

ASSOCIATED STUDENT BODY OF LYNWOOD HIGH SCHOOL

CONSTITUTION & BYLAWS

ARTICLE I - NAME

Section 1. The name of the organization shall be the Associated Student Body of Lynnwood High School, hereafter referred to as the ASB.

ARTICLE II - PURPOSE

Section 1. The ASB is formed as a non-profit organization for the support of and participation in optional, non-credit school district extracurricular events of a cultural, social, recreational or athletic nature.

ARTICLE III - MEMBERSHIP

Section 1. All students who are enrolled at Lynnwood High School automatically become regular members of the ASB. Students upon graduation, suspension, expulsion from school, or otherwise not formally recognized as enrolled lose all rights as regular members.

Section 2. All students who meet the regular membership requirements and upon payment of dues/fees as herein provided become active members of the ASB with full rights and privileges of membership.

Section 3. The term of active membership is for the present school year only, and active membership must be reestablished each school year.

Section 4. Participation and membership in any ASB organization shall be precluded by active membership in the ASB.

ARTICLE IV - DUES, FEES AND ASSESSMENTS

Section 1. Dues for active membership in the ASB shall be established each year during the budget development process.

Section 2. Any dues, fees or assessments charged by any ASB organization must have prior approval from the Executive Council.

Section 3. Fees charged for an activity organized by any ASB organization shall have a reduced fee for active members. This shall include, but not be limited to:

yearbooks, parking permits and admission fees.
Section 4. Special provisions for active membership may be made for students from other schools who transfer to Lynnwood after the start of the school year or for low income students.

ARTICLE V - SCHOOL IDENTIFICATION

Section 1. The school nickname shall be "Royals".

Section 2. The mascot shall be the Chimera (pronounced Sha-mae-ra). The Chimera is a mythological beast consisting of a lion's head, goat's body and serpent tail. Amended 6/3/03

Section 3. The academic seal shall consist of a crest and two Chimeras as provided in Appendix A.

Section 4. The athletic and activities seal shall consist of the letter "L" and a Chimera as provided in Appendix B.

Section 5. The school's fight song shall be Roar Lion Roar Amended 6/3/03

VICTORY'S OUR TRADE
WE STAND TO FIGHT WITH
WINNING VICTORY SPIRIT
DON'T LET THAT SPIRIT EVER DIE
FIGHT WITH ALL YOUR MIGHT
WE'LL HAVE A VICTORY FOR
BLACK AND GOLD WE'LL WIN TODAY.
SHOUTING OUR NAME FOREVER.
ROYALS ARE FAMED
WE PROUDLY GUARD OUR NAME
FOREVER MORE.

R-O-Y-A-L-S
L.H.S. ROYALS
(REPEAT)

ARTICLE VI - STUDENT COUNCIL

Section 1. The Student Council shall be the legislative and major policy making body of the ASB.

Section 2. The Student Council shall consist of the Executive Council, all Class Officers, one Interhigh representative (to be chosen by the Interhigh members with approval from the advisor), and one representative from each homeroom class. Homeroom periods shall be determined annually by the Principal and/or ASB Advisor. Amended 6/3/03

Section 3. Selection of the homeroom representative shall be determined by the respective homeroom teacher. Each homeroom shall be allowed one (1) Student Council member in addition to the Executive Council, Class Officers, and the Interhigh

representative. Amended 6/3/03

- Section 4. Each member, with the exception of the chair, shall have one (1) vote. The Chair of the meeting shall only vote in the case of a tie. Votes shall be by voice unless secret ballot is called for and approved by two-thirds vote of the Student Council.
- Section 5. There shall be at least four (4) Student Council meetings each school year. All Student Council meetings shall be called by the President, with approval of the ASB Advisor, with at least five school days notice to members.
- Section 6. An emergency meeting of the Student Council may be called for by petition to the President signed by fifty (50) students and approved by the ASB Advisor.
- Section 7. Any regular or active member of the ASB, who is not a member of the Student Council, may attend its meetings, may receive permission to speak, but will not have voting privileges. A guest pass shall be obtained from the ASB Advisor in advance.

