

# The Constitution of the Associated Student Body of Inglemoor High School

Ratified 4/25/2017

Revised 5/2/2024

## PREAMBLE:

We, the Associated Student Body of Inglemoor High School, in order to maintain a meaningful and effective student organization, one that makes possible a greater degree of student involvement and encourages communication, cooperation and connect between students, staff, and administration; one that promotes the best interest of our school and its members in all activities; and one that works towards the goal of a more enjoyable and beneficial atmosphere in our school community, do hereby ordain this constitution.

## ARTICLE I: NAME, COLOR, AND MASCOT:

- Section 1:** The name of this organization shall be the Associated Student Body of Inglemoor High School (IHS).
- Section 2:** The official mascot of IHS shall be the Viking.
- Section 3:** The official school colors of IHS are black and gold. White is a trim color and should only be used for accents.

## ARTICLE II: PURPOSE:

- Section 1:** The purpose of this constitution and by-laws shall be to ensure the rights of all students of IHS and to serve as a framework for student government and activities.
- Section 2:** The purpose of this organization shall be to:
- A. Organize the affairs of the student body and assist in the management of school activities.
  - B. Set an example of student initiative, responsibility, behavior, and school spirit.
  - C. Provide learning in citizenship, service, and training of leaders.
  - D. Maintain communication with the student body and enhance student/staff relations.
  - E. Supervise the collecting and dispersing of ASB funds.
  - F. Charter school clubs and encourage student involvement on school matters.
  - G. Actively challenge all students to participate in a variety of extracurricular activities.
  - H. Represent the student body as a whole and promote the general welfare of IHS.
  - I. Maintain the high reputation and strong sense of community at IHS.

## ARTICLE III: MEMBERSHIP:

- Section 1:** All students enrolled at IHS are considered members of the Associated Student Body.
- Section 2:** A student must purchase an ASB card in order to:
- A. Hold an ASB Executive, Class Office, or ASB Applied position.
  - B. Attend home athletic events free of charge.
  - C. Participate in IHS athletics (sports) and activities (clubs) inside or outside of the school day. This would include any group on campus (club, athletic sport, class,

performing group, etc.) that utilizes or benefits from ASB monies both during school hours and after school hours.

#### **ARTICLE IV ADMINISTRATION AND OVERSIGHT**

**Section 1:** The school principal is ultimately responsible for the student body organizations financial activities. The principal may appoint a student body advisor or advisors (ASB Activities Coordinator) to ensure that required procedures are followed. The principal also has the power to veto any measure adopted by the ASB Executive Board if he/she thinks the measure is unreasonable or in violation of the Washington Administrative Code (WAC), school/district policies, and/or law.

#### **ARTICLE V OFFICERS OF THE ASSOCIATED STUDENT BODY:**

**Section 1:** The ASB Student Government will consist of an ASB Executive Board, Class Council for each grade, and Student Senate. All will be overseen by the ASB Activities Coordinator.

**Section 2:** The Executive Board of the Associated Student Body

- A. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Clubs and Activities Commissioner
- B. All Executive Officers must:
  - a. Enroll in the Leadership Class the year of their service.
    - i. ASB Executive members must have 1 year of ASB Class Experience prior to being elected
  - b. Hold only one ASB Executive, Class or ASB Appointed position during term of office.
  - c. Work under ASB guidelines.
  - d. Act as an official representative of IHS.
  - e. Purchase an ASB card during the term of service.
  - f. Have, at minimum, a 2.8 cumulative GPA.
  - g. Must be enrolled in at least 3 full time classes at IHS.
  - h. Sign and adhere to the Northshore School District Athletic/Leadership Code of Conduct.
- C. ASB Executive Officers shall be elected annually by the Student Body of IHS. They will be under the guidance of the ASB Activities Coordinator. Any position that is not filled through the election process can be appointed by the ASB Activities Coordinator with the guidance of the current ASB Executive Board.
- D. The duties of the **ASB President** are:
  - a. Preside over the Executive Board, facilitates Executive Board and ASB Student Senate meetings.
  - b. Maintains order at ASB board meetings using parliamentary procedures.
  - c. Acts as a student announcements coordinator, main liaison between ASB and the Student Body.
  - d. Works closely with the ASB Activities Coordinator to promote student initiatives.
  - e. Chairs all meetings of the Student Council (ASB Executive Board & ASB General).

