

Hillsboro High School Constitution 2015-2016

PREAMBLE

This Constitution is established by the students of Hillsboro High School in order to provide for effective student participation in academic, athletic, and social affairs of the school and for meaningful cooperation between administration, faculty and students.

ARTICLE I -- AUTHORITY

SECTION 1. This document shall hold precedence over any other class or chartered school organizations' constitution.

ARTICLE II -- NAME

SECTION 1. This organization shall be known as the Associated Student Body of Hillsboro High School.

ARTICLE III -- MEMBERSHIP

SECTION 1. All enrolled students of Hillsboro High School are entitled to vote in all general elections, their respective class elections, and any special elections. The senior class will not vote in any elections for the following school year, except in the case of a special election.

SECTION 2. All students who are owners of student identification cards will be considered members of the Associated Student Body. The purchase of an "ASB" sticker will entitle the student to attend athletic events at home and non-play-off games without charge and other additional privileges.

ARTICLE IV -- SCHOOL COLORS

SECTION 1. The official colors of Hillsboro High School are royal blue and white with red and black as accents.

ARTICLE V -- EXECUTIVE BOARD

SECTION 1. There shall be an Executive Board composed of the Executive Student Body Officers. It shall have the power to conduct school business. Plans for all school activities must pass through the Executive Board.

SECTION 2. The Student Body President shall chair this board.

SECTION 3. The leadership advisor and class presidents, shall be ex-officio members of this board.

SECTION 4. This Board shall hold meetings at a regular time and place. The first meeting shall be held within three weeks of installation. Special meetings may be called at the discretion of the President.

SECTION 5. The Executive Board shall have the power to declare a vacancy of any student organization and to transfer funds from vacant organizations to the Activities Fund. Any new club or organization, in the process of formation, shall submit to the Executive Board a constitution, a purpose and the name of its advisor(s) as well as all district required materials. A majority of the Executive Board shall be needed to approve the proposed constitution.

ARTICLE VI - EXECUTIVE BOARD OFFICERS

SECTION 1. The Executive Board of this organization shall consist of the following officers: an elected President and Vice-President and a cabinet of presidentially appointed Secretaries of the Treasury, Fundraising (two), Assemblies (two), Events (two), Publicity (two), Spirit, Community Service, Dance, Technology, Athletics (two) and Unity (two).

SECTION 2. The ASB President shall preside at all assemblies and Executive Board meetings, appoint the necessary secretaries with the approval of the Activities Director, and insure that the Constitution is properly executed. He/she has the authority to call special Executive Board meetings, and appoint representatives to School Board, Site Council and Parent Advisory meetings. The President shall be an ex-officio member of all clubs and organizations. The President shall also be in charge of setting group goals for the Executive Board and seeing that they are completed. The President shall assist with duties included in the daily operations of the Leadership 2 Class. The President-Elect shall be responsible for organizing student government retreats.

SECTION 3. The ASB Vice-President shall assume the duties of the ASB President in case of the latter's absence, and be in charge of student body elections. The Vice-President will oversee the Activity Letter Program. The Vice-President shall also monitor all club activities including Club Kick Off. Any club that appears inactive shall be reported to the Executive Board for possible charter revocation.

SECTION 4. The Secretary of Communications shall be responsible for all communications between leadership and the student body, including taking and distributing executive board meeting minutes, distributing information on leadership work and events to the student body, conducting surveys of the students as needed, and taking care of the daily announcements and the reader board.

SECTION 5. The ASB Treasurer shall, with administrative approval, handle all finances of this organization, submit a budget to the executive board and ASB Senate to be approved no later than three weeks after the first day of the new school year, keep records of all ASB receipts and disbursements at each executive board meeting, and make recommendations to the executive board for withdrawals from student body funds not previously appropriated. His/her responsibility is also to coordinate profitable fundraisers with a designated goal in mind decided upon by the Executive Board.

