Lincoln HS ASB Constitution

**Preamble:** We are a team of students whose purpose is to represent the student body of Lincoln High School by being approachable advocates for every student. We are a student-driven organization who work to provide services and make decisions for students, keeping the needs and best interests of the student body in mind. We acknowledge that what we do will impact the whole school. Our purpose is to create the systems and facilitate the activities that will result in a positive, healthy climate and culture at Lincoln High School.

We do assemble with these creeds solidly in mind to establish and prescribe this Constitution for the enrolled students of Lincoln High School.

**Article 1: Name, Colors, Symbol**

**Section 1:** This organization shall be known as the Lincoln High School (LHS) Associated Student Body (ASB).

**Section 2:** The predominant colors symbolic of this organization shall be red and black.

**Section 3:** The symbol or mascot of LHS is “Lenny the Lynx” or simply the “Lynx”, as has been the traditional Lincoln High School mascot for many years.

**Article 2: Membership**

**Section 1:** All currently enrolled students of Lincoln High School shall be members of this Associated Student Body.

**Section 2:** Discounts are available to all members of this organization who pay an annual subscription. More details can be found in the article on ASB cards.

**Section 3:** All Lincoln High School students are welcome at all activities, athletic events, and educational programs that take place at LHS or are hosted by LHS in other locations. No student in the LHS ASB shall, on the basis of gender, race, religious beliefs, sexual orientation, economic status, immigration status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or activity of the ASB.

**Article 3: Authority**

**Section 1:** All legislative authority of the Associated Student Body of Lincoln High School shall be vested in the Executive board.

**Section 2:** The LHS administration and/or the ASB advisor maintains the right to veto any decision made by the ASB if they feel the actions of the Student Council negatively impact the students of the school or the school climate.
Section 3: The Student Government, specifically the Executive Board, also has the right to appeal that decision, in which case further discussions with the Administration and/or the ASB Advisor will be required to resolve the conflict.

Section 4: A majority of the members of the Executive Board must be present at any meeting when major decisions are made or business, financial or otherwise, is transacted. A majority shall be defined as at least 50% of the group members plus one.

Article 4: Student Representatives

Section 1: The Student Government shall be composed of the following voting members: ASB President, Treasurer, Meeting Secretary, Financial Secretary, Club Coordinator, Sports Coordinator, Communications Director, Public Relations Officer, Spirit Coordinator, Running Start Representative, Senior Class Officers, Junior Class Officers, Sophomore Class Officers, Freshman Class Officers, Chartered Club Leaders, Sports Captains, House Representatives, and Mentorship Representatives.

Section 2: The Executive Board shall consist of the following voting members: ASB President, Treasurer, Meeting Secretary, Financial Secretary, Club Coordinator, Sports Coordinator, Communications Director, Public Relations Officer, Spirit Coordinator, Running Start Representative, House Representatives, and Class Presidents and Treasurers.

Section 3: Each class shall be represented by a class council, led by a class President and Treasurer, with the exception of the incoming freshman class, whose class council is determined as described in the Election Article. Freshman class officers will rotate attendance to the executive board meetings.

Section 4: The elections of the ASB Officers and Class Officers shall be held according to the guidelines in the LHS By-Laws. All election details not specified in this Constitution and by-laws are delegated to the Executive Board.

Article 5: Ratification of the Constitution

Section 1: The Constitution shall go into effect when both three-fourths of the present Executive Board members and three-fourths of the voting student body has ratified the Constitution within a timeframe that is reasonable, agreed upon ahead of time, and equitably available to all students. It is vital that the elections are conducted anonymously for both the Executive Board stage and the general student body stage.

Section 2: The Student Council may propose amendments to the Constitution provided that the amendment has been introduced in writing at a previously scheduled meeting and amendment has been approved by two-thirds of all present voting members. The amendment must be supported by the ASB advisor.
Lincoln High School Bylaws:

Article 1: Meetings

Section 1: The Executive Board will meet a minimum of once per week while school is in session, at a time and place agreed on ahead of time by the group in collaboration with the advisor.

