

## Article I Name

The name of this organization shall be the Hillsboro-Deering High School Student Voice, hereinafter called the Voice.

## Article II OBJECTIVES

The objective of the Voice shall be to:

**Section 1:** Provide a democratic forum where students can address those school related issues that affect their lives;

**Section 2:** Maintain a continuous communication channel from students to both faculty and administration, as well as among the students within the school in a mutually respectful manner;

**A.** Provide support and structure to, and between the four high school classes;

**B.** Provide support and structure to, and between the advisors of the four high school classes;

**Section 3:** Offer a year-long program of social functions and school community involvement projects for students; and

**Section 4:** Train students in the duties and responsibilities of good citizenship, using the school environment as the primary training ground.

## Article III Membership, Removal, Resignations, & Vacancies

**Section 1: Membership** - One gains membership in the Voice upon the completion of the nomination procedure as established by this document, and is elected or appointed under the procedures prescribed by this constitution. However, one can be elected to a position in the Voice (without fulfilling the nomination procedure) by write-in votes.

**Section 2: Removal from Office** – Any member will be removed from office if (s)he accumulates four (4) combined unexcused absences to regularly scheduled Voice meetings and/or Class Officer meetings that are planned during the school year with the exception of vacations and holidays.

**A.** Members may also be removed from office in accordance with the School District and High School Extracurricular policies.

**B.** Members of the Voice are expected to set an example both inside and outside of school. If a member does not live up to this expectation by subjecting themselves to illicit activities and/or exhibiting inadequate behavior, this member may be removed from office.

**C.** Removal from office will permanently disqualify an individual from running for or serving as a Voice officer in the future.

**D.** The Student Voice Advisor and the Class Advisors shall work together upon any removal from office.

**Section 3: Resignations** - Any member will be allowed to resign their position. Members choosing to resign must do so in a written, dated, and signed letter. The document must include the understanding that resignation includes both the elected position and membership in the Voice.

**Section 4: Vacancies** – Vacancies shall be dealt with in the following manner:

**A.** Upon creation of a vacancy in the position of Student Voice President or School Board Representative a nomination and election period shall be held within two (2) weeks of the vacancy opening.

**B.** Upon creation of a vacancy in the position of Class President, the Vice President shall assume all duties and responsibilities immediately.

**C.** All other vacancies occurring during the academic year shall be subject to the nomination and election procedure and an election shall be held within two (2) weeks of the vacancy.

**D.** All re-elections will be overseen and administered by the Senators of the class in which a vacancy has occurred, in consultation with the Class President and specific class advisors/officers.

