

MONTEREY TRAIL HIGH SCHOOL
ASSOCIATED STUDENT BODY CONSTITUTION

PREAMBLE

We, the Associated Student Body of Monterey Trail High School, to maintain student involvement in co-curricular activities, to give the student body a form of an authority upon the decisions of this educational institution, to promote responsibility and leadership skills within the student body, and to provide the necessary means thereof, do hereby ordain and establish this constitution.

ARTICLE I: The Associated Student Body

Section I: Name

The students of Monterey Trail High School form themselves into the Associated Student Body of Monterey Trail High School, to be known as ASB

Section II: Membership

All registered students at Monterey Trail High School are members of the student body and are allowed to engage in all school functions so long as they maintain their eligibility and agree to abide by all Monterey Trail High School and Elk Grove Unified School District rules and regulations.

Section III: Mascot

The official mascot of Monterey Trail High School is the Mustang.

Section IV: Colors

The official colors of Monterey Trail High School are Hunter Green, Vegas Gold, and Black.

Section V: Athletic Groups

The official athletic groups of Monterey Trail High School shall consist of Freshmen, Junior Varsity, and Varsity Teams. These groups shall have a coach as determined by the Athletic Director and be under the jurisdiction of the Associated Student Body.

Section VI: Extra-Curricular Activities

All clubs must have an advisor and be under the jurisdiction of the Associated Student Body.

Section VIII: Alma Mater

The official Alma Mater of Monterey Trail High School is:

*Our Legacy will grow with fame
Through many lands let ring
And sound abroad our glorious name
Of Monterey Trail we sing.
Our noble colors green and gold
Instill us all with pride
We pledge to you our faith untold
For knowledge is our guide.
Our wisdom gained must never die
And we shall never fail
For in our hearts will always lie
A love for Monterey Trail.*

ARTICLE II: Supremacy of the Constitution

This constitution shall be supreme, followed by the rulings of the student council, and subject to existing school, district, and state laws and/or regulations.

ARTICLE III: Student Government

Section I: General Procedures of the Student Government

Student Government shall be governed by the following procedures:

- A. Student Government shall be a regular leadership class that meets daily and all members must be enrolled. If for any reason a student cannot take the leadership class, they will forfeit their office.
- B. Meetings of the Student Government shall be open to interested students and faculty at all times unless Student Government determines, by a simple majority vote, that a meeting should be closed.
- C. Parliamentary procedure shall be followed during all class council and ASB meetings using Robert's Rules of Order (revised) as the guide.
- D. The student government legislates and acts within a framework of power delegated to Student Government by the Principal of Monterey Trail High School. Since the principal is directly responsible to the Superintendent of Schools and to the Board of Education, it is recognized that he/she is given the right and privilege of review, veto, and revocation of the powers and actions of Student Government. These rights and privileges shall be extended to the Activities director, acting as the Principal's delegate in Student Government's affairs.
- E. A quorum shall be 50% plus one of the members of the ASB Voting Body. A quorum must be present for the ratification or repeal of any general business.
- F. Student Government must at all times carefully review the spirit and the letter of this constitution.
- G. Members of the ASB Voting Body shall include all elected and/or appointed ASB officers and Class officers.

Section II: Officers

- A. The Student Government shall consist of Elected and/or Appointed Officers for ASB Council and Class Councils as outlined in the By-Laws. Other appointed positions are at the discretion of the Activities Director.
- B. All ASB and Class officers are representatives of the ASB and, as such, are expected to model and uphold all school rules and regulations.

Section III: Qualifications

- A. All student body and class officers must maintain a cumulative 2.5 GPA or above, with the exceptions of all Presidents and the ASB Vice-President. These officers must maintain at least a cumulative 3.0 GPA.
 - a. GPAs must be maintained while in a student holds an ASB or Class office. If at any time an ASB or Class Officer receives an "F" on a progress report or an unsatisfactory citizenship grade they will be put on a two-week academic probation period. While on probation, students may not assist in any functions related to the ASB until grades are improved to a satisfactory level. Students must show the Activities Director their progress during the two-week probationary period. If progress is not evident, the probationary student may, at the discretion of the Activities Director, be permanently removed from Student Government.