Section 2: Clubs will meet a minimum of once per quarter while school is in session, at a time and place agreed on ahead of time by the club in collaboration with the club advisor in order to maintain their charter.

Section 3: Class Council representatives will meet a minimum of once per month while school is in session, in addition to Executive Board meetings. The class council meetings will occur at a time and place agreed on ahead of time by the group in collaboration with the class advisor.

Section 4: Sports captains whose sports are in season and the Sports Coordinator must meet a minimum of once per month while school is in session at a time and place agreed on ahead of time by the group. The LHS Athletic Director as well as the captains whose sports are not in season are encouraged but not required to attend these meetings.

Section 5: Each House Parliament will meet a minimum of once per month while school is in session at a time and place agreed upon ahead of time by the group in collaboration with the advisor.

Section 6: The assembly of club presidents along with the Club Coordinator will meet a minimum of once per month while school is in session at a time and place agreed upon ahead of time by the group.

Section 7: The Communications team, presided over by the communications director, must meet at least once per month while school is in session at a time and place agreed on ahead of time by the group.

Section 8: Special meetings may be called at any time by any ASB officer, or at the request of any member of the Student Body, with the support of the ASB advisor.

Article 2: Voting Guidelines

Section 1: Authority to make decisions regarding spending general ASB funds shall be vested in the Executive Board.

Section 2: All decisions made by Student Government shall be determined by a simple majority of fifty percent plus one.

Section 3: All decisions made by the student body shall be determined by a simple majority of voting members.
**Article 3: Qualifications for Elected Student Leadership Positions**

**Section 1:** Representatives for all student leadership positions must be enrolled at Lincoln High School during the school years for which they hold office. Students elected to student leadership positions must be enrolled on campus for at least 3 class periods of the day, with the exception of the running start rep.

**Section 2:** Candidates for student leadership positions must have at least a 2.5 minimum grade point average. This can be either the GPA from the semester prior to the elections or the cumulative GPA calculated through the end of the previous semester; whichever the student chooses.

**Section 3:** All ASB office positions except for the President can be filled by any student of Lincoln High School who meets these requirements.

**Section 4:** The position of ASB President must be filled by a Lincoln High School Student who must be a junior at the time of the election and be able to attend every Executive Board meeting along with all other ASB obligations.

**Section 5:** All candidates for leadership positions in the Student Government must go through and complete the application and election processes detailed by Article 6 of this constitution.

**Section 6:** Students are restricted to two consecutive terms within the same position in the Student Government.

**Article 4: Expectations of Elected Leaders**

**Section 1:** Students holding office are expected to follow the guidelines for LHS students that are laid out in the student handbook during the entirety of their time in office.

**Section 2:** Students holding office are strongly encouraged but not required to take leadership even if they have previously taken the class.

**Section 3:** Students elected to an ASB officer position are expected to take part in planning and executing a fundraiser and/or a community-facing event or project during their time in office.

**Section 4:** Students who fail to meet expectations will be handled individually on a case-by-case basis, and decisions made will involve a collaborative team of the ASB advisor, class advisor, and student, as well as an administrator, and/or student’s family, depending on the situation.

**Article 5: Description of ASB Officer Duties:**
Section 1: The President is responsible for working with all the coordinators to ensure a positive school climate and community. They will lead weekly meetings of the Executive board to discuss events and issues throughout the school. The president will also welcome school guests and introduce guest speakers. The president must be an approachable person and serve as a spokesperson for the Executive Board in the school. The president shall serve as the de facto student representative whenever one is requested. The president must attend at least one of each house meeting, class council meeting, club meeting, sports meeting, and spirit committee meeting.

Section 2: The Treasurer is responsible for maintaining the ASB’s fiduciary responsibility to the student body. They are responsible for writing and maintaining the ASB governing budget and financial records in collaboration with the Financial Secretary, as well as signing all ASB financial paperwork. The Treasurer is also responsible for ensuring that groups requesting to spend money have sufficient funds. The Treasurer is required to stay in close contact with the school Fiscal Specialist and to give a monthly report to the Executive board and all sub-organizations on the balances of all ASB accounts. They, along with the Financial Secretary, are the main student point of contact for all student groups regarding the fiscal matters of ASB.

