

Shorecrest Associated Student Body Constitution

Drafted Dec 3, 2012 at the Constitutional Convention

Revision 1 - May 1, 2013. Revision 2 – June 20, 2016. Revision 3 – June 19, 2017.

Revision 4 – June 4, 2019. Revision 5 – May 17, 2021.

Preamble:

We, the students of Shorecrest High School, in order to establish a more unified and more democratic student body, establish justice, encourage involvement in student activities and promote belonging and acceptance of all students, do hereby proclaim this Constitution for the Associated Student Body of Shorecrest High School.

Article I: Name & Traditions

- Section 1. The name of this Association shall be the “Shorecrest High School Associated Student Body.”
- Section 2. The school colors are forest green, navy blue, and old gold. The pantones for these are forest green (pantone 560), navy blue (pantone 2767) and old gold (pantone 871).
- Section 3. Shorecrest has two mascots. The formal/academic mascot is the Bagpiper, Gordon. The athletic/activities mascot is Otis.



Otis



Bagpiper Gordon

- Section 4. The emblems of the Shorecrest ASB are the Shorecrest Crest, Clan of Gordon Crest, and the Interlocking SC logo.



Shorecrest Crest



Clan of Gordon Crest



Interlocking SC

Section 5. The Shorecrest Fight Song is as follows:
Now high schoolers from sea to sea
May sing of colors too
But who has better right than we
To raise our symbols true?

For Highlanders in battle fair
Since fighting days of old
Have proved that we've the right to wear
The blue and green and gold.

S – H – O – R – E – C – R – E – S – T

For Highlanders in battle fair
Since fighting days of old
Have proved that we've the right to wear
The blue and green and gold.

Section 6. The Alma Mater is as follows:
Through the hallowed halls of Shorecrest
May the echoes ever ring
As the students raise their voices
To their Alma Mater ring.

Hail to thee, O mighty Shorecrest,
Raise the gold, green and blue,
Hail to thee, our Alma Mater,
To your colors we'll be true.

May the memories of Shorecrest
Live forever, never die
As our voices ring in songs of praise
To the name of Shorecrest High.

Section 7. The mottoes recognized by the Shorecrest ASB shall include "Animo non Astutia" and "Home of the Highlanders."

Article II: Membership

Section 1. All students officially enrolled at Shorecrest High School are members of the ASB. Shorecrest staff members are not eligible to be part of the Association.

Section 2. All students are eligible to purchase an ASB Card.

- A. Possession of an ASB cards is required for student athletes, musicians, ASB officers and club members.
- B. Possession of an ASB card entitles a student to discounts on ASB events and items for which discounts are offered.

Article III: Branches of Government

Section 1. The ASB government shall be divided into three separate branches to provide for checks and balances: Executive Branch, Legislative Branch, and Judicial Branch.

Article IV: Executive Branch

- Section 1. The Executive Branch shall consist of the ASB Core, the Cabinet and the Class Senators.
- Section 2. The ASB Core includes the President, Vice President, Secretary, and Treasurer.
- A. The Core will meet a minimum of once per quarter.
 - B. The responsibilities of the ASB Core shall include:
 - 1. Drafting and approving the ASB annual budget.
 - 2. Meeting quarterly as the ASB Budget Committee to hear budget requests.
 - 3. Organizing ASB officers' social activities.
 - 4. Planning Student Council meetings.
 - 5. Leading ASB officers' work-days.
 - 6. Setting ASB yearly goals.
 - 7. Designing the ASB officers' t-shirt.
 - 8. Representing ASB as needed.
 - C. The Activity Coordinator shall be the advisor to ASB Core.
 - D. The quorum to conduct business is two-thirds of the members of ASB Core.
- Section 3. The Cabinet shall be made up of the ASB Core; one Senator from each class; the Chief Justice(s); two Site Council members, to be selected at the discretion of the Site Council representatives; and the School Board Representative.
- A. The Cabinet shall meet when necessary at the discretion of the Activity Coordinator.
 - B. The responsibilities of the Cabinet shall include:
 - 1. Hearing and deciding impeachment cases.
 - 2. Approving officers to fill ASB officer positions that opened after elections due to resignations, impeachment, or removal from office.
 - 3. Hearing and deciding waiver applications for attendance at summer Leadership Camp.
 - C. The quorum to conduct business is two-thirds of the members of the Cabinet.
- Section 4. Executive Branch Officers Terms of Office
- A. All Executive Branch Terms of Office are one year.
 - B. The Term of Office begins at Caen Laida in the year they are elected and end approximately one year later, at Caen Laida.
- Section 5. The minimum qualifications to hold an ASB office include:
- A. No disciplinary action within the past year.
 - B. To maintain office, must maintain a cumulative 2.5 GPA or at least a 2.5 GPA for each semester while in office and be passing all classes at all times.
 - C. At time of election, must be maintaining a 2.5 cumulative GPA or have maintained a 2.5 GPA for at least two consecutive semesters prior to election date.
 - i. A student may become a candidate for office with a GPA lower than a 2.5, by completing a teacher recommendation waiver and having it approved by the Activity Coordinator.
 - D. Enrollment and attendance in at least four classes at Shorecrest during the term of office.
 - E. Signing and abiding by the Shoreline School District Leadership Conduct Code.