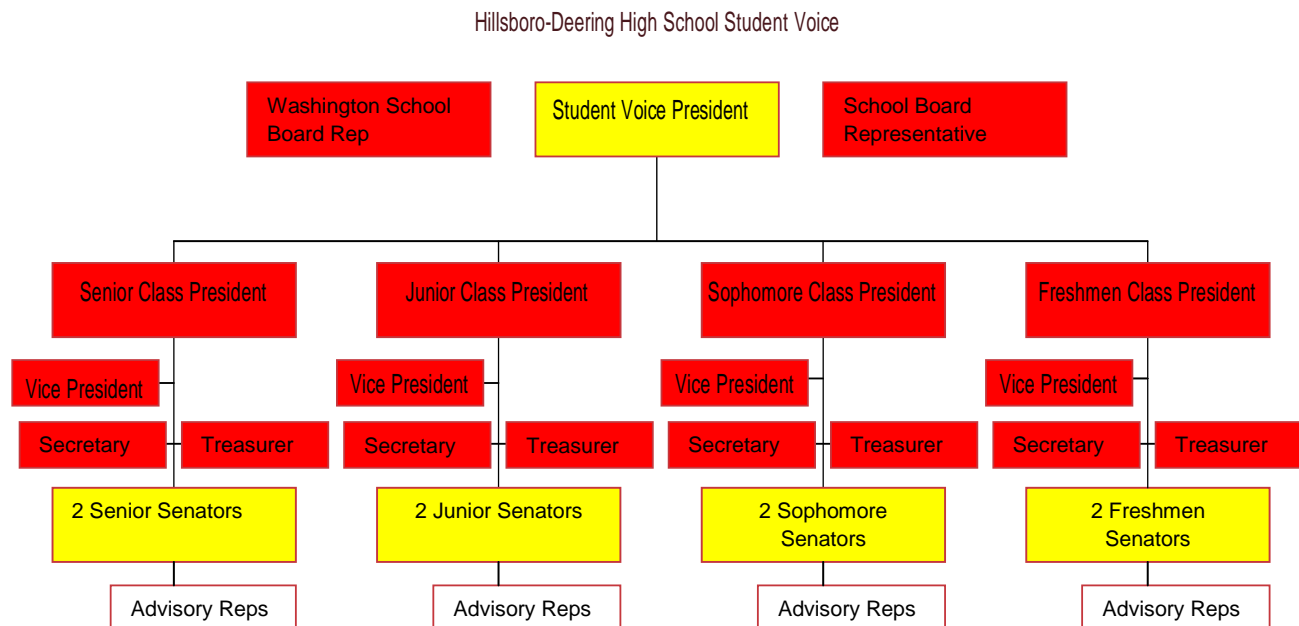
## Article IV Officers and Representatives

**Section 1:** The student body as a whole will elect one Student Voice President and one School Board Representative. Also representing the entire student body will be one Washington School Board Representative, which will be appointed by Student Voice.

**Section 2:** Each class will elect 2 Senators at large from their own class to be the Student Voice President's Cabinet.

**Section 3:** Each class will elect an officer team comprising of a President, Vice President, Secretary, and Treasurer. These officers are full members of the Student Voice.

**Section 4:** Each Advisory will appoint one (1) Advisory Representative who will participate in Class Representative Meetings and consult twice a month with their specifically associated Senator.



## Article V Duties of Officers and Representatives

**Section 1: Term of office:** The official term for all officers and representatives will be July 1 through June 30 with the exception of the Senior class officers and representatives who are elected to a permanent position.

**Section 2: Student Voice President:** The Student Voice President is elected at-large by the entire student body.

**A. Candidate Eligibility:**

- > Students running for the position of the Student Voice President must be a junior meeting the requirements to become a senior for the academic year, in which the position will be filled.
- > Students must have a minimum of one year service in student government as a sophomore or junior or comparable service at another school.
- > Students must not have resigned or been terminated from a post in previous years.
- > Any student not meeting the minimum requirements will be eligible after a 2/3rds vote by Student Voice.

**B.** The President is responsible for planning, attending, and leading all Student Voice meetings and events. The President maintains the Student Voice Activities account, updates the Student Voice web page, and responds to and generates appropriate communication (email and/or hard copy) in a timely manner. The President oversees the creation of proposals for School Administration action (including activity proposals and policy proposals). The President reports to the Student Voice Advisor and works closely with the President's executive cabinet, which is comprised of the two senators from each class.

**C.** The President is responsible for assisting the School Board Representative in reporting on all aspects of student life K-12 (including student activities and news). A notebook of meeting notes and minutes will be kept for student knowledge. When invited into discussions by the School Board, the President is permitted to discuss and express opinions on behalf of Student Voice and the student body as a whole.

**Section 3: School Board Representative:** The School Board Representative is elected at-large by the entire student body.

**A. Candidate Eligibility:**

- Students running for the position of School Board Representative must be a junior meeting the requirements to become a senior for the academic year, in which the position will be filled
- Students must have a minimum of one year service in student government as a freshman, sophomore or junior or comparable service at another school.
- Students must not have resigned or been terminated from a post in previous years.
- Any student not meeting the minimum requirements will be eligible after a 2/3rds vote by Student Voice.