- b. If a student falls below the required GPA, gets an “F”, or gets an unsatisfactory citizenship grade for their final grades, they may, at the discretion of the Activities Director, forfeit their office and/or be permanently removed from Student Government.
- B. The ASB President shall be from the Senior class, and the ASB Vice-President ASB Secretary, ASB Treasurer and ASB Historian shall be from the Junior or Senior class.
 - C. Five or more unexcused absences per term will be subject to review by the Activities Director, and a fifteen minute plus tardy will result in a full truancy in that class, unless otherwise excused.
 - D. Officers not fulfilling attendance requirements will have a meeting with the Activities Director and will be given an opportunity to show immediate improvement. Officers not showing improvement may, at the discretion of the Activities Director, be permanently removed from the Student Government.
 - E. If a member of the Student Government receives a suspension, with the exception of trivial matters (i.e. Dress code violations, tardies, etc.), the student may, at the discretion of the Activities Director, be removed from the class and stripped of their office.

Article IV: Elections

Section I: Elected Positions

Only certain ASB and Class positions will be elected, the rest will be appointed positions by the current Activities Director. Any vacant elected position will be appointed by the Activities Director. The following positions will be part of the elections:

- A. Student Body Officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. School Historian
- B. Senior, Junior Class Officers
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Publicity/Spirit officer

Section II: Statutes

- A. All students must be qualified by application to run for a Student Government office.
- B. Any student with an “F”, an unsatisfactory citizenship mark, or a full day suspension on their record, or who receives a negative teacher recommendation will be ineligible to run for an elected office subject to appeal by the Activities Director.
- C. Elections will be conducted under the supervision of the Activities Director, the ASB President, and the ASB Elections Commissioner.
- D. Freshmen and Sophomore Council Members will be appointed from qualified applicants by the Activities Director and elections committee.
- E. All ASB and class officers must enroll in the 4-term Student Government Class. Freshmen and Sophomore Council Members may enroll for 2 terms based on scheduling needs.
- F. Students who cannot enroll in the required terms may be dismissed from office at the discretion of the Activities Director and/or at the recommendation of the class advisors.

Section III: Election Process

- A. There will be a two-week election period during the year. If a student is not successful in receiving a position in the ASB and Class election, they may still be considered for an appointed position in the general application process.
- B. Anyone interested in running for an ASB or Class Council position can receive an information packet from the ASB Room at least one month in advance or otherwise instructed. The information packet shall include a minimum of the following: due dates, an information form to be filled out and turned in, and any other papers required. The candidates must be qualified by the Activities Director in order to proceed in the election process.
- C. Applications must be for a specific office/position and applicants, while able to withdraw, are not allowed to change their application, once submitted, to run for a different office.
- D. Each applicant can only run for one office.
- E. Qualifications for candidates shall be the same as for standing officers.

Section IV: Campaigning

- A. ASB shall not assist any candidates in campaigning. Materials and resources provided by ASB shall be equally distributed to all candidates.
- B. Campaigning may not contain any information about other candidates.
- C. Campaigning posters can be posted and flyers handed out no sooner than the week of elections and must be taken down the day the election closes. If any candidates do not take down posters and/or flyers within this time period the winners will not be announced until all materials are down.
- D. All other rules of campaigning will be specified by the Activities Director and current ASB council at the time of elections.
- E. Students may be disqualified, at the discretion of the Activities Director, for violations of the campaigning rules.

Section V: Election Day

- A. Candidates will have their positions and views made available to all qualified voters.
- B. All current MTHS 9th, 10th, 11th graders will be allowed to vote.
- C. All voting will take place at appointed times and locations as determined by the Activities Director.
- D. Voting will be conducted using 5Star Students. All voting will be verified and checked for irregularities prior to announcement of results.
- E. Only students on the Election Committee, the Activities Director, and Monterey Trail High School Administration are allowed to view overall results and review individual ballots.

Section VI: Dismissal / Removal from Office

- A. The Activities Director has the right to remove any person or persons from an elected or appointed position for any violation of the constitution, the by-laws, or violation of the student government class contract and behavior guidelines.

- B. An officer may be removed from office by impeachment.
 - a. To begin an impeachment process, there must be a petition signed by 15% of the student body.
 - b. The petition must include the name of the individual and state the charges against him/her.
 - c. The person has the right to make a statement to defend him/herself in front of the ASB Voting Body and the Senate.
 - d. $\frac{3}{4}$ of the senate (in quorum) must vote to impeach the officer to remove him/her from office.
- C. In the event that an officer is dismissed, the position will be filled at the discretion of the Activities Director. If the ASB President or a Class President is removed, the Vice-President shall assume the role of President until an appointment is made.
- D. Vacancies for any reason shall be filled by the appointment process as determined by the Activities Director.