ARTICLE VII - ASB OFFICERS

- Section 1. The elected officers of the ASB shall consist of a President, Vice-President, Public Relations Officer, Secretary and Treasurer. Two additional officers may be elected with the approval of the ASB Advisor and the Student Council. Each office must be held by separate individuals; no one person will hold more than one elected position. Amended 6/3/03
- Section 2. Qualifications for elected office shall be as follows: Amended 6/3/03
- a. The President, Vice President and Public Relations Officer shall be a junior or senior in September of the year in office.
 - b. The Treasurer and Secretary shall be a sophomore, junior or senior in September of the year in office.
 - c. All officers must meet the eligibility requirements as set forth in the Edmonds School District Extra Curricular Activities Code.
 - d. ASB officers are prohibited from holding a class office at the same time.
- Section 3. Duties for elected officers shall include but not limited to the following: Amended 6/3/03
- a. The President shall call for and preside over all Executive Council and Student Council meetings. (S)he shall appoint all committee chairs and the Sergeant at Arms. (S)he shall serve as a liaison between the membership and the administration, staff, parents and community.
 - b. The Vice President shall assist the President in his/her duties and substitute for the President in case of an absence.
 - c. The Public Relations Officer shall coordinate the dissemination of publicity and information regarding Lynnwood High School, its active members and

- programs, to the community and local media.
- d. The Treasurer shall assist the ASB secretary in keeping accurate account of the ASB budget. The Treasurer shall have one scheduled period in the ASB office. (S)he shall make financial reports to the Executive Council and the Student Council. (S)he shall approve all expenditures of ASB funds.
 - e. The Secretary shall prepare, distribute and keep record of all notifications, agendas and minutes of Executive Council and Student Council meetings.

Section 3. The term of office for elected ASB officers shall be one year. There is no limitation of successive terms.

Section 4. Prior to taking office, the following oath shall be administered by the past President, or designee, to each elected officer: "I, (name), do solemnly swear that I will faithfully execute the duties of (office) of the Associated Student Body, will demonstrate good citizenship and sportsmanship and will represent Lynnwood High School's student body to the best of my ability.

Section 5. In the event of vacancy in the office of President, the Vice-President shall become President for the balance of the term.

Section 6. Except for the office of President, vacancies shall be filled as follows: a) if five months or more remain in the term, then by special election, and b) if less than five months remains, then by nomination of the Executive Council and approved by the Student Council.

Section 7. An elected officer may be removed from office for cause by a recall process. Cause shall be defined as, but not limited to: Amended 6/3/03

- a. Violation of the activity code of the Edmonds School District
- b. Committing, aiding, or taking part in an activity that violates federal or state laws
- c. Committing an infraction that results in emergency expulsion from Lynnwood High School

The recall process shall be called for by the advisor(s) and fellow officers of their respective board. A recall shall require a three-fourths majority of those voting. The officer's case will be presented to the executive board. In the event of a vote of the executive board, an individual from the same office of the accused will present a case against the officer, and the officer in question will be provided opportunity for rebuttal, should they be able to attend. Removal of the accused officer requires a 50% plus one vote by the executive board; the presiding officer (President or designee) will abstain and cast the deciding vote only in the case of a tie. Voting and notification of the offending officer will take place the same day and meeting at which the cases are presented.

Section 8. When an elected officer is found to be negligent in their duties, the A.S.B. will undertake the following process: Amendment Added 6/3/03

a. Step I: Official Verbal Warning

The respective class or A.S.B. advisor will provide a formal verbal warning or at the request of the majority of fellow officers with approval from the advisor, to be recorded in the official meeting minutes for the respective council. The behavior of the officer will be corrected and duly noted in writing within fourteen days of the verbal warning.

b. Step II: Written Reprimand

If the behavior of the officer has not been corrected within fourteen days of the verbal warning, or the officers commits a second offense, the advisor will issue a written warning or at the request of the majority of fellow officers with approval from the advisor, to be recorded in the official meeting minutes for the respective council. The behavior of the officer will be corrected and duly noted within fourteen days of the written warning.

c. Step III: Recall Vote by Executive Board

If the behavior of the officer has not been corrected within fourteen days of the written warning, or the officer commits a third offense, the advisor will request a vote of the executive board or at the request of the majority of fellow officers with approval from the advisor. In the event of a vote of the executive board, an individual from the same office of the accused will present a case against the officer, and the officer will be provided opportunity for rebuttal. Removal of the accused officer requires a 50% plus one vote by the executive board; the presiding officer (President or designee) will abstain and cast the deciding vote only in the case of a tie. Voting and notification of the offending officer will take place the same day and meeting at which the cases are presented.

