

The Constitution of the Kahuku High and Intermediate School

Student Body Government

ARTICLE I: NAME AND PURPOSE

- Section 1. This organization shall be known as the Kahuku High and Intermediate School Student Body Government.
- Section 2. The purpose of the Kahuku High and Intermediate School Student Body Government is to:
- A. represent the student body in the formulation of regulations and policies,
 - B. organize and implement student activities that will complement the school's educational program,
 - C. promote and protect the general welfare of the student body within the limits of the Student Body Government,
 - D. encourage the practices of good citizenship and responsibility, and
 - E. control/approve the spending of student funds designated for student activities.

ARTICLE II: MEMBERSHIP

- Section 1. Students enrolled at Kahuku High and Intermediate School shall be members of the above named organization. These members shall be entitled to participate in all SBG sponsored activities and functions. **All** students must clear all financial obligations in order to participate in school functions.
- Section 2. The amount of dues shall be fixed according to the "Schedule of Charges" established by the Department of Education.

ARTICLE III: POWERS AND LIMITATIONS

- Section 1. All powers of the Student Body Government are delegated to it by the school administration and Department of Education. The SBG faculty advisor has the right to veto any act of the Student Body Government. The Student Body Government has the right of appeal to the Principal upon the Legislature's two-thirds majority vote.
- Section 2. The Kahuku High and Intermediate School Student Body Government shall be divided into three branches: executive, legislative, and judicial.

ARTICLE IV: THE EXECUTIVE BRANCH

- Section 1. The Executive power of the Kahuku High and Intermediate School Student Body Government shall be vested in the Executive Council, which will consist of seven (9) officers which shall be the Student Body President, Vice President of Clubs, Vice President of Student Activities, Vice President of Publicity, Vice President of Service, Recording Secretary, Corresponding Secretary, Treasurer and Historian.
- Section 2. The officers of the above named Executive Council must be full-time students enrolled at Kahuku High and Intermediate School. In addition, they shall be placed in the leadership class according to the period that pertains to their office.

- Section 3. The powers and duties of the Executive Council include:
- A. Perform all executive and administrative functions of Student Council not herein assigned to others,
 - B. Act as the Executive Committee of the Student Body Government and shall be responsible for considering all acts and recommendations of the Legislature, Judicial Commission, the Class Executive Councils or any other student group within the school,
 - C. Together with the SBG Advisor and the School Account Clerk, prepare the annual Student Body Government Budget. After completion, the proposed budget shall be submitted to the Legislature for approval and/or revisions,
 - D. Consider all supplementary budgetary appropriation requests; approve or reject such requests by a majority of those present and voting; keep detailed minutes of such considerations,
 - E. Appoint chairman of all standing and ad hoc committees of the Kahuku High and Intermediate School Student Body Government.
 - F. Establish it's own agenda, conduct meetings as scheduled and/or needed.

- Section 4. The President of the Kahuku High and Intermediate School Student Body Government shall:
- A. Coordinate the actions of the Student Body Government, oversee and be informed of all student affairs,
 - B. Represent the school in School Community Council (non-voting member),
 - C. Regularly call and conduct meetings of the Executive Council at least once a month during the school year,
 - D. Have the power to veto acts of the Legislature,
The President must execute this veto within ten (10) school days of the receipt of the minutes. In the absence of definite action within the time limit, the actions of the Legislature become law,
 - E. Be responsible to conduct an Articulation Meeting at least once a month during the school year,
 - F. Act as a positive role model.

- Section 5. The Vice President of Student Government shall:
- A. Attend various meetings as the Student Council Representative with/or in the place of the President,
 - B. Be prepared to perform the duties of the President during any absence of the President,
 - C. Oversee and be responsible for the actions of the following committees, chairmen and their projects:
 - 1. Legislature
 - 2. Windward District Student Council (WDSC)
 - 3. Homeroom Representatives
 - 4. Oversee class governments
 - D. Preside over meetings of the Legislature, act as chairperson,
 - E. Call special meetings of the Legislature,
 - G. Be informed of actions of the various class governments,
 - H. Act as a positive role model.

- Section 6. The Vice President of Clubs shall:
- A. Attend various meetings as the Student Council Representative with/or in place of the President,
 - B. Be prepared to perform the duties of the President during any absence of the President or the Vice President of Student Government,

- C. Oversee and be responsible for the actions of the chartered clubs on campus, chairpersons
- D. Act as a positive role model.

Section 7. The Vice President of Service shall:

- A. Attend various meetings as the Student Council Representative with/or in place of the President,
- B. Be prepared to perform the duties of the President during any absence of the President or the Vice President of Student Government,
- C. Oversee and be responsible for school wide services projects to be held at least once a quarter (4 per school year), and chairpersons and groups performing service projects on campus.
- D. Keep an accurate record of service projects performed, dates, times, number of participants, service rendered, and take pictures for use in the Ho'omana Award.
- E. Act as a positive role model.

