

CONSTITUTION OF THE STUDENT BODY OF TESLA STEM HIGH SCHOOL

(Edited Edition)

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 students 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 they feel the measure unreasonable or in violation of the Washington state Code, school/district policies, or law.

Section X. The ASB adviser 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 staff members.

Article IV. ASB Cards

Section I. The cost of the ASB card will be determined by the LWSD 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 (1)
- Activities Coordinator (1)
- Public Relations Officer (2)
 - One videographer
 - One graphic designer
- Senior Class Representative (2)
- Junior Class Representative (1)
- Sophomore Class Representative (1)
- Freshmen Class Representative (1)

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 conversation
- Be on time to all meetings and participate in the discussion
- Be prepared to share specific details and lessons learned from your position for the next year's ASB
- Keep a planner to track tasks
- Vote as a member of the Executive Council (except for the President)

Section III Duties of the 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 and upcoming events

- Work with the school administration as the official student government spokesperson
- Act as the main point of contact with student governments from other schools
- 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 the Vice President to the LWSD Board of Directors as scheduled
- Is a non-voting member unless there is a tie
- Holds ASB officers accountable for fulfilling duties, particularly long-term assignments such as planning events.
- Oversees class representatives
- Semesterly one-on-one meetings with each member of the executive council as necessary

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 and attend to matters that arise
- Presents with the president to the LWSD Board of Directors as scheduled
- Oversees class representative with the president
- Represent the Freshman Class as the Representative until the Freshmen Rep is elected in the fall.
- Manages the ASB closet and maintains an inventory log using a document or spreadsheet.
- Responsible for restocking outdoor equipment as needed.
- Manage communications on Teams or LWSD approved platforms for students without social media, ensuring they stay informed about ASB news.
- The lead of the Student Senate.

Section V. Duties of the ASB Secretary

- Record and publish within 24 hours the minutes of all executive council meetings and upload to necessary groups and sites.
- Have available on hand all previous meeting minutes to reference at meetings if necessary, maintaining a running notes document throughout the year for ease of access.
- Maintain a file of records and forms by ensuring event forms and details are accessible to the full team.
- Assist the president in such ways as they might direct in the conduct of ASB business
- Compile a monthly calendar of events and activities in a monthly newsletter

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
- Review and update all Treasurer documents (ex: Treasurer Guide, Club Treasurer Guide, etc.) with the bookkeeper
- Connect with club treasurers and advisors on a semesterly basis as necessary

Section VII. Duties of Public Relations Officers

- Both
 - Collect information/data that pertains to all ASB functions and activities
 - Post on social media outlets as necessary
 - Maintain the monthly calendar with the Activities Coordinator
 - Update TV slides regularly
 - Communicate ASB events to PTSA and ensure they are advertised through them
- Videographer
 - Film and edit all ASB related videos and announcements using industry grade editing software
 - Submit Wednesday Announcements to administration for approval by the Monday night before the Announcement is shown
 - Post video content at least once per week without a Wednesday Announcement
- Graphic Designer
 - Design all social media graphics
 - Lead on all posters, responsible for appointing committees for poster creation as necessary

Section VIII. Duties of Club Coordinator

- 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 club constitution, budget form, and registration forms
- Facilitates the organization of clubs in the spring for the following year
- Is in contact with club organizers throughout both the summer after being elected and the school year
- Organize Club Fair at student registration late August
- Maintains club descriptions and contacts on the school website
- Makes and maintains up-to-date club calendar

- Stays in contact with ASB bookkeeper to send latest updates of digital club calendar, list of clubs and advisers, 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
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Section IX Duties of ASB Activities Coordinator

- Act as a liaison between executive council, students, and faculty for events
- Keeps a calendar of activities, school events, and schedules for planning
- Work with grade level groups to make sure they have students' interests as a key part in planning
- Lead an activities committee and be the liaison between them and the executive council, as needed
- Plan at least one during-school event per month
- Act as a liaison between the executive council and vendors.

Section X Duties of Senior Class Presidents

- Ensure one during-school fundraiser per semester
- Appoint a prom committee, plan, and execute prom
- Organize senior-only bonding events
- Plan senior "tradition" activities, including but not limited to Senior Sunrise.
- Fulfills role requirements listed in Section XI

Section XI. Duties of Class Representatives for Freshmen, Sophomores and Juniors

- Represent their respective grade in decision-making for ASB's functions and processes
- Act as a liaison between administration, faculty, and students with the executive council
- Plan and execute one grade-bonding activity and at least one prom fundraiser per year
- Post announcements as needed on school-wide outlets
- Required to appoint a grade committee to assist with activities and tasks planned by the grade representative.
- ALL ASB Announcements should be posted by 3 P.M. on Wednesdays and 6 P.M. on all other weekdays.

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 for 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 on a case basis by the faculty adviser and administration.

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

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

Section IV. In the event of permanent vacancies in officers

- Officers will be appointed by ASB and the ASB 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 the president's required agenda posting time.

Section III. All officers will be enrolled in a 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 be led by an ASB member. The chairperson of each committee is chosen by a majority vote of the executive council, and the other members are selected through a process established by the chairperson.