Section 3: The Meeting Secretary is responsible for maintaining a current record of the agenda and decisions made during each meeting of the ASB. They are expected to attend weekly Executive Board meetings with the goal of recording who was present at the meeting, which and how items on the agenda were addressed, thoughts and opinions voiced during discussion, results of votes and items approved, and any ideas for future topics suggested during the meeting. The Secretary will also work with the Activities Coordinator to keep a record of upcoming meetings and events. The Secretary is responsible for maintaining an online record of all Executive Board meeting minutes and of other clubs and committees to meet regularly. This person is held accountable for consolidating these records in an organized manner. In addition, each meeting this student will record any tasks that need to be completed outside of meetings and the people or groups working on them to monitor progress on current projects.

Section 4: The main responsibility of the Financial Secretary is to maintain an active record of all financial activities of student groups and of the Student Government. The Financial Secretary also collaborates with the Treasurer in fulfilling the fiscal responsibilities of ASB in the role of providing support in the completion of additional financial duties. This includes working with the Treasurer in the creation and maintenance of the ASB budget and aiding in the presentation of monthly reports on the balances of ASB accounts. The Financial Secretary may also work with the Fiscal Specialist in the course of their work in maintaining records or duties shared with the Treasurer. The student in this position is expected to attend executive board meetings in addition to meetings with club and activity leaders focused on financial matters. The
Financial Secretary will also, in collaboration with the Treasurer, be the main point of contact for student groups concerned with financial matters. They, along with the treasurer, are also responsible for sharing any financial concerns of the student body with the broader Student Government.

**Section 5:** The Communications Director is responsible for informing the student body about important news or events happening at Lincoln High School. This role consists of managing the Lincoln Instagram, sending out Remind texts for sports games, and connecting with the administrators in the office for information that should be posted on the school website. This person will also maintain the blackboard calendar located in the upper commons. They are also expected to attend the weekly Executive Board meetings. The Communications Director would oversee monthly meetings with the Communications team, which must meet at least once a month.

**Section 6:** The Public Relations Officer is responsible for building and maintaining Lincoln High School’s relationship with the outside community and alumni. They are the primary student spokesperson of Lincoln High School when reaching out to the community. This consists of organizing fundraisers for the school with businesses nearby, keeping the alumni informed with school events, coordinating with the PTSA, and other responsibilities. They are expected to attend the weekly Executive Board Meetings.

**Section 7:** The Spirit Coordinator helps with school spirit and getting the student body engaged and excited about school events. This person is expected to encourage attendance at sports games/matches where Lincoln students are playing. The Spirit Coordinator should participate in spirit weeks and encourage their peers to do so as well. They are expected to be engaged at assemblies and help the students in their section have spirit. This person must speak positively about Lincoln, be spirited themselves, encourage everyone to have school spirit, and lead by example. The Spirit Coordinator is expected to go to the weekly Executive Board meetings and is in charge of the spirit committee, a group of other students that would also like to help encourage school spirit that meets at least once a month. This person also will remain in contact with the Communications Coordinator to get people engaged during school events.

**Section 8:** The Club Coordinator will work with the activity coordinator to maintain a list of active clubs, as well as club officers and advisers. They will stay in contact with all club presidents and club advisers to ensure that all clubs are following Lincoln expectations. The Club Coordinator in collaboration with the Treasurer will hold at least two meetings per year with all club presidents where financial information will be shared. The Club Coordinator is the main point of contact for all Lincoln clubs. This person is responsible for creating all the online information relevant to clubs and will send it to the Communications Coordinator. The club coordinator is the club representative to the executive board.
Section 9: The Sports Coordinator will be responsible for the active sports. They will maintain a list of active coaches and captains, keeping in contact to make sure all are following Lincoln guidelines in the student handbook and all requests from ASB. The Sports Coordinator will hold monthly meetings with Captains to discuss issues and concerns, as well as collect financial information throughout the year. The Sports Coordinator is the main point of contact for all sports representing Lincoln High school. The Sports Coordinator is responsible for creating all the online information relevant to sports and will send it to the Communications Coordinator. The Sports Coordinator will work closely with the Athletic Director to ensure that all teams are fairly represented and that all contact information is up to date. The sports coordinator will represent sports teams at executive board meetings.

