

CONSTITUTION

The Co-Curricular Program Constitution of the Associated Students Lake Oswego High School

Preamble:

We the students of Lake Oswego High School, in order to exercise democratic principles and benefit the individual student and the student organization as a whole, do establish and pledge to uphold the ideal of this constitution.

Article I NAME

The name of this organization is the Associated Student Body of Lake Oswego High School.

Article II COLORS, EMBLEM AND MASCOT

Section I

The colors of Lake Oswego High School are navy blue and white with a red accent.

Section II

The emblem of Lake Oswego High School is an anchor.

Section III

The mascot of Lake Oswego High School is Pilot Joe.

Article III MEMBERSHIP

Section I –Members

All regularly enrolled students of Lake Oswego High School constitute the membership of the association.

Section II -Student Body Cards

All students shall receive a Student Body Card at the beginning of the school year. This photo I.D. Student Body Card identifies the holder as a current LOHS student. There are times when it is necessary to show this card such as: being assigned hall and P.E. lockers, checking out textbooks, checking out library books and admittance to LOHS scheduled functions and events.

Section III - Activity Stickers

An ASB Sticker for the Student Body Card may be purchased at the beginning of the school year. This sticker gives the bearer free admission to all Laker home games and reduction in admission to plays, concerts, dances, prom, etc.

Article IV ADMINISTRATION

The principal is directly responsible for the welfare and general management of the Associated Students of Lake Oswego High School. All student government and senate powers are under the direction of a designated member of the administration.

Article V BRANCHES OF THE STUDENT GOVERNMENT

Section I ASB Cabinet

- A. The elected officers of the Associated Student Body of Lake Oswego High School are the President, Vice President, Secretary-Treasurer, Publicity Director, Recognition Director, Spirit Director, Philanthropy Director, Clubs and Committees Director and two positions appointed by the newly

elected ASB: Videographer and Diversity Equity and Inclusion Director.

- B. The duties of the Cabinet, as a whole, shall be: to review and interpret matters pertaining to the policy of the Constitution and other matters pertaining to the general welfare of the students, to fulfill all duties and obligations set by the student body, and to report all necessary activity to the Senate. It is the further duty of the Cabinet to oversee and attend all Senate meetings and to comply with the directives of the Senate.

C. Duties of each ASB Cabinet Member:

1. The duties of the Student Body President shall be to manage all Leadership classes, to oversee all Cabinet activities, and to advise all committees. The President shall make sure all members of the Cabinet fulfill their duties as prescribed by them or by other people in authority.
2. The duties of the Vice President, responsible for organizing the ASB and class elections at the end of the year. The Vice President shall also perform all duties in the absence of the President. They shall also organize and communicate with the Senate.
3. The duties of the ASB Secretary-Treasurer are to prepare and distribute agendas, minutes, and attendance records of all Senate meetings and to oversee all official correspondence. They must keep a record of all class senators, alternates, and class officers. The Secretary-Treasurer must take roll and keep a record of all people in attendance. In addition, they are responsible for receiving and keeping a record of all funds held by the ASB. A regular report of the funds shall be made upon request by the Secretary-Treasurer. They will also be in charge of all class Secretary-Treasurers. It shall be the further duty of the Secretary-Treasurer to perform those duties delegated by the ASB President.
4. The duties of the Publicity Director are to inform the student body of upcoming events and activities through the morning announcements and social media. The Publicities Director must also perform all duties delegated by the President.
5. The Recognition Director shall plan and direct events and campaigns to showcase Lakers. They must also lead the organization of courts and perform those duties delegated by the President.
6. The duties of the Spirit Director are to plan and oversee all major school events as well as plan the calendar dates of these events. This position must also perform tasks delegated by the president.
7. The duties of the Philanthropy director are to encourage servant leadership. Organize fundraising events and plan philanthropic endeavors which include communication with organizations outside of school and setting goals. They must also perform all duties delegated by the President.
8. The duty of the Clubs and Committees Director is to oversee the chartering and updating of all clubs and committees, to organize club rush and other club-related events, and to perform duties delegated by the President.
9. The duties of the Videographer will be to edit/direct all assembly videos and other promotional videos. They shall know how to work all technology utilized by the ASB. The Videographer must also perform all duties delegated by the President.
10. The duty of the Diversity Equity and Inclusion Director is to promote a positive environment within the school. Hold ASB/leadership accountable to the best of their abilities. They will accomplish this by planning and overseeing events that promote inclusiveness and equity within the school as well as within the community. The DEI Director also performs duties delegated by the President.
11. The duty of the Marketing Director appointed by the newly elected ASB position will be to collaborate with the Publicity Director to utilize all social media pages to inform the community of upcoming events and announcements. They will also fulfill duties delegated by the President.

