



# Constitution of Spanish Springs High School Student Body



## **PREAMBLE**

We, the students of Spanish Springs High School (SSHS), in order to advance student activities, promote mutual respect between students, teachers, administrators and the community, and to serve as elected and appointed representatives for the student body, do hereby establish this Constitution of Spanish Springs High School.

## **ARTICLE I – Name, Colors, and Alma Mater**

Section 1: This organization shall be known as the Spanish Springs High School Student Body.

Section 2: SSHS shall have as their mascot the Cougars.

Section 3: SSHS official colors shall be purple, silver and white with black accents.

Section 4: SSHS official alma mater shall be:  
*Forever Loyal* by Earline McGranahan

## **ARTICLE II – Organization and Membership**

Section 1: The membership of this organization shall consist of all students who are currently enrolled in Spanish Springs High School.

Section 2: The structure of this organization shall consist of the following branches:

- A. Student Council
- B. Cougar Council
- C. Student Leadership
- D. Election Board
- E. Judicial Board

## **ARTICLE III – Purpose and Authority**

This organization purpose shall be to ensure the right of all students of Spanish Springs High School to have a representative form of student government and conduct activities on behalf of the students, approved by the school administration and not in conflict with the authority and responsibility of the public school officials.

#### **ARTICLE IV – Composition of Student Council**

Section 1: The Student Council shall be comprised of all Student Body Officers, Class Officers, the Chief Justice, and the Director of Elections.

Section 2: Members of the general Student Body may attend Student Council meetings as non-voting participants as approved by teachers for class dismissal.

#### **ARTICLE V –Responsibilities of the Student Council**

Section 1: The Responsibilities of the Student Council.

- A. To examine the Spanish Springs High School Constitution and understand what it contains and how it affects the Student Body
- B. To approve the yearly budget and expenditures of Student Council at the beginning of the school year.
- C. To maintain communication between students and administrators on matters concerning the general Student Body.

Section 2: Student Council Meetings

- A. The Student Body President shall chair all meetings. In his/her absence the Student Body Vice-President shall preside.
- B. All meetings must be conducted following accepted parliamentary procedure.
- C. The officer presiding over the meeting shall be responsible for maintaining order and protecting the rights of all members of the Student Council.
- D. Each member of the Student Council shall have one vote excluding proxies. The Student Body President shall not vote except in the case of a tie.
- E. A quorum (one vote more than half of members included on the official roster) must be met in order to pass a vote.
- F. The Student Body Secretary will record the meeting minutes, take roll, and provide a copy to each member of the Student Council at the following meeting for approval.
- G. A school administrator and or the Leadership Class Advisor(s), Election Board Advisor, and Judicial Board Advisor must be present at all Student Council Meetings. One class advisor from each grade level must be present at each student council meeting.

#### **ARTICLE VI – Powers and Duties of Members of Student Council**

Section 1: The powers and duties of Student Body Officers

- A. General Requirements of all Student Body Officers.

- a. Maintain a 3.0 GPA during the most recent semester.
  - b. A Student Body Officer may be absent from no more than two (2) Student Council Meetings during his/her term. On the third absence without a proxy, tenure will be reviewed by the Judicial Board and the officer may be placed on probation or may be removed from office. The member in question may appeal his/her removal to the Judicial Board. The final decision of removal will come from the Judicial Board and the Administrator of Student Activities.
  - c. The term of office shall be a 12 month term from June to June.
  - d. Officers will be elected in March.
  - e. Student Body Officers are required to enroll in the Leadership Class and complete the requirements of the program as determined by the Leadership Advisor(s).
  - f. Attend the Nevada Association of Student Councils (NASC) Regional and State Conferences and complete all NASC responsibilities of their respective office.
  - g. Maintain and uphold the Constitution of Spanish Springs High Student Body to the best of their abilities.
  - h. Should attend major school functions as a representative for Student Council.
  - i. May not hold an additional office during his/her term.
- B. President
- a. Presides over monthly Student Council Meetings.
  - b. Arranges the dates and times for the Student Council Meetings.
  - c. Informs all Student Body Officers and Class Officers of meeting dates and times in due time before the meeting.
  - d. Follows correct parliamentary procedure in all formal meetings.
  - e. Votes on any matter that the Student Council is equally divided on.
  - f. Appoints all Student Body Officers Positions, with the consent of Administration and the Leadership Advisor(s), which had no candidate or no viable candidate during the Student Body election period.
  - g. Drafts and types all Student Council agendas.
  - h. Distributes agendas to all Student Body and Class Officers prior to Student Council Meetings.
  - i. Coordinates the President's Volunteer Service Award nomination and awarding process.
  - j. Meets with administration regularly to discuss Student Council Activities.
  - k. Provides structured training for all Class Presidents.
- C. Vice-President
- a. Performs all duties of the President in his/her absence.