- f. The President with the ASB Executive Board suggests committees which will promote school activities with the guidance of the ASB Activities Coordinator.
  - g. Works with the ASB Executive Board, Athletic Director, ASB Activities Coordinator and Administration to prepare the yearly budget for the upcoming school year. This budget must be completed in the spring and presented to the NSD school board in May.
  - h. Regularly communicates with all committees concerning the progress of their particular responsibilities.
  - i. Acts as a liaison to Administration and stays in constant communication with the ASB Activities Coordinator.
  - j. Acts as a liaison to the District and attends Superintendent Student Advisory Board meetings
  - k. Organizes and facilitates specified student feedback meetings between the Student Body and the Leadership Team/Administration (SDLT).
  - l. Works with the ASB Executive Board and ASB Clubs and Activities Commissioner to approve/deny fundraisers & activities for clubs and sports.
  - m. Must be a member of the Senior Class during term of office.
  - n. Exhibits passion for IHS and is an actively involved in the school community
- E. The duties of the **ASB Vice President** are:
- a. Works in tandem with the President and ASB Activities Coordinator.
  - b. Assumes the responsibilities of the President or other officers in their absence.
  - c. Organizes and runs ASB Student Senate Meetings.
  - d. Works with the ASB Executive Board, Athletic Director, ASB Activities Coordinator and Administration to prepare the yearly budget for the upcoming school year. This budget must be completed in the spring and presented to the NSD school board in May.
  - e. Carries out duties assigned to him/her by the ASB President or Activities Coordinator.
  - f. Serves on any committees to which they are appointed.
  - g. Takes over as ASB President if the ASB President fails to perform their duties or is removed from office.
  - h. Works with the ASB Executive Board and ASB Clubs and Activities Commissioner to approve/deny fundraisers & activities for clubs and sports.
  - i. Must be a member of the Senior Class during term of office.
- F. The duties of the **ASB Secretary** are:
- a. Records all minutes of the Executive Board, ASB Student Senate meetings and student feedback meeting minutes.
  - b. Maintains an attendance record of all the Executive Board.
  - c. Attends assigned class office meetings and reports their progress with the Executive Board.
  - d. Keeps and organizes detailed records of any ASB Officer information that is deemed important for future ASB Class Officers including maintaining a yearly ASB notebook.
  - e. Organizes Student Council Representatives (ASB Student Senate Representatives) and sends reminders prior to Senate meetings.

- f. Works with the ASB Executive Board, Athletic Director, ASB Activities Coordinator and Administration to prepare the yearly budget for the upcoming school year. This budget must be completed in the spring and presented to the NSD school board in May.
  - g. Works with the ASB Executive Board and ASB Clubs and Activities Commissioner to approve/deny fundraisers & activities for clubs and sports.
  - h. Member of the Junior or Senior Class during term of office.
- G. The duties of the **ASB Treasurer** are:
- a. Report monthly to the ASB Officers, ASB Student Senate Representatives, and ASB Activities Coordinator on the current financial standings of the ASB (including class, clubs and sports budgets as needed).
  - b. Works with the ASB officers, Athletic Director, ASB Activities Coordinator and Administration to prepare the yearly budget for the upcoming school year. This budget must be completed in the spring and presented to the NSD school board in May.
  - c. Works with the ASB Clubs and Activities Commissioner and ASB Executive Board to approve/deny fundraisers & activities for clubs and sports.
  - d. Works with the ASB Clubs and Activities Commissioner, IHS Bookkeeper, and ASB Activities Coordinator to maintain an accurate fundraising calendar.
  - e. Works with the ASB Clubs and Activities Commissioner, IHS Bookkeeper, and ASB Activities Coordinator to collect all reconciliations from clubs, sports, and activities when fundraisers are complete.
  - f. Monitors the funds needed for ASB/Leadership activities.
  - g. Works closely with the Class Office Treasurers and Class Office Advisors to ensure proper financial protocols are used.
  - h. Must be a member of Junior or Senior Class during term of office.
- H. The duties of the **ASB Clubs and Activities Commissioner** are:
- a. Keeps an updated roster of approved clubs, club advisors, and club constitutions.
  - b. Informs and enforces ASB Club Guidelines (i.e. financial processes, District policies, ASB law, etc.).
  - c. Updates and distributes/posts active club lists.
  - d. Works with students interested in the formation of any new clubs.
  - e. For all clubs that have an ASB budget, verifies each club member has purchased an ASB card.
  - f. Collects and archives minutes for each club at the end of the second semester with the assistance of the ASB Secretary.
  - g. Works with the ASB treasurer, Athletic Director, ASB Activities Coordinator and Administration to prepare the yearly budget for the upcoming school year. This budget must be completed in the spring and presented to the NSD school board in May.
  - h. Works with the ASB Treasurer and ASB Executive Board to approve/deny fundraisers & activities for clubs and sports.
  - i. Works with the ASB Treasurer, IHS Bookkeeper, and ASB Activities Coordinator to maintain an accurate fundraising calendar.