SECTION 6. There shall be two Secretaries of Assemblies. The Secretaries of Assemblies shall be responsible to form the Assembly Council, which will coordinate, plan and supervise assemblies including Welcome, Homecoming, Lip Sync and MayFete. The secretaries will also oversee pep assemblies with the Secretaries of Spirit, Activities and Athletics. The Bye Bye Assembly will be the responsibility of the following year's Secretaries of Assembly.

SECTION 7. There shall be two Secretaries of Events. The Secretary of Events shall be responsible for planning Teacher Appreciation Week, helping with elections, running the Events Council, planning the Senior Citizen's Breakfast, and planning May Fete.

SECTION 8. The Secretary of Public Relations shall be responsible for organizing a quarterly newsletter designed to inform the student body of student council proceedings, writing the *Argus* article, and existing as a liaison between the executive board and the Hillsboro Community. This secretary will be responsible for promoting student council proceedings as well as working with the other secretaries to help organize their various activities and also to publicize school functions in a creative way.

SECTION 9. The Secretary of Activities/Spirit shall be primarily responsible for creating and maintaining school spirit and school pride among the student body. In doing this he/she will work with the Athletic Director, the administration including the Principal and Vice-principals, and Hilhi staff to improve positive school spirit and sportsmanship at all sporting events and all school related activities. He/she will be responsible for recognizing student birthdays. He/she will recognize "New Students" starting second term. He/she will chair the Hilhi Pep Club. He/she will work in coordinating pep assemblies along with the Secretaries of Assemblies. He/she will be responsible for organizing Spartan mascot tryouts in the spring and for mascot costume maintenance.

SECTION 10. The Secretary of Athletics' sole purpose shall be to work with the Athletic Director in order to support athletic programs and also to assist with various other aspects involving announcements and assemblies as far as sports teams are concerned. He/she shall take part in pep assembly planning in order to represent athletic teams and ensure proper representation at assemblies and he/she shall notify coaches of their responsibilities for each pep assembly. He/she shall also be in charge of all announcements and publicity information dealing with athletics. This person shall report scores and highlights from previous sporting events during the morning announcements. The Secretary of Athletics shall work closely with the Athletic Director to promote all special event games, such as playoff athletic games.

SECTION 12. There shall be two Secretaries to the Site Council. The Secretary to the 21st Century Council (Site Council) shall be the student representative on the 21st Century Schools Council (Site Council). He/she shall act as a liaison between the Student Body, Faculty, and the Administration. The Secretary shall meet regularly with the Administration to communicate the current feelings on campus. Further, the secretary shall be responsible for working with school improvement and/or reform. He/she shall also assume any duties to help any other group on campus.

SECTION 13. There shall be two Secretaries of Unity. They will serve as a liaison between the diversity clubs at Hilhi and the Leadership class. They must be active members of the Unity Team at Hillsboro High School. They shall encourage all populations of students to be involved in school activities, clubs, and events. Their duties shall include:

- a. Running the Padres Hispanos meetings every month
- b. Attending Unity Team meetings
- c. Doing a Hispanic symposium (Cesar Chavez) for the Leadership class or for the school.
- d. Planning the Unity Week assembly with the Secretaries of Assembly
- e. Helping with Unity Week by:
 1. Doing activities during advisory and
 2. Arranging to have Breaking Down The Walls (or similar activity) during Unity Week.
- f. Find a way to break down racial barriers to unify Hillsboro High School as one Hilhi.

SECTION 14: The Secretary of Technology must abide by the general Leadership rules as stated in the Hilhi Constitution. As an appointed member of the ASB President and Vice Presidents cabinet, he or she must strive to be a dutiful advisor to them. The Tech Person is in charge of the large outside reader board as well as the electronic reader board found in the Commons which is to be updated weekly, if not more often, to help the leadership class better advertise school events. They must also be familiar with the sound system and lighting controls in the gym and are to be learned by you as to prevent less operational problems. Also the microphones need to be tested to ascertain an operational status before every assembly (provide a back up just in case). This task should require asking the Secretary of Assemblies needs before the assembly. The Tech Person is responsible for all technology needs during assemblies. During May Fete and Homecoming spotlights are used during assemblies. It is your job to make sure stands are properly assembled and lights working during assembly setup. Also it is your task to find able-bodied technicians to operate the lights in your stead.