- b. Acts as the parliamentarian at all Student Council and formal meetings.
  - c. Confirms all initial votes taken in formal meetings.
  - d. Acts as the executive liaison to all clubs and organizations.
  - e. Coordinates and plans the Cougar Excellence Luncheon.
  - f. Presides over monthly Cougar Council Meetings.
  - g. Arranges the dates and times for the Cougar Council Meetings.
  - h. Informs all Club Representatives of meeting dates and times in due time before the meeting.
  - i. Coordinates the Student of the Month Award nomination and awarding process.
  - j. Maintains the progress toward achieving the Silver Star Award and National (Gold) Council of Excellence Award.
  - k. Provides structured training for all Class Vice-Presidents.
- D. Secretary
- a. Records attendance at Student Council and all formal meetings.
  - b. Counts initial votes at all formal meetings.
  - c. Records and types all minutes of Student Council and formal meetings.
  - d. Drafts and send all correspondence for the Executive Committee.
  - e. Creates and maintains an official membership roster of all the voting members of Student Council.
  - f. Provides structured training for all Class Secretaries.
- E. Treasurer
- a. Provides a yearly Student Council budget.
  - b. Maintains Student Council budget and provides monthly update at all Student Council Meetings.
  - c. Prepares all purchase orders for advisor approval.
  - d. Acts as the fundraising chairperson for Student Council.
  - e. Should attend when possible, PTA and Booster Club Meetings on behalf of Student Council.
  - f. Coordinates Purple Paw Award and communicates with Class Officers on their progress.
  - g. Provides structured training for all Class Treasurers.
- F. Historian
- a. Photographs all Student Council and Leadership Class events and activities.
  - b. Creates and maintains a scrapbook of all Student Council and Leadership Class events and activities.
  - c. Creates and maintains a portfolio with the appropriate documents for the National (Gold) Council of Excellence Award.
  - d. Is encouraged to promote and foster school spirit.
  - e. Provides structured training for all Class Historians.

## Section 2: The powers and duties of Class Officers

- A. General Requirements of all Class Officers.
  - a. Maintain a 2.75 GPA during the most recent semester. Advanced Placement and Honors level courses will be evaluated.
  - b. A Class Officer may be absent from no more than two (2) Student Council Meetings during his/her term. On the third absence without a proxy, tenure will be reviewed by the Judicial Board and the officer may be placed on probation or may be removed from office. The officer in question may appeal his/her impeachment to the Judicial Board. The final decision of removal will come from the Judicial Board and the Administrator of Student Activities.
  - c. Must attend officer trainings conducted by the Executive Committee.
  - d. The term of office shall be a 12 month term from June to June.
  - e. May not hold an additional office with in Student Council, Election Board, or the Judicial Board during his/her term.
  - f. Should attend all class events and activities.
  - g. Students must be in their 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> year in order to run for office.
- B. President
  - a. Preside over monthly class meetings.
  - b. Provide a typed agenda for all class meetings and submit a copy to the class advisor and Student Body President.
  - c. Follow correct parliamentary procedure in all formal meetings.
  - d. Votes on any matter that has resulted in a tie.
  - e. Appoint committees.
  - f. Represents class at all class events and activities.
  - g. Provide an update of class activities at each Student Council meeting.
  - h. Appoints all Class Officers Positions, with the consent of Administration and the Class Advisor(s), which had no candidate or no viable candidate during the Class Officer election period
- C. Vice-President
  - a. Performs all duties of the President in his/her absence.
  - b. Acts as the parliamentarian at all formal class meetings.
  - c. Assists President in organizing class meeting agendas.
  - d. Confirms initial votes at formal class meetings.
  - e. Maintains progress for Purple Paw Award.
  - f. Maintains a binder consisting of the school's Constitution, qualifications for the Purple Paw Award, guide to Parliamentary Procedure, and anything else he/she deems appropriate for Class Officer's reference.