- j. Works with the ASB Treasurer, IHS Bookkeeper, and ASB Activities Coordinator to collect all reconciliations from clubs, sports, and activities when fundraisers are complete.
- k. Coordinates with IHS Bookkeeper to create a system for maintaining records for all clubs and fundraisers.
- l. Attends as well as helps plan and run ASB Student Senate Meetings.
- m. Attends assigned class office meetings and reports their progress with the Executive Board.
- n. Must be a member of the Junior or Senior Class during term of office.
- l. Any duty not specifically listed above in the Duties of Executive officers shall be executed or delegated by the ASB Activities Coordinator and ASB President.

**Section 3:** The Class Council Officers of the Associated Student Body

- A. The Class Council Officers for each grade level at IHS shall consist of the President, Vice President, Secretary, Treasurer, and Class Activity Representative (2).
- B. All Class Council Office leaders must:
  - a. Enroll in the Leadership Class the year of their service.
  - b. Hold only one ASB Executive, Class or ASB Appointed position during term of office.
  - c. Work under ASB guidelines.
  - d. Act as an official representative of IHS.
  - e. Purchase an ASB card during the term of service.
  - f. Have, at minimum, a 2.8 cumulative GPA
  - g. Must be enrolled in at least 3 full time classes at IHS.
  - h. Sign and adhere to the Northshore School District Athletic/Leadership Code of Conduct.
- C. Class Council Officers shall be elected annually by the Associated Student Body of IHS. They will be under the guidance of their Class Office Advisors, ASB Executive Board, and ASB Activities Coordinator. Any position that is not filled through the election process can be appointed by the ASB Activities Coordinator with the guidance of the current ASB Executive Board.
- D. The duties of the **Class Office President** are:
  - a. Chairs all class meetings.
  - b. Appoints committees when necessary.
  - c. Promotes class activities.
  - d. Be the class designee between the ASB Executive Board and the Class Office.
  - e. Help plan & organize Senior Breakfast, Senior Prom, Graduation, and Senior Activities with the assistance of their Class Advisor, Administration or other designee, and ASB Activities Coordinator (Senior year only).
  - f. Play a major part in all class fundraisers.
- E. The duties of the **Class Office Vice President** are:
  - a. Assists the Class Office President with all of their duties.
  - b. Attends all class meetings.
  - c. Fills in for any Class Officers when necessary.
  - d. Takes over for the Class Office President if the Class Office President is not fulfilling their duties or is removed from office.