- F. Enrollment in Advanced Leadership, Fall Semester of their year of service.
 - 1. ASB Core Members and Senior Class Senators are required to take Advanced Leadership Class all year.
 - i. They may apply for a waiver to The Cabinet to be exempted from second semester Advanced Leadership Class in extenuating circumstances.
 - 2. Sophomore & Junior Senators must take Advanced Leadership first semester.
 - 3. Freshmen Senators do not need to enroll in Leadership Class but are welcome to register for Introduction to Leadership.
- G. Senators and ASB Core.
 - 1. If an officer has attended summer Leadership Camp before or has been enrolled in Introduction to Leadership Class or Advanced Leadership Class, or has a compelling reason why they cannot attend camp, they are eligible to seek a waiver from the Cabinet.
 - i. A parent letter or conference is required, and exceptions will not be made for family vacations or non-obligatory camps. Whether or not the conflict is obligatory or not is left to the discretion of the Cabinet and the Activity Coordinator, who will vote on the eligibility of the student to waive this requirement.

- Section 6. The duties of the ASB President shall be:
- A. To serve as liaison to the school administration, School Board, community, and other schools.
 - B. Appoint necessary committees and members.
 - C. Oversee all ASB functions as described in the Constitution.
 - D. Act as the ASB's official representative to Shorecrest faculty, administration, the community, and school functions such as Open House and Eighth Grade Orientation.
 - E. To head all ASB Core meetings and Cabinet meetings.
 - F. To help lead school assemblies.
 - G. To attend all ASB Student Council, Core, Cabinet, and Budget Committee meetings.

- Section 7. The duties of the ASB Vice-President shall be:
- A. To assume all presidential duties in the absence of the President in case of impeachment, probation, removal from office, or when the President cannot perform their duties for whatever reason.
 - B. To serve as liaison to the ASB President in matters concerning all activities and have general knowledge of their plans.
 - C. To head all Student Council meetings in an orderly and fair manner. Also is responsible for making the agenda prior to the meeting and distributing it to ASB Core and the Activity Coordinator.
 - D. To be responsible for participating in assemblies and school events as an emcee or speaker as needed.
 - E. To attend all ASB Student Council, Core, Cabinet, and Budget Committee meetings.
 - F. Shall be a non-voting member at Student Council meetings. Shall cast the deciding tie-breaker in case of ties in Student Council.

- Section 8. The duties of the ASB Secretary shall be:

- A. To keep minutes of all Student Council, Cabinet, Core, and Budget meetings. To post meeting minutes on the ASB website and distribute them to meeting attendees.
- B. To keep a book of all Student Council, Cabinet, Core, and Budget meeting minutes and business that will be kept in the Activity Coordinator's office.
- C. To carry out all ASB correspondence.
- D. To keep and organize records of ASB business for the year.
- E. To notify clubs to send in quarterly their minutes and attendance. Maintain club files in Activity Coordinator's office.
- F. To attend all ASB Student Council, Core, Cabinet, and Budget Committee meetings.
- G. To be a non-voting member at Student Council meetings and to cast the deciding tie-breaker in case of ties in Student Council.