- D. Secretary
  - a. Records minutes at all official class meetings.
  - b. Maintains copies of all minutes and agendas.
  - c. Counts the initial vote at all formal class meetings.
  - d. Drafts and sends all correspondence for the class including announcements, reminders, and thank you notes.
- E. Treasurer
  - a. Creates and maintains class budget and provides monthly update at all Student Council Meetings.
  - b. Acts as the fundraising chairperson for class and forms a fundraising committee that is encouraged to complete a recommended minimum of (3) three fundraisers each year with the exception of the senior class.
- F. Historian
  - a. Photographs all class events and activities.
  - b. Creates and maintains a scrapbook of all class events and activities.
  - c. Maintains all class designated areas, including class box, calendar, and bulletin boards.
  - d. Acts as chair of the decorations committee for all class events and activities with the exception of prom.

## **ARTICLE VII – Composition of Cougar Council**

### Section 1: Representative Requirements

- A. All officially recognized Clubs and Organizations must have a representative present at all Cougar Council Meetings.
- B. It is recommended for sports teams to have a representative.
- C. Representatives are chosen by their respective organization.
- D. A representative must serve an entire term of September to June with the exception of sports teams.
- E. There is no GPA requirement to be a representative.

Section 2: Members of the general Student Body may attend Cougar Council meetings as non-voting participants.

## **ARTICLE VIII – Responsibilities of Cougar Council**

### Section 1: Cougar Council Meetings

- A. The Student Body Vice-President will preside over all Cougar Council meetings. The Student Body Treasurer will preside over the meeting if the Vice-President is absent.
- B. A representative may be absent from no more than two (2) Cougar Council Meetings during his/her term. On the third absence without a

proxy, tenure will be reviewed by the Judicial Board and the officer may be placed on probation or may be removed from office. The Representative may remain an active member of his/her club or organization but the organization must choose an alternate Representative. The member in question may appeal his/her impeachment to the Judicial Board. The final decision of removal will come from the Judicial Board and the Administrator of Student Activities.

- C. Representatives are required to report on the status of their organization at each Cougar Council Meeting.
- D. Cougar Council may not vote to amend this constitution, but may propose amendments to the Student Council.
- E. Violations of the SSHS Student Handbook could result in the removal of the representative as determined by the Judicial Board and the Administrator of Student Activities.
- F. A Leadership Advisor must be present at all Cougar Council Meetings.
- G. It is recommended that an advisor from each club or organization represented attend.

## Section 2: Responsibilities of Clubs and/or Organizations

- A. All clubs and/or organizations must have a Constitution approved by the Administrator of Student Activities. It is recommended that when possible new clubs and/or organizations shall be notified within (4) four weeks regarding the status of approval. A copy of the Constitution must be given to the advisor of the club, the Administrator of Student Activities, and the Student Body Officer in charge of clubs and organizations.
- B. All clubs and/or organizations must have an approved advisor who is a staff member of SSHS present at all events and activities including meetings, fundraisers, and activities.
- C. Membership and requirements shall be determined by each respective organization.

## **ARTICLE IX– Composition of the Student Leadership Class**

Section 1: Members of the Student Leadership Class will be chosen by an application process as determined by the current advisor(s). The application should include but is not limited to a grade check, teacher recommendations, essay responses, and a guardian signature.

