

WINDSOR HIGH SCHOOL

ASB/CLASS ELECTION HANDBOOK

Congratulations on your decision to represent Windsor High School in an engaging position that will greatly contribute to others as well as yourself! Below is the necessary information to successfully petition to run. Good Luck!

Qualifications for Running

1. The candidate must enroll in Leadership Class during the year they hold office and attend a retreat before school if accepted into office.
2. The candidate must have a 2.0 grade point average in the semester preceding office and during the year office is held.
3. The candidate must have good citizenship, which will be determined by Administration.
4. The candidate must have signature recommendations from at least two-thirds of his/her present teachers, as well as two more detailed recommendations.
5. The candidate must maintain a 2.0 grade point average if elected to office, and must attend all scheduled meetings.
6. The candidate may not hold two positions at the same time unless they hold a Sophomore, Junior, Senior or ASB position combined with a Site Council position.
7. The candidate must be a member of the class for which they are running; only Juniors and Seniors are allowed to run for ASB Office.

Campaign Information and Guidelines

Failure to adhere to these rules will result in disqualification!

1. The Petition to Run for Office form is due by T.B.A.
2. Candidates may not begin campaigning until they have received written notification that petition was accepted and approved.
3. You may not spend more than \$100.00 per campaign (including donations). Two people running as a ticket equals one campaign.
4. Referring to your campaign opponents in your campaign is prohibited. No negative comments, poster, or flyers about your opponents are allowed.
5. Posters and flyers are to be hung with painter's tape ("blue tape") only and in appropriate areas (check with the ASB Advisor if you are unsure). You are responsible for removing your posters and flyers following campaign week. Posters and flyers must be pre-approved by Activities Director or Publicity Commissioner.
6. Tearing down or removing opponents' posters or flyers is not allowed and cause for removal from candidacy.
7. Each campaign will be required to write and give a 2-3 minute speech to your fellow students. Your campaign speech is due for approval on T.B.A.

Class Offices and Responsibilities

Class Officers represent their class or grade level, and are supervised by a Class Advisor or Co-advisors (teacher(s) or Staff on the school site). Class Council meetings are usually held once or twice a month at lunchtime in the Class Advisor's room, unless class time can be arranged with the Student Activity Director.

Each Class Council is responsible for certain activities or events that either raise funds for that class or provide students with unity and spirit. The breakdown is as follows:

FRESHMEN:	Fundraiser Dinner, Casual Dance Refreshments, Class Fundraising
SOPHOMORES:	Turnabout Dance, Class Fundraising (including Valentine's Day Sales)
JUNIORS:	Prom, Class Fundraising (including Christmas Sales), assist Seniors w/Graduation
SENIORS:	Homecoming Dance, Senior Dinner Dance, Senior Breakfast, Graduation, Reunions

The class officers consist of President, Vice-President, Secretary, and Treasurer:

The President

- prepares meeting agendas
- facilitates meetings
- serves as a liaison to class advisor, Leadership teacher and Administration
- informs other class members

The Vice-President

- assumes all duties of the President in the President's absence
- keeps a running calendar of all class activities and meeting dates

The Secretary

- keeps a written record of all meetings and those in attendance through the use of minutes
- is responsible for typing and distributing minutes following each meeting to respective class officers, Advisors, and Administration
- keeps track of all documents and paperwork

The Treasurer

- keeps an updated record of all deposits and debits for the class account
- provides a monthly balance sheet for the Advisor and class
- acts as a liaison with the school's Financial Secretary

Associated Student Body (ASB) Offices and Responsibilities

ASB Officers and Commissioners are active Associated Student Body members who represent all students in all classes. The ASB Advisor advises the ASB Council.

As a whole, the executive powers and duties of the ASB Council is:

- to annually consider and approve the annual Student Activities Budget for WHS
- to deal with all matters relating to school events
- to take full responsibility for school spirit
- to take responsibility for governing all clubs, sports, or other subsidiary organizations of the student body and the power to pass legislation affecting them
- to be responsible for working toward greater student involvement at the administrative and district levels
- to be solely responsible for the interpretation of the Constitution of the student body of Windsor High School

In addition to the above, ASB is responsible for certain activities or events that either raise funds for the student body or promote unity and recognition.

