

NILES WEST HIGH SCHOOL

Student Government Constitution

Ratified May 25, 2007

ARTICLE I - NAME

The official name of this organization shall be The Niles West High School Student Government, hereinafter known as Student Government.

ARTICLE II – MISSION AND DUTIES OF STUDENT GOVERNMENT

Student Government exists to represent and express the concerns, opinions and recommendations of the students to the administration and faculty of Niles West High School, Niles Township High Schools District 219 and the communities of Niles Township;

To represent the student body concerning their rights and responsibilities;

To organize and conduct various activities that promote school spirit, unity and awareness of community pride and further the goals of this student government;

To offer opportunities for student participation in service- and community-related activities;

To assist charitable functions and/or organizations both in and out of school.

To offer leadership training, to stimulate and guide student leaders and to increase student participation in leadership and educational activities;

ARTICLE III – AUTHORITY

All powers and responsibilities of Student Government are delegated to it by Niles West High School and Niles Township High Schools District 219. Final decisions of Student Government are subject to review and approval by advisors, building administration and and/or District administration.

ARTICLE IV – MEMBERSHIP

Section 1. **Eligibility.** Any student currently enrolled at Niles West High School shall be eligible to join Student Government as an at-large member.

Section 2. **Membership Requirements.** All members must be dedicated to the mission of Student Government; must fulfill all responsibilities and duties as stated in this constitution; must maintain a “C” average (2.0 GPA) in all of their classes at Niles West High School; and must serve on at least one committee during each semester.

Section 3. **Membership Rights.** All eligible members shall have the right to discuss, vote on or submit motions to Student Government. Each member of Student Government shall have the right of free speech while on the floor. He/she will suffer no indignities or condemnation for legitimately stating his/her point of view.

- Section 4. **New members.** Incoming freshman and new members of Student Government shall have the same requirements and rights of membership as voting members.
- Section 5. **Voting.** The voting participants of Student Government shall consist of the Executive Board, and the Presidents of the Class Cabinets. Committee chairs and at-large members. Any student voting on an issue must have attended meetings where said issue was debated. All voting members shall have one vote, with the exception of the Student Government President, who shall break any ties.
- Section 6. **Veto.** Any motion of the Student Government may be reviewed by the Executive Board and may be vetoed with a 2/3 vote. Student Government may override any veto with a 2/3 vote.

ARTICLE V – OFFICERS

- Section 1. **Executive Board.** The Executive Board of Student Government shall consist of five officers: President, Vice-President, Secretary, Treasurer, and School Board Representative.
- A. The Executive Board shall have general supervisory responsibility for Student Government between its regular meetings and shall fix the hour and place of said meetings.
 - B. The Executive Board shall make recommendations to Student Government and perform other such duties as are delegated to it by this constitution. The Board shall be subject to the orders of Student Government and none of its acts shall conflict with other actions taken by Student Government.
 - C. All officers and committee chairs shall serve one-year terms.
 - D. Members of the Executive Board shall not hold office in any of the Class Cabinets unless extenuating circumstances as decided by the Student Government sponsor.
- Section 2. **Elections**
- A. Student Government shall conduct all governmental officer elections, including the elections of Senior, Junior and Sophomore Cabinet officers, each school year on the first Friday of May. Freshman Cabinet officers shall be elected no later than the fourth week of school each year.
 - B. Student Government officers, with the exception of the School Board Representative, shall be elected by secret ballot in an all-school election, to be held the first Friday of May.
 - C. Class Cabinet officers shall be elected by secret ballot by their respective classes.
 - D. The School Board Representative shall be elected by a quorum of Student Government members, including graduating seniors, at the first Student Government meeting following the election of the following year's Executive Board.
 - E. If an election is contested, candidates shall have the opportunity to record a statement for broadcast to all relevant homerooms before the election.
 - F. *Election campaigning*
 - 1. Candidates may campaign for offices only during the week prior to elections.
 - 2. Candidates will adhere to the limit of campaign signs and/or flyers set by the Director of Student Activities.

Section 3. **Qualifications.** To qualify for the general election, Executive Board candidates must meet the following requirements.

A. *President*

1. Must be a Senior.
2. Must have at least two (2) years of experience as a member of Student Government (unless extenuating circumstances as decided by the Student Government sponsor) and must be a current member of Student Government.
3. Must be a full-time student and must not graduate early.
4. Must have and maintain a minimum unweighted GPA of 2.0.
5. Must have no prior Activities/Athletics Code of Conduct violations.

