirit commissioner" and learn to develop plans to get more students out to athletic events; promotes and decorates the school's Dog Pound student section; brainstorms dress up days for spirit weeks; Promotes Green and Gold Day every Friday; Works with the appropriate people to promote school spirit at rallies, games, etc.; will learn & follow all regional sport rules for spirit; brainstorms new ways to promote school spirit; Enrolls in Leadership and assists with all ASB sponsored activities. Will also work together with the other Freshman class officers to facilitate the freshman class social media accounts.
  - **Events Commissioner**
    1. This position "shadows" an upperclassman throughout the entire year to learn the ins and outs of how to plan, develop, and enact SUCCESSFUL EVENTS at Tracy High School such as FALL & WINTER HOMECOMING (parade, skits, games, etc) as well as other ASB & Leadership events conducted throughout the year. They will work with the upper class "Lunch-Time Activities & Publicity commissioners" and learn to organize events monthly; attends ICC



meetings when necessary; learn how to successfully conduct activities during Fall & Winter Homecoming to take back to the rest of the class officers for ideas and planning; help facilitate lunch activities that coincide with major events taking place at Tracy High School; Enrolls in Leadership and assists with all ASB sponsored activities. Will also work together with the other Freshman class officers to facilitate the freshman class social media accounts.

- **APPOINTED COMMISSIONERS:**

- **See Article 4, Section 2 for a full list of appointed commissioners.**
- **Rally Commissioners**
  - Coordinates and executes all rallies with the help from the ASB officers and the Leadership class
  - Develops the rally agenda and script and submits a typed draft to the ASB Advisor/Activities Director a week before the rally for final approval
  - Promotes positive school spirit
  - Delegates jobs for the Rally Committee
  - Notifies the rally participants prior to the rally
  - Facilitates rally clean up
  - Sends thank you notes to the people who helped with the rally
  - Makes budget reports for all rallies/dances and submits it to ASB Treasurer
  - Obtains all performers' music prior to rallies
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Sound & Technology Commissioner**
  - Plays music at requested school functions
  - Respecting faculty's request/direction on music
  - Ensures that equipment is charged and properly stored
  - Organizes music for all half times coordinated by Leadership
  - Sets up and controls the sound system for all school rallies, assemblies, and any ASB events requiring a sound system
    1. *Note: The ASB Advisor/Activities Director (or any site ADMIN) reserves the right to stop (or request a change) in any music that does not adhere to school rules, or expectations.*
  - Receives class input on music selections for school rallies and other activities
  - Works with the Activity/Rally Commissioners to ensure smooth events
  - Is prepared to play music for designated events
  - Gets advisor's approval prior to playing any music
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Athletic Commissioner**
  - Communicates with the Athletic Director/Coaches on a regular basis
  - Attend both fall/spring coaches meetings
  - Send an email to opposing coach with school map at beginning of week for each sport
  - Represents the Athletic Department to the Student Council
  - Encourages athletes' participation in ASB events
  - Promotes all sporting events
  - Posts "Welcome Poster" for visiting schools
  - Is familiar with all sports' schedules
  - Checks students into sporting events on 5 Star
  - Assists Spirit Commissioner with spirit days and Dog Pound
  - Recruits representative from varsity sports to participate in weekly announcements
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Clubs/Fundraiser Commissioner**
  - Coordinates Club Rush Week
  - Attends and holds the Interclub Council meetings once a month
  - Maintains records of club officers, constitutions, and bylaws