**B.** The School Board Representative is responsible for attending all School Board meetings, and reporting on all aspects of student life K-12 (including student activities and news). A

notebook of meeting notes and minutes will be kept for student knowledge. The School Board Representative is intended to discuss and express student-oriented opinions and to facilitate direct communication between the student body, it's representatives and the School Board.

**Section 4: Class President:** The Class President is responsible for planning, attending, and leading all class meetings, and maintaining records of attendance. The Class President is also responsible for organizing class sponsored events and Student Voice sponsored events, spearheading fundraising activities, and writing class messages for the yearbook. As a member of the Executive Council, the Class President will meet once a month with administration to discuss student, staff and school-related issues.

- Specific Year Responsibilities
  - Senior Class President
    - Elected for life
    - Head of the Senior Class Trip Planning committee
    - Graduation Speech
    - Takes over as a co-signor of class funds at year end
    - Determining the nature of a class gift
    - Planning the following dances (Homecoming, SnowBall [WC], Spring Fling)
  - Junior Class President
    - Prom Committee Planner (not necessarily the Chair)
    - Concession Stands
    - Planning the following dances (Halloween Dance, others as desired)
  - Sophomore Class President
    - Planning the following dances (Holiday Semi Formal, others as desired)
    - Continue excitement and teamwork within the class members
  - Freshmen Class President
    - Planning the following dances (Valentines, others as desired)
    - Build excitement and teamwork within the class members

**Section 5: Class Vice President:** The Class Vice President is responsible for assisting the Class President in all duties outlined above in Section 3. The VP will be a part of the Executive Council. The VP should be prepared to assume the duties of the president at any time, should a vacancy occur. The VP should act as the chairperson of a business meeting if the president is unable to attend. The VP will be responsible for meeting with the Advisory Delegates of their own class on a monthly basis and will be responsible for checking in with the Advisory teachers on a biweekly basis.

- Specific Year Responsibilities
  - Senior Class Vice President
    - Elected for life
    - Assist President with aforementioned duties
  - Junior Class Vice President
    - Assist President with aforementioned duties
  - Sophomore Class Vice President
    - Assist President with aforementioned duties
  - Freshmen Class Vice President
    - Assist President with aforementioned duties

**Section 6: Class Treasurer:** The Class Treasurer is responsible for attending all meetings, keeping records of all financial transactions, and periodically (minimum:monthly) reporting a summary of the monetary transactions to the class officer and advisor team. The treasurer is responsible for understanding the policies and procedures that the school has in regard to the use of student finances. The treasurer authorizes payment and records receipts in conjunction with the class advisor. The treasurer should provide the “economic perspective” in class officer meetings.

–Specific Year Responsibilities

- Senior Class Treasurer
  - Elected for life
  - Takes over as a co-signor of class funds at year end
  - Fiscally responsible for the future class reunions.
- Junior Class Treasurer
  - Fiscally responsible for the revenue and expenses of the prom.
- Sophomore Class Treasurer
  - None specific
- Freshmen Class Treasurer
  - None specific

**Section 7: Class Secretary:** The Class Secretary is responsible for attending all meetings, keeping up-to-date minutes of all meetings, prepare and distribute agenda’s, take attendance, create press releases, send thank you notes and other correspondence as necessary, and keep a permanent record of minutes as an aid to future class officer teams.

–Specific Year Responsibilities

- Senior Class Secretary
  - Elected for life
  - Maintain a database and alumni directory of class members
- Junior Class Secretary
  - None specific
- Sophomore Class Secretary
  - None specific
- Freshmen Class Secretary
  - None specific

**Section 8: Senators:** The two Senators of each class report directly to the advisor of Student Voice, and work with the Student Voice President as part of the Student Voice President’s Cabinet. However, Senators are elected members of the class and are responsible to attend class meetings as well. Senators will hold a commissioned position and perform those functions for that year. Senators are responsible for attending all meetings and acting as a liaison between Student Voice and the Advisory Representatives to improve communication in all facets of school operations.