D. Terms of ASB Cabinet Office

All student body officers shall serve from the graduation ceremony of the year they are elected until the graduation ceremony of the following year.

E. Qualifications of ASB Cabinet Office

1. All cabinet members must be fully accredited members of the Associated Student Body of Lake Oswego High School during their term in office.
2. The Student Body President and Vice President must be seniors. Juniors or seniors may hold all other cabinet positions.
3. All cabinet members must have been enrolled in Lake Oswego High School for at least one semester before taking office.
4. All cabinet members must maintain passing grades in all subjects and demonstrate satisfactory citizenship.
5. All cabinet members shall enroll in the Leadership Class.

Section II Senators

- A. Each required English class shall elect a Senate representative and alternate representative to serve as members of the Senate for either a quarter or semester, depending on the time length of the class. After each quarter or semester new elections will be held. Incumbent Senate representatives may be re-elected. Alternates are required to attend and allowed to participate in the Senate only when the regular Senator is unable to attend.
- B. Each required English class having ten (10) students or fewer will combine with the same period English class to elect a Senate representative and alternate and hear reports.

C. Duties of the Senator

1. Senators shall participate in all Senate meetings and keep regular attendance at these meetings. Senators will automatically be expelled from the Senate if they fail to attend 2 meetings within a semester.

The exceptions are:

- a. if Senator has an excused absence on the day of the Senate meeting or
 - b. if alternate is informed to attend the Senate meeting in place of the regular Senator.
1. Senators are to serve on committees as appointed by the ASB Vice President.
 2. Senators shall report all Senate proceedings to their English class.
 3. Senators shall, above all, work to make the Senate an effective branch of Student Government and to make the Senate a voice of the student body.

Section III Class Officers

- A. Each Class Cabinet will consist of six elected positions: A President who receives the majority of votes during elections and five (5) class officers. Once elected, the class cabinet will elect one of the class officers as Class Secretary-Treasurer. Should the cabinet election result in a tie, ASB will cast the tie-breaker vote. They will serve in the Senate as non-voting members. All Class Officers will be scheduled into the Leadership Class.
- B. Duties of Each Elected Class Cabinet Member
 1. The duties of the Class President shall be to preside over all class meetings and prepare an agenda at least four days prior to each meeting. The Class Presidents are responsible for meeting with administrative members when it is necessary to seek their approval for student activities. The Class Presidents shall be responsible for remaining in contact with the Faculty Advisors of their respective classes. The President shall also be responsible for overseeing all Class Cabinet activities, and the President shall make sure that all members of the Class Cabinet fulfill their duties as prescribed by them or by other people in authority.
 2. The duties of the Class Secretary-Treasurer are to prepare and post agendas of all class meetings and to prepare minutes from those meetings. The class Secretary-Treasurer is responsible for

- receiving and keeping a record of all class funds and has a report available upon request. They will also serve as the main communicator/liaison with the ASB Secretary-Treasurer regarding any secretarial or treasurer duties. It shall be the further duty of the Secretary-Treasurer to perform those duties delegated by the Class and/or ASB President.
3. The duties of the Class Officers are to oversee all major class activities and the four major events of the year: Homecoming, Holiday Activities, Prom, and May Fete. The Class Officers are also responsible for meeting with the faculty advisors to obtain all necessary approvals. They shall have the freedom to initiate new events upon approval and work in collaboration with the ASB cabinet. The Officers shall maintain an activity file for the Class Cabinet. The Class Officers shall perform those duties delegated by the Class and/or ASB President.