Section 9. The duties of the ASB Treasurer shall be:

- A. To maintain a financial record of all ASB expenditures and income, in accordance with Washington State Law.
- B. To provide the student Senate with accurate financial reports at every Student Council meeting.
- C. To have available to any ASB account holder accurate information on their funds.
- D. To help ASB account holders understand and follow the fundraising guidelines of the State and the District.
- E. To provide to Student Council or Leadership Class a cost and income analysis of any anticipated project involving General ASB financial responsibility.
- F. To visit the ASB Bookkeeper daily and to sign and verify all ASB material reimbursements, fundraiser requests, and requisitions.
- G. To attend all ASB Student Council, Core, Cabinet, and Budget Committee meetings.
- H. To be a non-voting member at Student Council meetings and shall cast the deciding tie-breaker in case of ties in Student Council.

Section 10. Concerning Class Senators:

- A. Each grade elects four Class Senators in the spring.
 - 1. Senators serve one year terms: from Caen Laida of the year they are elected to the following Caen Laida.
- B. It shall be the duty of Class Senators to:
 - 1. Head all activities pertaining specifically to their class, promote good relations within their class, the school and community.
 - 2. Report all of their actions to the Student Council.
 - 3. Attend all Student Council meetings as voting members.
 - 4. Meet together at least once every two weeks with class advisor(s).
 - i. An agenda should be made and minutes taken at every meeting.
 - 5. Keep accurate records at all times, if needed a Senator can be assigned secretarial duties.
 - 6. Organize and lead all class fund-raisers and social events – at least one of each per semester.
 - 7. Set a financial goal at the start of each year and work towards this until the term ends.
 - 8. Work positively with Class Advisors.

- i. While Class Advisors may be instrumental in helping the Senators achieve their goals, it is the responsibility of the Senators to ensure that their goals are achieved
- 9. Prioritize their ASB position over other activities if a conflict occurs.
- 10. Spend time outside of school to complete their duties. It is highly important that the duties are divided equally among all four senators.

Section 11. In the case that an ASB Officer is not fulfilling their duties:

- 1. A formal warning will be given by the Advisor or Activity Coordinator.
- 2. If the performance does not improve, it may result in the loss of points in Leadership class, a call home, probation from duties, or impeachment. This is left to the discretion of the Advisor and Activity Coordinator.

Article V: Judicial Branch

Section 1. The judicial powers shall be vested in the Judicial Branch.

Section 2. Responsibilities of Justices

- A. The Judicial Branch has the power to lead all school wide elections, judge class competitions, act as representatives on interview boards, and make sure all ASB functions are run fairly.
- B. Review the Shorecrest Constitution annually in the winter.
- C. Attend all Student Council and ASB meetings.
- D. Participate in all mandatory ASB meetings and work days.
- E. Help carry out ASB goals.

Section 3. Justices:

- A. The Judicial Branch shall be composed of one or two ASB Justices from the Junior and Senior Class.
- B. The Senior Justice(s) shall be known as the Chief Justice(s). a. Chief Justices are highly encouraged to take Leadership fall semester of their senior year.
- C. The term of Justices will be two years: junior and senior year.

Section 4. Justice Selection Process:

- A. Justices shall be selected by an application and interview process in the spring of their sophomore year according to the Justice By-Laws.”
- B. Once the applications are submitted, the current Justices may choose candidates to interview.
- C. The interview is made up of all the current Justices, the ASB President, and the Activity Coordinator.

Section 5. The minimum qualifications to be a Justice include:

- A. No disciplinary action within the past year.
- B. Passing all classes at all times.
- C. Maintaining a 2.5 cumulative grade point average.
 - i. A student may become a candidate for office with a GPA lower than a 2.5, by completing a teacher recommendation waiver and having it approved by the Activity Coordinator.
- E. Enrollment and attendance in at least four classes at Shorecrest during the term of office.
- F. Signing and abiding by the Shoreline School District Leadership Conduct Code.

Section 6. Should an ASB Justice run for ASB Office or Class Senator, they must resign their position as Justice upon candidacy.

Section 7. Decisions made by the Judicial Branch are final. The only process for appeal is

to the school administration.

Section 8. The staff advisor to the Judicial Branch shall be the Activity Coordinator.

