

Nevada State High School Student Constitution

Article I

Name

- A. The name of this student organization shall be the Student Union of Nevada State High School, also known as SUNSHS

Article II

Preamble

- A. The purpose of SUNSHS will be:
 - 1. To provide an official organization that represents the entirety of the student body of Nevada State High School
 - 2. To provide an official voice for student questions, complaints, and suggestions regarding student activities at Nevada State High School
 - 3. To interact with students and faculty at NSHS along with the community that exists locally, nationally, and internationally
 - 4. To hold meetings to discuss student, NSHS, and community issues.
 - 5. To take action with regards to student affairs, student events, and community involvement for NSHS

Article III

Membership

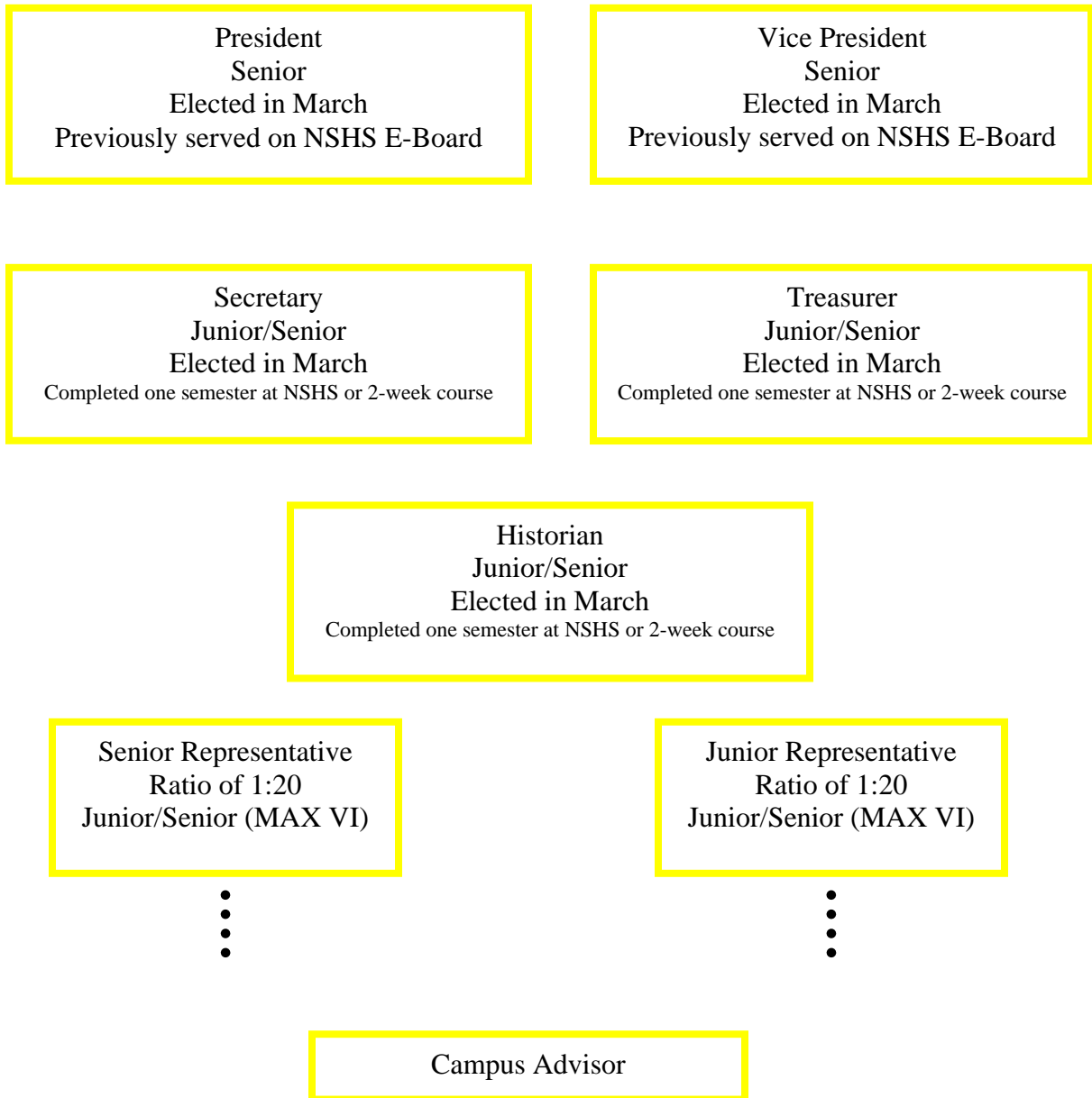
- A. Membership shall be granted to all students enrolled at NSHS