B. *Vice-President*

1. Must be a Junior or Senior.
2. Must have at least one (1) year of experience as a member of Student Government and must be a current member of Student Government.
3. Must be a full-time student and must not graduate early.
4. Must have and maintain a minimum unweighted GPA of 2.0.
5. Must have no prior Activities/Athletics Code of Conduct violations.

C. *Secretary*

1. Must be a Sophomore, Junior or Senior.
2. Must be a full-time student and must not graduate early.
3. Must have and maintain a minimum unweighted GPA of 2.0.
4. Must have no more than one Activities/Athletics Code of Conduct violation.

D. *Treasurer*

1. Must be a Sophomore, Junior or Senior.
2. Must be a full-time student and must not graduate early.
3. Must have and maintain a minimum unweighted GPA of 2.0.
4. Must have no more than one Activities/Athletics Code of Conduct violation.

E. *School Board Representative*

1. Must be a Junior or Senior.
2. Must have at least one (1) year of experience as a member of Student Government and must be a current member of Student Government.
3. Must be a full-time student and must not graduate early.
4. Must have and maintain a minimum unweighted GPA of 3.0.
5. Must have no prior Activities/Athletics Code of Conduct violations.

Section 4. **Duties**

A. *President*

1. Serves as Chief Executive of Student Government and shall preside over all meetings of the Executive Board, Executive Coordinating Council and Student Government.
2. Prepares the agenda for all Executive Board, Executive Coordinating Council and Student Government meetings.
3. Represents Student Government and the student body of Niles West High School as its head and ambassador at public occasions.

4. Coordinates Student Government activities with the faculty advisors of Student Government and the Director of Student Activities.
5. Delegates jobs as necessary to Executive Board officers.
6. Delegates jobs as necessary to committee chairs and their committees.
7. Shall oversee, with the Vice-President, the progress of all standing and temporary Student Government committees.

B. *Vice-President*

1. Attends all meetings of the Executive Board, Executive Coordinating Council and Student Government, and presides over all meetings and events that the President cannot attend.
2. Assists the President with developing the agenda for meetings.
3. Acts as a liaison between the standing Student Government committees and the Executive Board.
4. Serves as Chair of the Legislative Affairs Committee.
5. Maintains the Student Government Constitution, updating it as necessary when Student Government approves amendments.
6. With the Secretary, develops a contact list of all Student Government members.
7. Coordinates public relations with the Niles West News and all other media.

C. *Recording Secretary*

1. Attends all meetings of the Executive Board, Executive Coordinating Council and Student Government.
2. Maintains a written record of all Student Government proceedings and distributes minutes to all Student Government members.
3. Maintains an attendance roster for Executive Board, Executive Coordinating Council and Student Government meetings.
4. Receives and maintains the minutes of all Student Government committee meetings and distributes them to all Executive Board members.
5. Maintains the Student Government bulletin board.
6. Develops and maintains a contact list of all Student Government members, including all available means of contact (phone, e-mail, etc.)
7. Sends out e-mail and physical reminders of upcoming Student Government meetings and events.
8. Furnishes an end-of-the-school-year report of Student Government's accomplishments for the members, the student body, and the school administration.

D. *Treasurer*

1. Attends all meetings of the Executive Board, Executive Coordinating Council and Student Government.
2. Processes all requests for Student Government expenditures.
3. Maintains an accurate record of all Student Government income and disbursements.
4. Oversees all Student Government fundraisers.

5. Provides semester financial reports to the Executive Board and to Student Government, or more frequently, if required.
6. Act as liaison to the administration on all budget and financial matters.
7. Serves as a member of the Planning Committee.

E. *School Board Representative*

1. Acts as liaison between Student Government and the District 219 Board of Education.
2. Attends all meetings of the District 219 Board of Education.
3. Attends all meetings of the Executive Board, Executive Coordinating Council and Student Government.
4. Provides a summary report to Student Government of previous Board meetings.
5. Serves as a member of the Legislative Affairs Committee.

ARTICLE VI – LEGISLATION

- Section 1. A quorum shall consist of one more than one half of the voting membership of Student Government.
- Section 2. A majority vote of Student Government members present is necessary to pass a bill or a motion.
- Section 3. Any member of Student Government may make a motion, with the exception of the President.
- Section 4. The student body may challenge any action taken by Student Government with a petition of 200 student signatures. Upon receipt of such a petition, the action will be submitted to school wide referendum within two (2) weeks.
- Section 5. The Student Government advisors will act as a liaison with the administration and will advise the Government on school policy.
- Section 6. Any bill passed by Student Government must be submitted to the Principal for approval and a signature. The administration maintains veto power over any Student Government legislation. In the event of a veto, the bill shall be returned to Student Government with recommendations.