Section 8. The Student Body Government Recording Secretary shall:

- A. Assist with the preparation of the agenda for the Executive Council and Articulation meetings,
- B. Type all letters that are to be sent officially by the Executive Council, making sure that no content changes are made without the writer's approval,
- C. Have the minutes of the previous Executive Council and Articulation meetings circulated,
- D. Take attendance and keep permanent records of all minutes,
- E. Take complete and accurate minutes at Executive Council and Articulation meetings,
- F. Assist the chairperson,
- G. Produce an Executive Council Directory,
- H. Maintain a file of important addresses and telephone numbers,
- I. Alert the Executive Council's members to important correspondence,
- J. Take and distribute minutes and attendance of all official meetings of the Executive Council and during the Articulation meetings,
- K. Keep a written record of all proceedings of Council,
- L. Act as a positive role model.

Section 9. The Student Body Government Corresponding Secretary shall:

- A. Correspond with other schools by writing letters at least once a month,
- B. Keep reports, file and answer all correspondence,
- C. Keep and maintain a file of important addresses and telephone numbers,
- D. Keep a file of clippings and relevant documents,
- E. Maintain a master calendar and keep copies of activity requests and special events,
- F. Correspond with student body organizations at schools statewide via a monthly newsletter,
- G. Write an article for each edition of the school newsletter,
- H. Send appropriate greetings or delegate them to other SBG class members. (e.g. thank-you notes, birthday cards, etc.).
- I. Be prepared to perform the duties of the Recording Secretary during any absence of the Recording Secretary,
- J. Act as a positive role model.

Section 10. The Student Body Government Treasurer shall:

- A. Be responsible for the financial records of the Student Body Government,

- B. Submit a budget for all Executive and Legislative activities to the Student Legislature for their approval,
- C. Be responsible for the financial records of the incoming Freshmen Class until their Treasurer has been elected,
- D. Be responsible for writing out and follow through on all purchase orders and fund-raising forms regarding the Student Body Government,
- E. Present reports of SBG's financial status at Executive Council Meeting,
- F. Prepare an annual financial report,
- G. Work closely with the school's account clerk,
- H. Act as a positive role model.

Section 11. The Projects of the Executive Council shall be:

- A. Student Elections
- B. Society of Clubs
- C. Class Government
- D. Windward District Student Council
- E. Homeroom Representatives (Student Senate)

Section 12. Student representatives from each student committee should attend various faculty committees that are applicable.

Section 13. Special ad hoc committees may be appointed as necessary.

Section 14. The SBG President shall appoint each ad hoc committee chairperson.

Section 15. Four (4) members of the Executive Council must be present to call a meeting to order.

Section 16. The President shall have no vote except in case of a tie. The vote of all other members of the Executive Council shall carry equal weight.

Section 17. The President shall appoint, subject to Legislative and Principal's approval, all Student Body Representatives to agencies or committees outside of school.

Section 18. The Executive Council shall delegate the responsibilities of activities, occurring in the first five (5) months of the school year, to one of the classes. The Legislature is responsible for the approving/ revising of the delegated activities.

ARTICLE V: THE LEGISLATURE

Section 1. The Legislative power of the Kahuku High and Intermediate School Student Body Government shall be vested in the Student Legislature, which shall consist of three (3) elected Legislators per class.

Section 2. The Vice President of Student Government shall be chairperson of the Student Legislature unless the chairman with the Executive Council's approval appoints a successor. The Chairperson shall preside at all meetings, appoint all committees within the Student Legislature and set the agenda for meetings.

Section 3. The Legislature shall elect from within its own body a Vice-Chairperson who shall assume the duties stated in Section 2, without relinquishing the power to vote, in the event of the chairman's absence.

- Section 4. The Legislature shall approve all expenditures of the Executive Council and Legislature, and act on any other legislation consistent with Article I.
- Section 5. The Legislature is responsible for its own staffing.
- Section 6. The Legislators from each respective class are responsible for surveying their respective class at least once a quarter.

ARTICLE VI: JUDICIAL COMMISSION

- Section 1. The Judicial power of the Student Board of Affairs shall be vested within the Kahuku High and Intermediate School Judicial Commission.
- Section 2. The purpose of the Judicial Commission shall be to render a decision on discrepancies between representative student groups on campus.
- Section 3. The Judicial Commission shall consist of nine (9) commissioners to include two commissioners per class and a chief commissioner from any class level. All commissioners shall be appointed by the SBG President and approved by the Legislature.
- Section 4. Any member of the Kahuku High and Intermediate School Student Body may register a complaint with the Judicial Commission. All complaints will be handled according to Kahuku High and Intermediate School's SBG Constitution.