Section 9. Elections:

- A. The Judicial Branch, in conjunction with the Activity Coordinator, is in charge of the elections and will have the final say on how each election will run.
- B. Prior to each election, the Justices and the Activity Coordinator will decide how the process will take place.
- C. The Justices will notify all the candidates of the process at the mandatory lunch meeting approximately one month prior to the election date.
- D. The Justices will base their election process off the "Justice By-Laws."

Article VI: Legislative Branch

Section 1: The legislative authority of the ASB is vested in the Student Council, which shall consist of Homeroom Representatives and all Class Senators, the School Board Representative, Site Council Representatives, Justices, and a non-voting ASB Core. Members are only allowed to represent one of these (ie: no one can be both an ASB officer and a Homeroom Representative).

Section 2: A. The responsibilities of the Student Council shall be to:

1. Represent the students of the school.
2. Deal with important issues relating to the people of the school and to take action on any decisions made concerning these issues.
3. Provide for better communication between the students, teacher, administration and the community.

B. Student Council Meetings:

1. Meetings will be held once per month. Additional meetings can be called by the ASB Core or the Activity Coordinator if needed.
2. An agenda is required for all meetings and shall be written by the Vice-President.
4. The Student Council shall operate under *Robert's Rules of Order, Revised* and any adopted by-laws.
5. The agenda shall be distributed in time for all homeroom representatives to discuss items with their classes prior to the meeting.
5. The Vice President shall be the Chair of all Student Council meetings and anyone wishing to speak, shall be called upon by the Chair.
6. In the event that the Vice-President is absent, the Treasurer will be responsible for leading the meeting.
7. Any member of the Shorecrest ASB or staff may visit any Student Council meeting.
 - i. Visitors shall sign in when attending a meeting.
 - ii. Visitors may speak at any time if called upon, but may not vote.
 - iii. If a visitor wishes to propose a motion they must have it sponsored by a representative on the Student Council.
8. The quorum to conduct business shall be two-thirds of Student Council members.

Section 3: Homeroom Representatives

A. Election of Homeroom Representatives:

1. Elections occur within the first month of each semester. In yearlong courses, Homeroom Representatives are elected for the whole year.

2. Candidates are nominated by their Homeroom class members and the nominees then make an optional speech describing their qualifications and goals for wanting to be a representative.
3. The nominees are then voted on by their class members with the top two becoming the representative and the alternate, respectively.

- B. The duties of Homeroom Representatives shall be to:
 1. Represent their homeroom class at all Student Council meetings.
 2. Report all actions of the Student Council to their class.
 3. Lead school-wide, homeroom-based initiatives in their homeroom, such as the food drive.
 4. Conduct themselves in a manner that is befitting a student leader.
 5. Help execute the ASB goals to the best of their abilities.
- C. Removal of Homeroom Representatives:
 1. In the case that a Homeroom Representative is not executing their duties, they will be warned by their Homeroom teacher, ASB Secretary, or the Activity Coordinator.
 2. After two warnings, the Alternate Homeroom Representative will replace the Homeroom Representative.
 3. A new election for Alternate Homeroom Representative will take place in the homeroom and the Activity Coordinator will be notified immediately.

Article VII: Removal & Replacement of ASB Officers

Section 1: Impeachment:

- A. If the impeachment of an ASB Officer or Student Council Representative is proposed, it will be brought to the attention of the Cabinet.
- B. The Cabinet must first meet with the Activity Coordinator and Principal, and if deemed necessary, the members of the administration to discuss the validity of the charges being brought against the student in question.
- C. If it is determined by the Activity Coordinator, Principal and a majority of the Cabinet at the time that the person has done something illegal, unethical, or has failed to fulfill the requirements of their position as defined in this Constitution (including failure to perform their duties or poor performance in their position, as deemed by the Cabinet) then that person shall be impeached and shall be unable to run for a position in Student Council for the next year.
- D. If the person in question is a member of the President's Cabinet, they shall be excluded from the meeting regarding their impeachment.
- E. If a student officer is disciplined or receives a suspension of more than one day, District Policy 3316 and 3316P and WAC 392-400-255 will be followed (commonly referred to as the Leadership Code).