ARTICLE VII – COMMITTEES

- Section 1. Student Government shall consist of standing committees that operate on a permanent basis, temporary committees established by the Executive Board to address a specific need or task, and the Class Cabinets.
- Section 2. Student Government members shall not be limited to membership on one committee. Members are encouraged to become active in many committees.
- Section 3. Committee meeting times shall be determined by the members of the individual committees, in consultation with the committee advisor(s).

Section 4. Committees shall report on their progress to Student Government at the next scheduled meeting.

Section 5. **Standing Committees**

A. Standing Committees shall have a long-term focus, defined as the entirety of the school year.

B. The Standing Committees of Student Government shall be Legislative Affairs, School Spirit, Planning, School Chest and Homecoming.

1. *Legislative Affairs*

a. The Legislative Affairs Committee shall address issues and concerns of interest to the student body.

b. Responsibilities of the Legislative Affairs Committee.

i. Represent the student body on the various School Improvement Committees.

a) Curriculum Standards for School Improvement (CSSI)

b) Technology Committee for School Improvement (TCSI)

c) Educational Policy Advisory Council (EPAC)

d) Parent-Teacher-Student Association (PTSA)

e) School Climate/Respect Committee (Respect)

ii. Prepare written recommendations for Student Government and administrative review of student concerns.

iii. Examine school course offerings.

iv. Review academic policies and procedures.

v. Review the Student Government and Class Cabinet Constitutions at the end of each school year.

c. The Student Government Vice-President shall serve as Legislative Affairs Chair.

d. The School Board Representative shall be a permanent member of the Legislative Affairs Committee.

2. *Planning*

a. The Planning Committee shall be responsible for the financial affairs and service activities of Student Government.

b. Responsibilities of the Planning Committee.

i. With the Student Government Treasurer, monitor and approve all Student Government expenditures.

ii. Accurately count and deposit funds collected by Student Government through fundraising activities.

iii. Plan and coordinate all Student Government fundraising activities.

iv. Plan and coordinate all service activities sponsored by Student Government.

v. Assist in the planning and coordination of School Chest's annual "Dance Marathon" activities.

vi. Assist the School Spirit Committee in publicizing Student Government fundraising and service activities.

- c. The Student Government Treasurer shall be a permanent member of the Planning Committee.
 - d. The Executive Board shall appoint the Planning Chair.
3. New Standing Committees may be established or removed only by amending the Student Government Constitution.

Section 6. **Temporary Committees**

- A. The Executive Board shall establish Temporary Committees in pursuit of a specific objective.
- B. Temporary Committees shall follow guidelines set forth by the Executive Board in order to complete their assigned tasks.
- C. The Executive Board shall have the authority to appoint the Chair of Temporary Committees, or may choose to allow the committee members to select a Chair.

Section 7. **Class Cabinets**

- A. Class Cabinets shall be established to represent the concerns of Senior, Junior, Sophomore and Freshman classes, respectively, and to conduct special events and fundraisers deemed appropriate by their members.
- B. Class Cabinets shall operate independent of Student Government, but shall coordinate activities with Student Government to maximize their impact and success.
- C. The President of each Class Cabinet shall represent their respective Cabinet on the Executive Coordinating Council of Student Government.
- D. Members of Class Cabinets shall be allowed to hold membership on Student Government.
- E. Each Class Cabinet shall establish the process by which it selects its officers.
- F. The President of each Class Cabinet shall have one-year of experience in either Cabinet or Student government with the exception of Senior Cabinet President who must have two-years of experience.
- G. *Special Event Responsibilities.*
 - 1. Senior Cabinet
 - a. Senior Panoramic Picture
 - b. Senior T-Shirts
 - c. Fundraising for class gift
 - d. Homecoming participation
 - e. Service project
 - 2. Junior Cabinet
 - a. Prom planning and fundraising
 - b. Maintaining class gift
 - c. Homecoming participation
 - d. Service project
 - 3. Sophomore Cabinet
 - a. Winter Dance
 - b. Fundraising for class gift

- c. Homecoming participation
 - d. Service project
4. Freshman Cabinet
 - a. Freshman Cabinet officer elections
 - b. Fundraising for class gift
 - c. Service project

ARTICLE VIII – VACANCIES AND REMOVAL FROM OFFICE

Section 1. Vacancies.