- Works with club presidents in promoting membership and participation
  - Schedules clubs for lunch time activities
  - Maintains club calendar with lists of fundraisers and lunch time activities
  - Keeps clubs informed of ASB and class events
  - Works with the Elections Commissioner to organize club sweethearts for the Homecoming rally and parade
  - Communicates and reports back ICC minutes and details to student council
  - Communicates the fundraising policy with all advisors and coaches
  - Coordinates all fundraising on campus to help avoid competition
  - Ensures that all fundraising activities occurring at Tracy High are legitimate
  - Delegates students to assist with executing planned club lunch time activities
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Community Service Commissioner**
  - Help organize events such as Blood Drives, St. Jude Week, Relay for Life, and other community service school wide projects
  - Seeks out community service opportunities and posts them in the classroom/online (Band App, etc.) for students in both the Leadership class and school community to take part in
  - Keeps record of student involvement in community service projects
  - Maintains contact with service clubs on and off campus
  - Coordinates programs within the community
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Elections Commissioner**
  - Develops timelines for all elections
  - Conducts informational meetings for all participants running for offices
  - Gives teachers prior notice to all in-class elections
  - Organizes nominations and elections of Class and ASB officers, Prom, Homecoming Royal Court, Mr. & Ms. Bulldog, etc.
  - Works with 5-Star Commissioners to ensure results are valid
  - Responsible for organizing the selection of candidates for Leadership positions that are declared vacant
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Link Crew Commissioners**
  - Organizes Link Crew activities
  - Organizes freshmen orientation with Link Crew advisor
  - Works with the summer bridge teachers and freshmen seminar teacher
  - Assists the Link Crew advisor with summer training of Link Crew Leaders
  - Develops and maintains a list of active Link Crew Members and their crew
  - Organizes at least one Link Crew activity per quarter with the assistance of the Link Crew advisor
  - Attends all Link Crew Activities
  - Assists the counselors with all new students
  - Meets with the Link Crew Advisor and Link Crew members at
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Activities Commissioner**
  - Organizes activities at lunch every other Friday
  - Lunch time activities are expected to be scheduled out monthly and should occur no less than twice a month.
    - 1. *Note: The ASB Advisor/Activities Director (or any site ADMIN) reserves the right to disband any activity that does not adhere to school rules, or expectations.*
  - Work with Sound & Tech. Commissioner to organize music
  - Plans and organizes activities at all Rallies
  - Works together with the Rally commissioners to ensure a smooth rally and cohesion between all aspects of the rally takes place
  - Attends ICC meetings when necessary
  - Schedules and enacts lunch activities during Homecoming, Hoopla

- Plans lunch activities that coincide with major events taking place at Tracy High School
  - Works with 5-Star Commissioner to track points occurred from events
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Spirit Commissioners**
  - Develops plans to get more students out to athletic events
  - Organizes & Facilitates the school's Dog Pound events with the Athletic Commissioner and approval of the ASB Advisor/Activities Director.
    1. *Note: The ASB Advisor/Activities Director reserves the right to disband any spirit sections that do not adhere to regional rules for spirit, school rules, or expectations.*
  - Organizes a staff dog pound at least once a quarter
  - Works with ASB Advisor/Activities Director to create expectations of students in Dog Pound
  - Maintains the ethics and expectations of a well-run and respectful spirit section.
  - Checks students into a spirit section on 5 Star.
  - Works with cheer coach and band director to organize cheers
  - Decorates & plans Dog Pound set up/clean up
  - Assists class in picking dress up days
  - Promotes Green and Gold Day every Friday
  - Works with the appropriate people to promote school spirit at rallies, games, etc.
  - Knows and follows all regional sporting rules for spirit
  - Develops new ways to promote school spirit
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Publicity Commissioners**
  - Advertises all ASB activities throughout Tracy High School and the Tracy Community
  - Creates a digital and physical calendar including all the events for the year
  - Conducts activities that promote Tracy High School in a positive manner
  - Supervises all on-campus publicity pertaining to all ASB activities and sporting events
  - Maintains an ongoing list of activities regarding who requires what kind of publicity
  - Controls and edits all signs and posters
  - Assists Rally Commissioner and ASB Advisor/Activities Director on creating the rally backdrops
  - Assists in the making of signs for all activities
  - Takes inventory of poster supplies monthly: tape, paper, markers, etc.
  - Sorts through poster holder weekly, hangs up needed posters and disposes of old ones
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Recognition Commissioners**
  - Coordinates and runs all student recognition programs [Academic Block T, and the Leadership Banquet]
  - Recognizes Leadership birthdays in class monthly
  - Recognizes students in the Leadership class on a regular basis
  - Assists Community Service Commissioner with recognizing outstanding students
  - Works with 5 Star Commissioners to recognize "The Top Dog" each semester and birthday points via 5-Star
  - Coordinates and runs all staff recognition programs (Teacher Appreciation Week, Recognizes new faculty, etc.)
  - Recognizes staff birthdays
  - Is the main liaison between the staff and Leadership functions and activities
  - Is responsible for all student-faculty relations, including ongoing programs for improving faculty acceptance of ASB functions
  - Includes all staff in spirit weeks