SECTION 15. All secretaries and the vice-president shall serve as advisors to the president. The president may assign them extra duties and tasks that apply to their areas of responsibility.

SECTION 16. Appointments and vacancies in any executive board office, with the exception of the president and vice-president shall be filled by presidential appointment and ASB Senate approval. Appointments will be made within two weeks after the president assumes office or the vacancy occurs. Candidates must file for office.

SECTION 17. The president, with administrative review, may dismiss secretaries from their office for nonperformance of duty and/or continual failure to attend scheduled meetings. He/she shall, within three school days of dismissal, nominate another person for ASB Senate consideration and consent.

SECTION 18. In the Event the office of ASB President should become vacant, the Vice-President shall become President and the Secretary of Communications shall assume the additional duties of the Vice-President for the remainder of the school year unless the executive board directs a special election to fill the vacancy.

SECTION 19. If the ASB President is deemed to be not performing his or her duties or brings disrespect upon the school or the student body, the Executive Board may vote for impeachment. If two-thirds of the members vote for impeachment, the ASB President may be removed from office with the approval of the administration upon the advice of the executive board. In an impeachment hearing, the Activities Director shall preside and at least one administrator will be present. The ASB Vice-President shall assume the president's duties.

SECTION 20. If the A.S.B. vice-president is deemed to not be performing his/her duties, brings disrespect upon the school or the student body, and/or fails to attend scheduled meetings, Executive Board may vote for impeachment. If 2/3 of the members vote for impeachment then the vice-President may be removed from office with the approval of the administration. In the impeachment hearing, the Activities Director shall preside. The Secretary of Communications shall assume the additional duties of the vice-president for the remainder of the school year. If the Secretary of Communications denies the additional duties of vice-President, then the Executive Board will direct a special election to fill the vacancy.

ARTICLE VII - COMMUNITY SERVICE TASK FORCE

SECTION 1. There shall be a Community Service Task Force consisting of at least four members - the N.H.S. President and the appointed official of his or her choice, and the Key Club President and the appointed official of his or her choice. The four-member group shall work together to employ the help of N.H.S. and Key Club members for the purpose of community service projects. This group will be led by the Secretary of Community Service

SECTION 2. The Community Service Task Force shall be in charge of such projects, but not limited to, The Thanksgiving Dinner Project, the Holiday Canned Food Drive, and the Winter Court service project. The group may appoint any member of the Leadership class to chair any of these projects if someone is interested in helping.

ARTICLE IX -- EVENTS COUNCIL

SECTION 1. There shall be an Events Council to work with the Secretary of Events on elections and major events. Qualified students will be selected to serve on the council by a plan determined by the Secretary of Events and the advisor. The rules of the council shall be determined by the council.

ARTICLE X -- CLASS OFFICERS

SECTION 1. The class officers shall be president, vice-president, secretary and the treasurer.

SECTION 2. The class officers duties shall be as follows: the president shall preside at all class meetings and shall chair the class senate and direct its' activities, and serve on the executive board as an ex-officio member. The vice-president shall perform the duties of the president in the latter's absence and shall succeed that office if the presidency becomes vacant. The vice-president will keep track of all activity letter points for his class officers and senate members. The secretary shall make agendas for meetings, take attendance at meetings and shall publish minutes of all

class meetings. The treasurer shall keep an account of all class funds, give treasurer's reports at meetings and be responsible for class fund-raisers.

SECTION 3. If any vacancies in class officers occur, or if the class officers fail to perform the duties listed in Article XI, Section 2 or Article XV, or show lack of leadership by displaying disrespect to student, faculty, administration or the school, may be dismissed from office. Complaints from the students or faculty about any office will also warrant an investigation by the Hilhi Executive Board and administration and may bring charges of dismissal. If the complaint is properly justified by the Hilhi Executive Board and administration, it will be given to the ASB Senate for review and vote. If two-thirds of the ASB Senate votes in favor of the dismissal, the officer will be dismissed and the position will be filled by class presidential appointment and approved by a two-thirds vote of the existing class senate. If an appeal is made to the Court of Appeals by a class officer, it must occur within three days after the decision of the ASB Senate. If the class president is dismissed, the vice-president will assume the duties of president.