Section IV Clubs and Committees

A. Clubs

1. A club seeking a charter from the Student Senate must:
 - a. Have a faculty advisor.
 - b. Be approved by the Principal.
 - c. Submit a workable constitution to the Student Government for approval of the form.
2. After approval of the form, the Constitution is to be presented to the Student Senate by a representative of the club.
3. After discussion, the Constitution shall then be voted on by the Student Senate.
4. The club is officially chartered by the Student Senate if its constitution receives a simple majority vote by the Student Senate.
5. The charter of any club may be revoked by a two-thirds vote of the Student Senate if the club is no longer active or if it does not fulfill the duties outlined in its constitution, as decided upon by the Student Government and Administration.
6. The forms of amendments and/or revisions of a club constitution must be approved by the Student Government. The Student Senate must then approve amendments and/or revisions.

B. Committees

1. Committees are student groups that differ from clubs in that they are almost entirely school-service organizations.
2. Committee operation is overseen by administrative or ASB Cabinet members and headed by any elected or appointed member of ASB and Class Cabinets.
3. Committee membership is open to the general student body.

Section V The Senate

- A. The Senate shall consist of the ASB Cabinet, Senate Representatives elected from each English class, and all class officers.
- B. The voting membership of the student senate shall be as follows:
 - i. English Class Senators
 - ii. Student Body Cabinet with the exception of the Vice President
 - iii. The Student Body Vice President may vote in the case of a tie.
- C. The Student Body Cabinet shall attend and oversee all Senate meetings.

D. Duties of the Senate

1. The Senate shall answer all written inquiries directed towards them with a written response. The Vice President, by their sole jurisprudence, however, may make an exception to this.

2. The Senate shall set up and maintain an area where students can go to discuss with Senators any concerns they may have about the school and/or Senate.
3. If the Senate deems it necessary, it may, by a two-thirds majority vote, refer any issue to be voted on by the Student Body.
4. The Senate has the authority to charter and re-charter all school clubs. The Senate may revoke a charter at any time.
5. The Senate shall approve the Cabinet's appointments of all standing committee chairpersons.
6. If the Senate disagrees with any specific action or interpretation by the Cabinet, or any other elected or appointed student official (such as standing committee chairman), it may, by a two-thirds majority vote, overrule the decision by the officer or official and instruct him to take a different course of action.
7. Every bill that has passed the Senate shall, before it is enacted, be presented to the Student Body Vice President. If the Vice President does not approve they shall return it to the Senate with their objections within ten (10) days after receiving it. The Senate shall then proceed to reconsider the legislation with the President's objections. After such reconsideration, the Senate may pass the original legislation, with a two-thirds majority, and submit it directly to the principal for approval. If the President approves a bill, they will sign it and present it to the principal for approval.

The following points govern the principal's action on all bills.

- a. The administration has fifteen (15) school days to act on all bills passed by the President.
 - b. Should the administration not act upon any bill passed by the Senate within the fifteen (15) day time period, the bill automatically goes into effect.
 - c. Should the administration veto any bill, the reason for this veto must be given and read in total in the Senate. A copy of this message will also be given to each staff member.
8. The Senate shall hold meetings every month on a day appointed by the Student Body Vice President, except when the Cabinet sees fit to extend the period between Senate meetings.
 - a. The Student Body President or Vice President may summon special meetings of the Senate to consider matters of urgency.
 - b. Roberts Rules of Order shall govern the Senate in all situations in which they are applicable.
 - c. Senate committees (organized by Roberts Rules of Order) shall meet at times on days agreed upon by the committee and the committee chairperson.
 - d. The elected Student Body Secretary-Treasurer shall keep the minutes of all Senate meetings and make them available to all Senators and staff within two days.
 - e. A legible copy of any legislation prepared before the Senate meeting must be submitted to the ASB Secretary-Treasurer two days prior to the meeting. The Secretary-Treasurer shall copy over all legislation that was submitted at the proper time and distribute it along with the agenda