Section 10: A class representative’s job is to voice their class’ opinion. A class representative knows the ongoing/ up to date issues within the school. A class representative addresses the issue to whomever the problem is addressed to hoping for a change. They must be able to get along with not only the associated student body and staff, but most importantly the students whom they represent. A class rep must be able to stay cool under pressure since they should be interacting with their class. Of the 4-6 class representatives, there will be two lead class representatives from each class that are required to attend weekly executive board meetings and preside over class council meetings. Of the lead class representatives, one will act as class treasurer and one will act as class president. The freshman class is expected to raise a minimum of $500 during their freshman year, the sophomore class is expected to raise a minimum of $1000 during their sophomore year, the junior class is expected to raise a minimum of $2000 during their junior year, and the senior class is expected to raise a minimum of $4000 during their senior year.

Section 11: There will be two house representatives from each house. These people will be the main contact points for each house. The House Representatives are expected to facilitate all meetings with mentorship reps, establish the agenda for these meetings, and check in with mentorship reps to see if they have other things to add to the agenda. They are also expected to represent their house at Executive Board meetings. These people will remain in contact with the spirit coordinator to ensure there is always participation within houses at different events. They will monitor their house’s behavior during assemblies and lead their houses during various events throughout the school year, encouraging maximum participation.

Section 12: The Running Start representative ensures that the students who attend Running Start are still informed and included in the school community. This person would relay information about the school, such as games or other school events, to the students in Running Start. They would also work with the school counselors to make sure all students in Running Start have access to all the resources they need. The
Running Start Representative must be enrolled in Running Start. They are expected to attend the Executive Board meetings.

**Article 6: Elections**

**Section 1:** Elections for all positions except the freshman class officers shall be held in February of every school year.

**Section 2:** Elections shall be held in a manner that ensures fairness and allows voters to cast their ballots anonymously. Each voter is allowed to vote only once for each ASB office and each class office within the grade level they are a part of.

**Section 3:** The right to vote in an ASB election shall be open to all Lincoln High School ASB members.

**Section 4:** At the end of the first quarter every year, an elections committee shall be formed, chaired by the ASB president, to determine the details and implementation of the elections for that year. The elections committee shall be made up of all members of the executive board that are not planning on running for reelection. The elections committee can enlist the help of any member of student government to help with races that they are not directly involved with.

**Section 5:** All ASB and class officer candidates, in order to be considered for office, must submit an application packet and candidate eligibility verification by the date set by the ASB advisor.

**Section 6:** Any person running for an executive board position who doesn’t win may become one of the class representatives based on a space available basis. No candidate can run for more than one office simultaneously.

**Section 7:** All candidates for Club Coordinator, Sports Coordinator, Meeting Secretary, Financial Secretary, Communications Coordinator, and Public Relations Representative shall submit a statement, not to exceed 150 words, that indicates how they will be an approachable advocate for all students at LHS. This statement will appear on the ballot in place of candidate names, and LHS students will vote for the top 6 statements.

**Section 8:** All candidates for Club Coordinator, Sports Coordinator, Meeting Secretary, Financial Secretary, Communications Coordinator, and Public Relations Representative, will be elected as part of a pool of officers. None of these candidates will run for a specific position but will instead be assigned a position based on their particular strengths. These positions will be assigned by mutual agreement between the incoming officers, outgoing officers, and the advisor before the start of spring break of the school year in which they are elected.
Section 9: The running start representative will submit a statement, not to exceed 150 words, that indicates how they will be an effective representative for all LHS students enrolled in community college courses. Only enrolled Running Start students may vote on who will fill this position.

Section 10: Candidates for executive board president and spirit coordinator will make a speech that will be viewed in some manner by the student body.

