

Edward C. Reed High School

Constitution of the Associated Student Body



PREAMBLE

We, the students of Edward C. Reed High School (RHS), in order to conduct student activities, promote mutual respect between students, teachers, administrators and the community, and to serve as the elected and appointed representatives for the student body, do hereby establish this constitution of Edward C. Reed High School.

➤ ARTICLE 1

The name of this organization shall be the Associated Student Body of Edward C. Reed High School (RHS).

➤ ARTICLE 2: OBJECTIVES

1. To provide a means through which students can address school related issues which affect their lives.
2. To provide responsible leadership and representation of our student body.
3. To maintain a continuous communication channel from students to both faculty and administration, as well among the students of the school

➤ ARTICLE 3: STUDENT GOVERNMENT

Section 1: Structure of Reed High School's Associated Student Body shall consist of the following branches:

1. Student Body Officers- President, Vice President, Secretary, Treasurer and Historian
2. Student Leadership
3. Class Councils
4. Election Board
5. Judicial Board.

Section 2: Reed High School's Associated Student Body shall function under the following general guidelines:

1. The voting members of Associated Student Body shall consist of elected and appointed officers who meet the eligibility requirements of Reed High School, the Nevada Interscholastic Activities Association (NIAA) and the National Federation of State High School Associations (NFHA) standards and shall serve as the official representatives of the students of Edward C. Reed High School in all legislative school-related activities.
2. The Associated Student Body shall consist of the student body officers, all class officers and appointed members of each class council as the voting members.
3. All meetings of the Associated Student Body are open to any member of the student body of RHS.
4. The Associated Student Body shall meet at its discretion with at least one meeting per month when school is in session.

➤ ARTICLE 4: EXECUTIVE BOARD

1. The membership of the Executive board shall consist of the five elected Student Body Officers, namely: President, Vice President, Secretary, Treasurer, and Historian.
2. The powers and duties of the Executive Board shall include:
 - a. Administering the activities of the associated students.
 - b. Supervising all directives and resolutions enacted by the Associated Student Body.
 - c. Determining the agenda for all Associated Student Body meetings.
 - d. Calling special sessions of the Associated Student Body.
 - e. Examining all proposed statutes and amendments to the constitution and making recommendation of the same to the Associated Student Body.
 - f. Appropriately represent the student body of Reed High School at required events.

➤ ARTICLE 5: STUDENT BODY OFFICERS

All Student Body Officers are required to do the following:

1. Be enrolled and an active participant in the RHS Leadership class for the year they hold office and at least one year prior
2. Attend all meetings of the Associated Student Body
3. Attend all meetings of the Executive Board
4. Attend State NASC conference unless a conflict determined valid occurs.
5. Run meetings of the Associated Student Body.

The Student Body Officers shall consist of the following:

1. The President, whose powers and duties shall include:
 - a. Preside as President over the Associated Student Body meetings and Executive Board meetings.
 - b. Appoint students to such committees as are necessary to carry out student body business.
 - c. Produce and distribute agendas for the general Associated Student Body meetings.
 - d. Oversee the maintenance of records for regional requirements.
 - e. Assume unfulfilled duties for any individual in Leadership.
 - f. Start and end each assembly.
2. The Vice President, whose powers and duties shall include:
 - a. Assume the powers and duties of the President in their absence or at their request.
 - b. Assist running general Associated Student Body meetings.
 - c. Coordinate monthly staff and faculty appreciation. (reworded for clarity)
 - d. Act as contact for sister school
 - e. Run and organize the Inter-club Council.

3. The Secretary, whose powers and duties shall include:
 - a. Keep typed minutes of Associated Student Body meetings.
 - b. Keep up to date files of Associated Student Body Activities.
 - c. Complete Silver Star Goals Packet and Retrospect.
 - d. Complete all correspondence, include thank you notes, for Leadership and the Associated Student Body.
 - e. Coordinate Community Service portion of the Silver Star award.

4. The Treasurer, whose powers and duties shall include:
 - a. Keep accurate and permanent records of the finances of the Associated Student Body.
 - b. Produce monthly budget and present to the Leadership class and at student council meetings
 - c. Report the condition of the finances at any meeting of the Student Council meetings.
 - d. Purchase all supplies in cooperation with the class advisors.
 - e. Coordinate all fund-raising activities through proper channels and paperwork.
 - f. Provide support to Class Council Treasurers.

5. The Historian, whose powers and duties shall include:
 - a. Create scrapbook to record all Associated Student Body Events.
 - b. Create end of the year slide show.
 - c. Keeping all Reed High social media active and up to date to inform and increase participation from the student body in RHS events and activities.
 - d. Keeping up-to-date and accurate records for theme and event for future reference.
 - e. Manage the public relations for the RHS Associated Student Body.