- Work with Administration on Freshmen Orientation
- Jaguar Market
- Senate Forum
- Class Advisor Luncheon
- Agendas

The ASB officers consist of a President, Vice-President, Secretary, Treasurer, and the ASB Commissioners (Athletics Commissioner, Interclub Commissioner, Commissioner of School Culture and Diversity, Publicity Commissioner, and Rally/Spirit Commissioner):

The President

- responsible for the interpretation and understanding of the Constitution
- calls special meetings of the ASB Council with ASB Advisor's approval
- prepares an agenda of all formal meetings of the ASB Council
- presides over all formal meetings of the ASB Council (including senate Forum)
- insures that all elected and appointed officers function properly
- is the official spokesperson of the ASB Council and the Student Body
- represents the ASB Council and the Student Body in meetings with the Administration and Faculty, and at public and student body functions or appoint another to do so

The Vice-President

- perform the duties of the President in his/her absence, or at request
- responsible to see that all provisions of the Constitution are properly executed
- responsible to be aware of the inappropriate or outdated sections of the school's constitution; propose and accept amendments when necessary
- keeps a running calendar of all WHS activities, fundraisers, and class meetings

The Secretary

- prepare and record the minutes of all ASB Council meetings
- have copies of minutes from the previous meeting at each meeting of the ASB Council and maintain a file containing all minutes for the school year
- provide copies of the minutes of each meeting for the Administration, the School Financial Secretary, the Advisor(s), and each member of the ASB Council
- place copies of the minutes from each ASB Council meeting in a designated place on campus for review by members of the Student Body
- assist any other officer or committee in preparing necessary paperwork

The Treasurer

- work with the ASB on the yearly Student Activities budget and submit it to the ASB Council
- keep a record of all monetary transactions which shall be included in the minutes of the ASB Council meetings
- keep a record of all loans and repayments made to other classes, organizations, and/or individuals
- assess recommendations for proposed expenditures and (if necessary) submit for approval
- responsible to prepare requisitions for and co-sign checks to be issued
- responsible to prepare pre-deposit forms for deposits to be made
- oversee and keep a record of all fund raisers conducted by and through Leadership

The Athletics Commissioner

- enroll as TA for Athletics Director in addition to Leadership
- act as a liaison between the ASB Council and the school's athletic programs, athletic director, and athletic coaches
- act as a direct liaison between the sports teams and the athletic director
- maintain a list of all sports teams, their coaches, and athletes
- collaborate with the athletic director to order and distribute all sports awards that are sponsored by the ASB Council
- assist in the production of the school's sports awards night(s)
- be in charge of putting up banners and signs to publicize the school's sporting events
- promote team recognition, spirit, and support during rallies, assemblies, and all athletic events (this includes attending sports games)
- responsible for making sure sports results are read in the morning bulletin
- relay athletic events to publicity commissioners
- work with entertainment commissioners to coordinate music at athletic events
- organize seasonal athlete appreciation breakfasts

The Interclub Commissioner (MUST BE AN ACTIVE MEMBER OF A WHS CLUB)

- maintain a list of all currently active clubs, their advisors, their officers, and all members
- communicate all necessary information to promote effective operation of all clubs and to avoid conflicts (such as fundraising calendar dates, use of facilities, etc.)
- work with publicity commissioners to publicize and promote club events and activities
- make sure that any new organization wishing to form on campus has filled out the proper petition
- after an organization has received ASB Council approval, make sure the organization submits constitution within two months (any club without a constitution shall be declared inactive)
- coordinate one Club Awareness Day per semester

