

## By-Laws to the Constitution

### Article I Name and Leadership

Section 2: "Students in good standing" means a student that is properly enrolled in Deer Valley High School and is not under any suspension, expulsion or other severe disciplinary action. Also included are the requirements of office, particularly the absence and grade policy.

### Article III Organizations

#### Section 1: *Student Government*

The Student Government consists of all duly elected or appointed officers that are enrolled in the Student Government class.

#### A. *Student Body Officer Duties*

1. Duties of the Student Body President
  - a. To preside over all Executive Council meetings and assign duties to members of the council.
  - b. To see that members of the Executive Council follow through with their assigned duties.
  - c. To preside at all assemblies, unless another person is designated to fulfill those responsibilities by the President.
  - d. To represent Deer Valley High School at inter-school activities.
  - e. To assist the advisor in all areas and duties.
2. Duties of the Student Body Vice President
  - a. To assume all of the duties of the President in his/her absence.
  - b. To perform all other duties related to this office or assigned by the President.
  - c. To calendar and help plan all school activities.
  - d. To assist with all Student Government elections.
3. Duties of the Student Body Secretary
  - a. To compile and record minutes of the Executive Council.
  - b. To record any additional minutes as assigned by the Student Body President.

- c. To be in charge of all correspondence to administration, faculty, students and other schools and organizations when necessary.
  - d. To maintain accurate and complete records of Student Government business.
  - e. To perform all other duties related to this office as assigned by the President.
4. Duties of the Student Body Treasurer
- a. To keep Executive Council informed relating to all budget matters pertaining to student body funds.
  - b. To sign, record, and process all requisitions in accordance with school district policies.
  - c. To perform all other duties related to this office as assigned by the President.
  - d. Chair the fundraising committee.
5. Duties of the Student Body Historian
- a. To organize and oversee production of a written and pictorial history of all Student Government and Student Body activities.
  - b. To organize and produce the "End-of-the-year" multi-media show or "video yearbook" to be presented to the student government.
  - c. To attend all Student Government activities to take pictures.
6. Duties of the Student Body Spirit Director
- a. To coordinate all publicity of school activities by posting information throughout the school.
  - b. Be an essential part in determining school spirit items.
  - c. To act as a liaison to the Athletic office and Spiritline in promoting sports on campus.
  - d. To act as a liaison to the Activities Assistant Principal to promote school activities.
7. Duties of the Student Body Public Relations Director
- a. To communicate all Student Government activities to all students of Deer Valley High School.
  - b. To assist in the preparation of the Activity Calendar.
  - c. To perform all other duties related to this office as assigned by the President.
  - d. To maintain the Student Government social media sites.

**B. *Duties of Class Officers***

1. The Class Officers shall have responsibility of representing their respective class in the Student Government organization and the Student Government class.
2. The Class Officers shall have the responsibility of all funds that belong to their respective class and the administration of such funds.
3. The Class Officers shall have the responsibility of all records that are necessary and pertinent to their respective class.
4. Class President.
  - a. To preside over all respective class meetings and prepare an agenda each meeting.
  - b. To ensure that other class officers follow through with duties and responsibilities.
  - c. To assist the Executive Council as delegated by the Student Body President or the Student Government Advisor.
  - d. Turn in all class paperwork when required to the Student Government Advisor.
5. Class Vice President
  - a. To assume all duties of the President in his/her absence or impeachment.
  - b. To assist the President by any means necessary and provide a point of reference for the class.
6. Class Secretary
  - a. To compile and record minutes of the class meetings and turn them into the Student Government advisor.
  - b. To record any additional minutes as assigned by the Class President.
  - c. To be in charge of all correspondence to administration, faculty, students, and other schools and organizations when necessary, as pertaining to their respective class.
  - d. To maintain accurate and complete records of their respective class' business.
  - e. To perform all other duties related to this office as assigned by the Class President.

7. Class Treasurer
  - a. To keep the Class President informed relating to all budget matters pertaining to their respective class funds.
  - b. To maintain a treasurer's log.
  - c. To sign, record, and process all class requisitions in accordance with the school district policies.
  - d. To perform all other duties related to this office as assigned by the President.