Section 2: Members are required to have and maintain a minimum GPA determined by the Class Advisor(s). If a member fails to maintain the minimum GPA they will be restricted from participation in activities and events until they can demonstrate that they have obtained the minimum GPA. If they have failed to improve their GPA the Administrator of Student Activities, on recommendation by the Leadership Class Advisor(s), will remove the student

from the Student Leadership Class at semester.

Section 3: All members of the Student Body, excluding freshmen or otherwise determined by the Leadership Class Advisor(s), may apply for the Student Leadership Class.

Section 4: Transfer and/or new students who meet the class requirements can be admitted to the class on approval of the Student Leadership Class Advisor(s) if space is available.

Section 5: Student Body Officers are required to enroll in the Student Leadership Class for the duration of their term in office.

Section 6: It is recommended that the Class Officers enroll in the Student Leadership Class as approved by the Leadership Class Advisor(s).

Section 7: All students must apply each year for the class including previous members of the Leadership Class.

#### **ARTICLE X – Composition of the Election Board**

Section 1: There are to be a minimum of 8 members on the Election Board, excluding the Director of the Election Board, the Assistant Director of the Election Board, and (1) Advisor of the Election Board who must be a staff member of SSHS.

Section 2: The Advisor of the Election Board and the current Executive Council shall choose a Director of Elections in June prior to the end of the school year.

Section 3: The Director of Elections and the Election Board Advisor shall choose the Assistant Director of Elections.

Section 4: The Director of Elections chosen must have previously been a member of the Election Board and be willing to serve as Director of Elections.

Section 5: The term of office for the Director of Elections is June – June.

Section 6: The term of office for general members is September – June.

Section 7: General members will be nominated by staff members and then selected by an application process as determined by the current Election Board Advisor. The application should include a grade check, teacher recommendations, essay responses, and a guardian signature.

Section 8: Applicants are selected by the Advisor of the Election Board and the



current Director of Elections. Students already in student government are barred from holding positions in the election board. Selected applicants must be notified within one week of the application deadline.

Section 9: All applicants must have a minimum 2.5 GPA during the previous semester.

Section 10: If a member fails to maintain the minimum GPA the advisor will decide the best course of action.

Section 11: A member of the Election Board will be immediately removed from his/her position if it has been conclusively found that the member has tampered with the voting process or ballots to favor one candidate or has released election results before the appropriate time.

## **ARTICLE XI – Powers and Duties of the Election Board**

Section 1: The Election Board will conduct all the Student Body elections, Class Officer elections, and Homecoming and Prom Court elections.

Section 2: Duties of the Director of Elections

- A. Is responsible for typing all election ballots.
- B. Is responsible for election booth set-up and take down.
- C. Must always be present at the voting booth.
- D. Oversees the counting of ballots and the confidentiality of all participants.
- E. Provides a typed list of election results to the Administrator of Student Activities and Election Board Advisor prior to releasing results to any participants.

Section 3: Duties of the Assistant Director of Elections

- A. Performs all duties of the Director of Elections in his/her absence.
- B. Assists Director of Elections in all duties as necessary.
- C. Is responsible of advertising upcoming elections.

Section 4: Duties of the general Election Board members

- a. Must agree to confidentiality of all election participants.
- b. Assist in distribution of ballots, set-up and monitoring of voting booths, and counting ballots.

## **ARTICLE XII – Elections Process**

Section 1: The Director of Elections and the Advisor of the Election Board will review the submitted applications and notify each candidate of their eligibility and the campaign rules.

Section 2: The number of candidates must be a minimum of one (1) for each office. Therefore a candidate may run unopposed if requirements for the office are met.

Section 3: Campaign Timeline for Student Body Officers

- A. Student Body Officer candidates will attend an informational meeting not later than the end of February.
- B. Candidates will complete and submit a Declaration of Candidacy two (2) weeks prior to the election process.
- C. Approved candidates will campaign in the beginning of March.
- D. Voting will take place the week following the campaign. If more than two (2) candidates are running for the same elected position, then the first voting period will be used as a primary election and the two (2) candidates who obtain the most votes in the primary election will continue to campaign with elections taking place the following week. If there are more than two (2) candidates campaigning for the same position, but one candidate wins more than half of the votes in the primary election, then there will be no further elections and the candidate in question will win the position.
- E. This election timeline may be changed if Spring Breaks or other major school events fall during it.