SECTION 4. The class responsibilities will be as follows:

Seniors: The Senior class shall be responsible for organizing all the events for Homecoming Week.

Juniors: The Junior class shall be responsible for organizing all the events for Holiday Week.

Sophomores: The Sophomore class shall be responsible for organizing all the events for Valentine's Week.

Freshman: The Freshman class shall be responsible for organizing Meet the Spartans.

ARTICLE XI -- CLASS SENATES

SECTION 1. There shall be an organization called the class senates to carry out the business and activities of the respective classes.

SECTION 2. Participation in class senates is open to any interested student. Only students who participate in the required number of meetings and events may earn a senate activity letter.

SECTION 3. The President of the class shall chair the senate.

SECTION 4: The Class Vice President shall keep track of Senate Points Senators gain from participation in activities for lettering purposes.

SECTION 5. Class officers or the class senate may appoint additional assistants as necessary for class projects.

SECTION 6. The advisor for this organization shall be a faculty member appointed by the administration.

SECTION 7. The final parliamentary authority for the meetings shall be Robert's Rules of Order.

SECTION 8. The class senate shall determine the rules of procedure to be used in their meetings.

SECTION 8. The duties of the class senators shall include attending all class senate meetings and participating in all class senate organized fund-raisers. Class senators are also expected to participate in school activities and their class events and be outstanding citizens.

SECTION 9. If a senator repeatedly fails in the duties described in Article IX, Section 8, he/she shall be subject to removal by the class officers. The class officers and the class advisor(s) shall meet privately with the individual to discuss the situation. If an understanding cannot be reached, the senator shall be subject to removal without appeal.

ARTICLE XII - APPOINTED POSITIONS

SECTION 1. All students elected or appointed to a leadership position must enroll in the Leadership 2 course for the entire year of office. On a very limited basis, the course may be taken as independent study for one trimester of the school year on the following conditions:

- The independent study student must be a teacher aide for the leadership 2 advisor for a class period within the day or check in with the advisor every day at lunch
- Have an immediate schedule conflict which prevents the student from enrolling in the leadership 2 class
- Have the ability to complete all assigned duties listed in the constitution.
- Attend all meetings required for his/her position
- Independent study status will be granted solely by the Activities Director

Any student who is unable to enroll in the leadership class for more than one trimester will be dismissed from his/her leadership position.

ARTICLE XIII XIV -- ELECTIONS AND APPOINTMENTS

SECTION 1. The election process for ASB President, ASB Vice-President, ASB Senate, Sophomore, Junior, and Senior class officers, and Sophomore, Junior, and Senior class senators of this organization shall begin the first week of March or as soon within the month as possible. They shall be elected by printed ballot and assume office from the time official election results are made public.

SECTION 2. Newly elected ASB officers shall be ex-officio members of the Executive Board from the time official election results are made public.

SECTION 3. The ten secretary positions shall be nominated by the ASB President and the ASB Vice-President. The ASB Senate must approve their selections. Students appointed shall take office upon approval of the ASB Senate. Secretaries must File for appointment.

SECTION 4. Installation of officers shall take place as soon within the first full week of May as possible.

ARTICLE XIV XV-- QUALIFICATIONS OF OFFICERS

SECTION 1. To be considered a candidate for Executive Board, ASB Senate or a Class Officer, a student must have a cumulative grade point average of 2.5 for all of his/her schoolwork.

SECTION 2. No Executive Board member, ASB Senator, or Class Officer shall be eligible to serve in office if his/her cumulative grade point average has dropped below a 2.5. The Activities Director will review the grades of all officers every quarter. He/she shall recommend delinquent officers to the Executive Board for removal.