➤ ARTICLE 6: CLASS OFFICERS

All Class Officers are required to do the following:

1. Attend all Council meetings
2. Attend all meetings of the Associated Student Body.
3. Be an active participant in all Council activities and events.

The class officers shall consist of the following:

1. The President, whose powers and duties shall include:
 - a. Be enrolled and an active participant in the RHS Leadership class
 - b. Provide leadership within the Council.
 - c. Preside over the Council meetings.
 - d. Appoint students to such committees as are necessary to carry out student Council business.
 - e. Be responsible for the work of the other class officers.

- f. Coordinate the design and ordering of class t-shirts.
2. The Vice President, whose powers and duties shall include:
 - a. Assume the powers and duties of the President in their absence or at their request.
 - b. Preside over Council meetings in the absence of the President, or when it is required.
 - c. Assist the President in the discharge of their duties.
 - d. Attend Inter-club council meetings.
3. The Secretary, whose powers and duties shall include:
 - a. Keep typed and accurate records of Council meetings.
 - b. Keep an accurate recording of Council hours.
 - c. Complete and submit Goal Packets/Retrospectives.
4. The Treasurer, whose powers and duties shall include:
 - a. Keep a record of all Council financial matters.
 - b. Keep a detailed budget.
 - c. Be responsible for receipt and disbursement of funds of the class.
5. The Historian, whose powers and duties shall include:
 - a. Create scrapbook to record all Student Council Events.
 - b. Prepare all Council correspondence.
 - c. Prepare the end of the year slideshow.

➤ ARTICLE 7: ELECTION OF OFFICERS

1. Student Body Officers shall be elected during the Spring semester, at least four weeks before the NASC conference registration deadline, and will take office in May
2. Incoming Sophomore, Junior and Senior Class Officers shall be elected during the spring semester, immediately following the Student Body election and will take office in May.
3. Freshman Class Officers shall be elected during the first month of school of their Freshman year.
4. At least two class representatives will be selected under the discretion of the class advisor(s).

A. Election Procedures:

1. All candidates must complete the Declaration of Candidacy application , and have it approved by the Assistant Principal over Activities, for the position desired by the required date.
2. All elections shall be held by secret ballot under democratic procedures.
3. The winner of each election shall be the person with the simple majority of valid votes cast by qualified votes in the general election.

4. All votes in on-campus elections shall be a regularly enrolled student (four periods/day) at Reed High School.
5. All candidates are elected for 12 months, or the equivalent of one year or term. The only exception is the Freshman Class Officers, who are elected for the balance of the year.
6. In case of a tie, the top vote getters will run in the general election in which a plurality will determine the winner.
7. In case of only one person running for a given office that candidate must obtain 50% + 1 votes in the general election.

B. Requirements for holding a Student Body office:

1. Be a member of the incoming senior class.
2. Have attended Reed High School for one full semester.
3. Be enrolled and an active participant in the RHS Leadership class for the year they hold office and at least one year prior.
4. File a Declaration of Candidacy form.
5. Have a least a 3.0 GPA in both citizenship and academic grades with no F's and be taking a minimum of four classes per semester. Candidate must maintain this GPA while in office. While an active member, students who fail to maintain at least a 3.0 GPA in academic or citizenship throughout the year will be placed on probationary status. Academic probationary status requires the student to form a written plan with the advisor and/or Assistant Principal overseeing Activities. The student has until the next academic warning or grade check to improve before being removed from their position.
6. May not have attendance or disciplinary concerns as reviewed by Leadership Advisors and Assistant Principal over Activities.
7. Attend all mandatory informational meetings prior to running.

C. In order to run for a class office, you must:

1. Student must be an active member that has been involved in at least 80% of council activities of said class. Freshman are exempt.
2. Have attended Reed High School for one full semester. Freshmen are exempt. Transfer students must have a recommendation from previous school.
3. File a Declaration of Candidacy form.
4. Have a least a 2.5 average in both citizenship and academic grades with no F's and be taking a minimum of four credits. While an active member, students who fail to maintain at least a 2.5 GPA in academic or citizenship throughout the year will be placed on probationary status. Academic probationary status requires the student to form a written

plan with the advisor and/or Assistant Principal overseeing Activities. The student has until the next academic warning or grade check to improve before being removed from their position.

5. May not have attendance or disciplinary concerns as reviewed by Leadership Advisors and Assistant Principal over Activities.
6. Junior and Senior class presidents should be enrolled in Leadership for their term of office.
7. Attend all mandatory informational meetings prior to running.