- Enrolls in Leadership and assists with all ASB sponsored activities
- **Student Store Commissioners**
  - Keeps an updated Student Store binder that includes the current schedule given by ASB officers
  - Orders balloons and helium and maintains balloon order sheets
  - Only allows Student Store Committee and ASB to work the store
  - Is in charge of filling out paperwork/cash box for all events and returns all inventory to student store
  - Is in charge of Student Store maintenance: inventory and displays
  - Conducts a proper and thorough inventory of the students store once a month (no less than 1 per quarter) and gives the findings of the inventory to both the ASB Advisor/Activities Director, the ASB Treasurer, & the ASB Bookkeeper
  - Works with the ASB Advisor/Activities Director & ASB Treasurer to place new orders or run a sale/pop sale
  - Advertises all Student Store sales
  - Responsible for supervising the Student Store when an ASB officer is not present
  - Ensures that the store is fully stocked and places orders with approval of ASB when necessary
  - Decorates the store for major holidays and school events
  - Opens student store every Friday during both lunches
  - Ensures the student store clothing/accessories are available at all major sporting events
  - Finds parents to work sporting events. If no parents are available to work, student store commissioners will sell clothing (see above for responsibilities for cash box/inventory)
  - Works with the 5 Star Commissioners to ensure that redemption awards for 5 Star achievements are available in the students store.
    1. **NOTE:** 5 Star commissioners are responsible for taking inventory of these items. Student Store Commissioners (or anyone working the store) may only accept these “redemptions” if they have been trained for 5 Star and **MUST** ensure that the student has followed the redemption process. Do not remove any of these items from their designated 5 Star Cabinet unless they have been redeemed by a student.
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **Campus Culture & Outreach Commissioner**
  - Is the liaison between Associated Student Body and the various programs and groups on campus that brings the student body together
  - Works directly with support room teachers and program coordinators
  - Coordinates activities in between lunches on Fridays that brings ALL groups and programs together
  - Organizes Special Ed Luau
  - Promotes positive interaction between all students
  - Attends all WASC meetings and School Site Council meetings on Campus after school
  - Will work closely with the ASB Board Representative to discuss matters at the school that need to be relayed to the ASB Board Representative/TUSD school board
  - Enrolls in leadership and assists with all ASB sponsored activities
- **Social Media Commissioners**
  - Known as “tracyhighbulldogs” on social media
  - Only social media commissioner, youtube commissioner, ASB, and advisor has passwords for Instagram, Youtube, and other social media platforms
  - Must promote ASB sponsored activities in a positive manner
  - Promotes school spirit
  - Coordinates contract for Instagram takeovers by clubs, sport teams, PAM, etc.
  - Follows the expectations for social media posting created by ASB and advisor

- Works with Youtube Commissioner on correlating social media posts
- Weekly posts on social media
- Work with other commissioners on publicizing upcoming events and highlighting stories of individuals
- Enrolls in Leadership and assists with all ASB sponsored activities
- **YouTube Commissioner**
  - Know as “bulldogtv” on social media
  - Works with Social Media Commissioners on correlating social media posts
  - Only social media commissioner, youtube commissioner, ASB, and advisor has passwords for Instagram, Youtube, and other social media platforms
  - Must promote ASB sponsored activities in a positive manner
  - Create a studio recording schedule and offer the school the ability to book a time slot in the recording studio
  - Organizes slideshow/video for end of the year
  - Post monthly on youtube channel
  - Is in charge of ensuring the recording studio is properly cleaned and manageable
  - Create a video of major events on campus such as Homecoming, etc.
  - Work with other commissioners on publicizing upcoming events and highlighting moments throughout the year
  - Promotes school spirit
  - Enrolls in Leadership and assists with all ASB sponsored activities
- **5 Star Students Commissioners**
  - The 5 Star student commissioners will be responsible for the management of the 5 Star App for students and staff that aims at increasing engagement on campus all year long.
  - The commissioners will work with the Spirit & Publicity commissioners to:
    1. Develop plans to get more students out to athletic events using the 5 Star app.
    2. Help reward students and staff for participation in school events such as (but not limited to) dress up days for spirit weeks or attendance at events.
  - This commissioner is also strongly encouraged to be at various events on campus so that if students need to be checked in or school staff needs assistance operating the system.  
People should know who they are and should be approachable at events.
  - These commissioners will be responsible in ensuring that all other students (and themselves included) are properly rewarding students and staff for their engagement.
  - Are in charge of scanning people into events that they attend and throughout the day at school. This authority can only be transferred to another person that has been given approval in the app by the ASB Advisor.
    1. Allowing someone to scan when unauthorized will place this student on probation and restriction from the app's privileges at the discretion of the ASB Advisor/Activities Director.
  - 5 Star commissioners are responsible for taking inventory of redemption award items in the Student Store.
    1. Student Store Commissioners (or anyone working the store) may only accept these “redemptions” if they have been trained for 5 Star and MUST ensure that the student has followed the redemption process.
    2. Do not remove any of these items from their designated 5 Star Cabinet unless they have been redeemed by a student.
  - These commissioners will also be asked at times to help train both students and staff on how to use the manager and student apps.
  - Will work with the Student Store commissioners to brainstorm & make rewards available for students and staff that want to redeem their points.