ARTICLE V: Finances

- A. All ASB funds will be expended so as to benefit the student body, either directly or indirectly, in accordance with the California Education Code and Board of Education Regulations.
- B. All expenditures must be approved by the ASB Voting Body and signed by three proper authorities.
- C. All A.S.B, class, club, and organization money must be deposited with the site controller.
- D. An annual balanced budget will be prepared by the ASB Treasurer, the Activities Director, and/or the Site Controller at the beginning of the fiscal year.
- E. A student body budget, for the fiscal year, must be presented by the ASB Treasurer, assisted by the Activities Director and the Site Controller, and accepted by majority vote at the first school-year meeting of the ASB Voting Body
- F. Adequate fiscal control must be maintained for the handling of all student funds at all times as per the California Education Code.

ARTICLE VI: ASB Organizations

Section I: The Cabinet

- A. The cabinet shall consist of the elected and appointed officers of the Associated Student Body. The Executive Cabinet shall consist of the ASB President, ASB Vice-President, Director of Academics and Recognition, Director of Community, Director of Spirit, Senior Class President, and Junior Class President. Each Class Cabinet shall consist of a class President, Vice President, Secretary, Treasurer, and Spirit/Publicity Officer. Additional cabinet members may be appointed by the Activity Director as deemed necessary.
- B. The Cabinet is organized for the purpose of promoting the welfare of the ASB Class, for creating a spirit of sportsmanship, fairness, fellowship, and school loyalty, and for securing school wide cooperation on all constructive issues. The Cabinet is authorized to do all things necessary and proper to accomplish these purposes.
- C. The Cabinet shall also be referred to as the ASB Voting Body.

Section II: The Senate

The student senate of Monterey Trail High School will be a structured forum to express the desires and views of all students.

- A. The Senate will be comprised of the ASB council and one elected senator from each advocacy class.
- B. Their formal capacity is to make recommendations to amend and uphold the constitution of Monterey Trail High School.
- C. Their informal capacity is to represent the views, wishes, and voices of their classmates. Senators will cast their votes in opinion polls to represent their advocacy class in decisions regarding activity related matters.
- D. The ASB Vice-President shall oversee the running and assembly of the senate.
- E. The ASB Secretary shall serve as the clerk of the senate.

Section III: The Interclub Council (ICC)

The interclub council of Monterey Trail High School is the ASB connection to the other various student organizations on campus.

- A. The Interclub Council shall be comprised of the ASB President, ASB Club Commissioner, and one elected council member from each active club.
- B. This meeting body shall have the responsibilities of sharing ideas about fundraising, collecting and disseminating fundraising information, and to help make decisions regarding the rules and regulations governing clubs.
- C. The ASB Club Commissioner shall oversee the running and assembly of the interclub council.
- D. The ASB Treasurer shall assist the ASB President in the handling of all club financial and fundraising information.

Section IV: The Athletic Council

The Athletic council of Monterey Trail High School is the ASB connection to the athletic teams and organizations on campus.

- A. The Athletic Council shall be comprised of one appointed council member from each team and an appointed ASB commissioner.
- B. The Athletic Council shall meet and fall under the supervision of the Athletic and Activities Director.

ARTICLE VII: Ratification / Effect

- A. This Constitution shall take effect immediately upon ratification of the Activities Director and the ASB Voting Body.
- B. The Constitution and By-Laws must be re-ratified annually by majority vote of Student Government as well as the Student Senate.
- C. Last Ratification Date: August 28, 2020 Amended and Ratified by ASB Voting Body

ARTICLE VIII: Amendment Process

- A. Amendments to this Constitution may be made by the ASB Voting Body or the Student Senate. Proposals must be submitted for vote during a regularly scheduled meeting of the ASB Voting Body or Student Senate. Proposals may be accepted by a 2/3 vote of the ASB Voting Body or a simple majority vote of the Student Senate.
- B. Any amendment or revision, to become part of the By-Laws, must be approved by a 2/3 vote of the ASB Voting Body.

MONTEREY TRAIL HIGH SCHOOL
ASSOCIATED STUDENT BODY BY-LAWS

Section I: Duties of ASB Officers

Elected Officers

- A. ASB President
 - a. Presents information about Monterey Trail High School to the Elk Grove Unified School District Board of Education along with the Vice-President as scheduled
 - b. Facilitates weekly meeting with the ASB Voting Body
 - c. Sets the agenda for ASB meetings
 - d. Works with the Activities Director to delegate projects or activities to other members of the ASB Class
 - e. Researches and/or puts together Summer Retreat and organizes summer meetings
 - f. Routine check-ups on Class Council Presidents and Vice-Presidents
 - g. Serves as student representative on School Site Council.
 - h. Performs all other duties as requested by the Activities Director
 - i. Must be a member of the Senior class and have a minimum of a 3.0 GPA