ARTICLE VIII - CLASS OFFICERS

- Section 1. The elected officers for the Sophomore, Junior and Senior classes shall consist of a President, Vice-President, Secretary and Treasurer. Two additional officers may be elected with the approval of the Class Advisor(s).
- Section 2. The Freshman Class Advisor(s) may choose to hold an election in the fall to elect officers or may appoint class leadership through an applications process.
- Section 3. All officers must meet the eligibility requirements as set forth in the Edmonds School District Extra Curricular Activities Code.
- Section 4. Additional requirements and duties may be set by the Class Advisor. These requirements and duties shall be in writing and distributed to all candidates prior to the election.
- Section 5. Class officers are prohibited from holding an ASB office at the same time.
- Section 6. The term of office for elected class officers shall be one year. There is no limitation of successive terms. New terms shall begin on graduation day.

ARTICLE IX - EXECUTIVE COUNCIL

- Section 1. The Executive Council shall be the body through which general administrative and executive functions and decisions of the ASB shall be carried out between Student Council meetings.
- Section 2. The Executive Council shall be comprised of the elected ASB officers, Interhigh Representative (to be chosen by the Interhigh members with approval from the advisor), Historian, Photographer, and one representative from each grade level. Amended 6/3/03
- Section 3. The selection of the grade level representative shall be determined by the respective class officers and class advisor.
- Section 4. There shall be at least twelve (12) Executive Council meeting per school year. All Executive Council meeting shall be called by the president or a majority of the Executive Council with at least five school days written notice.
- Section 5. The Executive Council shall appoint, via an application process, the positions of Historian and Photographer at the conclusion of class elections. Amendment Added 6/3/03
- a. Notification of the availability of these positions will begin a minimum of fourteen (14) days prior to their due dates.
 - b. Applications for office shall be available for a minimum of ten (10) days.
 - c. Appointments to these offices shall occur no later than ten (10) calendar days prior to the end of the current school year.
 - d. Candidates for office shall be a sophomore, junior or senior in September of the year in office.
 - e. Candidates must be an active member of the student body and adhere to all expectations outlined for other members of the executive board.
 - f. Candidates for these offices may not concurrently hold another A.S.B. or class office.
 - g. The application process will include, but is not limited to, the completed application as well as a portfolio of example work to be reviewed by the executive board.
 - h. The term of office for these positions shall be one year. There is no limitation of successive terms. Removal from office for dereliction of duty will follow existing standards as outlined in the Lynnwood High School Constitution.

ARTICLE X - ELECTIONS

- Section 1. Two separate elections shall be held annually to elect ASB and class officers.
- Section 2. An election committee, comprised of at least one member from each grade level, shall be formed to oversee applications, campaigning and vote tabulation of these elections. Members are not allowed to be candidates for, or presently hold, ASB or

class office. Amended 6/3/03

- Section 3. In the event there is no applicant for an office, the application process may then be opened to those already who have already declared their candidacy. It shall be the responsibility of the election board to notify all candidates in their respective election that an opening in another office is available. Candidates then have 24 hours to declare their intention for the new office. Amended 6/3/03
- Section 4. The ASB officer election shall precede the class officer election.
- Section 5. The Election Committee shall have authority in determining eligibility of candidates, campaign materials, including speeches, and vote verification. Decisions may be appealed first to the ASB Advisor, Class Advisor, or designee; then to the Principal for a final decision. Amended 6/3/03
- Section 6. All regular members that will, to the best of their knowledge, be active members of the school student body the following fall, shall be eligible to vote in the ASB election. Each member shall have only one vote. Amended 6/3/03
- Section 7. All regular members from the appropriate grade level shall be eligible to vote in the class elections. Each member shall have only one vote.
- Section 8. ASB election requirements shall include, but not be limited to:
- a. Notification of the election shall begin a minimum of twenty-eight (28) days prior to election day.
 - b. Application for office shall be available for a minimum of ten (10) days.
 - c. Campaigning shall be limited to no more than fourteen (14) days.
 - d. All candidates shall be required to present a speech to the student body.
 - e. Additional requirements shall be determined by the elections committee with approval of the ASB Advisor.