Article IV

Structure of SUNSHS

- 1. The structure of SUNSHS shall consist of the following:
 - 1. One Executive Board
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Historian
 - 2. Representatives
 - 3. Campus Advisor

STRUCTURE OF SUNSHS



- B.** SUNSHS office terms shall consist of
1. Executive Board
 - a. The first Monday of March until the day before the first Monday of March for the subsequent year
 2. Representatives
 - a. One academic school year. i.e.: From the official start of Fall Semester until the official end of the following Spring Semester

C. Eligibility/Removal

1. In order to be eligible to hold office, a student must have a cumulative grade point average of 2.0 or higher prior to the beginning of the term of service. In order for an officer to continue in office, he or she must maintain at least a 2.0 GPA. Grades will be checked by the Campus Advisor at the end of each semester and before elections to verify eligibility. Failure to maintain this requirement shall result in possible removal from office. If an office holder's GPA drops below a 2.0 during the final semester of service, he or she will be deemed ineligible to run for another office in the future until he or she have raised his or her GPA back above a 2.0. If at any time any office holder drops below a 1.6 GPA, he or she will automatically be removed from office
2. Lack of fulfillment of duties including, but not limited to excessive absenteeism in office may result in removal of position
3. Moral and behavioral code: if insubordination, harassment, defiance of school rules or violations the school's core values are committed, then it may result in removal of position
4. Honorable representation of the school in or out of school is mandatory, if broken then it may result in removal of position
5. The SUNSHS Advisor and/or school administration reserves the right to remove individuals from student government at any time. The student(s) removed shall have the opportunity for due process by meeting with the school administration to appeal their case, and as an appeal level, may take their case to the next available Governing Body Meeting to appeal their case. Requests to address the Board must be sent in writing to the NSHS Governing Body Board President addressed to Nevada State High School's address.
Open Meeting Law Applies

D. Vacancy Appointments

1. In the event of a vacancy occurring in any position other than President, the President shall recommend an appointee to fill the vacancy for the remainder of the term. The recommendation shall be approved by the other members 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 position will be filled through the aforementioned process wherein the President makes a recommendation for the position as stated in the Constitution

E. 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

Article V

Executive Board

- A.** Purpose of the Executive Board:
 - 1. The purpose of the Executive Board is to conduct the business of the Student Union of Nevada State High School, and to oversee each Team of Coordinators
 - 2. Each member of the Executive Board is to oversee at least one Team of Coordinators

- B.** To be eligible:
 - 1. The high school student shall complete a minimum of twelve credits per semester
 - 2. For President and Vice President, the student needs to be a Representative from the start of his or her current academic year until the elections, and must be in their junior year with the High School Program during elections
 - 3. For Historian, Treasurer, and Secretary, the student needs to have attended NSHS as a junior for one semester and be currently enrolled at NSHS
 - 4. Elected Executive Board officers shall serve no more than one elected term in the same position

- C.** Duties and Responsibilities
 - 1. President
 - a. Shall be the Chief Advisor of SUNSHS
 - b. Shall preside over all Executive Board meetings
 - c. Shall oversee Graduation Coordinators of his or her choice
 - d. Shall appoint any Executive Board vacancies with the confirmation of a majority vote of the Executive Board and the approval of the Campus Advisor
 - e. Shall be responsible for planning and informing the Executive Board of training sessions
 - f. Shall have the authority to call special meetings of SUNSHS
 - g. Shall prepare a report regarding each meeting of the Parent Advisory Council, also known as PAC
 - h. Shall be a liaison between the NSHS Governing Body and the SUNSHS
 - i. Shall be a liaison between PAC and SUNSHS
 - j. Shall prepare an update of events for the NSHS Newsletter
 - k. Shall prepare an outline of scheduled events for the year, which is to be presented with an accompanying budget to NSHS Governing Body no later than the end of September or the next regularly scheduled Governing Body meeting
 - l. Shall attend all SUNSHS meetings as a non-voting member except for in the event of a tie