- e. Help plan & organize Senior Breakfast, Senior Prom, Graduation, and Senior Activities with the assistance of their Class Advisor, Administration or other designee, and ASB Activities Coordinator (Senior year only).
  - f. Play a major part in all class fundraisers.
- F. The duties of the **Class Office Secretary** are:
- a. Attends all class meetings.
  - b. Takes accurate minutes of all class meetings.
  - c. Keep records of any information that is deemed important for future Class Officers and Class projects.
  - d. Reports information to any class officers who missed a meeting.
  - e. Play a major part in all class fundraisers.
  - f. Help plan & organize Senior Breakfast, Senior Prom, Graduation, and Senior Activities with the assistance of their Class Advisor, Administration or other designee, and ASB Activities Coordinator (Senior year only).
  - g. Submits all records to the ASB Bookkeeper or ASB Activities Coordinator at the end of the school year.
- G. The duties of the **Class Office Treasurer** are:
- a. Attends all class meetings.
  - b. Shall be in charge of class funds.
  - c. Monitors all withdrawals and deposits within the class fund.
  - d. Maintains active communication with the IHS Bookkeeper to ensure that Class Officers have updated knowledge of all withdrawals and deposits in the class fund.
  - e. Be ready to make a financial report on the class fund at each ASB Student Senate meeting.
  - f. Help plan & organize Senior Breakfast, Senior Prom, Graduation, and Senior Activities with the assistance of their Class Advisor, Administration or other designee, and ASB Activities Coordinator (Senior year only).
  - g. Plays a major part in all class fundraisers.
- H. The duties of the **Class Office Activity Representative(s)** are:
- a. Attends all class meetings.
  - b. Generate ideas on how to raise funds to offset the cost of Senior Class activities (i.e. Prom, Senior Breakfast, etc.).
  - c. Help with other duties assigned to them by the President, Class Advisor, or ASB Activities Coordinator.
  - d. Help plan & organize Senior Breakfast, Senior Prom, Graduation, and Senior Activities with the assistance of their Class Advisor, Administration or other designee, and ASB Activities Coordinator (Senior year only).
  - e. Play a major part in all class fundraisers.

**Section 4:** The Appointed ASB Commissioners

- A. ASB Appointed Commissioners are appointed to positions through a selection process that includes an application, teacher recommendations and a final interview. Positions will vary yearly dependent on what the ASB Executive Board deems necessary. The interview team shall include the ASB President, ASB Vice President, ASB Activities Coordinator and Administration or Athletic Director as needed.

- B. All ASB Appointed Commissioners leaders must:
  - a. Enroll in the Leadership Class the year of their service.
  - b. Hold only one ASB Executive, Class or ASB Appointed position during term of office.
  - c. Work under ASB guidelines.
  - d. Act as an official representative of IHS.
  - e. Purchase an ASB card during the term of service.
  - f. Have, at minimum, a 2.0 cumulative GPA.
  - g. Sign and adhere to the Northshore School District Athletic/Leadership Code of Conduct.
- C. The ASB President, with the approval of the ASB Executive Board and ASB Activities Coordinator, shall direct the duties of the Commissioners.

**Section 5:** The ASB Student Senate Representatives

- A. ASB Student Senate Representatives – one representative and one alternative- shall be appointed from a homeroom class each year as decided by the ASB Executive Board.
- B. Duties of the ASB Student Senate Representatives
  - a. ASB Student Senate Representatives are the official legislative body of IHS
  - b. ASB Student Senate Representatives are responsible for attending all monthly General Assembly meetings.
  - c. ASB Student Senate Representatives act as a liaison for their class and the voice of the school.
  - d. ASB Student Senate Representatives will promptly report the minutes from the ASB monthly General Assembly meeting back to their assigned class.

**ARTICLE VI ELECTIONS:**

**Section 1:** Qualifications

- A. ASB Executive Board and Class Officers
  - a. All candidates for ASB Executive Board or Class Officers shall have at least a minimum 2.8 cumulative GPA the semester before they are elected. They shall maintain this grade point during their term of office or be subject to removal/probation.
  - b. ASB Executive Board Officers shall be Juniors or Seniors when in office (as noted in Article IV) and must have 1 year of ASB Class Experience prior to being elected
  - c. All ASB Executive Board or Class Officers shall be enrolled in at least 3 full time classes at IHS including the Leadership Class at IHS.
  - d. Enroll in the Leadership Class the year of their service.
  - e. All candidates must hold a valid ASB card during their term of service.
  - f. All candidates for Class Office must be members of the graduating class for which they have filed.
  - g. All candidates and their parents must sign and adhere to the Northshore School District Athletic/Leadership Code of Conduct.
- B. ASB Appointed Commissioners must:
  - a. Enroll in the Leadership Class the year of their service.

- b. Hold only one ASB Executive, Class Office or ASB Appointed position during term of office.
  - c. Work under ASB guidelines.
  - d. Act as an official representative of IHS.
  - e. Purchase an ASB card during the term of service.
  - f. Have, at minimum, a 2.0 cumulative GPA.
  - g. Sign and adhere to the Northshore School District Athletic/Leadership Code of Conduct.
- C. Leadership Class Students must:
- a. Enroll in the Leadership Class the year of their service.
  - b. Work under ASB guidelines.
  - c. Act as an official representative of IHS.
  - d. Purchase an ASB card during the term of service.
  - e. Sign and adhere to the Northshore School District Athletic/Leadership Code of Conduct.

