

# Student Governance

## Student Union of Nevada State High School Constitution

This school policy is intended to give clarification from the school's Governing Body on those things that include, but are not limited to the student governance. The Governing Body uses school policy to clarify regulatory items or provide position the intended functions of the school. More detailed descriptions of items regarding student governance may be found in Nevada State High School procedures, process, or school practices and plans.

### Article I. Introduction and Status

#### Section 1.01 Name, Location and Address

- (a) The name of this organization shall be: "The Student Union of Nevada State High School." (hereinafter referred to as the "SUNSHS").

### Article II. General Purpose

#### Section 2.01 As the official representative of the student body. SUNSHS shall:

- (a) Promote a greater degree of unity, respect, spirit, and cooperation among students, faculty, staff, and administration.
- (b) Offer and oversee activities for furthering the academic, social, and personal growth of the student body.
- (c) Provide a democratic and representative forum through which students may address school-related issues affecting the student body.
- (d) Represent to the faculty and administration the concerns of the student body regarding academic and disciplinary policies.
- (e) Consult with the appropriate policy-making administrators regarding school policies and guidelines.

#### Section 2.02 The specific delegated responsibilities of the SUNSHS shall be to:

- (a) Serve as the official representative of the student body to the faculty and administration.
- (b) Act as consultants to the faculty and administration concerning all matters of student life.
- (c) Promote school spirit and unity by sponsoring a variety of events.
- (d) Work in conjunction with the designated Advisor of SUNSHS concerning all matters of club budgets, events, and the establishment of an activities calendar for each academic year.

### Article III. Governance Structure

Section 3.01 All Nevada State High School students are considered members of the Student Union of Nevada State High School and are welcome to attend any SUNSHS or affiliate meeting(s).

- (a) Nevada State High School students who have not been elected as class representatives or officers may not cast votes at SUNSHS meetings.:

Section 3.02 The SUNSHS Network Executive Board shall consist of all Presidents' from each of the recognized NSHS locations for the period between their election on or around March 1st to the election of each locations Vice-President and Historian on or around September 1st of each year. After the Vice-President is announced, they will become part of this Executive Board. Not later than April 15th of each year, the elected Presidents' from each location will select the following four officers from among themselves including:

- (a) Chair
- (b) Vice-Chair (chair of the Prom Committee)
- (c) Secretary (chair of the Yearbook Committee)
- (d) Treasurer

Section 3.03 A Student Government at each location shall consist of three officers and the maximum number of student representatives following:

- (a) President (serves on the Network Executive Board)
- (b) Vice-President (serves on the Executive Board and Prom Committee)
- (c) Historian (serves on the Yearbook Committee)
- (d) Student Representatives shall be appointed by the Student Government at each location on a ratio of 1 student representative "from each class" at a ratio of 1 for every 75 total students enrolled at the school's individual locations with a maximum of two student representatives for those locations with less than 75 students enrolled.

Section 3.04 SUNSHS committees shall consist of no less than two SUNSHS members including the committee chair. Members need not be active SUNSHS officers or representatives. Each committee chairperson must submit an official roster of his/her "active" committee members on or before October 1st and February 1st of each semester.

- (a) Prom Committee is responsible for all aspects of prom including: deciding on a theme, posting ticket prices, ordering supplies, booking vendors, and taking attendance at meetings. At minimum, the committee shall consist of:
  - (i) *Vice-chair from the SUNSHS Executive Board Chairs this committee*
    - 1) Responsible for contracting with a location(s) for prom by July 15th. This responsibility automatically shifts to the SUNSHS Advisor on July 16th if it is not completed.
  - (ii) *Vice-Presidents' from each network location*
  - (iii) *Volunteer members at-large from NSHS locations*
- (b) Yearbook Committee is responsible for all aspects of the yearbook that includes: deciding on a theme, posting book prices, taking photos, uploading photos, naming students in photos, developing pages, and taking attendance at meetings. At minimum, the committee shall consist of:
  - (i) *Vice-chair from the SUNSHS.*
  - (ii) *Secretary from the SUNSHS Executive Board Chairs this committee*
    - 1) Responsible for developing a ladder for the yearbook by Aug. 15th. This responsibility automatically shifts to the SUNSHS Advisor on Aug. 16th if it is not completed
  - (iii) *Historian from each network location*
  - (iv) *Volunteer members at-large from NSHS locations.*

## Article IV. Eligibility and Elections and Appointment

### Section 4.01 Student Government Presidents'

- (a) Individuals shall seek election for the school locations which that they are currently enrolled on or before April 1st of the preceding year in which they will serve their location. To be eligible for election each individual must be in "good standing" with the school as defined by the NSHS student handbook and shall report at least six months of services with SUNSHS as an officer or representative on their local Student Government.