Section 4: Campaign Timeline for Class Officers

- A. Class Officer candidates will attend an informational meeting no later than early May.
- B. Candidates will complete and submit a Declaration of Candidacy two (2) weeks prior to the election process.
- C. Approved candidates will campaign no later than the third week of May.
- D. Voting will take place the week following the campaign. If more than two (2) candidates are running for the same elected position, then the first voting period will be used as a primary election and the two (2) candidates who obtain the most votes in the primary election will continue to campaign with elections taking place the following week. If there are more than two (2) candidates campaigning for the same position, but one candidate wins more than half of the votes in the primary election, then there will be no further elections and the candidate in question will win the position.
- E. Freshman elections will take place no later than the end of September.

Section 5: General Campaign Rules

- A. Candidates may not campaign until their Declaration of Candidacy has been submitted and approved by the Election Board and Student Relations Office and they have attended a mandatory campaign meeting prior to the campaign week.
- B. General Campaign rules apply to all Class Officer elections and Student Body officers elections. There may be additional rules for separate offices.
- C. The Campaign period may be no longer than one (1) week. This should be Monday – Friday.
- D. Voting will take place over a two (2) day period directly following the campaign week.
- E. Each Student Body Officer candidate may be required to prepare a one (1) to two (2) minute speech discussing his/her goals as a Student Body Officer and will be notified if and when the speech will be performed.
- F. Candidates must refer to the Election Board Guidelines for all other mandatory rules.

Section 6: Voting Process for Elections

- A. All elections will follow the democratic process and be conducted by secret ballot.
- B. A primary election will be held if there are more than two (2) candidates for a specific position.
- C. The general election shall consist of the two (2) candidates that received the majority of votes for their office, as well as candidates of the remaining positions.
- D. The candidate who receives the simple majority of valid votes cast by qualified voters will win the general election.
- E. All voters of elections shall be enrolled students of SSHS.
- F. In the case of a tie, there will be a second election.

Section 7: If a elected position is vacant regardless of the reason then the Class Advisor(s), Class President, and the Administrator of Student Activities shall appoint an officer or choose to leave the position vacant.

Section 8: The Election Board shall determine the process for prom and homecoming elections.

### **ARTICLE XIII – Composition of the Judicial Board**

Section 1: There should be equal class representation of either one (1) or two (2) justices from each class plus one (1) Chief Justice. There can be only nine (9) justices of the Judicial Board.

Section 2: The Chief Justice shall be chosen by the Advisor of the Judicial Board and the Administrator of Student Activities in June prior to the end of the school year following an application process.

Section 3: The Chief Justice chosen must be a current justice on the Board and preferably will be of Senior standing during his/her term of office.

Section 4: The term of office for Chief Justice is June – June.

Section 5: The Chief Justice and Advisor of the Judicial Board shall appoint the Associate Justice following an application process.

Section 6: The Associate Justice chosen must be a current justice or have been a justice.

Section 7: All justices, with the exception of the Chief Justice and Associate Justice, will be selected by an application process as determined by the Judicial Board Advisor. The application process should include a grade check form, teacher recommendations, essay responses, and guardian signatures.

Section 8: The term of office for all justices except the Chief Justice shall be September – June.

Section 9: There will be a ~~two-week~~ application process as determined by the Judicial Board Advisor and the Chief Justice.

Section 10: Applicants are selected by the Advisor of the Judicial Board and the current Chief Justice. Selected applicants should be notified within one week of the application deadline.