Section 2: Failure to maintain Academic Standards:

- A. The Activity Coordinator will conduct regular grade checks, at least monthly, to make sure all ASB Officers maintain at least a 2.5 GPA and are passing all of their classes.
- B. If an ASB Officer is unable to maintain a grade point average at 2.5 and passing all classes at all times, they will be placed on probation by the Activity Coordinator and notified of their probation.
 1. During probation, they must continue to fulfill their regular ASB officer duties.
 2. They must also return a signed probation notice within one week of meeting with the Activity Coordinator. If they do not return this notice in that time, they will be removed from office.
- C. The Activity Coordinator will allow the student time to raise their grade point average by the end of the current quarter.

1. If the ASB Officer is able to meet the Academic Standards by the end of the quarter, they will be taken off probation.
2. If the council member is unable to raise their grade point average by the end of their probation, they will be removed from office, unless they are pardoned because of special circumstances, as deemed appropriate by the Activity Coordinator.

Section 3: Failure to adhere to Leadership Conduct Code:

- A. If an ASB Officer does not adhere to the Leadership Conduct Code, the issue will be brought before the Activity Coordinator, Advisor, and an Administrator. They will determine the most appropriate action, which may include probation, community service, removal from office or loss of points in Leadership Class.
- B. If a student is removed from office due to failure to adhere to the Leadership Conduct Code, they must wait 12 months before seeking office again.

Section 4: Replacement of Officers:

- A. In the case of a vacancy of an ASB Office during September – March, the vacancy will be filled. If the vacancy occurs in April – June the vacancy will remain open. Students elected to that office for the following year may begin duties early if deemed necessary by the Activity Coordinator.
- B. For Senator vacancies, the other Class Senators and their Advisors will advertise the open position and seek applicants for the position. They will determine the top applicants to forward to the Cabinet for interviews within two weeks of the vacancy. The Cabinet will interview the top applicants and will have final say in the replacement.
- C. For ASB Core vacancies, ASB Technology Coordinator, and a School Board Representative Vacancy, the [other] members of Core and the Activity Coordinator will advertise the open position and seek applicants for the position. They will determine the top applicants to forward to the Cabinet for interviews within two weeks of the vacancy. The Cabinet will interview the top applicants and will have final say in the replacement.
- D. For Site Council vacancies, the other members of Site Council will advertise the open position and seek applicants for the position. They will determine the top applicants to forward to the Cabinet for interviews within two weeks of the vacancy. The Cabinet will interview the top applicants and will have final say in the replacement.

Article VIII: Community Action Committee

Section 1: The Community Action Committee is composed of the School Board Representative, two ASB Technology Coordinators, and eight Site Council Representatives.

- A. These students are considered full-fledged ASB Officers and must meet the same standards for office as ASB Core and Class Senators.
 - i. They must attend all Student Council meetings and ASB activities and events as deemed necessary by the Activity Coordinator.
- B. The Activity Coordinator is the advisor for the Community Action Committee.
- C. The Community Action Committee shall meet monthly.

Section 2: The purpose of the Community Action Committee is to:

- A. Provide a supportive system for change through student and community input at the district and building level.
- B. Encourage community and student input on school issues.
- C. Help formulate and implement action plans based on input.

Section 3: School Board Representative

- A. The Responsibilities of the School Board Representative are to:
 - 1. Attend all School Board Meetings.
 - 2. Keep records and minutes of all District School Board Meetings.
 - 3. Act as a liaison between Shorecrest and the Board.
 - 4. Bring any District issues concerning the student body to the Student Council, and bring student concerns to the District Board when appropriate.
 - 5. Publicize their efforts and gather student input in a democratic fashion.
 - 6. Attend all Site Council meetings and take notes.
 - 7. Offer his/her unbiased support to any student/student group who wishes to take action on a District level.
- B. Selection of the School Board Representative:
 - 1. The School Board Representative will be chosen through an application and interview process directed by the Activity Coordinator and current School Board Representative in the final two months of the academic year.
 - 2. The interview panel will consist of the upcoming year's ASB Core and Chief Justices, as well as the current year's School Board Representative. The panel will vote on the new Representative after the interview process is over (Activity Coordinator abstains).
- C. Qualifications of the School Board Representative:
 - 1. Only students entering their senior year may apply to be a School Board Representative.
 - 2. The School Board Representative shall meet all other minimum qualifications of an ASB Officer:
 - i. They must maintain a 2.5 GPA and be passing all classes at all times.
 - ii. They must adhere to the District Leadership Conduct Code at all times.
 - iii. It is highly recommended that they take Fall semester Leadership Class.
- D. Term of Office
 - 1. The School Board Representative's term of office is one year: from Caen Laida junior year (the year in which they are elected), until Caen Laida of senior year.