- A. Any Student Government officer or committee chair’s position shall be declared vacant when any of the following conditions is met:
 1. The occupant withdraws or transfers from the school.
 2. The occupant submits a written resignation to the Executive Board or to the Student Government advisor.
 3. The occupant has been impeached and removed from office according to the removal procedures detailed below.
- B. The Vice-President of Student Government shall assume the Presidency, should a vacancy arise.
- C. Other vacant officer or committee chair positions shall be filled at the earliest possible date, according to the following procedures:
 1. The Executive Board shall conduct a special election at the next scheduled Student Government meeting.
 - a. Student Government members interested in filling a vacant officer position must apply to the Executive Board and must meet all qualifications of the individual office, as detailed in Article V, Section 3.
 - b. Vacancy candidates shall have an opportunity to address the Executive Board as to their qualifications for office.
 - c. Vacancies shall be filled via a secret ballot election of a quorum of Student Government members at the first Student Government meeting following the announcement of the vacancy.
 2. Vacancies in committee chair positions shall be filled according to the procedures detailed in Article VII.

Section 2. Removal from Office.

- A. The Executive Board has the power, with the consent of the Student Government advisor and the Director of Student Activities, to dismiss any Student Government member on the following grounds:
 1. Failure to maintain minimum requirements for an officer.
 2. Continuous neglect of duties.
 3. Failure to comply with membership requirements as detailed in Article IV, Section 7.
 4. Failure to maintain eligibility according to the Code of Conduct.

5. Withdrawal at the member's request.
 6. Officers may be removed for unsatisfactory conduct at the request of the Student Government advisor or the Director of Student Activities.
- B. *Removal procedure.*
1. A motion to remove a Student Government member may be made by another member who has secured a petition with the signatures of one-third (1/3) of all Student Government members.
 2. All motions to remove a member shall be immediately tabled until the next Student Government meeting.
 3. A member who is the subject of such a motion may not preside over the meeting while the motion is on the floor.
 4. A motion to remove a member shall require a unanimous blind vote of the Executive Board.
 5. Members shall be given a one-month censure warning before their dismissal takes effect. If no attempt is made to remedy the situation, then the member shall be dismissed. The censure requirement may be waived at the request of the Student Government advisor or the Director of Student Activities and with the approval of the Executive Board.

ARTICLE IX – MEETINGS

- Section 1. The Executive Board shall set the annual meeting schedule for Student Government at the start of each school year.
- A. Student Government shall meet at least once per week, when school is in session, unless otherwise determined by the Executive Board.
 - B. Student Government Committees shall meet when necessary, at a time determined by each committee, unless otherwise determined by the Executive Board.
 - C. All meetings will follow Robert's Rules of Parliamentary Procedure.
 - D. *Executive Board.*
 1. The Executive Board shall consist of the Student Government President, Vice-President, Secretary, Treasurer, and School Board Representative.
 2. The Executive Board shall try to meet once per week, at a time determined by the Executive Board.
 - E. *Executive Coordinating Council.*
 1. The Executive Coordinating Council shall consist of the Executive Board and the four Class Cabinet Presidents.
 2. The Executive Coordinating Council shall meet with the Director of Student Activities at least once per month, after school, unless otherwise determined by the Executive Board.
 - F. The Executive Coordinating Council shall invite members of the District 219 Board of Education to a Breakfast meeting at least once per semester, before school, to discuss matters of interest to the student body.

Section 2. The President of Student Government may designate regularly scheduled meetings as committee meeting dates, with the approval of a majority of Student Government members present.

Section 3. Required attendees for Student Government meetings shall include a majority of the Executive Board, a representative from each committee, and the Presidents of each Class Cabinet (or a designee).

ARTICLE X – AMENDMENT AND RATIFICATION

Section 1. This constitution may be amended under the following procedure.

- A. Any Student Government member may submit an amendment to the Recording Secretary or to the Vice-President.
- B. The Executive Board shall review the amendment before submitting it to the entire Student Government.
- C. The Recording Secretary or the Vice-President will read the amendment into the minutes of the next Student Government meeting.
- D. An amendment shall be adopted with the approval of two-thirds (2/3) of the members present.

Section 2. This constitution shall become immediately effective upon ratification by two-thirds (2/3) of the full membership of the existing student government bodies.

This Constitution was ratified by a quorum vote of Student Government and all cabinets on 10/19/15.