- Will work with the Elections commissioner to develop a way to make homecoming, prom, & other THS event polls run smoothly and accurately through 5 Star.
- Will ensure proper care and charging of 5 star technology every day to make sure that all equipment is accounted for and ready for use for that day’s events.
- Will work with the ASB Advisor/Activities Director, the staff, ASB & other commissioners to use the data tracking tool on 5 Star to identify how to increase student engagement and involvement.
- Will work with and train MOST other commissioners in how 5 Star is also a part of their job as well and how the other commissioners can support you in this very large role.
- Enrolls in Leadership and assists with all ASB sponsored

**SECTION 4: MEETINGS**

- The Associated Student Council shall meet as often as it deems necessary, but not less than once each full school month, and once a month outside of class upon request.
- All members will dress appropriately- in dress pants, skirts, slacks, or khakis.
- Inappropriate Council behavior will result in that student or “class” being placed on probation.

**SECTION 5: QUORUM**

- The Associated Student Body Cabinet, one officer from each class and the ASB Advisor/Activities Director shall constitute a quorum.
- By definition, a quorum is the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

**ARTICLE V**

**SECTION 1: STUDENT SENATE**

The legislative powers of the Associated Student Body of Tracy High School shall be vested in the Senate of Representatives of the members of the student body at Tracy High School.

**SECTION 2: SENATORS**

The Senate shall be composed of one Representative from each third period class, Associated Student Body Vice President, Associated Student Body Secretary, and the Activities Director. Commissioners whose events will be discussed must also attend Student Senate meetings. An alternative third period representative shall also be chosen and shall attend the Senate meeting when the chosen representative is unable to do so.

**SECTION 3: SENATE OFFICERS**

The Senate shall have two officers: the Speaker of the Senate, who shall be the Associated Student Body Vice President; and Secretary of the Senate, who shall be the Associated Student Body Secretary.

**SECTION 4: MEETINGS**

The Student Senate shall meet as often as it deems necessary.

**SECTION 5: PURPOSE OF THE STUDENT SENATE**

The Student Senate shall assist the Associated Student Body Officers in improving and maintaining the general welfare of the Associated Student Body. When issues are brought to the Senate by the student council for voting or by petition from the student body tallying a minimum of 400 signatures, it will take a two-thirds majority of the student senators to pass the issue. The Associate Student Council members do not vote at Student Senate meetings unless they are also a Student Senator. The ASB Advisor/Activities Director as well as the site administrator (ie: Principal) hold the final say in terms of matters in regards to the best interest of all students and the community.

**ARTICLE VI**

**SECTION 1: SCHOOL SITE COUNCIL**

The Associated Student Body will be represented on the Schoolsite Council by the Associated Student Body Board Representative and the Campus Culture & Outreach Commissioner.

**SECTION 2: PURPOSE<sup>7</sup>**

- Schoolsite Council is the “vehicle by which the school and the community come together to chart the school’s path to improvement.” The council provides “a forum for all the major players in the school to come together to identify a common goal and establish a plan to achieve these.”

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<sup>7</sup> With this in mind, at adoption of this Constitution, no Schoolsite Council information can be found. Until this information of meetings, updated purpose become clear, & there is an establishment of quorum, Article 6 is moot. Here is a link to a well run, and up to date example of a School Site Council to provide clarification and direction moving forward:

<https://garey.pusd.org/apps/pages/SchoolSiteCouncil> & CDE: <https://www.cde.ca.gov/fg/aa/co/ssc.asp>

## ARTICLE VII

### SECTION 1: ELECTIONS OF OFFICERS

All members of the Associated Student Body Cabinet and all Sophomore, Junior, and Senior Class Officers shall “run” for their desired position. They shall be elected by the following process<sup>8</sup>:

- 30% Associated Student Body/Class popular vote
- 30% Performative Task
- 20% Interview & Application with Activity Director, Selected Faculty, & ASB Cabinet
- 20% At least 2 Teacher recommendations (Submitted Online)

All candidates must complete all aspects of the above election process percentage and descriptors regardless of running opposed or unopposed. Otherwise, the application will be deemed invalid.