Section 4: Site Council Representatives

- A. There are eight student representatives in Site Council: two per each grade: Freshmen, Sophomore, Junior, Senior.
- B. Site Council discusses issues brought up by anyone in the community, focusing particularly on school climate and equity. Proposals are constructed to bring to the School Board or implement directly at Shorecrest.
- C. Selection of Site Council representatives:
 - 1. Site Council Representatives will be chosen through an application and interview process directed by the Activity Coordinator and current Site Council Senior Representatives. Juniors will be selected in the final two months of their sophomore year. Freshmen will be selected in the winter of their freshmen year.

2. The recruitment, application and interview process will be geared towards finding diverse student voice in terms of student experience, interests, backgrounds, and strengths.
 3. The interview panel will consist of the members of ASB Core, the Chief Justice(s), and current Site Council Officers.
 - i. If a Site Council officer is reapplying for a position, they may not serve on the interview panel for that position.
 - ii. The panel will vote on the new Representatives after as many interviews as necessary (Activity Coordinator abstains).
- D. Qualifications for office:
1. Students may apply only for the open position which matches their graduation year.
 2. Applicants must meet all minimum qualifications for ASB Office as described in Article IV, Section 5. Applicants can seek a waiver regarding GPA qualifications from the Activity Coordinator.
- E. Term of Office:
1. The term lasts two years. For freshmen, the term begins immediately upon selection and concludes at Caen Laida of their sophomore year. For juniors, the term begins at Caen Laida of their sophomore year and lasts until Caen Laida of their senior year.
- F. Duties of Site Council Representatives:
1. Must attend Student Council meetings, Site Council meetings, and Community Action Committee meetings and keep records of all of them.
 2. Bring proposals and input from ASB members and students at large to the next Site Council meeting for discussion.
 3. Seek input from a wide variety of students, staff and community members for Site Council discussions.
 4. Publicize the work of Site Council so that students know about it.
 5. Be in close communication with the Site Council Chair.
 6. It is strongly recommended that in Senior year the Site Council Representative take Fall semester Advanced Leadership class.

Section 5: ASB Technology Coordinators

- A. There will be two ASB Technology Coordinators. Each serves a two-year term beginning at Caen Laida of sophomore year and ending at Caen Laida of senior year. The first year, they will be in a support role and called "ASB Tech Support." The second year, they will be in a leading role and will be called "ASB Tech Lead" and enrolled in Advanced Leadership class all senior year.
- B. The duties of the ASB Technology Coordinators shall be:
 1. To be a liaison to groups using Shorecrest facilities and to communicate the capabilities of Shorecrest from a technical standpoint.
 2. To work towards having an in depth understanding of technical equipment inside the school and how it is used.
 3. To be available to set up/clean up assemblies/school sanctioned events.
 4. Attend all ASB meetings/work days.
 5. Attend all Student Council meetings.
 6. Additionally, the ASB Tech Lead will be enrolled in Advanced

Leadership the full year and be responsible for supporting all events/ activities with tech.

- C. Selection of the ASB Technology Coordinators:
 - 1. The ASB Technology Coordinators are selected in the spring of their sophomore year by application and interview process directed by the Activities Coordinator.
 - 2. The interview panel will consist of members from the upcoming year's ASB Executive Branch and Justice Team, as well as the senior ASB Technology Coordinator. The panel will vote on the new Tech. Coordinator after as many interviews as necessary (Activity Coordinator abstains).
- D. Qualifications for office:
 - 1. All sophomores are welcome to apply.
 - 2. Applicants must meet all minimum qualifications for ASB Office as described in Article IV, Section 4.
 - 3. The Tech Coordinator must enroll in Advanced Leadership the full year of their senior year.
- E. Term of Office:
 - 1. The term lasts two years: from Caen Laida of sophomore year through the Caen Laida of their senior year.
- F. In the case that the ASB Technology Coordinator is not fulfilling their duties:
 - 1. A formal warning will be given by the Advisor or Activity Coordinator.
 - 2. If the performance does not improve, it may result in the loss of points in Leadership class, a call home, probation from duties, or impeachment. This is left to the discretion of the Activity Coordinator.