Section 11: Candidates for executive board treasurer will also submit a statement, not to exceed 150 words, that indicates how they will be an effective treasurer for the LHS student body. This statement will appear on the ballot in place of student names, but it will be clear that these people are specifically running for the role of treasurer.

Section 12: Candidates for class president will complete an interview with an unbiased election committee, and they will then make a speech that will be viewed in some manner by the students of that class.

Section 13: Candidates for class treasurer will submit a statement, not to exceed 150 words, that indicates how they will be an effective treasurer for the LHS student body. This statement will appear on the ballot in place of student names, but it will be clear that these people are running specifically for the role of class treasurer.

Section 14: All candidates for class office will complete an interview with an unbiased election committee established by the current Executive Board members in conjunction with the ASB advisor. People who run for class president or class treasurer but do not win may be considered for the role of class officer. This committee will select up to 4 people who will serve as class officer, who will be announced at the same time as the class president and treasurer.

Section 15: Candidates for House Representative will make a speech in front of their entire house, and members of that house will then vote for their house representative.

Section 16: Mentorship representatives will be selected through whatever process deemed fit by that mentorship.

Section 17: If the club, sports, or spirit coordinator roles aren’t filled, the election committee will select someone to fill that role based on an interview process completed the week after elections are over. The people filling these roles will be chosen from the group of club presidents, sports captains, or spirit committee members, respectively.

Section 18: No candidate running anonymously is permitted to publish any variation of their statement online or in person in advance of the election. Candidates running publicly (executive board president and class presidents) must adhere to all campaign guidelines laid out in the election packet.
Section 19: Candidates for all ASB and class officer positions elected using statements shall be selected based on a plurality of votes cast within a specified time frame during the election process.

Section 20: Following speeches made to the student body in the case of presidential positions, elections shall also be decided based on the candidate with the most votes cast within the time frame specified during the election process.

Section 21: Freshmen class positions shall be comprised of a group of officers selected through an interview process as soon as possible after homecoming. The interview process shall be open to any students of Lincoln High School who are freshmen at the time. The interviews shall be facilitated by a group of current ASB officers who shall decide on a pool of officers in collaboration with the ASB Advisor. The pool must include officers from at least 2 different middle schools.

Section 22: Officers selected in February will have one day of mentoring with the previous occupant of the office they were elected to. After spring break, the newly-elected officer shall assume their office and hold it until spring break of the following year. The exception to this is the class officers of the senior class, who shall maintain their roles until the end of the year.

Section 23: All election details not specified in this Constitution or by-laws are subject to review and determination by the Executive Board.

Article 7: Vacancies and Removals from Office

Section 1: Any executive board positions that remain unfilled at the time of the annual elections can be filled by students who ran for a position but were not selected. Any executive board positions that remain unfilled after that point will be filled by holding an election as soon as reasonably possible, following the general election guidelines laid out previously in this document.

Section 2: If the President steps down for any reason at any point during the school year of their time in office, the Treasurer shall fill that role, with the assistance of the ASB advisor, until new elections can be held. If any Executive Board officer other than the President steps down for any reason at any point during the school year of their time in office, a new officer will be selected. The newly selected officer shall serve only to the end of the existing term. Any person who fills the role of a vacated officer mid-term still can run for a reelection the next year.

Section 3: If one of the main Class Representatives or House Leaders steps down for any reason at any point during the school year of their time in office, the Executive Board shall appoint a replacement. If any class officer other than the main Class Representative steps down for any reason at any point during the school year of their time in office, the 2 main Class Representatives will fill that role, with the assistance of
the class advisor, until a new class rep can be selected. If one of the mentorship representatives steps down for any reason during any point during the school year of their time in office, the teacher of that mentorship will select another rep.

**Section 4:** Students who fail to meet expectations during their time in office will be handled individually on a case-by-case basis, and decisions made will involve a collaborative team of the ASB advisor and/or class advisor and student, as well as an administrator, and/or student’s family, depending on the situation.