\*Associated Student Body Cabinet elections will take place in approx. March-May. Class Officer Elections for the upcoming Senior, Junior, and Sophomore classes will take place in approx. March-May. Freshman class officer appointments will be held in May.

**NOTE:** In the event of unforeseen circumstances, such as but not limited to a global pandemic, school closure, or other extraneous event; the Activities Director shall act in good faith to make necessary appointments or altered election processes to maintain continuity within the ASB, Associated Student Council, or any other elected offices pertaining to this document.<sup>9</sup>

### SECTION 2: APPOINTMENT OF COMMISSIONERS AND FRESHMEN CLASS OFFICERS

All Associated Student Body Commissioners and Freshmen Class Officers will be required to fill out an application and be interviewed by the Activities Director, the outgoing, and incoming ASB Cabinet. The Activities Director and the Cabinet will appoint the commissioners and freshmen class officers.

### SECTION 3: ELIGIBILITY OF OFFICERS AND COMMISSIONERS

The requirements for eligibility of class officers, commissioners, and the ASB Cabinet are as follows:

- The candidate must not currently be in breach of Extra and Co-Curricular Activity Probation.
- Once a student has been on academic probation two times in their high school career, they must maintain a 2.0 average on a 4.0 scale and have no course failures (no F grades) in any eligibility period thereafter in order to compete or perform.
- All candidates who have more than 15 hours of Saturday School or behavioral referrals(3+) are disqualified and, therefore, cannot run for or be appointed to any position.
- All class officers, commissioners, and ASB officers must be enrolled in the Leadership Course.
- Class officers, commissioners and ASB officers who have 15 or more Saturday School hours or behavioral referrals (3+) during their term of office will be put on probation for two weeks. They must meet with the probation committee consisting of the Assistance Principal, Counselor, and Activities Director
- Any officer/commissioner who is removed from office for any reason, or has failed the Leadership Class is not allowed to run for a position the next year nor will be appointed to a position within the class.

### SECTION 4: Interventions and Extra and Co-Curricular Activity Probation<sup>10</sup>

Students in grades 9-12 may be placed on academic probation if they receive one “F” during a grading period affecting eligibility. A student on academic probation is allowed to compete or perform in extra and co-curricular activities while on academic probation. The terms of a student’s academic probation must be agreed upon by the student, their parent/guardian and their coach/advisor. The terms of a student’s academic probation will also include sound interventions designed to help students succeed. Students may be on academic probation only two times during their high school career. Once a student has been on academic probation two times in their high school career, they must maintain a 2.0 average on a 4.0 scale and have no course failures (no F grades) in any eligibility period thereafter in order to compete or perform. The two times in which a student is allowed to be on academic probation may not be in consecutive grading periods affecting their eligibility. If you are interested in applying for academic probation, please see your high school’s Athletic Director or Activities Director. (AR 6145 and BP 6145 Extra and Co-Curricular Activities) The terms of academic probation will include the participation or completion of one or more of the following:

- Interventions:
- Attend Mandatory Study Hall

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<sup>8</sup> The Election Process is subject to change at the discretion of the ASB Advisor/Activities Director.

<sup>9</sup> Such decisions will be limited to the specific circumstance and doesn’t establish precedent.

<sup>10</sup> For more information or a copy of the “Extra and Co-Curricular Activity Probation Request Form,” please see the Student Handbook or the Athletic/Activities Director.

- Attend Before or After School Labs
- Peer Tutoring
- Turn in Signed Weekly Grading Reports to Coach
- Sign Up for Site Intervention Organizations
- Before or After School Help From Teacher
- Other as agreed upon

### **Behavior Issues**

- At any time due to inappropriate behavior the activities director, at their discretion, can place any class officer, commissioner or ASB officer on behavioral probation and/or behavioral contract. All contracts will be reviewed and approved by the probation committee as outlined in the student handbook.

### **SECTION 5: RECALL OF OFFICERS**

Any ASB, Class Officer, or Commissioner of the Associated Student Body of Tracy High School may be recalled and discharged by a proposal of the Student Body Executive Cabinet and confirming vote of two-thirds of the members of the Associated Student Council. If the officer or the commissioner is recalled, his/her office is declared vacant and shall be filled according to the provisions of this Constitution. The officer that is removed is not allowed to run for an elected or appointed office during their tenure at Tracy High School.