**Section 2:** Elections of ASB Executive Board Officers and Class Officers

- A. ASB Executive Officers and Sophomore, Junior and Senior Class Officers shall be elected during the spring proceeding their term of office.
- B. The Freshman Class Officers will be chosen from the Freshman in the Leadership Class during the fall. Officers shall be selected through procedures determined by the ASB Activities Coordinator and ASB Executive Board.
- C. ASB Executive Board Elections are to be held before the Class Council Elections in the spring.
- D. All Election proceedings will be overseen by the ASB Activities Coordinator or his/her designee.
- E. Election rules may be amended on a year-to-year basis by the Elections Committee, provided they do not conflict with the IHS Constitution or Bylaws.
- F. All candidates will file for office at the time and place specified and advertised by the ASB Activities Coordinator and ASB Executive Board.
- G. All offices will be elected by a method established by the Elections Committee, By-Laws of this Constitution and the student handbook.
- H. In the case of a tie, a run-off election shall be held within one week, the exact date to be determined by the Election Committee. The election will run in the same manner as the final election. Campaigning rules still apply.
- I. All campaign activities (posters, speeches, etc.) will follow regulations as set forth in the Election Packet designed by the Election Committee, By-Laws of this Constitution and the student handbook.

**ARTICLE VII REMOVAL OF ASB/CLASS OFFICERS FROM OFFICE:**

- Section 1:** Any ASB Executive Board Officer, Class Officer, or Appointed Commissioner may be removed from office for failure to fulfill their duties as stated in Article IV of the IHS Constitution. The ASB Activities Coordinator or other person designated by the Principal can remove the officer from their position. Before removing an officer from their duties, one must act according to the following procedures unless otherwise stated in the Northshore School District Athletic/Leadership Code of Conduct:

- A. Verbal reprimand given by Advisor, ASB Activities Coordinator and/or Principal/Principal Designee.
- B. Written reprimand issued and a form of corrective action to be followed by the officer given by the by Advisor, ASB Activities Coordinator and/or Principal/Principal Designee.
- C. Removal of the position by voting of the ASB Executive Board members and ASB Activities Coordinator and/or Principal/Principal Designee. Principal will be the final decision in the removal process.

#### **ARTICLE VIII VACANCIES:**

- Section 1:** If an officer resigns or is removed from office, the ASB Executive Board shall be empowered to fill the vacancy. During the vacancy, the ASB Activities Coordinator, with the advice of the ASB Executive Board, shall designate an individual from the Leadership class to fill the vacant position until the following election.
- Section 2:** In the case of the President resigning or being removed from office, the Vice-President shall become President.
- Section 3:** If a Student Council representative resigns or is removed, the alternate shall fill the vacancy and a new alternate shall be selected.

#### **ARTICLE IX ASSOCIATED STUDENT BODY CLUBS:**

- Section 1:** ASB Clubs may be formed to advance the quality of academic standards, school spirit, and unity.
- Section 2:** To be considered an Associated Student Body Club, the club must have a faculty advisor and a club approved by ASB Executive Board, the school leadership team (SDLT), and ASB General. The club must obtain a 2/3 majority vote from ASB Student Senate in order to form as a club.
- Section 3:** Each club must submit a written constitution to the ASB Executive Board along with a list of their club members. The constitution must be submitted within 30 days of club formation. The club constitution shall not be in conflict with the spirit and intent of the ASB constitution. Activities of such clubs must be supervised the club's advisor and are subject to review by the ASB Activities Coordinator. No ASB funds can be released or ASB activities approved for a club until the constitution is on file in the ASB office. All clubs are expected to keep a copy of their constitution with their advisor as well.
- Section 4:** All students participating in any ASB recognized club that utilizes ASB funds or the ASB Bookkeeper must acquire an ASB card at the point of membership.
- Section 5:** Each club must elect/appoint at minimum, a President, Vice President and Secretary. A Treasurer must be elected/appointed if the club has any intent to fundraise.
- Section 6:** Each club is responsible for maintaining minutes of meetings from their club. At the end of the school year, each club advisor must show these minutes to the ASB Activities

Coordinator. Any monies requested by the club must have signed ASB minutes attached to the proposal.