D. In the event that an office is vacated:

The Class Advisors shall have the responsibility of selecting another Council member to assume the duties of the vacated Class office. The Leadership Advisors shall have the responsibility of selecting another student to fill a vacated Student Officer position. The newly selected candidate shall assume the powers of the office only after receiving the general consent of the member of the executive board in the Council or Associated Student Body. The executive board for the Council includes the class officers, class advisor(s) and the Assistant Principal over Activities and the appointed class representatives. The executive board for the Associated Student Body includes the Student Body Officers, Leadership Advisors and Assistant Principal over Activities.

E. In the event that an officer does not adequately fulfill their duties:

As outlined by this Constitution, they will not be eligible to run the subsequent year unless permission is granted by the vice principal of activities and the class advisor(s)

➤ ARTICLE 8: JUDICIAL BOARD

The judicial branch of the Reed High School Associated Student Body will be overseen by a judicial board that shall be comprised of seven students who meet the eligibility requirements. The Judicial Board should be comprised of one representative from each class and 3 additional representatives from the student body at-large. The advisor has the final say over the appointment of an applicant.

Requirements for hold a Judicial Board position are:

1. All candidates must complete an application which is obtained from the Judicial Board advisor.
2. All candidates must maintain a minimum 2.5 GPA in both academics and citizenship during the previous semester.
3. All candidates must submit a Student Relations and Attendance clearance form with their application.

4. All candidates must have a Teacher Recommendation form completed by each of their core class (English, Math, Science, Social Studies) teachers from the current school year.
5. While an active member, students who fail to maintain at least a 2.5 GPA in academic or citizenship throughout the year will be placed on probationary status and a Judicial Board or administrative hearing will determine eligibility. Academic probationary status requires the student to form a written plan with the advisor and/or Assistant Principal overseeing Activities. The student has until the next academic warning or grade check to improve before being removed from their position.
6. Students who have major discipline infractions through the student relations office will immediately be placed on probationary status and an administrative hearing will determine eligibility.
7. Students are expected to attend at least 80% of the calendar events. Failure to attend multiple events will require coming before the Judicial Board in order to regain Judicial Board privileges.
8. Once a member, the student is expected to maintain confidentiality regarding information privy to Judicial Board to include but not be limited to elections, policy-infractions, student information, voting, candidate information etc. In addition, students who break confidentiality will automatically be placed on probationary status and a Judicial Board or administrative hearing will determine eligibility.
9. Judicial board members may not hold any other elected class or student body office while simultaneously participating as a member of judicial board and must take a leave of absence from the board until the election is decided.
10. A majority of the judicial board members shall elect from among themselves their own chairperson(s) and recording secretary prior to the freshman class general elections. The recording secretary shall also serve as a voting member. The chairperson may only vote to break a tie among the board members.

The judicial board shall have the following powers:

1. Establish a set of bylaws for the formation and operation of the judicial branch of Reed High School Associated Student Body.
2. Establish rules, regulations, and procedures for hearings
3. Establish rules and criteria for conflicts of interest among justices
4. Conduct all impeachment procedures and hearings as stated in the judicial board bylaws as set forth in writing to the school administration.
5. Provide judicial interpretation for the school constitution and student government practices and procedures as requested.

➤ ARTICLE 9: ELECTIONS

All elections shall be completed by an independent Election Board overseen by an advisor. The advisor has the final say over the appointment of an applicant.

Elections Board: Requirements to hold an Elections Board position are:

1. All candidates must complete an application which is obtained from the Elections Board advisor and approved by the Assistant Principal over Activities.
2. All candidates must maintain a minimum 2.5 GPA in both academics and citizenship during the previous semester.
3. All candidates must have a Teacher Recommendation form completed by each of their core class teachers from the current school year.
4. While an active member, students who fail to maintain at least a 2.5 GPA in academic or citizenship throughout the year will be placed on probationary status and a Judicial Board or administrative hearing will determine eligibility. Academic probationary status requires the student to form a written plan with the advisor and/or Vice Principal overseeing student government. The student has until the next academic warning or grade check to improve before being removed from their position.
5. Students who have major discipline infractions through the student relations office will immediately be placed on probationary status and an administrative hearing will determine eligibility.
6. Students are expected to attend at least 80% of the calendar events. Failure to attend multiple events will require going before the Judicial Board in order to regain Election Board privileges.
7. Once a member, the student is expected to maintain confidentiality regarding information privy to Election Board to include but not be limited to elections, policy infractions, student information, voting, candidate information etc. In addition, students who break confidentiality will automatically be placed on probationary status and a Judicial Board or administrative hearing will determine eligibility.

Election Process:

1. All students enrolled at Edward C. Reed High School shall have voting privileges in Student Body elections.
2. All students desiring to run for office shall attend candidate meetings and complete all required paperwork and approvals by the announced deadline.
3. Associated Student Body and Class Council Elections: The election process will be made up of four components. Each component will be weighted as part of the process.