- B. ASB Vice-President
 - a. Presents information about Monterey Trail High School to the Elk Grove Unified School District Board of Education along with the President as scheduled
 - b. Assumes responsibility of President in the President's absence
 - c. Oversees the running of Rallies and Assemblies
 - d. Facilitates all Senate meetings
 - e. Routine check-ups on Class Council Secretaries, Treasurers and Spirit & Publicity Officers
 - f. Serves as student representative on School Site Council.
 - g. Performs all other duties as requested by the Activities Director
 - h. Must be a member of the Junior or Senior class and maintain a minimum of a 3.0 GPA

- C. ASB Treasurer
 - a. Keeps financial records of the ASB funds, updates monthly
 - b. Organizes/signs off on all Purchase Orders (POs)
 - c. Present appropriate requests at the ASB meetings
 - d. Collects estimated budgets from every committee
 - e. Maintains a budget for all of the ASB accounts
 - f. Serves as student representative on School Site Council.
 - g. Performs all other duties as requested by the Activities Director
 - h. Must be a member of the Junior or Senior class and maintain a minimum of a 3.0 GPA

- D. ASB Secretary
 - a. Records daily information for the Student Government class
 - b. Records minutes of the ASB meetings
 - c. Keeps the official ASB class records
 - d. Assists the ASB Vice-President in the running of the Senate
 - e. Serves as the Senate clerk
 - f. Performs all other duties as requested by the Activities Director
 - g. Must be a member of the Junior or Senior class and maintain a minimum of a 3.0 GPA

- E. ASB Historian
 - a. Documents all ASB events through video, picture and written documentation
 - b. Organizes the ASB scrapbook
 - c. Works with class Spirit & Publicity officers to document class activities
 - d. Performs all other duties as requested by the Activities Director
 - e. Must be a member of the Junior or Senior class and maintain a minimum of a 3.0 GPA

Appointed Positions

- A. Director of Spirit
 - a. Responsible for overseeing the Spirit Committee and its members.
 - b. Must be a member of the Junior or Senior class and maintain a minimum of a 2.5 GPA
 - c. Must be a 4-term member of Government and Leadership Class (2nd Period).

- B. Homecoming
 - a. In charge of coordinating and running all activities and events regarding Fall and Winter Homecoming
 - i. Royalty
 - ii. Floats/parade
 - iii. Halftime shows
 - iv. Pregame shows
 - b. Serve as a member of the Spirit Committee
 - c. Must be a member of the Junior or Senior class and maintain a minimum of a 2.5 GPA
 - d. Must be a 4-term member of Government and Leadership Class (2nd Period).

- C. Spirit Commissioner
 - a. Coordinates and organizes all activities involved with Spirit Days
 - i. Lunch Time Activities
 - ii. Spirit Points
 - iii. Dress-Up Days
 - iv. All Spirit Competitions
 - b. Coordinates with the Rally Commissioner and the Athletic Commissioner on the general promotion of campus pride
 - c. Serve as a member of the Spirit Committee
 - d. Must be a member of the Sophomore, Junior, or Senior class and maintain a minimum of a 2.5 GPA
 - e. Must be a 4-term member of Government and Leadership Class (2nd Period).

- D. Publicity Commissioner
 - a. Responsible for the publicity of all ASB functions through all means, including
 - i. Posters/flyers
 - ii. Social media
 - iii. Marquee(s)
 - iv. Bulletin/Trailivision
 - b. Responsible for the inventory and maintenance of all publicity supplies
 - c. Serve as a member of the Spirit Committee
 - d. Must be a member of the Sophomore, Junior, or Senior class and maintain a minimum of a 2.5 GPA
 - e. Must be a 4-term member of Government and Leadership Class (2nd Period).

- E. Rally Commissioner
 - a. Responsible for the implementation of all Rallies
 - b. Has the option to emcee rallies or find replacement emcees with the Activity Director's approval
 - c. Serve as a member of the Spirit Committee
 - d. Must be a member of the Junior or Senior class and maintain a minimum of a 2.5 GPA
 - e. Must be a 4-term member of Government and Leadership Class (2nd Period).