### Section 4.02 Student Government Officers (Vice-President and Historian)

- (a) Individuals shall seek election from student votes at their individual locations on or before Sept. 1st of the current year in which they will serve. Candidates shall be in "good standing" for second year students as defined by the NSHS student handbook. For first year students seeking election, they shall petition the SUNSHS advisor showing a reasonable path to earn "good standing" by not later than February 1st of the current school year

Section 4.03 Student Representatives at each location must be in good behavioral and academic standing as determined by the administration at each of the recognized NSHS locations.

## Article V. Removal from Office

Section 5.01 A student shall voluntarily remove themselves from SUNSHS or any committee should any of following conditions exist:

- (a) Failing to maintain active enrollment at the school location which you are currently represent
- (b) Failing to remain in "good standing" as defined by the student handbook (excluding student representatives and first semester officers).
- (c) Lacking to fulfill duties by excessive absences at meetings and/or events.
- (d) Upholding a high moral and behavioral code: if insubordination, harassment, defiance of school rules or the school's core values are committed, then it may result in removal of position.

Section 5.02 The SUNSHS Advisor reserves the right to remove individuals at any time from SUNSHS or any committee should any of the following exist:

- (a) Refusing to voluntarily remove themselves under Section 5.01 above.
- (b) Lacking of honor, misrepresentation, disrespect, or the like. Students that wish to appeal their case shall be automatically placed on probation, their accounts suspended, and removed from participation until such time that the school's complaint process is complete.

## Article VI. Vacancies

Section 6.01 In the event of a vacancy occurring in any position at the local Student Government other than President, the President at each site shall recommend an appointee to fill the vacancy for the remainder of the term. The recommendation shall be approved by the other members of the Student Government with a majority vote. In the event of a vacancy of the President, the Vice-President will assume the presidency for the remainder of the elected term and the Vice-President's position will be filled through the aforementioned process wherein the President makes a recommendation. In the event that the succession of the Vice-President is vacant, then the advisor would make the appointment.:

## Article VII. Conflict of Interest

Section 7.01 Any officer holding any additional elected and/or appointed office in any other student organization shall abstain from voting in the event of a conflict of interest. Any students abstaining from a vote shall follow the abstention with their reason.

## Article VIII. Responsibilities of Officers and Representatives

Section 8.01 All members will execute the general purposes and specific responsibilities SUNSHS as defined in Article II Sections 1 and 2.

Section 8.02 The Chair of SUNSHS shall:

- (a) Serve as the presiding officer at all SUNSHS Executive Board meetings.
- (b) Oversee all school activities under the responsibility of SUNSHS.
- (c) Create and post an agenda for all SUNSHS regularly scheduled meetings and not later than three days prior to the meeting.
- (d) Act as a regular, voting member of the Network Executive Committee.

Section 8.03 The Vice-Chair of SUNSHS shall:

- (a) Assist the SUNSHS Chair in the organization and execution of all meetings and activities.
- (b) Act as the presiding officer at all SUNSHS meetings when the Chair is unable to attend.
- (c) Assume the office of Chair if the elected Chair is unable to fulfill her/his office.
- (d) Serve as the sergeant-at-arms charged with maintaining order during meetings.
- (e) Act as the parliamentarian at all SUNSHS meetings
- (f) Serve at the Chair of the prom committee.

Section 8.04 The Secretary of SUNSHS shall:

- (a) Take the official attendance and minutes of all SUNSHS General Assembly meetings and post them in a timely fashion.
- (b) Report the minutes of the previous meetings and keep them on file.
- (c) Serve as the information officer for all student body issues.
- (d) Determine the presence of a quorum, defined as 50% plus one of the eligible, voting representatives and officers, at SUNSHS meetings.
- (e) Serve as the Chair of the yearbook committee.

Section 8.05 The Treasure of SUNSHS shall:

- (a) Develop and maintain an annual budget for SUNSHS.
- (b) Keep all records pertaining to the collection and accounting of all SUNSHS funds.
- (c) Prepare ticket prices and timelines for student sales.

Section 8.06 The Officers of Student Government at each location shall:

- (a) Oversee active involvement from their location on SUNSHS Committees.
- (b) Host specific student social activities and meetings at their location.
- (c) Present opinions and ideas from their location to SUNSHS Executive Board.
- (d) Inform their location of the decisions of the SUNSHS Executive Board.
- (e) Participate in a minimum of 3 student events per semester.