Elections (40%):

1. The candidates shall be voted on by the entire student body.
2. The winners of the general election shall be those candidates for each office who receive the majority of the votes.

Teacher Evaluations (25%):

1. Each candidate will ask his or her current teacher(s) to fill out a confidential evaluation of the candidate.
2. Teachers must return the evaluation form directly to the Elections Board Advisor no later than the Friday before the election.

Interview (20%):

1. Each candidate will be interviewed by a panel including, but not limited to the principal or Assistant Principal in charge of activities, the Leadership(s), and the outgoing student body president.
2. The purpose of the interview, in part, is to allow candidates an opportunity to discuss their leadership history, experience with the council, and vision for Reed High School.
3. The interviews will be held prior to the election and after the application deadline.

Essay (15%):

1. Each candidate will be required to submit an essay.
2. The purpose of the essay is for candidates to describe their leadership history and their history with the council among other questions.
3. The essay will be due with the application deadline.

Court Elections:

1. Any student may be elected to a Court position only once for any school year.

➤ ARTICLE 10: STUDENT LEADERSHIP CLASS

1. It shall be the purpose of the student Leadership class to plan, develop, and implement those projects and activities normally recognized as benefiting the entire student body and reserved for such purpose.
2. Recognized student Leadership activities normally include, but are not limited to:
 - a. All school dances
 - b. All spirit and/or academic assemblies.
 - c. Class orientations.
 - d. Spirit Weeks and related activities.
 - e. Student and staff recognition
 - f. Leadership conference.
 - g. Charitable and community projects.
 - h. Operation of the student sales post
3. No Leadership class activity or project may occur without the recommendation and approval of the Leadership advisors.
4. No Leadership class funds may be spent on any activity or project without the recommendation and approval of the Leadership advisors.

➤ ARTICLE 11: DISMISSAL/RESIGNATION

1. **Dismissal:** If an elected member of the Reed High School Associated Student Body's conduct is questionable, the advisor(s) and the Assistant Principal over Activities will act upon the matter and/or the Judicial Board will hold a hearing that may result in termination of position.
 - a. Disciplinary action will be taken according to NIAA regulations for the following:
 - i. Smoking or chewing tobacco on campus or at school-sponsored activities.
 - ii. Drinking, having consumed, or being in possession of an alcoholic beverage or a controlled substance on campus or at a school-sponsored activity.
2. **Probation:**
 - a. Students who have major discipline infractions through the student relations office or whose grades fall below the required GPA to hold their position, while holding office, will be immediately placed on probationary status and an administrative hearing will be held to determine eligibility and/or plan for reinstatement. Students on probationary status may not have any major infractions or academic concerns for the remainder of the school year or they will be immediately dismissed from their office.

3. Impeachment:

- a. A petition of impeachment may be considered before an Judicial Board Meeting. It shall be presented to the Judicial Board, voted upon secret ballot and passed by a majority of the vote cast.
- b. Loss of academic eligibility will result in removal from office for the balance of the elected term.
- c. Three unexcused absences from meetings and events are considered cause for impeachment and must be brought to the Judicial Board review board first. Excused absences include sickness, school business, religious observance and legal obligations. All other excuses will be reviewed by the Judicial Board.

4. Resignation:

- a. If a student appointed or elected to office decides to give up that office the student must submit a letter of resignation to the Executive Board. The student will also meet with the Executive Board before the resignation is announced to the rest of the student council.

➤ ARTICLE 12: ADOPTION AND AMENDMENT

1. Formation of this Constitution shall be made by an eventual two-thirds majority vote of the organizing student assembly.
2. The Constitution shall be ratified by a two-thirds majority vote of the Associated Student Body.
3. Amendments to the constitution may be proposed by a member of the Associated Student Body, the faculty, or the administration, and ratified by a two-thirds majority vote of the student body.
4. Proposed amendments may also be adopted by proclamation of the principal and Assistant Principal over Activities of Reed High School.
5. Proposed amendments not adopted by the administration's proclamation must be read to the Associated Student Body at one regular meeting, posted for the general student body to view, and voted on by the Associated Student Body at the following meeting.
6. Proposed amendments must be submitted on the appropriate form to the Leadership advisors at least one (1) week prior to the Associated Student Body meeting. Any proposed amendments must have been placed on the agenda prior to the Associated Student Body meeting in order that it may be the subject of motions or votes.

➤ ARTICLE 13: NON-DISCRIMINATION

The Associated Student Body of Reed High School strives to adhere to non-discriminatory practices surrounding election for offices and courts, selection of Leadership classes, conducting judicial hearings and other actions of the body. Reed High School's Associated Student Body does not discriminate on the basis of gender, sexual orientation, race or religion.