Section 11: All applicants must have a minimum 2.5 GPA

Section 12: If a member fails to maintain the minimum GPA they will be placed on three-week probation. If the student has increased his/her GPA to a minimum 2.5 at the end of the three-week probationary period they will be taken off of probation. If they have failed to improve their GPA the Administrator of Student Activities on recommendation by the Advisor of the Judicial Board will remove them from the Judicial Board. If the student has shown considerable improvement the three-week probationary period may be extended one time for an additional three weeks as determined by the Election Board Advisor. The total probationary period may not exceed six weeks.

#### **Article XIV – Powers and Duties of the Judicial Board**

Section 1: The Judicial Board will preside over all questions of conflict in regards to the Constitution of the Spanish Springs High School Student Body.

Section 2: Meetings

- A. The Judicial Board will conduct one (1) swearing in ceremony at the beginning of the school year.
- B. They will conduct a meeting once a month.
  - a. Additional meetings will be conducted as necessary.

Section 3: Impeachment

- A. Elected or appointed officers must follow all rules and guidelines for their position and may be impeached for dereliction of duties or any behavior deemed inappropriate by administration, Class Advisors, and Leadership Advisor(s). Any action which results in suspension of the officer in question will lead to an immediate impeachment (no formal complaint needs to be filed) with regular proceedings.
- B. In order to impeach an officer, a formal, written complaint must be filed with the Judicial Board.
- C. The Judicial Board will make an inquiry within two (2) weeks. The officer will be notified immediately that an inquiry is taking place. Both the defendant and the plaintiff will be notified of the result of this inquiry.
- D. If the Judicial Board finds that there are grounds for possible removal then the officer will receive a hearing or may submit a formal resignation.

Section 4: Monitoring Class Office and Student Body Officer GPA's

- A. The Advisor of the Judicial Board shall monitor the GPA's of all elected or appointed student body and Class Officers.
- B. If an officer does not meet the GPA requirement for his/her office they shall be given an immediate letter of demand and placed on a three (3) week probationary period to bring their GPA into compliance. If progress is made then an extension of the probationary period may be granted as determined by the Judicial Board.
- C. If the officer has not met the GPA requirement by the end of his/her probationary period then they will be impeached and must attend a hearing or they may submit a formal resignation.

Section 5: Hearings

- A. The Advisor and the Chief Justice will determine the date of the hearing and notify participants two (2) weeks prior to the date of the hearing.

- B. All Justices, the Advisor of the Judicial Board, advisors, and the Administrator of Student Activities must be present at the hearing.
- C. The plaintiff may submit any written evidence on his/her behalf including letters of recommendation and may have one (1) other person present on their behalf.
- D. If a person is to be removed from office or position they will receive a removal letter sent from the Judicial Board and signed by the Administrator of Student Activities within three (3) days of the closing of their hearing.
- E. All decisions are subject to review by the administration.

**ARTICLE XV: Fundraising and Finance Procedure for Clubs and Classes.**

- A. Clubs and Organizations must have all fundraising activities approved prior to the date of the activity.
- B. A Fundraising Requests must be submitted to the Administrator of Fundraising in order to obtain approval.
- C. All funds must be deposited by the advisor with the school bookkeeper.
- D. All financial records will be maintained by the school bookkeeper and forwarded to the advisor(s) of the organization monthly.

**ARTICLE XVI: Advisor Duties**

Section 1: An advisor must be present at every school-sanctioned activity of their club or organization. If an advisor cannot be present an adult staff member must be sent in their place or the activity will be canceled.

Section 2: If a member of a club or organization does not feel that they are being appropriately advised and after having discussed the situation with the advisor(s) should bring the situation to the attention of the Administrator of Student Activities.

**ARTICLE XVII: Amending the Constitution**

Adoption process for a new amendment:

- A. Any student enrolled at SSHS may complete an amendment form and submit this to the Administrator of Student Activities.
- B. The proposed amendment must be approved by the Administrator of Student Activities, Leadership, Election Board, and Judicial Board Advisor.
- C. If approved then the proposed amendment will be forwarded to the Student Council.
- D. The amendment will pass with a two-thirds (2/3) majority in the Student Council.

- E. Amendments can not be passed without the presence of a Leadership Advisor(s) and an Administrator at the meeting.