2. Vice President
 - a. Shall assume the roles and responsibilities of the President in the event of an absence or vacancy
 - b. Shall oversee the Prom Coordinators
 - c. Shall prepare a monthly report regarding the progress of his or her selected Team of Coordinators
 - d. Shall be a co-liaison between the NSHS Governing Body and the SUNSHS
 - e. Shall be a co-liaison between PAC and SUNSHS
 - f. Shall attend all SUNSHS meetings as a voting member
3. Treasurer
 - a. Shall serve as the Chief Advisor of the EFunds Coordinators
 - b. Shall be responsible for all financial matters concerning SUNSHS and reporting those matters to the Campus Advisor
 - c. Shall preside over all EFunds Coordinators meetings
 - d. Shall maintain accurate and readily accessible financial records, engage in fiscal planning, and is responsible for financial management and procedures as outlined by NSSA Policies
 - e. Shall have signing authority for the EFunds Coordinators
 - f. Shall prepare a monthly report regarding the progress of the EFunds Coordinators.
 - g. Shall attend all SUNSHS meetings as a voting member.
4. Secretary
 - h. Shall co-oversee Prom Coordinators
 - i. Shall prepare a monthly report regarding the progress of his or her selected Team of Coordinators
 - j. Shall prepare, record, and submit agenda and minutes of all SUNSHS Executive Board meetings in accordance with the Nevada Open Meeting Law, and no later than ten days after a meeting
 - k. Agendas and minutes are to be available at all times within the NSHS Administration Office.
 - l. Shall maintain copies of all agendas and minutes of all the Executive Board meetings
 - m. Shall maintain copies of all agendas and minutes of all the SUNSHS meetings
 - n. Shall maintain copies of all agendas and minutes of all the Team of Coordinators
 - o. Shall attend all SUNSHS meetings as a voting member
4. Historian
 - a. Shall oversee Yearbook Coordinators
 - b. Shall prepare a monthly report regarding the progress of his or her selected Team of Coordinators

- c. Shall prepare, record, and post events pertaining to NSHS and SUNSHS into a “scrapbook,” which will be reviewed every month during the second meeting of SUNSHS in that month
 - d. Shall attend all SUNSHS meetings as a voting member
- 5. Campus Advisor**
- a. Shall make recommendations to SUNSHS concerning business, financial, program, and procedural issues
 - b. Shall supervise the Election Board to ensure fair elections.
 - c. Shall provide training and guidance in:
 - i. Robert Rules of Order
 - d. In an event of a dismembered Student Union, in which a working Student Union is no longer functioning as a Student Union:
 - e. Shall have the power to appoint vacant positions or the entire Executive Board, including but not limited to:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - f. Shall have the power to suspend current SUNSHS terms until the next term
 - g. Shall have the power to approve or disapprove any SUNSHS event or activity that has been previously approved or newly proposed to the Executive Board
 - h. Shall oversee all SUNSHS meetings as a non-voting member
 - i. Shall have the power to remove any individual from his or her role in the SUNSHS

Article VI

Team of Coordinators

- A. Establishment/Removal of a Committee**
 - 1. Committees and chairs shall be recommended by any SUNSHS officer and approved by the SUNSHS Executive Board with a majority vote
 - 2. With the exception of the EFunds Coordinators, the Executive Board may vote that a particular Team of Coordinators is no longer necessary with a majority vote in the Executive Board, in which that recommended Team of Coordinators can be suspended, but is subject to reinstatement by the Executive Board as needed
- B. Committee Rules and Regulations**
 - 1. Committees shall give a written update to SUNSHS at the first Executive Board meeting of each month
 - 2. Copies of all agendas and minutes must be given to the Executive Board Secretary and Campus Advisor by the end of each month

