

# By-laws of the Dimond High School Student Government

*Revised March 2015*

## **Article 1: Name of Organization**

The name of this organization shall be the Dimond High Student Government.

## **Article 2: Purpose**

The purpose of this organization shall be to promote and encourage community service, to represent the DSB in all matters concerning their welfare, and to promote and encourage active school spirit. For example:

- A. Community service at Bean's Café, Trick-Or-Treat Town, Buddy Walk, and Thanksgiving dinner at Providence Extended Care.
- B. Town meetings, forums, Club Council meetings
- C. Electing DSG members to the AASG Executive Board, encouraging attendance at NASC. Promoting Boy's and Girl's State, and developing participation in HOBY
- D. Participation in quick hitters, assemblies, talent shows, and other school spirit activities

## **Article 3: Membership**

- A. DSG Executive Board Members
- B. DSG Class Officers

## **Article 4: Executive Board Officer Duties**

- A. Student Body President
  1. Chair Dimond Student Government (DSG) meetings
  2. Submit a report on DSG activities and goals to the DSG, and faculty once per semester
  3. Vote only in case of a tie at these meetings
  4. Shall attend, unless excused by advisor, all DSG functions held during lunch
  5. Shall be responsible for tracking the progress of all committees and activities by working closely with class presidents and by submitting a quarterly update and commentary on all DSG committees and activities. This shall go into the binder, and be given to the Principal, Activities Principal, and Curriculum Principal.
  6. Shall help coordinate the agenda and weekly activities by working closely with the advisor and Executive Board Secretary.
  7. Shall examine DSG mail, along with the advisor, and keep DSG informed of up-coming events and opportunities
  8. Attend monthly Presidents Council Meetings with the school principal
  9. Attend Student Advisory Board meetings at KCC once or twice a month
  10. Shall serve as the chair of the Leadership Development Committee.
  11. Seek to develop new means of ascertaining and addressing the student body's needs and concerns.
  12. Develop and maintain a suggestion box for ideas from the student body.
- B. Student Body Vice President
  1. Assume the power of the President in case of emergency or absence.
  2. Assist the Student Body President in preparing the quarterly update and commentary on DSG committees and activities.
  3. Serve as a Sergeant-At-Arms to insure that meetings are conducted in an efficient manner.
  4. Assist the President in his/her job when needed.
  5. Serve on a standing committee as assigned by the Student Body President with the approval of the advisor.
  6. Organize elections (freshman and spring elections).
  7. Prepare ballots for and oversee voting for Homecoming, Crystal Ball, and Prom Courts.
- C. Student Body Secretary
  1. Coordinate all secretarial functions by assigning class secretaries to specific duties.
  2. Take daily attendance and report absences to the advisor
  3. Record individual participation in dress-up days.

4. Take agenda minutes (alternating with class secretaries).
5. Update the class calendar by working with the Classroom Committee chair.
6. Maintain standing committee assignments.
7. Tabulate attendance and participation for quarterly grading.
8. Coordinate with class secretaries to type up daily announcements.
9. Serve as co-chair of the Organizational Committee.
10. Keep the Student Government closet clean and organized.
11. Third in command if the President and Vice-President are absent.

#### D. Student Body Commissioner of Finance

1. Coordinate all financial functions by assigning class treasurers to specific duties:
  - a. Keep up to date records of all DSG funds and budgets
  - b. Report to the DSG on financial matters every two weeks.
  - c. Suggest fundraising for the DSG, based on the maintenance of the class' financial welfare
  - d. Prepare specialized financial reports
  - e. Lead class in preparing monthly/yearly project budgets for the purpose of improving the DSG's planning and responsibility
  - f. Seek the advisor's signature for all checks, PO's or other transactions, then enter these in budget records.
  - g. Enter into budget records all DSG income as soon as possible, working with the activities office to keep up-to-date balances.
  - h. Count dance receipts (or have another treasurer to do so) and compute the funds which should be transferred to the class responsible for the dance.
2. Prepare the end-of-the-year financial report.
3. Seek to computerize the DSG accounts
4. Prepare to teach proper use of budgets, PO's, Check Requests, etc.
5. Serve as chair of the Finance Committee.
6. Be very organized
7. Keep the budget updated

#### E. Student Body Commissioners of Publicity (2)

1. Serve as co-chair of the Publicity Committee.
2. Coordinate DSG publicity by ensuring that events, successes, and plans are publicized through appropriate channels:
  - a. Dimond Dimensions (school newsletter)
  - b. Make signs to publicize events and dances
  - c. Maintain Student Government accounts and posts on relevant social media platforms (Instagram, Twitter, etc.)
  - d. Maintain the student government page on the Dimond website
3. Write monthly articles for the Dimond Dimensions newsletter
4. Write the Class Coverage page and organize Class Coverage teams as needed to publicize spirit weeks and other major events.