### **SECTION 6: RESIGNATION OF OFFICERS AND COMMISSIONERS**

An officer or commissioner of the Associated Student Body may resign from office by submitting a statement of resignation to the Associated Student Body Cabinet and, after its approval; the office is to be declared vacant and filled according to the terms of this Constitution. The officer that resigns is not allowed to run for a Student Council position the following year.

### **SECTION 7: VACANCIES AND APPOINTMENTS OF OFFICERS AND COMMISSIONERS**

Any office or commissioner position that is declared vacant may be filled according to the terms of this Constitution.

### **SECTION 8: CAMPAIGN GUIDELINES**

All posters must be confined to approved wall areas on campus. It is the campaigners responsibility to understand where, when, and other guidelines pertaining to putting up campaign posters. Only painters tape should be used. No flyers, handouts, 3x5 cards etc. shall be given out. Any student campaign in the digital sphere must follow all digital citizenship guidelines outlined in the student handbook. Students running for office also agree to allow the Associated Student Council to post information pertaining to their campaign on its various social media accounts such as but not limited to: campaign speeches, pictures, slogans, etc.

## **ARTICLE VIII**

### **SECTION 1: CLUBS**

#### **Application process:**

- All student clubs shall be chartered by the Associated Student Council every calendar year.
- Application Process: In order for the Associated Student Council to consider granting a charter, a representative of the club must submit the proper application which shall include the following:
  - List of club president, vice-president, secretary, treasurer, and faculty advisor.
  - Written statement of the purpose of Club, requirement for membership, meeting dates and times.
  - Club's Constitution
  - A representative from the club must be present to answer any questions at the Associated Student Council meeting at which the club's approval is discussed.

#### **ICC Meetings**

- A representative from each club must attend the Interclub Council (ICC) Meetings with 80 percent attendance. ICC will meet once a month. These meetings are held to keep all groups/clubs on campus involved in student activities as well as addressing any issues pertaining to the school culture. Additionally, attendance of club meetings will be reviewed during this meeting. If a club is not accurately documenting their attendance via the 5 Star App, demonstrates a blatant disregard for the policies outlined in the TUSD ASB Accounting guide, and/or misses more than two ICC meetings throughout the year; they are subject to the following:
  - First Miss: Written warning
  - Second Miss: \$25 Fine
  - Third Miss: Removal of charter



## **School/ Community Engagement**

- All clubs are encouraged to be involved in various events, activities, and elements of the school culture. In addition, clubs operate as “STUDENT LED & RUN” organizations. Therefore, students should be holding their own clubs accountable to their goals & mission stated in their constitution with the guidance from their club advisor. Clubs found to show a blatant violation of their own constitution are subject to either probation or removal of charter by the ASB Advisor/Activities Director.

## **ARTICLE IX**

### **SECTION 1: AMENDMENTS**

The Constitution may be amended by a two-thirds vote of the Associated Student Council and the approval of the Activities Director.

## **ARTICLE X**

### **SECTION 1: FACULTY ADVISOR**

#### **Ex Officio Member:**

- The Activities Director shall be an ex officio member of the Associated Student Body Cabinet and Associated Student Council, acting in advisory capacity to the Associated Student Body Cabinet. All new projects, expenditures, and/or policies affecting the Associated Student Body shall be submitted to the bookkeeper (for financial requests), Activities Director for approval, who will thereby submit and discuss the matter with the Principal to make the final decision.

#### **Duties of the Advisor:**

- Is present at every Associated Student Body Cabinet, Student Body Council, Interclub Council and Student Senate meeting
- Supervises all ASB sponsored events
- Assists the Associated Student Body President in keeping order at all meetings
- Assists the Associated Student Body president in supervising the Leadership class and all Cabinet members
- Keeps the Associated Student Body Cabinet informed on what they are permitted to do
- Acts as a mediator between the Associated Student Body and administration
- Approves all publicity and communications prior to submission to the Principal for processing
- Will serve as the deciding factor in all decisions should the ASB officers not be in complete agreement in their various decision makings throughout the year.
- As the advisor, the Activities Director retains the authority to overrule any decision made by the ASB, Student Senate, or any class officer should the Activities Director feel it is NOT in the best interest of the school, its various students, or the community. In such an event, the Activities Director will suggest a new course of action.

## **ARTICLE XI**

### **SECTION 1: RELATION OF ASSOCIATED STUDENT BODY TO SCHOOL REGULATION**

Rules and regulations that are passed by the Tracy High School District Board of Education shall have precedence over any rule or regulation which might be passed by the Associated Student Body of Tracy High School.