3. Committee Members
 - a. Must be student of NSHS
 - b. Committees shall be overseen by an Executive Board officer
 - c. Executive Board officers have the option to become the Chief Advisors of his or her designated Team of Coordinators or appoint one of the particular Team of Coordinators members if not willing to do so
 - d. Team of Coordinators members have voting power regarding issues only within each individual and particular Team of Coordinators
- C. EFunds Coordinators
 1. Shall be responsible for all SUNSHS fundraising.
 2. Shall have the option to deposit money into NSHS student accounts
- B. Yearbook Coordinators
 1. Shall be responsible for the advertisement and production of an accessible yearbook depicting Nevada State High School affiliations
 2. Chief Advisor of team shall give an accurate list of expenditures that have already been approved by the Campus Advisor to the Chief Advisor of the EFunds Coordinators
 3. Shall provide a list of expenses exclusively for the EFunds Coordinators
- D. Graduation Coordinators
 1. Shall be responsible for working with the NSHS Administration regarding graduation
 2. Chief Advisor of team shall give an accurate list of expenditures that have already been approved by the Campus Advisor to the Chief Advisor of the EFunds Coordinators
 3. Shall provide a list of expenses exclusively for the EFunds Coordinators
- E. Prom Coordinators
 1. Shall be responsible for coordinating all aspects of the NSHS Prom
 2. Chief Advisor of team shall give an accurate list of expenditures that have already been approved by the Campus Advisor to the Chief Advisor of the EFunds Coordinators
 3. Shall provide a list of expenses exclusively for the EFunds Coordinators

Article VII

Representatives

- A. How a Representative is determined
 1. Appointment is done by the Executive Board, for all of the Representatives
 - a. If there is an insufficient amount of applicants, the Executive Board has the power to appoint as seen to fit to the position

2. Students who are interested have to give his or her notice of intent three days prior to the first Executive Board meeting of the academic school year
- B.** Amount of positions
1. For every twenty students per grade level within the Nevada State High School Program, there may be one Representative, not to exceed six per grade level
 - a. Volunteers may attend meetings as a non-voting member, and can be appointed by Executive Board to replace a position if a position becomes available
- C.** Terms
2. One term consists of the start of fall semester until the end of spring semester of that same academic year
- D.** Duties and Responsibilities
1. To represent NSHS and SUNSHS outside of the Executive Board
 2. Shall attend all SUNSHS meetings as a voting member
 3. Each individual Representative shall count as one half of a vote

Article VIII

SUNSHS Meetings

- A.** Executive Board Meetings
1. All SUNSHS Executive Board meetings are mandatory for all Executive Board officers. Notification of intended absence from a SUNSHS Executive board meeting shall be made to the Executive Board Secretary no less than two hours prior to the scheduled meeting time. Failure to notify shall result in an unexcused absence
 2. A tardy shall consist of any arrival up to fifteen minutes late from the start of any SUNSHS meeting. Three tardies shall result in one absence. Therefore, an absence consists of any arrival more than fifteen minutes after the start of a meeting
 3. An officer with three unexcused absences shall be removed from his or her office. Any member of the Executive Board shall call for a vote for the removal of an officer who is excessively absent. A majority vote of the Executive Board at the next regular scheduled meeting shall be sufficient for removal from office. The SUNSHS, in accordance with the Constitution, shall execute replacement procedures
 4. The SUNSHS Executive Board shall meet a minimum of once a month
 5. In order for a meeting to be held, a quorum shall be present. A quorum is established when a majority is present.
 6. All meetings shall be held in accordance with the Nevada Open Meeting Law.
 7. Meetings require
 - a. An update from each officer regarding his or her respected Team of Coordinators