**Article 8: Clubs and Organizations**

**Section 1:** All clubs and student organizations must be granted a charter by the LHS Executive Board in order to be considered an official Lincoln High School club or organization.

**Section 2:** In order to receive a charter, students wishing to start a club or student organization must submit an application and constitution that are in alignment with the LHS constitution.

**Section 3:** In order to maintain their charter, all clubs and organizations must revisit their constitution at least once per year, make any changes or updates that they feel are necessary, and vote to ratify changes or keep their constitution as is, recording any revisions and the result of the vote in club minutes.

**Section 4:** In order to maintain their charter, all clubs and organizations must participate in some community-oriented event or activity, including but not limited to a community service project, school event that is open to the community, or fundraising project for a community cause at least once per school year. An open house, club fair or other school event counts as a community-facing event. Participation in such an activity or event must be recorded in club minutes and communicated to the club coordinator. Failure to participate in such an activity or event shall result in probationary status for the club and continued failure shall result in loss of charter.

**Section 5:** In order to maintain their charter, all clubs and organizations must submit an accurate budget that is submitted yearly per the instructions of the Treasurer, Financial Secretary, and/or Fiscal Specialist. Any club or organization must submit their current budget, as well as a record of all financial transactions that school year upon request of the Treasurer, Financial Secretary, or Fiscal Specialist at any time.

**Section 6:** In order to maintain their charter, all clubs are expected to meet a minimum of once per quarter during the school year. Failure to meet the minimum expectations for meeting frequency will result in a loss of charter.
Section 7: All student clubs and organizations are required to have an advisor that is a currently employed staff member employed by Seattle Public Schools or an authorized contractor in a currently active contract with Seattle Public Schools.

Section 8: Club and organization advisors must be present at all official club or organization meetings that involve financial transactions, voting, or any other activities that must be recorded in meeting minutes, regardless of whether these meetings take place during school hours. Club meetings that do not require an advisor as mentioned above shall not take place on the Lincoln High School campus unless an advisor is present. Advisors must also be present on any official school-sanctioned club trips off the Lincoln High School campus. If the official club advisor cannot be present, any adult qualified under Article 10, Section 7 can be present in their place.

Section 9: All clubs and organizations are required to have a minimum of two officers at all times. At least one officer must remain in contact with the ASB club coordinator throughout their time in office. Clubs and organizations can determine the officer positions needed, but it is recommended that at least a President and Secretary position be created. These officer positions and students that are in each position must be communicated to the ASB club coordinator as soon as they are created and/or filled.

Section 10: Club or organization officers are required to maintain meeting minutes for all club or organization meetings that include voting on any topic, authorizing or completing a financial transaction, participating in a community-oriented activity or event, or anything of importance to the club. Meetings that are of little significance to the yearlong trajectory of the club do not require minutes. Minutes must be dated and organized and kept in a place (physical or online) where the club members, officers, and advisor can access them. Meeting minutes must travel with the club if a new advisor is selected. Meeting minutes must be maintained for the length of the club or organization’s existence. Meeting minutes must be maintained even if the club or organization does not participate in fundraising. The meeting minutes must be provided to the Club Coordinator at least once per year, and must be furnished for the Club Coordinator, Treasurer, Financial Secretary, President, or Activity Coordinator upon request. Failure to maintain accurate meeting minutes will result in a loss of charter.

Section 11: If a club or organization is placed on probation, they must maintain minutes of every meeting and strictly abide by all regulations set forth by the LHS ASB, LHS Staff, and Seattle Public Schools. It is the responsibility of the Club Coordinator to ensure that all clubs and organizations placed in probation comply with all regulations. If the Club Coordinator and Activity coordinator find any club or organization on probation in violation of any regulation, they have the authority to immediately revoke that club or organization’s charter, provided that they provide a reason and record it in the minutes of the next Executive Board Meeting. Probation expires at the end of the
school year following the school year when the probation was declared. Any club or organization may request that probation be lifted early by submitting a letter to the Club Coordinator detailing how their club or organization has improved the things that placed it on probation. Probation will be lifted upon approval by the Executive Board after the letter is read at the meeting following its submission to the club coordinator.