Section V Duties of the Senate (Continued)

9. Two-thirds of the voting membership of the Senate constitutes a quorum.
 - a. All appointments shall be approved by two-thirds of the Senators present.
 - b. All legislation shall be passed by a majority vote.

Article VI STUDENT BODY OFFICER ELECTIONS

Section I Election Dates

- A. The ASB Cabinet shall be responsible for determining Cabinet election dates and procedures.

Section II Nominations

- A. Nominations shall be by petition in the spring.
- B. All candidates shall be able to fulfill the officer qualification requirements listed in the Constitution and shall be screened by the Cabinet.

Section III Voting

- A. A Student Body Officer shall be elected by the majority of votes cast.
- B. Only persons currently enrolled in Lake Oswego High School and planning to attend next year may vote in student body elections.
- C. All voting shall be done by voluntary secret ballot.

Section IV Vacancy of Office

- A. In the event that the President leaves office or cannot assume office for any reason, his position shall be filled by the Vice President.
- B. Any other vacancy shall be filled by special election.
- C. Special elections shall be held in the same manner as regular elections.

Section V Election Procedures

- A. Any student who wishes to run for a student body cabinet position shall file for candidacy by a petition signed by twenty-five (25) members of each class.
- B. Any student who wishes to run for a class officer position shall file for candidacy by a petition signed by thirty (30) members of their respective class.
- C. Any student wishing to run for Senator must be nominated by a member of their English class. The members of this English class will vote by secret ballot. The candidate with the second largest plurality will be named as an alternate.
- D. If more than two (2) people are running for a certain position, the top person must have fifty percent, or more, of the votes cast to win automatically. Otherwise, a run-off will be held between the top two candidates following the first election.
- E. All run-off elections shall be held in the same manner as the previous elections.

Section VI Office Holders

No person may hold more than one of these major offices at one time: Senator, Class Officer or Student Body Officer.

Section VII Officer Requirements

- A. A teacher recommendation with a minimum score of 45/60 will be required in order to become a candidate.

Article VII COURT ELECTIONS

Section I

The student body will elect at least two (2) and at most four (4) courts during each school year. The two mandatory courts will be the Homecoming and May Fete courts. With the choice, as decided by the Cabinet each year to add a Winter and/or Valentine's court. All students will be eligible for the Homecoming, Winter, and Valentine's court. The May Fete court will be open to only members of the senior class. The purpose of these courts will be to celebrate outstanding members of the student body for their achievements and character.

Section II

Members of each class will vote for their class’s Court members, or “Royalty.” Only seniors and staff, however, may vote to elect members of the May Fete Court.

Section III

All members of the general student body may vote for the Crown: leader of each Court who receives the majority of votes.

Section IV

All students attending Lake Oswego High School are eligible for a court position only once during their four years, not including the May Fete Court, in which case a student who has previously been elected on a court may still be elected to the May Fete Court.

Section V

The May Fete Court is made up of ten seniors who are voted for by senior class members and staff.

Article VIII GENERAL

Section I

All elected leaders at Lake Oswego High School will refrain from using drugs and alcohol during school time and at all school-sponsored activities during their term of office. If apprehended in possession, using, under the influence of, or selling illegal substances, they will be immediately removed from office.

Section II

An immediate removal from office for this reason will also result in suspension from school.

Section III

ASB President and Class Presidents will be replaced by ASB Vice President and Class Secretary-Treasurer respectively. All other positions shall be filled by a special election.