–Yearly Commissioned Responsibilities

- Administering elections
- Handling communication between Advisory Representatives and Student Voice
- Serving on commission positions as needed

**Section 9: Washington School Board Rep:** The Washington School Board Rep is appointed by the Student Voice and is responsible for attending all School Board meetings, and reporting on all aspects of student life K-12 (including student activities and news) as especially pertaining to Washington students. Besides being the Washington School Board Rep the student will also hold the position of Senator at Large for their respective class, with all of the powers and responsibilities of a normally elected Senator. In the event of a student wishing to be elected for another role in Student Voice, that student and the Student Voice advisor will discuss what needs to be done for the Student Voice model and the individual to succeed.

## ARTICLE VI: Elections

### Section 1: Upperclassmen Elections

**A. General.** In the spring, during the second and third week of May, elections for the following school year will be held. The process shall include:

- A nomination process
- A campaigning period
- A campaign speech

AND

- An election

The following positions will be elected:

- Student Voice President
- Class President
- Class Vice President
- Class Treasurer
- Class Secretary
- Two Class Senators

**B. Nominations.** The Nomination procedure is twofold in purpose: 1) it requires each candidate to have some initial show of support, and 2) it adds dignity to the election process by making prospective candidates work for the privilege of being elected.

The following nomination methods are accepted:

1. Self-Nomination with support petitions. In this process, a person officially becomes a candidate when he or she submits:
  - A petition with a list of ten signatures of supporters and the candidate's parents/guardians signature on it.
  - The completed Certificate of Intent to Run for Office, including a letter of recommendation. Incumbents running for re-election do not have to submit a letter of recommendation.
2. Write-In. If a candidate meets the qualification to hold the office, and does not appear on the ballot, the voters have a right to write-in this candidate.

**C. Campaigning.** During the campaigning, each candidate tries to convince his or her fellow students of the wisdom of voting for him or her. A candidate gathers friends and supporters. They help make posters, hand out campaign materials, and talk to fellow students encouraging them to vote for their candidate. Campaigns can be creative. Ideas for inclusion may include (but are not limited to): slide shows, posters, spot announcements on the PA, and flyers.

**D. Speeches.** One important element of a campaign is the speeches presented by aspiring officers and leaders. An assembly attended by all students who will be voting in the election should be held to allow the candidates to make speeches.

The assembly will be during the day prior to the election.

Speeches must provide a fair opportunity to all candidates to express their opinions honestly. Under no circumstances may slander or falsehoods be used in a campaign speech. Proven use of such tactics shall result in a candidate being disqualified for running for office.

Class advisors will moderate the speeches.

**E. The Election.** The senior members of Student Voice will conduct the election, create ballots, monitor the voting, and tabulate the outcome of the voting. Voting will be done at lunch so as to provide a reasonable opportunity for all to vote who wish to do so.

Class rosters will be used to register students on voting day in order for a student to receive a ballot.

**F. Post Election.** Elections in the spring allow for the Student Voice to be organized and ready to go for the fall. A conference will be held in the spring after all elections are held for the newly elected team to begin getting to know each other and sharing ideas for the future.

**G. Timeline.**

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|-----------------------------------|---|
| The week prior to Spring Break    | - Nomination papers available                                   |
| Monday of the second week of May  | - Nominations and Recommendations Due                           |
|                                   | - Campaign Materials to be approved by US Student Voice Advisor |
| Second week of May                | - Campaign  |
| Thursday of the third week of May | - Candidate Speeches  |
| Friday of the third week of May   | - Election  |

## Section 2: Freshman Selections

**A. General.** In the spring, at a time roughly concurrent with high school elections, a delegation of Student Voice shall organize a meeting of 8<sup>th</sup> Graders and make a presentation on the roles and responsibilities of Freshmen Class Officers and outline the nomination procedures for becoming a Freshmen Class Officer. The process shall include:

- A nomination process



- A selection process

The following positions will be nominated and selected:

- Class President
- Class Vice President
- Class Treasurer
- Class Secretary
- Two Senators

**B. Nominations.** Prospective candidates must submit a petition with a list of ten signatures of supporters and the candidate's parents/guardians signature on it. They must also submit a two-paragraph essay explaining why they believe they are capable of performing the duties of the office they are applying for, as well as two letters of recommendation.