ARTICLE VII: CLASS GOVERNMENT

- Section 1. Each class shall be governed by a class council composed of:
- A. Class President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Three (3) elected Legislators
- Section 2. The activities occurring during the last four months of the school year are the responsibilities of the classes.
- Section 3. The classes shall be governed by the Student Body Government Constitution.

ARTICLE VIII: ELECTIONS

- Section 1. Kahuku High and Intermediate School's Student Body Government elections shall be completed no later than the last school day of April. Elections shall be by the majority of the student body casting their ballots and at large. Nominees must file with the Election Committee according to the election calendar of that school year. All other details shall be decided and approved by the Election Committee and Student Activities Coordinator (SAC).

ARTICLE IX: RECALL

- Section 1. Any elected or appointed officers may be removed from office for malfeasance or nonfeasance. Changes may be brought by any concerned student or student group, which shall bear the burden of proof. The Judicial Commission shall be the jury.

- Section 2. Maximum penalty in either case shall be removal from office.
- Section 3. The Student Activities Coordinator shall have the power to remove from office or place on probation any member of the Student Body Government at any time.
- Section 4. Decisions in this matter may be appealed to the Principal.

ARTICLE X: SCHOOL COMMUNITY COUNCIL (SCC)

- Section 1. Each year the student body will elect one (1) School Community Council Representative. This member will be the only voting member representing the student body. Elections will follow the Kahuku High School Elections Policy.
- A. The SCC representative shall:
1. Represent the student role group at all SCC meetings held monthly throughout the calendar year,
 2. Assist the Coordinator of Student Government in the organization of monthly homeroom representative (ADVISORY) meetings during the school year,
 3. Regularly inform and gather information from the student body in order to represent the student perspective in the SCC decision-making process,
 4. Attend all SCC sponsored activities,
 5. Be enrolled in the SBG leadership training class,
 6. Act as a positive role model.
- Section 2. Each class council will select one representative to serve as a liaison between their class and the School Community Council. They may testify but may not vote. If one of these openings should become vacant, then the respective class council would select a replacement.
- Section 3. If the elected representatives' position should become vacant then the SBG President should appoint one of the four class representatives to fill the vacancy with the Legislatures' approval. If that person is not approved then another person shall be appointed, and approved by the Legislature.

ARTICLE XI: SOCIETY OF CLUBS (SOC)

- Section 1. Only student organizations and clubs chartered with the Kahuku High and Intermediate School Student Body Government shall be known as the Society of Clubs.
- Section 2. The Society of Clubs shall be eligible to:
- A. Use the Kahuku High School name,
 - B. Use the Kahuku High School facilities,
 - C. Have fundraising projects on campus.
- Section 3. Have mandatory monthly meetings to discuss various issues concerning the clubs. Each club must select a representative to attend these meetings.
- Section 4. All clubs must charter annually.

ARTICLE XII: WINDWARD DISTRICT REPRESENTATIVES

- Section 1. All students are eligible to apply for the position of Windward District Student Council Representative.

- Section 2. The Coordinator of Student Activities is responsible for solicitation of applicants.
- Section 3. The Student Activities Coordinator shall make the final appointments.
- Section 4. The student representatives shall present Kahuku High School's concerns to the Windward District Student Council as well as educate Kahuku High School of the various district concerns.

ARTICLE XIII: ADVISORY REPRESENTATIVES

- Section 1. This body shall be known as the Kahuku High School Senators. A representative will be elected by each advisory class by the last day of September.
- Section 2. The representatives will act as a liaison between their class and the Student Body government. They will meet once per month. Meeting dates are to be determined by the Vice President of Student Government and approved by the Student Activities Coordinator by the last day of September.

ARTICLE XIV: AMENDMENTS

- Section 1. The Constitution may be amended by a two-thirds majority of the Legislature.
- Section 2. Initiative-Proposed amendments to this constitution shall be made in writing and filed with the Legislature or shall be made by a Constitutional Convention authorized by the Legislature.
- Section 3. Ratification- Proposed amendments to this constitution shall become effective upon approval by two-thirds majority vote of the legislature.

ARTICLE XV: AUTHORITY

- Section 1. The Constitution shall be subordinate to all Department of Education policies.

ARTICLE XVI: OFFICE LIMITATIONS (REGARDING STUDENT POSITIONS)

- Section 1. In order to promote the welfare of the Student Body, student leadership positions should be distributed among as many students as possible. To fulfill this ideal, no member of the Student Body shall concurrently hold the following positions within Kahuku High School:
- A. Student Body Government Officer-Executive Council
 - B. SBG Legislature
 - C. SBG Judicial Commission
 - D. Class Executive Officer