Fundraising and other activities need to follow the rules/guidelines established by the Northshore School District and the IHS ASB Fundraising handbook. If a club holds an ASB fundraiser or spends monies prior to ASB approval and/or without the proper paperwork being submitted in accordance with the policies outlined in the IHS Activities Handbook, the club/activity is not guaranteed reimbursement for purchases/spending and they may be put on probation for holding future fundraisers.

**Section 7:** A club shall become automatically disbanded if it violates school policies or if the membership becomes inactive for one year. If there are club monies in the ASB account, those monies will be moved to ASB General budget account after two years of inactivity.

**Section 8:** Exemptions

A. All sports teams, band, orchestra, choir, the school newspaper, the school yearbook, the school leadership class, the school musical and drama shall be exempt from club constitution status but will be required to file with the ASB Executive Board for approval of fundraisers and activities. All members in these groups must obtain an ASB card the year that they are in their class unless they are not participating in any activity outside of the school day that utilizes items purchased with ASB funds. They must also adhere and follow all rules/guidelines established by the Northshore School District and the IHS ASB Fundraising handbook.

#### **ARTICLE X MEETINGS:**

**Section 1:** The ASB Executive Board and Class Council Officer Board shall meet weekly as separate groups.

**Section 2:** The ASB Student Senate shall meet once per month or as the Executive Board directs.

**Section 3:** The ASB Executive Board, ASB Class Council Officers and ASB Student Senate Representatives must have a quorum of two-thirds of the representatives in order to officially meet.

**Section 4:** The voting members of the Student Council shall be the ASB Student Senate Representatives, all Class Council and ASB Executive Officers.

**Section 5:** The Student Council shall make every attempt to use parliamentary procedure (Robert's Rules of Order) to improve the efficiency of the meetings.

#### **ARTICLE XI SPONSOR:**

**Section 1:** The sponsor of the ASB shall be the Principal, or a person appointed by the Principal.

## **ARTICLE XII AMENDMENTS:**

**Section 1:** Minor changes to this constitution may take place with the approval of the ASB Executive Board. Major amendments to this constitution shall be proposed to the ASB Executive Board in the form of a written petition. Following the approval of the administration and ASB Executive Board, the petition will be presented at the following ASB Student Senate Representative meeting where a 2/3 majority vote of ASB Student Senate Representatives must occur in order for the amendment to pass.

### **Ratification:**

This Constitution shall be in effect as soon as ratified by a 2/3 vote of the ASB Student Senate membership. It is agreed that the constitution will be reviewed at least every 4 years thereafter.

## **BY-LAWS**

### **ARTICLE I ASB Cards**

- A. The ASB card price amount shall be determined by the primary sponsor (IHS Principal & NSD School Board) each year
- B. Student who withdrawal, change their mind, are permanently suspended or expelled students from Inglemoor High School will receive no refunds on their ASB cards

**ARTICLE II** Distribution of authority: The ASB Executive Board is empowered to write and approve all appropriate procedures and regulations necessary to carry out the letter and spirit of the Constitution as long as they have been reviewed and approved by the IHS Principal and ASB Activities Coordinator.

- A. Distribution of authority among the official documents of the ASB shall be allotted according to the following order. With reference to this order, any contradiction that varies between two or more documents and the wording contained therein shall be decided in favor of the document higher in the rank of order. The wording of the lesser document that was involved shall be automatically repealed and struck from the document.
  - a. ASB State Policies
  - b. ASB IHS Constitution
  - c. ASB By-Laws
- B. Distribution of the authority among the governing organizations shall be allotted according to the following order.
  - a. Executive Board
  - b. Class Council Officers
  - c. ASB Commissioners
  - d. ASB Student Senate Representatives

**ARTICLE III** Homeroom class: The time, class period, or class that will be designated as homeroom will be decided by the ASB Executive Board at the start of each school year. These representatives will meet with their class to present ASB Student Senate minutes after the ASB Student Senate General meeting. Their title will be ASB Student Senate Representative.

**ARTICLE IV** 2017-2018 Academic School Year

- A. For the academic school year of 2017-2018, the Freshman and Sophomore Class Officers will be chosen from the ASB Leadership Class. Officers shall be selected through procedures determined by the ASB Activities Coordinator and ASB Executive Board.