- F. Athletic Commissioner
 - a. Responsible for relaying concerns of teams to ASB and concerns of ASB to teams
 - b. Facilitate all Athletic Council Meetings
 - c. Responsible for "Welcome" posters for all visiting teams for every sporting event
 - d. Assist Athletic Director as directed
 - e. Responsible for promoting all athletic events
 - f. Responsible for Athlete of the Month
 - g. Serve as a member of the Spirit Committee

- g. Must be a 4-term member of Government and Leadership Class (2nd Period).
- O. Community Outreach Commissioner
- a. Responsible for the positive promotion of MTHS and the activities program in the community
 - b. Responsible for working with parents and recruiting parent volunteers to support ASB
 - c. Serve as a member of the Community Committee
 - d. Must be a member of the Sophomore, Junior, or Senior class and maintain a minimum of a 2.5 GPA
 - e. Must be a 4-term member of Government and Leadership Class (2nd Period).
- P. Diversity Commissioner
- a. Responsible for planning activities that positively promote the diversity of MTHS
 - b. Preside over the Diversity Forum
 - c. In charge of Multicultural Week, Fashion Show, and Assembly
 - d. Serve as a member of the Community Committee
 - e. Must be a member of the Junior or Senior class and maintain a minimum of a 2.5 GPA
 - f. Must be a 4-term member of Government and Leadership Class (2nd Period).
- Q. Special Events Commissioner
- a. Responsible for planning and execution of special events conducted by ASB
 - b. Will work with committee to develop theme, pictures, decorations, ticket sales, guest passes, DJ, lighting, etc. for the proper execution of the events(s).
 - c. Serve as a member of the Community Committee
 - d. Must be a member of the Junior or Senior class and maintain a minimum of a 2.5 GPA
 - e. Must be a 4 term member of Government and Leadership Class (2nd Period).

Section II: Duties of Class Officers

- A. Class President
- a. Facilitates weekly meeting with the Class Council and their advisor(s)
 - b. Must attend or select a representative for School Governance committee meetings
 - c. Works with the Activities Director to delegate additional responsibilities to members of the class council
 - d. Checks and signs weekly activity logs for the class council
 - e. Performs all other duties as requested by the Activities Director, Class Advisor, and/or ASB council
 - f. Must maintain a minimum of a 3.0 GPA
 - g. Must be a 4-term member of Government and Leadership Class (2nd Period).
- B. Class Vice-President
- a. Assumes responsibility of President in the President's absence
 - b. Performs all other duties as requested by the Activities Director, Class Advisor, ASB council, and/or class council
 - c. Checks and signs weekly activity logs for the class council
 - d. Assists treasurer in planning fundraisers and secretary in writing newsletters
 - e. Must maintain a minimum of a 2.5 GPA
 - f. Must be a 4-term member of Government and Leadership Class (2nd Period).
- C. Class Treasurer
- a. Keeps financial records of the class funds; updates monthly
 - b. Organizes/signs off on all Purchase Orders (POs).
 - c. Discuss appropriate requests at the Class Council meetings
 - d. Collects estimated budgets from every committee
 - e. Maintains a budget for all of the class accounts
 - f. Performs all other duties as requested by the Activities Director, Class Advisor, ASB council and/or class council
 - g. Plans and oversees one or more class fundraisers per quarter (term)
 - h. Must maintain a minimum of a 2.5 GPA
 - i. Must be a 4-term member of Government and Leadership Class (2nd Period).

- D. Class Secretary
 - a. Records daily information and minutes of the Class Council meetings.
 - b. This is kept in a permanent binder or network folder and updated as necessary
 - c. Performs all other duties as requested by the Activities Director, Class Advisor, ASB council, and/or class council
 - d. Creates one class newsletter per quarter (term)
 - e. Must maintain a minimum of a 2.5 GPA
 - f. Must be a 4-term member of Government and Leadership Class (2nd Period).

- E. Class Spirit & Publicity Officer
 - a. Documents all class events through video, picture and written documentation
 - b. Aids in the creation of an ASB scrapbook
 - c. Works with ASB Historian to document class activities
 - d. Performs all other duties as requested by the Activities Director, Class Advisor, ASB council, and/or class council
 - e. Must maintain a minimum of a 2.5 GPA
 - f. Must be a 4-term member of Government and Leadership Class (2nd Period).

MONTEREY TRAIL HIGH SCHOOL
ASSOCIATED STUDENT BODY AMENDMENTS

- 1. ASB Elections will be conducted using the 5 Star Students web-based platform that helps educators and administrators track and drive student involvement in school activities and events.
 - A. The ballot will created by the Activities Director and will use bios and photos submitted by the candidates.
 - B. The election will open and close at a specific time. All candidates and eligible voters will be notified of the start and end dates.
 - C. 5 Star Students will run the election. Students must use the 5 Star Students app or log on to an election link to vote. The link will be made public as soon as the election opens.
 - D. A combination of last name, ID number and/or birth date will be required to validate each voter. Students may vote only once.
 - E. The results of the election will not be available until the election closes.
 - F. In order to protect the integrity of the election, changes to the poll can only be performed by 5 Star Students tech services.