The Publicity Commissioner

- create a school climate where students are kept informed of all upcoming events
- promote interest in all school activities on campus and community levels
- responsible for all signs, posters, and displays of all upcoming school events
- work with Leadership to update the front marquee at least once a week, with information concerning school events or appoint individuals to do the same
- work with Leadership to plan and coordinate all community service drives or projects
- responsible to submit articles to the Parent's Newsletter when necessary
- coordinate the reporting of all school events to local newspapers
- promote good student-faculty-administration relations

The Rally/Spirit Commissioner

- responsible to plan, coordinate, and obtain approval for all school rallies
- responsible for having rally schedules to submit to the ASB Council, Leadership, and the Administration at least 1-2 weeks before the rally/assembly date
- providing activities for rallies/assemblies when necessary
- coordinate the involvement of the school band, chorus, cheerleaders/dance squad, sports teams, faculty, and any other participants in rallies/assemblies
- coordinate and direct all rehearsals prior to the rally
- act as or appoint a Master of Ceremonies for all rallies/assemblies
- promote school spirit and involvement
- responsible to plan, coordinate, and promote all Student Body activities such as lunch time activities, Spirit Week, and Homecoming activities
- work with Leadership to have a Spirit Week and to submit a weekly schedule at least 1-2 weeks in advance to the ASB Council and ASB Advisor
- act as a liaison between ASB Council and the varsity and junior varsity spirit/song leaders to facilitate effective involvement in all appropriate school events

Commissioner of School Culture and Diversity

- promote diversity and on-campus unity
- support cultural exchange programs
- promote cultural holidays
- aid in the creation of new clubs, programs, activities, and assemblies that promote tolerance of all diverse groups
- work closely with the commissioner of clubs and the commissioners of rallies and spirit to include all diverse groups of people in school sponsored activities
- aid Administration with Middle School Visitations

Alumni Commissioner

- connect the community at Windsor High School, with the alumni community of WHS
- building long-lasting relationships between current high school students and graduated students.
- establish a data base of WHS alumni students
- contact and communicate with alumni students via monthly newsletters and monthly emails
- establish a network of guest speakers, volunteers for student activities (i.e., dances, senior project presentations, field trips, etc.), financial contributors, etc.
- encourage alumni students to be an active part of student activities, in particular, Homecoming Week

Academic Commissioner

- help to organize/distribute STAR/Academic Achievement raffle prizes
- assist with Scholarship Night
- organize and hold Spring Festival
- create an “Academic Student of the Month” and distribute certificates to students each month
- establish policy of administering Varsity Academic Letters to achieving students
- collaborate with Jennifer Taddei regarding College Acceptances Lists
- assist counselors and Jennifer Taddei with College Night
- organize and hold Academic Achievement Assemblies

School Site Council Representative Roles and Responsibilities

The School Site Council is the body of representatives responsible for the development, implementation, and evaluation of the School Improvement Plan (SIP), represented by the Principal, classified staff, teachers, students and parents. School Site Council Representatives are active Associated Student Body members who represent the student body at large. School Site Council Representatives are advised by the ASB Advisor and the Principal, and meetings take place once a month, usually the third Tuesday of each month, from 4:00 pm to 5:30 pm.

As a whole, the purpose of this Council is:

- to develop and recommend to the Board of Trustees a plan for school improvement
- to review annually with the representative body the implementation and effectiveness of the School Improvement Plan, recommend changes or modifications in response to changing needs or priorities and adjust the budget accordingly
- to maintain and improve communications within the school and between the school and the community
- to communicate to the Superintendent and the Board of Trustees the School Improvement Plan, the progress of implementation of the Plan, and the results of evaluation of the Plan components
- to perform other functions and duties as specified by the California Education Code

School Site Council Representatives include three (3) active Associated Student Body members who represent the student body at large in three different grade levels: sophomore class, junior class, and senior class. Their duties are as follows:

1. Attend all meetings of the School Site Council and actively participate in the business of the council. Any regular member who misses three consecutive meetings shall be removed from the Council.
2. Accept positions as officers or sub-committee members when so appointed or elected unless unable to carry out the duties entailed.
3. Have one vote with the option to cast that vote on each matter submitted to a vote of the WHS Site Council. Absentee ballots are not permitted.