ARTICLE XI - COMMITTEES

- Section 1. Committees shall be formed, with the approval of the Student Council, to plan, promote and administer all ASB sponsored events.
- Section 2. Committee chairs shall be appointed, through an application process, by the President.
- Section 3. Committee membership shall be open to all active members.
- Section 4. Committee chairs shall submit a proposed budget to include projected revenues and expenditures to the Executive Council for approval.

ARTICLE XII - CHARTERED CLUBS

- Section 1. A club or organization may become a chartered organization of ASB with

approval of the Student Council.

- Section 2. Athletic teams funded by the school district shall be automatically chartered organizations of the ASB.
- Section 3. Only those clubs or organizations approved by the Student Council shall be allowed to raise or expend ASB funds as permitted by law.
- Section 4. Charter applications must include the following prior to approval:
- a. Name of the club or organization.
 - b. Purpose of the club or organization.
 - c. Name of a Faculty Advisor, who must be approved by the ASB Advisor.
 - d. Names of the charter members.
 - e. A proposed budget for the remainder of the fiscal year.
- Section 5. Each club or organization approved for charter, with the exception of athletic teams, shall establish a Constitution/Bylaws prior to the raising or expending of ASB funds.
- Section 6. Each Constitution/Bylaws shall include the name of the group, purpose of the group, membership requirements, officer positions and selection procedure, meeting requirements, policy making requirements and lettering requirements. All club Constitution/Bylaws and/or amendments must have approval of the Student Council.
- Section 7. A charter may be revoked by the Student Council for failure to abide by rules set forth in the Constitution/Bylaw or by failure to abide by rules set forth by the Edmonds School District or Washington State Law. A two-thirds majority vote is needed to revoke a charter.

ARTICLE XIII - BUDGETS

- Section 1. The fiscal year shall be September 1 to August 31.
- Section 2. A committee comprised of no less than all newly elected ASB officers and one representative of each returning grade level shall develop a proposed budget for approval from the Student Council.
- Section 3. Each advisor/coach shall submit a proposed budget to the committee for inclusion in the overall budget. A student signature of approval must be included with the proposed budget.
- Section 4. Any club/organization without an approved budget shall not be allowed to raise or expend ASB monies.
- Section 5. Any revenue or expenditures, less than seven hundred dollars (\$700.00), not included in the original budget, must have approval of the Executive Council.

Revenues or expenditures, not in the original budget, in excess of seven hundred dollars (\$700.00) shall have approval of the Student Council.

Section 6. All School Board policies and procedures and Washington State law shall be followed in the handling of ASB monies.

ARTICLE XIV - POLICY AUTHORITY

Section 1. The ASB is formed with the approval, and operated subject to the control, of the Board of Directors of the Edmonds School District and Washington State law.

Section 2. A simple majority (50% plus one) shall be needed to pass legislation unless specified in the Constitution or Bylaws.

Section 3. A quorum shall be present prior to any votes taken at an Executive Council or Student Council meeting.

Section 4. A quorum at any meeting of the Executive Council or Student Council shall be a simple majority of its members.

Section 5. The Principal of the school shall have authority to veto any legislation passed by the Executive Council or Student Council. Such vetoes shall be returned with an explanation of the decision and presented at the next Executive Council or Student Council meeting.

ARTICLE XV - PARLIAMENTARY AUTHORITY

Section 1. The current edition of Sturgis Standard Code of Parliamentary Procedure shall govern this organization in all parliamentary situations that are not provided for in the law or in its charter, constitution, bylaws or adopted rules.

ARTICLE XVI - AMENDMENTS

Section 1. Proposals to amend this Constitution shall be made by the Executive Council or by petition of fifty (50) of the active members. Amendments must be approved by a two-thirds vote of the Student Council. Notice of the proposed amendment(s) shall be delivered to Student Council members at least twenty days in advance of voting. Amendments shall become effective immediately unless otherwise provided.

Adopted on June 4, 2003 by the Lynnwood High School ASB Student Council.

James Daniel, 2002-03 ASB President
Ryan Crollard, 2003-04 ASB President
Kirk Kriskovich, ASB Advisor
David Golden, Principal

Original Adoption unknown
Revised 4/28/93
Complete rewrite 5/28/97
Revised 6/3/03