Section 8.07 Student Representatives shall:

- (a) Serve as a liaison to report the interest of their classes to officers.
- (b) Inform their classmates of the matters and decisions of SUNSHS.
- (c) Actively participate in social activities, meetings, and events.

Section 8.08 The Advisor for SUNSHS shall:

- (a) Serve as a moderator for SUNSHS and as the liaison between the SUNSHS and the Faculty, Administration and Staff regarding all issues that affect the student body as a whole.
- (b) Work closely with the SUNSHS concerning the distribution of SUNSHS funds and other resources made available through the Chief Academic Officer.
- (c) Encourage SUNSHS to budget appropriately and timely so that spending can occur without administrative intervention.
- (d) Request a decision from the Network's Chief Academic Officer to spend SUNSHS funds if a timely decision to spend is necessary.
- (e) Supervise elections to ensure fair elections
- (f) Provide training and guidance on board governance, meetings, and interpretation of this Constitution
- (g) Ability to approve or disapprove any SUNSHS event or activity and define the necessary participation at required events

## Article IX. Meetings

Section 9.01 The SUNSHS Network Executive Board

- (a) At minimum, meetings will be held once on each of the following:
  - (i) *April, September, October, November, January, and February*
    - 1) Failure for the board to meet during these months will result in the SUNSHS Advisor to make all decisions on behalf of the Network Executive Board
- (b) Other meetings may be called as the need occurs
- (c) The SUNSHS Chair shall preside over these meetings
- (d) Governed by Roberts Rules of Order
- (e) A majority (50%+1) decides the outcome of elections, appointments, votes
- (f) All members of the NSHS community are invited to participate as non-voting members in the SUNSHS Network Executive Board.

## Section 9.02 General Assembly Meeting

- (a) All officials from the Network Executive Board and all officers and representatives from each Student Government at each recognized location in the network of school representing NSHS may decide to meet from time to time in a to discuss issues for the greater good of the school, make changes to the SUNSHS Constitution, or simply gather to connect on best practices.
  - (i) *The Network Executive Board shall serve as the officers of this meeting.*
  - (ii) *Any member of the NSHS community who chooses to be present at an SUNSHS General Assembly meeting will be subject to the Vice-Chair acting in his/her capacity as Sergeant-at-Arms*

## Section 9.03 Student Government at each location or Committee Meetings:

- (a) These meetings occur once per quarter, with a minimum of two per semester.
- (b) Posting of a meeting is not required, but is highly recommended for Student Government meeting at each location
- (c) The President or Chair of each group presides over the meeting
- (d) Joint meetings may occur in which case the highest ranking Student Government President presides over these meetings.

## Article X. Amendment of the Constitution

Section 10.01 This Constitution may be amended by a two-thirds majority vote of the SUNSHS Executive Board, followed by a 2.5% affirmative vote of student body members of Nevada State High School, and formal ratification by the Nevada State High School Governing Body.

- (a) An amendment may be proposed by:
  - (i) *Any member of the SUNSHS Network Executive Committee*
  - (ii) *Any member of the Nevada State High School student body with a petition signed by at least ten percent of the student body*
  - (iii) *NSHS Administration*
- (b) If an amendment is made which affects the standing officers, those officers shall remain in office until his and/or her term expires.

## Article XI. School Regulations

Section 11.01 As a representative student organization of Nevada State High School, all decisions and actions must be in conformance with Nevada State High School all governance policies, regulations, procedures, practice, strategic framework, and overall spirit and intent of the school as a whole.

## Article XII. Ratification

Section 12.01 This Constitution shall go into effect beginning May 1, 2021 for the fall semester of the 2021-2022 academic year. The provisions of this Constitution will guide SUNSHS elections starting the 2021-2022 school year and all subsequent years.

Section 12.02 This Constitution shall serve as both the empowerment instrument and as the guideline for SUNSHS.

## Article XIII. Initial Membership

Section 13.01 To protect the integrity of Article XI Section A Subsection 1 (b1) of the previous SUNSHS Constitution which states (“If an amendment is made which affects the standing officers, officers shall remain in office until his and/or her term expires” it is hereby recommended that the current officers from the previous Constitution fill the following roles including:

- (a) Ashley Scott (President of Henderson Student Government and Chair of SUNSHS Network Executive Board)
- (b) All approved locations in the NSHS network that do not have a Student Government President by September 1, 2021 will receive an appointment by the SUNSHS Chair.

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