Article IX AMENDMENTS

Section I

Amendments to the Constitution may be proposed by the Senate, or through the Senate by the Cabinet, or by a petition signed by 10 percent of the student body.

Section II

Amendments shall be passed by a two-thirds vote of the voting membership of the Senate and/or sent to the student body for ratification.

Section III

Voting shall be done by Senate roll call.

Section IV

The student body may call for a student body vote on an amendment proposed by the Senate by a petition signed by 15 percent of the student body.

Section V

When amendments are voted upon by the student body, they shall be ratified by two-thirds of the votes, and voting shall be by secret ballot.

Section VI

If an amendment is passed by the Senate or by the student body, it will be sent to the principal for ratification or veto.

Section VII

All amendments will be brought before the Senate for the first reading for presentation and discussion. No action can be taken on any amendment until the subsequent meeting after the first reading.

Article X RECALL ELECTIONS

Section I

If a student body officer does not fulfill qualifications of their office in the opinion of their peers and supervisor, the Senate, by a two-thirds majority vote, or the student body, by a petition signed by 20 percent of the students, may call for a special election between the officer in question and any candidate nominated by the student body. In the case of the President, the Senate, by a two-thirds majority vote, or the student body, by a petition signed by 20 percent of the students, may call for a vote to determine if the President shall be removed (a simple majority will recall the President). The Vice President shall assume the Presidency, and the position of the Vice President shall be filled by a special election.

Section II

If a class officer does not fulfill qualifications of their office in the opinion of their peers and supervisor, the class, by a petition signed by 20 percent of the students in the class, or a two-thirds majority vote of the class members, may call for a special election between the officer in question and any candidates nominated by the class members; in the case of a class president the class members, by a two-thirds majority vote, or; by a petition signed by 20 percent of the class members, may call for a vote to determine if the President shall be removed (a majority will recall the President), the Vice President shall assume the presidency and the position of Vice President shall be filled by a special election.

Section III

If a Senator does not fulfill qualifications of their office in the opinion of their peers and supervisor, the English class who voted for the Senator, by a petition signed by 20 percent of the students in the English class, may call for a special election between the Senator in question and any candidate who wishes to be elected to the position.

Section IV

If a club officer does not fulfill qualifications of their office in the opinion of their peers and supervisor, the club or clubs who voted for the club officer, by a petition signed by 20 percent of the students in the club or clubs, may call for a special election between the club officer in question and any candidates who wish to be elected as the club officer.

Section VI

Any officer under recall or impeachment shall have full rights to a defense against charges brought in the recall or

impeachment.

Section VII

Candidates for any such recall election shall meet all qualification requirements as specified in this Constitution.

Section VIII

The winner of the recall election shall remain in office for the rest of the designated term.

Article XI INITIATIVE AND REFERENDUM

Section I Initiative

The student body of Lake Oswego High School may express its opinion on particular issues or may recommend a particular course of action by holding a student body vote. This vote shall be called for by presenting to the Senate a petition signed by ten percent of the total student body. [Procedure must follow the steps adopted by the Senate for circulating a petition.] Procedure for circulating a petition shall be as follows:

- A. Each endorsement shall include the endorser's printed name, signature, and phone number for identification purposes.
- B. Petitions can be circulated only outside of class time (only at break, lunch, student unions, study halls, or outside of school)
- C. Completed petitions should be submitted to the ASB Secretary-Treasurer. The issue shall then be voted on by the student body within one month of the date of issuance at a special election organized by the ASB.

Section II Referendum

By a petition signed by 10 percent of the student body, a decision of the Senate and the ASB Cabinet is subject to a school-wide vote. A two-thirds vote shall revoke the decision.

Article XII ENABLING CLAUSE

This Constitution shall go into effect immediately after ratification by a two-thirds vote of the regular voting members of the Senate and ratification by the administration.