**C. Selection.** All nomination applications will be reviewed by the current membership of Student Voice, which will then select officers for each position by a majority vote.

### Section 3: School Board Representative Election

**General.** In the fall, during the first and second week of September, the candidates for School Board Representative shall enter the election process. The process shall include:

- A nomination process
  - A campaigning period
  - A campaign speech
- AND
- An election

### Section 4: Advisory Representative Selection

**A. General.** In the fall, during the first and second week of September, Advisory teachers will consult with their advisory group to appoint one (1) delegate to represent the Advisory and help lead the individual Advisory group along with the Advisory Advisor. The process shall be managed by the individual Advisory Advisor.

## ARTICLE VII: Committees

**Section 1:** The Student Voice shall include a standing Student Voice President Cabinet Committee, which consists of the eight (8) senators and the Student Voice President, and several Special Committees created when needed during the school year.

**Section 2: (Special Committees)** Special Committees may be appointed by the President to plan and carry out activities approved by Student Voice.

## ARTICLE VIII: Meetings

Section 1: Student Voice meetings shall take place at least once weekly, at a regularly scheduled time. Individual meetings shall not be less than 30 minutes or more than 60 minutes in length.

Section 2: Individual class meetings shall be arranged, organized and administered by the Class Advisors, in conjunction with the class officers.

Section 3: An agenda shall be prepared and handed out to each Class Secretary each meeting. Student Voice members may initiate agenda items. All items for agenda inclusion must be submitted to the Voice President or advisor two days before a meeting. Additional agenda items may be added at the beginning of each Student Voice meeting by a majority vote of Voice members.

Section 4: School wide meetings, to include all members of the Student Voice, as well as elected Advisory Delegates will be held at least three times during the school year.

## ARTICLE IX: Parliamentary Authority

Section 1: Each member shall have one vote.

Section 2: All motions require a quorum of at least 17 Voice members to be present. All motions require a second; all motions require (for passage) a majority vote of the Voice members present.

Section 3: Changes, exceptions and amendments to rules and procedures shall require a 2/3 vote of all Voice members.

Section 4: Any and all actions of the Student Voice are not official until approved by the Administration and/or the School Board, if necessary.

## ARTICLE X: Powers Vested in Student Voice

Section 1: The Student Voice shall have the authority to relay the opinions and needs of the student body to the school administration.

Section 2: The Voice raises all funds for its activities, and maintains a treasury for that purpose.

Section 3: The Student Voice is responsible for planning and executing the following school-wide activities: Homecoming, Winter Carnival, and the Spring Fling, unless a separate arrangement is agreed upon with the Voice and members of administration.

Section 4: The Voice is to be considered a partner in policy review and policy making in the school. Any policies proposed by the Voice should be appropriate, realistic and attainable.

Section 5: The principal of Hillsboro-Deering High School, and, ultimately, the School Board of SAU #34 shall be the final authority over all actions of the Student Voice.

## **ARTICLE XI: Advisors of Student Voice and Administration Relationship**

Section 1: The principal shall select advisors to Student Voice at the beginning of each school year. Advisors must be staff members at Hillsboro-Deering High School.

Section 2: Advisors will be responsible for assisting and directing the President and entire Student Voice in its event planning and policymaking.

Section 3: Advisors shall serve as the primary supervisors for any Voice events.

Section 4: The Voice may recommend to the principal that an advisor be removed from office by a 2/3 majority vote of the Student Voice membership for failure to perform required/requested duties.

## **ARTICLE XII: Amendments**

Section 1: This constitution may be amended at any time by a two-thirds vote of the Student Voice members.