Article IX: Clubs

Section 1. Classification of Clubs

- A. There are two types of clubs: those with an ASB account and those without an ASB account.
- B. All clubs need to apply to the Student Council to be recognized as an official club.
- C. After two years in good standing, ASB clubs may apply to the Student Council to have an ASB account.
 - 1. Clubs must have submitted quarterly reports of minutes and attendance at meetings.
 - 2. Clubs must have a designated student president or leader that is the point of contact for the Activity Coordinator and Club Advisor.
 - 3. This application also requires the club to make a Constitution that is approved of by its members and describes how officers are selected.
- D. All clubs must follow the same basic rules and regulations. However, clubs with an ASB account have additional responsibilities to follow money handling laws and policies.

Section 2. Rules and Regulations for All Clubs:

- A. Clubs must be non-disruptive of the educational environment. Clubs with a purpose, intent or activities that have the likely effect of disrupting the educational environment may be denied ASB recognition.
- B. Clubs must have a legal purpose and abide by legal conduct. Clubs with a purpose, intent or activities involving advocacy or participation in illegal conduct will be denied ASB recognition.

- C. Clubs must have no negative impact on the District's cost for liability insurance. Clubs engaged in activities, which have a high probability of student injury, may be denied ASB recognition. [Determination to be made by District office in consultation with the District's Risk Management Program.]
- D. Clubs must not practice hazing, harassment, intimidation or bullying. Clubs will not engage in any activities which violate District Policy No. 3308 – Harassment, Intimidation and Bullying.
- E. Clubs must promote open participation for all students.
- F. Clubs must designate a staff advisor who has agreed to be responsible for the supervision and monitoring of student club activities and the oversight of their fundraising activities and monies.
- G. Clubs must follow minimum membership and meetings – at least 7 active members; meeting at least nine times per year. Exceptions considered by Activity Coordinator.
- H. A club's focus/mission cannot duplicate an existing club's purpose.
- I. A request to form a club will be approved by the ASB Core and placed on agenda for the following Student Council meeting.
- J. A two-thirds vote of the Student Council will be necessary to approve the recognition of the club. Clubs can only be denied recognition if they do not follow one of the items listed in items A – H noted above.

Section 3.

Additional Rules and Regulations for Clubs with an ASB account:

- A. After two years the club can apply for an ASB account as long as it continues to fulfill the club requirements listed above.
- B. Clubs with an ASB account are the only clubs that can receive ASB and Booster funds.
- C. The club will follow all state and district laws and regulations regarding fundraising.
- D. Fundraising activities done by ASB student clubs are under the district's supervision and:
 - 1. Any money raised must go to the ASB account.
 - 2. Under state law, money fundraised or given to club must be used for cultural, athletic, recreational, or social purposes only.
 - 3. No money from a club's ASB account shall go to fund items kept by members for personal use with the exception of nominal items for the recognition of service or achievement in the club.

Section 4 : Responsibilities of clubs:

- A. Minutes and attendance must be recorded for every meeting and turned in at the end of the quarter to Activity Coordinator.
- B. Rosters of club members must be submitted to the Activity Coordinator at the end of the first quarter.
- C. Promote membership in the club to all students.
- D. Use ASB supplies prudently.
- E. Conduct themselves in a manner befitting of ASB values.

Section 5. Opportunity to earn a letter in a club:

- A. All non-WIAA clubs and activities that have an ASB account in good standing and participate in a state level competition are eligible to apply to the school's ASB Executive Committee for approval of lettering criteria.

Article X: Sports Teams

- Section 1. All varsity sports must send one captain/representative at the beginning of their season to meet with the ASB Core, Athletic Director and Activity Coordinator to discuss rules, regulations, funding and any other significant business the team or the Activity Coordinator wishes to discuss.
- Section 2. As a part of ASB, all sports organizations shall conform to school, district, and WIAA rules and regulations.
- Section 3. All members of a sport are required to hold an ASB card.
- Section 4. All WIAA sanctioned sports and activities are eligible for varsity letter status.