SECTION 3. A student of Hillsboro High School who has met all the necessary qualifications shall be entitled to hold one major office and two minor offices or three minor offices.

SECTION 4. The following shall be major offices: Executive student body officers, all Class Officers, and ASB Senators. All other positions shall be considered minor offices.

SECTION 5. The ASB President, ASB Vice-President, the Freshman, Sophomore, Junior and Senior class officers - President, Vice-President, Secretary and Treasurer, the Community Service Task Force and all the appointed ASB Secretaries must take the Leadership class at Hilhi while in office. Failure to do so will be grounds for dismissal.

SECTION 6. ASB President candidates must have at least one year experience of Leadership 2.

ARTICLE XV XVI -- ELECTIONS

SECTION 1. Any student who is enrolled in Hillsboro High School is eligible to vote.

SECTION 2. Candidates for all elected offices shall be presented at a meeting before elections.

SECTION 3. Voting procedures shall be determined by the ASB Vice-President, the Secretary of Events, the Events Council and the Activities Director.

SECTION 4. To be elected for ASB President, Vice-President, or a class officer, a candidate must receive the most votes. Only in case of an exact tie will a run-off election be held. The candidate who receives the most votes in the run-off election will be elected.

SECTION 5. To be elected to ASB Senate, a candidate must be one of the top four vote recipients in his/her respective class.

ARTICLE XVI XVII -- STUDENT COURT OF APPEALS

SECTION L There shall be a Student Court of Appeals composed of seven justices including a chief justice who is elected among the court justices.

SECTION 2. The justices of the Student Court of Appeals shall have the following duties and powers:

- a. To keep an accurate record of all ASB resolutions.
- b. To hear cases of alleged violations of the Hilhi constitution and policies.
- c. To decide all disputes regarding the Hilhi constitution and policies.

SECTION 3. The Student Court of Appeals shall be presidentially appointed. The seven justices shall be approved by the ASB Senate. The seven justices shall be selected by the third week of the new school year or as soon as possible thereafter and take office upon their approval.

SECTION 4. A justice on the Student Court of Appeals may be removed if he/she is not performing his or her duties or brings disrespect upon the school or the student body. The Executive Board shall recommend removal of a justice to the ASB Senate. A justice shall be removed with a 3/4 majority vote of the ASB Senate. The ASB President then has two weeks to appoint another justice with review and consent of the ASB Senate.

SECTION 5. The Student Court of Appeals shall meet the qualifications of all student body officers.

SECTION 6. Should the party involved in a constitutional conflict disagree with the interpretation of the Court, an appeal may be made to the school principal within three days. A panel appointed by the principal consisting of one administrator, one teacher and one student shall make a recommendation to the principal for his decision on the matter. The principal's decision is final.

SECTION 7. The Chief Justice of the Student Court of Appeals shall attend the Leadership class to ensure that the Leadership students are abiding by the constitution. They will attend one class every month.

ARTICLE XVII XVIII -- PUBLICATIONS

SECTION 1. There shall be a Parent/Student Handbook. This will be a general guide for all students.

SECTION 2. There will be a Student Government Handbook. This book will contain information about student government and school activities. A copy of the Hilhi Constitution will be in this handbook.

SECTION 3. The Hillsboro High School newspaper will be called THE HILHILITES.

SECTION 4. The Hillsboro High School yearbook will be called THE SPARTA. The Editor of the yearbook will meet each week with the Secretary of Communications and Athletics to discuss any upcoming events that will be taking place in which the yearbook staff may need to be present.

ARTICLE XVIII XIX -- AMENDMENTS

SECTION 1. This constitution may be amended or changed through a two-thirds vote of the Executive Board and the ASB Senate.

ARTICLE XIX XX -- CONSTITUTION

SECTION 1. This constitution shall be voted upon by the Executive Board of Hillsboro High School on January 19, 1979 and by the student representative council on February 2, 1979. If approved by a 3/4 majority vote of all members this council, it shall take effect upon the approval of two-thirds of the student body voting in a general election. A copy of this document shall be posted in each classroom.