**Section 12:** If a club or organization has their charter revoked, they are no longer a group sanctioned by LHS, and as such cannot participate in any club activities or be represented in the assembly of club leaders. They also are not permitted to raise funds in connection with Lincoln High School and Seattle Public Schools. Upon having their charter revoked, a club or organization shall have all funds in its account returned to the general ASB fund. A club may re-apply for a charter but cannot recover any lost funds.

**Section 13:** If there is evidence that a club or organization is not abiding by the ASB constitution, or is participating in activities that are not consistent with the LHS ASB’s intended purpose and/or detrimental to the image of Lincoln High School and its students, any member of the ASB executive board may request a vote to place a club or organization on probation or revoke its charter. If the vote succeeds, it is the responsibility of the club coordinator to inform the club or organization that they have been placed on probation or had their charter revoked, followed by the reason for the decision.

**Article 9: Athletic Groups**

**Section 1:** All official Lincoln High School athletic groups are considered student organizations and are subject to school guidelines.

**Section 2:** All Lincoln High School athletic groups and all levels of teams are expected to designate specific students as their captains who shall be the points of contact for the group throughout the duration of the school year. These students will be responsible for signing all financial paperwork and creating the budget for the athletic group in collaboration with the coach for that sport. These students must be in contact with the ASB sports coordinator throughout the year. Club sports are encouraged to liaise with the Sports Coordinator, but it is not required.

**Article 10: Fund Disbursement**

**Section 1:** A club or organization that loses its charter for any reason shall also forfeit any accumulated funds. Any accumulated funds that are forfeited due to a loss of charter shall be folded back into the ASB General Fund and used for the benefit of general student activities.
Section 2: A sport that exists for one school year and then does not exist in subsequent years shall lose any accumulated funds. These funds shall be folded back into the ASB general fund and used for the benefit of other Lincoln High School sports still in existence.

Section 3: Any club, organization, or sport that makes the decision to spend funds held in an ASB account must submit appropriate paperwork a minimum of two weeks in advance of when the item will be purchased.

Section 4: All clubs, organizations, and sports are responsible for maintaining a positive fund balance in their financial accounts at all times.

Section 5: Any funds that are unclaimed by sports, clubs, or organizations shall be folded back into the General ASB account, regardless of where they were the previous year and budgeted at the discretion of the Executive Board.

Section 6: It is the responsibility of the Treasurer to communicate the authorization of any transaction involving ASB funds to the relevant parties and the responsibility of the Financial Secretary to record the authorization of each transaction involving ASB funds in the financial notes.

Article 11: Mentorship Representatives

Article 1: The Lincoln High School House Parliaments shall be composed of two students from each Mentorship class for each house.

Article 2: The purpose of the organization shall be to ensure that the student body has a forum to express grievances to the executive board via the House Representatives and to organize house-wide spirit events.

Article 3: Mentorship representatives shall be selected within the first three full weeks of the school year. If a mentorship does not select a representative, the Executive Board shall then select and appoint a representative for that mentorship.

Article 4: Each house shall hold a House Parliament meeting once per month or as needed during Mentorship. Meeting times shall be set by the House Representatives in collaboration with administration.

Article 5: Mentorship representatives shall serve for a term of one year and may be re-elected. Each Mentorship shall determine their own method of selecting their representative. No member of the executive board may be selected as a mentorship representative while in office.

Article 12: Fundraisers
**Section 1:** The following are the steps that all fundraising activities shall go through in order to be approved by the Executive Board:

a. Only one campus organization can do a type of fundraiser within an indicated period. No overlapping of same or similar fundraising will be allowed. These are done on a first-come, first-served basis.

b. All food fundraisers must comply with the USDA School Nutrition Standards. It is up to the individual organization to ensure compliance.

c. Within two weeks of the beginning of each school year, the Lincoln High School student store shall submit to the Executive Board a list of all items and foods being sold in the student store for the upcoming year. The Executive Board shall, to the best of their ability, ensure that no fundraisers are approved that would infringe on the items sold at the student store. If the student store adds items to their list during the school year, those items must be submitted to the Executive Board for approvals as with any other fundraiser.

d. All clothing items, including uniforms, shall be approved for purchase only after submitting a detailed design proposal.

e. Any use of the LHS name or logo on any apparel must be approved by the ASB Exec Board.