Section III: The chairperson of each committee is responsible for leading the committee effectively to accomplish its purpose as stated by the executive council. The chairperson must also provide regular reports to the executive council about any issues or needs in a timely manner.

Article XV. Student Senate, ASB Vice President Committee

Section I. The Student Senate aims to provide leadership opportunities for students, addressing the shortage of such opportunities for STEM students as highlighted by students, school faculty, and staff.

Section II. Structure and Activities

Inclusivity: The Student Senate will be composed of students from all grade levels, selected through an application process to ensure diverse representation and inclusivity. The Senate will consist of 12-16 students, with 3-4 representatives from each grade level.

Student Senate Responsibilities:

- **School Events:** Assist with grade-specific and school-wide activities to foster a more engaging and inclusive school environment.
- **Diverse Activities:** Ensure a variety of activities are included in events to cater to the interests of all students, including academic, cultural, and social aspects.
- **Coordination:** Work closely with other ASB committees and STEM clubs to ensure cohesive event planning and execution.
- **Resource Management:** Manage resources to ensure the successful implementation of events. This includes assisting the Vice President in ordering anything the ASB closet is missing.
- **Feedback and Improvement:** Gather feedback from students and staff through surveys and polls to continually improve the quality and inclusivity of school events.
- **Collaboration with the Equity Board:** Support the Equity Board in achieving its goals, including initiatives like diversity presentations and community projects.
- **Advertising:** Utilize various methods to boost event visibility and engagement, including word of mouth, school merchandise, ASB Teams, and leveraging diversity to enrich the school community atmosphere.

Meeting Schedule: The Student Senate will meet twice per month at a convenient time for the Vice President and members. Members are allowed a maximum of two unexcused absences before being removed from the team.

Inter-School Collaboration: If possible, meet with the ASB committees of neighboring high schools: Eastlake, Redmond, and Lake Washington High Schools either in-person or online. If not, be part of opportunities such as Interhigh Leadership Conferences to learn more about student leadership.

Section III. Goals

The Student Senate will:

- Enhance student leadership and participation in school governance.

- Foster a sense of community and inclusivity through diverse and engaging school events.
- Support and collaborate with existing school boards and committees to achieve common goals.
- Increase visibility and participation in school events through effective advertising and outreach.

Section IV. Implementation

The implementation of the Student Senate will involve:

- Student representatives from each grade level will apply.
- Tesla STEM ASB officers will determine members.
- Regular meetings to plan and coordinate activities and events.
- Collaboration with school administration, faculty, and other student organizations to ensure alignment with school goals and policies.
- Monitoring and evaluating activities to ensure they meet the desired objectives and make necessary adjustments.

Article IX. Elections

Section I. General elections shall be held to elect the ASB executive council during the spring of 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 two (2) consecutive semesters and must be a full-time student.
- Each candidate will attend a mandatory meeting prior to running
- Each candidate will complete the application for the specific position being sought.
- Each candidate will submit three (3) faculty evaluations which will count 40% towards the vote.
- Each candidate may prepare a one-minute video that the faculty adviser will review no later than 24 hours before presenting it to their constituents.
- Each candidate will have five to ten days before the election to campaign.
- Wall space may not exceed 24 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, business cards, or stickers allowed during campaigning.
- Anyone breaking the 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 Tesla STEM ASB experience.
- Candidates may spend no more than \$40 on their campaigns. They will be required to fill out a Financial Plan form, document spending, and turn in receipts. The value of time already owned must be considered and documented.

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 elections in late April/early 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 prepare a one-minute video that will be reviewed by the ASB faculty adviser no later than 24 hours before presenting to their constituents
- Each candidate will go through an interview process with current executive officers
- Sections II, V, and VI above apply to these elections

Article X. Clubs and Organizations

Section I. Each organization must have its charter and constitution screened and approved to receive official recognition. 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 the officers, time and place of meeting and purpose of the club.

Section II. All clubs must have at minimum 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 guidelines as stated in Article XI

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. 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 council shall be responsible for overseeing the ASB budget and expenditures through the school year

Section III. Any account that exceeds the budgeted amount is responsible for clearing debts that occurred before 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 unused ASB funds in club/organization accounts 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 the expense was previously approved in the budget process.

Article XIII. Amendments

Section I. A petition for an amendment must be signed by one-tenth of the student body and presented to the executive council 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 on primary forms of communication with students.

Section III. The student body will vote on all amendments. To pass, the amendment must be carried by one-tenth of the student body and is subject to approval by the principal.

Article XIV. Constitutional Questions

Section I. The executive council will decide all questions on the interpretation of this constitution

Section II. Any matter not covered in the constitution will be delegated to the ASB executive council for resolution

President_____

Vice President_____

Secretary_____

Treasurer_____

Public Relations_____

Public Relations_____

Clubs Coordinator_____

Activities Coordinator_____

Senior Representative_____

Senior Representative_____

Junior Representative_____

Sophomore Representative _____

Freshmen Representative _____