#### F. Student Body Commissioners of School Spirit (2)

1. Serve as co-chairs of the Spirit Committee.
2. Organize and emcee pep assemblies
  - a. Homecoming
  - b. Crystal Ball
  - c. Sadie Hawkins (Mr./Ms. Dimond)
  - d. Prom
  - e. Cross-over
3. Provide necessary teacher passes to participants of assemblies and other spirit events.
4. Organize spirit weeks and approve spirit days and quick hitters with Advisor and activities principal.
5. Organize and implement the Mr. and Ms. Dimond Competition during the Sadie Hawkins spirit week.
6. Constantly seek new and appropriate means to keep school spirit high, such as periodic spirit days like:
7. Invent quickhitters and spirit days

8. Attend President's Council
9. Read the morning announcements

G. Historian

1. Take pictures at Student Government events including spirit weeks, assemblies, service projects, etc.
2. Produce and edit any media DSG wishes to publish
3. Archive or preserve materials/information that DSG deems significant
4. Organize and update any files and data necessary to DSG
5. Maintain the DHS Student Government activities calendar throughout the year

**Article 5: Class Officer Duties**

- A. Class Officers are required to attend mandatory class meetings as part of their office duties
- B. Class Officers' responsibilities in DSG:
  1. Plan, attend, and conduct regularly scheduled meetings for their class. Officer duties at meetings are as follows:
    - a. President prepares agenda with class advisor and other officers. President then chairs meeting (may or may not be given the power to choose committee members by sponsor).
    - b. Vice-President aids the President, and replaces him in the case of emergency or absence
    - c. Secretary takes notes at meetings, records all committee assignments, and sets deadlines for tasks.
    - d. Treasurer presents a report of class finances at each class meeting and works on fundraising ideas
    - e. Representative serves as a liaison between the class and the DSG. Every meeting should see a portion of the agenda set aside for passing on information and asking for class concerns
    - f. Ad-Hocs are a part of each of their respective classes in addition to student government duties they shall assist with class meetings, activities and events.
  2. Freshman, Sophomore, and Junior Class officers should hold an elections class meeting in order to have class officer candidates address the class members through debate, panel, or question and answer format
  3. Support class officers and Executive Board officers of the same position in carrying out their duties
  4. Meet with their class sponsor at least once a month. A typed agenda and the secretary's notes/minutes with attendance are to be turned in to the student government advisor after each meeting.
  5. Plan for and host one school dance per year as assigned by the student government class.
  6. Plan and conduct class activities, including social events and community service projects.
- C. Class President
  1. Provide Class Leadership
    - a. Guide class officers in discussions and project planning.
    - b. Stay in touch with student government advisor and administrators
  2. Organize class meetings
    - a. Encourage students to attend
    - b. Talk about upcoming events
    - c. Ask for input/ideas
  3. Attend monthly Presidents Council meetings with the school principal
    - a. Solicit discussion topics from class officers and report back to them on what was discussed.
    - b. Meet with other members of the Presidents Council prior to meeting with the principal to develop a list of priority items for discussion.
  4. Serve on the Leadership Development Committee
  5. Oversee planning of the dance assigned to their respective class.
  6. *Senior Class President only*: Plan and organize class reunions after graduation.
- D. Class Vice President
  1. Fill in for the president if absent
  2. Assume the office of class president if it is vacated during the school year
  3. Help the president when extra effort is needed to complete a task
  4. Maintain a task list for all class projects and make regular progress reports to class sponsors and the advisor
  5. Serve on the Community Service and Recognition Committee.

- E. Class Secretary
  1. Attend all class meetings and prepare minutes/notes of the meeting, record all committee assignments, and track deadlines for tasks.
  2. Type the morning announcements for publication on the Dimond High School website (rotating schedule for all secretaries).
  3. Type agenda minutes for DSG meetings (rotating schedule for all secretaries).
  4. Serve on the Organizational Committee.
  
- F. Class Treasurer
  1. Track and maintain all financial records for their class.
  2. Lead the development of a class budget and update the budget regularly.
  3. Report on state of class finances at class meetings.
  4. Prepare purchase orders, check requests, deposit slips, fundraiser requests and other finance-related forms.
  5. Serve on the Finance Committee.
  