**Section 2:** The ASB Advisor, Fiscal Specialist, ASB Financial Secretary and/or ASB Treasurer must maintain an ongoing calendar of fundraisers to prevent similar, overlapping fundraising events by various student organizations.

**Section 3:** A 10% fee will be deducted from the profits of a club’s fundraiser if it was started prior to the approval of the ASB Executive Board and/or without the appropriate financial paperwork being submitted at least 2 weeks in advance of the beginning of the fundraising event. This fee will be folded into the ASB General Fund.

**Article 13: ASB Cards**

**Section 1:** The cost of ASB cards shall be at $45 for all.

**Section 2:** All members of the Lincoln High School ASB who have in their possession a current ASB student Discount Card shall be given the privilege of student discounts for ASB sponsored activities. All ASB activities shall include a discounted rate for students who hold a Lincoln High School ASB card for the current school year. The Executive Board shall release a list of privileges granted to ASB cardholders every year.

**Section 3:** If a student is unable to purchase an ASB student card due to financial difficulties, obtaining one can be done by referral by a school counsellor.
Article 14: Temporary Changes to the Constitution

Section 1: If the Executive board determines that a temporary change to the constitution is necessary to carry out their duties effectively and efficiently, they may adopt the change by a majority vote at any session of the Executive Board.

Section 2: Any member of the executive board may propose a temporary amendment to the constitution by submitting it in writing to the ASB President and Meeting Secretary, who may add its passage to the agenda at their discretion. If a disagreement takes place between the President and Meeting Secretary, the amendment shall go to a vote by default.

Section 3: Temporary amendments to the constitution must be recorded in the minutes and kept with the constitution only for the duration that the temporary amendment is in effect. Once the amendment expires, it may be removed from the constitution, but any records of its passage must be kept in the minutes.

Section 4: Temporary amendments to the constitution shall remain in effect until the end of the school year in which they are passed, or at an expiry date set by the Executive Board, whichever comes first.

Section 5: Temporary amendments are not subject to any restrictions on amendments outlined in article 15, including but not limited to the restriction on when they can be adopted.

Section 6: The interpretation of any ambiguities in this document lies at the discretion of the Executive Board and shall be handled on a case-by-case basis. If any member of the Executive Board desires to correct an ambiguity in a consistent manner, it is recommended that they submit the correction as a temporary or a permanent amendment.

Article 15: Amendments to the Constitution

Section 1: These by-laws may be permanently amended by majority vote at any full meeting of the Executive board, provided that proposed amendments have been submitted in writing to the ASB President and Secretary. If an amendment is deemed substantial by the executive board, it must be ratified by a joint council including the Class Council and Mentorship Representatives in conjunction with the Executive Board. This process shall be used for the ratification of any amendments except for election guidelines as previously stated in the by-laws or temporary amendments as previously stated in Article 14.

Section 2: Amendments may not be proposed or adopted between the date of the ASB elections of the Executive Board and the date in which the new officers step fully into their new positions.
Section 3: An amendment may be proposed by any member of the student body, provided they submit their suggestion in written form to the President and Secretary of the Executive Board.

Section 4: The approval and adoption of all amendments to the ASB constitution shall be enacted and recorded through use of the form below:

Approved by Student Council on ____________ of ______________, 20______.  
Approved by Lincoln High School Student Body on ____________, _______ to ________.

Position __________________ Signature ____________________________

Position __________________ Signature ____________________________

Position __________________ Signature ____________________________

Position __________________ Signature ____________________________

Position __________________ Signature ____________________________

Position __________________ Signature ____________________________

Position __________________ Signature ____________________________

Position __________________ Signature ____________________________

ASB Advisor__________________ Signature __________________________

ASB President_________________ Signature __________________________