- 8. All meetings must be held according to the Robert Rules of Order
- B. SUNSHS Meetings
 - 1. A minimum of a once a month meeting.
 - 2. A required meeting of the following but not limited to the
 - a. Executive Board
 - b. All Representatives
 - c. All Team of Coordinators Chief Advisors
 - 4. All meetings must be held according to the Robert Rules of Order
- C. Team of Coordinators Meetings
 - 1. All active Team of Coordinators must have a minimum of one Team of Coordinators meeting a month
 - 2. All meetings shall be held in accordance with the Nevada Open Meeting Law
 - 3. All meetings must be held according to the Robert Rules of Order or done informally, depending and varying from each individual meeting

Article IX Elections

- A. Election Board
 - 1. General Elections
 - a. Elections of the Executive Board shall take place in the spring semester two weeks prior to the start of the Spring Term of the first Monday in March
 - b. The responsibility of the Election Board will be to oversee election procedures and enforce rules pertaining to elections
 - c. No member of this board shall seek office in the election
 - d. The Election Board shall be composed of one NSHS faculty member and two or three NSHS students who are chosen by the Campus Advisor of SUNSHS.
 - e. The members of the Election Board shall be approved by a two-thirds vote of the Executive Board
- B. Potential Candidates
 - a. Shall attend a mandatory election meeting held at the beginning of the election process
 - b. Shall abide by the rules constructed by the Election Board. These rules shall be distributed to and signed by each candidate
 - c. Shall adhere to the terms of eligibility as stated in this Constitution
 - d. Eligibility will be verified by the Campus Advisor once the application is complete
 - e. May file for no more than one office in any single election
- C. Campaigning
 - a. Shall be limited to the two weeks prior to the scheduled elections
 - b. All campaigning materials, banners, signs, posters, etc. shall be approved by the Campus Advisor prior to being put up

- c. Candidates shall be responsible for the cleanup of his or her campaigning material within one day following the end of the election
- D. Voting Procedures**
 - a. The Executive Board shall be elected by the general ballot vote of the Nevada State High School student body and any members of SUNSHS
 - b. Voting days and times shall be scheduled to ensure that all students receive ample time to cast his or her votes with a maximum of two days
 - c. Enrollment records shall be used to check-off students prior to the casting of the student voted to ensure that student cast one vote per election
Should a student vote more than once, his/her votes will be null and void
A candidate shall have his or her name removed from the ballot by a majority vote of the Election Board if found in violation of election procedures
 - d. Elections shall be conducted through a secure online system through the school's learning management system
 - i. If the online system is not available the following practice will proceed: Overseen by the Advisor, the outgoing SUNSHS Executive Officers and/or appointed persons shall work on collecting the voting ballots.
 - ii. Candidates are not permitted to work with the ballot collection
 - iii. The Outgoing SUNSHS Executive Officers and Advisor shall count the votes at the close of the voting time period. The results shall be posted following the validation and conclusion of the count
 - iv. All ballots/voting shall be retained for two weeks following an election. After the two weeks the votes may be destroyed by the campus advisor

Article X

Impeachment and Removal

- A.** All members of the Executive Board shall be subject to impeachment and removal from office by the Executive Board for proven grounds of malfeasance, misfeasance, nonfeasance, or failure to complete duties of the office
- B.** Any members of the SUNSHS, Nevada State High School student body, or Campus Advisor may bring impeachment charges against any Executive Board Officer. Once charges are filed, the SUNSHS Executive Board shall hear the charges both in person and writing. The SUNSHS Executive Board shall then determine, in a lawful open meeting, by a two-thirds majority vote, whether there is just cause to initiate impeachment procedures. If so, the Campus Advisor shall review the charges and make the final decision

Article XI

Amendments

- A. This Constitution may be amended by a two-thirds majority vote of the SUNSHS Executive Board, followed by a majority vote of the voting participants of the Nevada State High School student body in an election, and formal ratification by the Nevada State High School Governing Body
 - 1. A special election can be held for any amendments. The Election Board will be brought into effect as listed in this Constitution
 - a. An amendment may be proposed by
 - 1. Any member of the SUNSHS
 - 2. Any member of the Nevada State High School student body, with a petition signed by at least ten percent of the student body
 - b. NSHS Administration and/or SUNSHS advisor
 - 1. If an amendment is made which affects the standing officers, officers shall remain in office until his and/or her term expires