Article XI: Student Store/DECA and Annual

- Section 1. Student Store/DECA
 - A. Profits earned by the Scot Shoppe, after paying operating and equipment expenses, will go into the SC DECA account.
 - B. DECA will maintain a minimum of \$10,000 carryover for chapter operational expenses assuming approximately a membership of 35 students. (If the chapter grows significantly, the minimum carryover will rise.)
 - C. DECA will submit membership list to National DECA by December 1st of each year. At that time, any money that was not needed to fund the \$10,000 carryover will be split as follows: 20% to General ASB and 80% to stay with DECA.
 - D. Should DECA not be able to fully fund their \$10,000 carryover or should they feel they need the money for another purpose and not be able to split it with General ASB, they will submit an explanation letter to the ASB Budget Committee no later than December 10th.
- Section 2. Annual
 - A. The Annual will split profits from yearbook sales at the end of the fiscal year on the following basis: 70% of profits stay with Annual's ASB account, 30% of profits are transferred to General ASB.
 - B. The Annual is willing to give General ASB more money after all expenses and budgeting for equipment and other costs has been done.

Article XII: Administrative Review

- Section 1. The powers of the Cabinet, Student Council, and ASB Officers, are delegated to it by the Building Principal who retains the right to veto any measure approved by the Cabinet, any motion passed by the Student Council or override any decision made by ASB Officers.
- Section 2. The primary responsibility of the administration is to advise Student Council, the Cabinet and ASB Officers. However, if Student Council or Executive Board or any individual officially associated with either fails to maintain their qualifications or discharge their responsibilities through omission or commission the Principal/designee shall take the minimum action necessary to ensure compliance with this Constitution and the ASB By-Laws.

Article XIII: Interpretation

- Section I: Any unclear areas of this Constitution shall be resolved by the Justices, with the aid of the Activity Coordinator.
 - A. In order to clarify the Constitution, the Chief Justices shall present their interpretations or decisions to Student Council by the next formal meeting.
 - B. The Student Council holds the power to either veto, or approve the decisions made by the Justices in these matters and this shall be decided by a two-

thirds majority vote.

Article XIV: Adoption, Amendments, and Regular Review

Section 1: Process for adoption of the Constitution:

- A. In order to adopt the Constitution, the Student Council must approve it by a two-thirds majority vote, in conjunction with the Activity Coordinator.
- B. A quorum of 50% of ASB Officers must be present for amendment decisions.

Section 2: Process for amending the Constitution:

- A. Any student or staff member may propose an amendment to the existing Constitution by getting the change sponsored by a member of Student Council.
- B. A copy of the amendment change shall be given to the Principal.
- C. A Student Council Member wishing to promote a change to the Constitution shall present the amendment at a Student Council meeting.
- D. Student Council must vote with a two-thirds majority to move forward with the amendment or change.
- E. Then, Homeroom Representatives will bring the proposed amendment back to their Homeroom where they will discuss it and give their representative their input.
- F. At the following Student Council meeting, there will be a final vote to approve or reject the amendment or change.
- G. If the amendment is passed by the Student Council, the Secretary shall enact the amendment into the Constitution within two weeks of the Student Council meeting which approved the amendment.

Section 3: Process for regular review of the Constitution

- A. This Constitution shall be reviewed by the Justices each winter.
- B. If changes to the Constitution are proposed, the Chief Justice(s) will present them at the next Student Council meeting the process outlined in Article XIV, Section 2 C-F for amending the Constitution will be followed.
- C. All changes to this Constitution will be approved by the School Board as required by Washington State Law.

Date of Revised Constitution Approval by Student Council: _____

School Board Date of Approval: _____

ASB Core: _____ Nathan Nzanga, President

_____ Abby Seliga, Vice-President

_____ Annika Simpson, Secretary

_____ Alaiyi Lawson, Treasurer

Justice: _____ Kate Wiper, Chief Justice

Faculty: _____ Johanna Phillips, Activity Coordinator

_____ Lisa Gonzalez, Principal