- G. Class Representative
  1. Assist the Representative-at-Large in planning and conducting student forums.
  2. Meet with teachers/staff regarding ideas for changes in the school.
  3. Help get the word out about upcoming dances, plays etc. (publicity).
  4. Represent the class and ask for input/ideas from their classmates.
  5. Be the voice of the class year we represent.
  6. Serve on the Spirit Committee.
  
- H. Ad-Hoc Members
  1. Serve as part of the class officer team for their respective class.
  2. Serve on a standing committee as assigned by the Student Body President with the approval of the advisor.
  3. Complete special assignments as designated by the Student Body President and/or the advisor  
 \*\*\*NOTE: Ad-Hoc positions are appointed by the advisor by application *after* the conclusion of the spring elections. Only students who ran for office in the election may apply for Ad-Hoc positions

**Article 6: Meetings**

- A. DSG Class meetings will be held daily:
  1. Agenda is open; officers who need to speak to the class place themselves on agenda at the beginning of class
  2. Meetings may be run informally or using Robert’s Rules of Procedure
  3. A quorum for voting on general items is one-half of the total number of DSG officers (including Ad-Hocs)
  4. Amendment of the DSG constitution occurs with a quorum of “present and voting DSB members.” (DSG Constitution Article 6A)
  5. A quorum for voting on amendments shall consist of three-fourths of the members of DSG.
- B. Special meetings, smaller committee meetings, and class meetings held during DSG class time may be scheduled with the approval of the president and advisor
- C. Agenda headings are “Announcements,” “Old Business” and “New Business.”
- D. It is recommended that a Secretary read the prior meeting’s minutes at the start of each agenda; other frequent reports include those listed for SAB Representative and the Commissioner of Finance

**Article 7: Standing Committees** (committees with a permanent chairperson and membership which function throughout the year)

- A. Leadership Development Committee (Chair: Student Body President)
  1. Disseminate information about Alaska Association of Student Governments conferences to the members and assist in paperwork for those attending.
  2. Organize quarterly Club Council meetings and Homeroom Forum meetings.
  3. Coordinate the New to Dimond Town Meeting event with Mears 8<sup>th</sup> Graders.

4. Oversee ongoing leadership training for the DSG.
  5. Meet with the Principal for monthly President's Council meetings.
  6. Maintain and recommend amendments to the Student Government Constitution, Bylaws, and Code of Ethics.
- B. Organizational Committee (Chairs: Student Body Secretary)
1. Oversee classroom decoration and cleaning.
  2. Keep the storage room organized.
  3. Ensure all supplies needed are available.
  4. Purchase and maintain technology needed by DSG.
  5. Conduct an annual review of the DSG Constitution and Bylaws for revisions.
  6. Develop election materials and oversee voting.
  7. Develop and maintain officer job descriptions.
- C. Spirit Committee (Co-chairs: Commissioners of Spirit)
1. Plan spirit weeks including dress up days, quickhitters, and assemblies.
  2. Track spirit points/develop incentives.
  3. Work with Publicity on publicizing big games.
  4. Develop/maintain archive of spirit day, quickhitter, and assembly ideas.
- D. Community Service & Recognition Committee (Chair: Representative at Large)
1. Assist officers with service hours tracking.
  2. Provide information about upcoming service opportunities and communicate with organizations requesting service by DSG members.
  3. Coordinate annual Providence Extended Care Thanksgiving Dinner.
  4. Oversee service events like the Red Cross Penny Drive, canned food drive, Pennies for Patients, etc.
  5. Coordinate recognition of Student of the Month and Teacher of the Month.
  6. Plan and carry out Staff Appreciation Weeks.
  7. Ensure that thank you cards are written for all events.
  8. Plan an annual Volunteer Recognition for parent and community supporters of Dimond High.
- E. Finance Committee (Chair: Commissioner of Finance)
1. Develop and maintain the Student Government Budget and class budgets.
  2. Provide training for DSG officers on budgets and finance forms and procedures.
  3. Review project budgets and provide guidance.
- F. Publicity Committee (Co-chairs: Commissioners of Publicity)
1. Paint signs for events, sports, etc. and remove of posters after events.
  2. Maintain Student Government presence on social media and DHS website.
  3. Submit morning announcements.
  4. Prepare Class Coverage and coverage room assignments.
  5. Write Student Government articles for the DHS Newsletter.
  6. Photograph events and spirit days and maintain a class scrapbook and blog.

#### **Article 8: Ad-Hoc Committees**

- A. Ad-hoc Committees are for one-time events and consist of a chair or chairs and membership which lasts only for the duration of the planning, execution, and evaluation of the event. For example:
1. Homecoming (chaired by the DSB President)
  2. PEC (Thanksgiving Dinner at Providence Extended Care)
  3. Dances
  4. Luncheons
  5. Talent, Show, Battle of the Bands, etc.
- B. President selects chairperson and members
- C. Chairperson and committee members complete a Dimond High School Student Government Project Planning Sheet for each event
1. Planning Sheet is cleared through DSB President, Advisor, and then activities principal

2. Evaluation is completed after event
  3. Planning Sheet is placed in appropriate binder to serve as a guide the next time the event is planned
- D. DSG officers should plan on being a chair or member of an Ad-Hoc committee at least once a semester, preferably once a quarter. Each officer should strive to chair an Ad-Hoc committee at least once a year.

### **Article 9: Elections**

#### **A. General Election Procedure**

1. The Student Body Vice President shall:
  - a. Provide and maintain election material
  - b. Announce all dates and locations of mandatory meetings and election dates
  - c. Hold lunchtime speeches and forums at different times
    - i. Make times and locations clear to the candidates
    - ii. Provide enough time for all candidates to answer the questions at the forum and give thoughtful speeches
    - iii. Keep three weeks of more open for the speeches and forum depending on the number of candidates
  - d. Prepare the ballots
    - i. Obtain class lists for voting so when student comes to vote their name will be checked off. This way no person votes twice.
    - ii. If electronic voting is used, the Student Body Vice President will be responsible for setting up computer voting stations, inputting candidate names and information into the system, and assisting students with voting.
    - iii. Once a petition has been turned in, a candidate may not switch the office for which he seeks election
  - e. Hold elections
    - i. Only Seniors may collect or count ballots, or man the voting booths
    - ii. Electoral violations by a candidate will be dealt with by the advisor, Student Body Vice President, and one other member of the Executive Board who is not a candidate.
2. Candidates may run by themselves. Candidates can form any group or party to be associated with other candidates running during the election.
3. An interview process will take place with the advisor and a committee to replace any officer who leaves during the year.

#### **B. General Election Results**

1. A candidate shall be considered elected when they have received a plurality of the votes cast for his desired office.
2. A run-off election will be held in a case where two or more candidates for office tie.
3. Run-off elections will be held the following school day after the general election results are announced, and a simple plurality is necessary to secure election in a run-off.
4. Officers winning elections may not change positions due to vacancy, except in the case of a Vice-President replacing a President.

### **Article 10: Recall**

#### **A. Recall Procedure**

1. Recall may be effected by a majority of DSB, or if a class officer by the majority if the class body, by ballot following:
  - a. Receipt of a legal petition with no less than one hundred names, all being DSB members, naming the officer charged and stating the charges.
  - b. A DSG hearing shall be conducted in accordance with any district guidelines, which are in place in the Student Handbook or the Sponsors Handbook, which shall determine the seriousness of the complaint in light of the DSG constitution, bylaws, and Code of Ethics. If the complaint is deemed serious enough, DSG shall hold the recall balloting.
2. A successful recall results in the officer forfeiting his position immediately and being removed from the class at the end of the current semester.

#### **B. Expulsion**

1. Expulsion may be effected by the Board of Conduct upon:

- a. Receipt of a written complaint from a member of DSG stating specific charges against an individual; followed by a hearing at which the accuser, accused, and witnesses may speak; followed by a majority vote to expel by the board members.
  - b. The Board must then write a summary statement for the class and present it, after which a 2/3 majority vote is required to remove the individual from DSG.
2. A 2/3 majority vote results in immediate removal from DSG.
- C. Discretion of Administration and Advisor
1. Any student that violates the code of ethics or district rules will be subject to disciplinary actions as deemed fit by the administration.
- D. Members will automatically be removed for a violation of the drug or alcohol policy or failure to maintain academic eligibility.

**Article 11: DSG Constitution Amendment Procedure**

- A. The Executive Board shall have a maximum of two weeks to review the proposed amendments. At the end of the Review period, an Executive Board meeting will be held (the author of the amendment should be present) to make a written recommendation to the DSG.
- B. The DSG shall review the proposed amendment after the Executive Board makes its recommendations. It will then vote on the amendment and make the results of the vote public.

**Article 12: Amendment to By-Laws**

By-Laws are ratified by DSG and can be amended by the advisor along with input from the Executive Board and whomever else the advisor appoints to help formulate amendments

**Article 13: Parliamentary Authority**

The Roberts Rules of Order will serve as the authority for Parliamentary procedure used in the DSG class.