

# NOVA HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

## Article I

Sec. I. The name of this organization shall be known as the United Student Association.

## Article II

Sec. I. The purpose of this organization shall be as follows:

- A. To provide a means by which the principles of democracy and good citizenship may be learned and practiced.
- B. To promote the general welfare of the student body and the school.
- C. To join together the student body and the administration and serve as one voice.
- D. To provide opportunities for members and students to serve the community of the district through public service.

## Article III

Sec. I. Membership

- The Student Government Association shall be comprised of a President (or Co-Presidents if chosen), First Vice-President, Second Vice-President, Third Vice-President, Treasurer, Secretary, Historian, Parliamentarian, class officers and representatives from each class serving on the class Senate. Out of these offices a President, Vice-President, Secretary and Treasurer shall be elected by the class.

Sec. II. Term of Office

All members shall hold office for one year or term unless reelected. The position should be held from the last meeting of the previous school year until the following last meeting of the school year in which the person was elected.

## Article IV

Sec. I. Duties of the Student Government Association

- A. To maintain good student administration relations and act as a liaison between the faculty and students.
- B. To assist administration with school projects which directly involve the student or school as a whole.
- C. To promote good relations between Nova and other schools.
- D. To evaluate itself and determine its value.

- E. To check from time to time over the constitution and make necessary changes, if any.
- F. To predetermine an election date in the middle of the school year and have class and Student Government Association elections completed by March 1<sup>st</sup>. Freshman elections shall be completed before November 1<sup>st</sup> of the following school year.
- G. To participate and pay dues to the Broward County Association of Student Councils, Florida Association of Student Councils and Southern Association of Student Councils.
- H. To do community services and school beautification projects.

## **Article V**

### **Sec. I. Election of President(s) and Vice-Presidents, Treasurer, Secretary and Historian**

- A. Offices of the President(s), Vice-Presidents, Treasurer, Secretary and Historian shall be filled separately, by one vote per person for each position at the end of the school year in a general election of the student body, grades 9-11.
- B. Any students interested in becoming President, Co-Presidents, one of the Vice-President positions, Treasurer, Secretary or Historian of the Student Government Association for the following year must submit his/her name by means of an election packet given to any person interested. Before submitting a speech the student has to meet qualifications of Nova High School's administration.
- C. Any student(s) running for President or Co-Presidents must have been a member of the Student Government Association for the semester prior to the election providing a student does not have to win an election to be a Student Government member.

### **Sec II. Election of Members**

- A. Each class, grades 9-12, will have representatives attending monthly Student Government Association meetings. Students will be elected by each second period. Teachers will be instructed to have their second period class elect a student to represent them at each meeting.
- B. There will be no organized campaigning.
- C. Voting shall occur during a specified time. The date is chosen by the Student Government Association.
- D. Students may only vote for the candidates from their own second period class.
- E. Ballots should be counted by graduating seniors and/or sponsors.

## **Article VI**

### **Sec I. Internal Discipline**

- A. If there comes to be a formal complaint made against any member of the Student Government Association, the sponsor will review the complaint.
  - 1. A formal complaint shall be a written letter addressed to the council as a whole, by any member of the student body, including a Student Government member, teacher, faculty member, administrator, or a parent.
  
- A. Once the recommendation has been made; the Student Government Association shall then be required to vote, by secret ballot, as to whether or not the member shall be asked to resign.
  - 1. If the ballot results indicate that two thirds of the council feel he/she should resign, then the President(s) shall speak with the member, telling him/her the council's feelings.
  - 2. If the aforementioned member does not resign by the next meeting, the council shall at their next meeting, vote by secret ballot on whether or not to discharge the member from the Student Council.
  - 3. At anytime that a member is under disciplinary investigation, resulting in debate or voting, the member shall be asked to not attend meetings and will not be eligible to vote.
  - 4. If the aforementioned member is the President(s), then the First Vice-President shall assume all presidential duties assigned in Article VIII, section I.
  
- A. If a member resigns or is discharged from the Nova High School Student Council, he/she shall be replaced according to Article III, Sections I & II and Article VII, Section II.

## **Article VII**

### Sec I. Replacement of an Officer

#### A. President

Depending on the situation either the Co-President or the First Vice-President will replace the President on trial.

#### B. Vice-President

Re-elect a Vice-President from within the council.

#### C. Treasurer

Re-elect a Treasurer from within the council.

D. Secretary

Re-elect a Secretary from within the council.

E. Historian

Re-elect a Historian from within the council.

F. Parliamentarian

Select a Parliamentarian from within the council if he/she passes the Parliamentarian exam, designed by the outgoing President and Student Government Association advisor.

Sec II. Replacement of a Representative

A. Representatives will be replaced as in Article V, Section III, except:

1. Only the representative's second period class is allowed to take part in the reelection.
2. Only the number of vacant spots of representatives will determine the number of new representatives to be elected.

A. New members will be welcomed to the council by some means.

**Article VIII**

Sec I. Duties of the President(s)

- A. To guide the Student Council in identifying and accomplishing its aims and objectives.
- B. To plan an agenda for all meetings and make it available for the school and council.
- C. To be the official spokesperson of the Student Government Association.
- D. To confer regularly with the Student Government Association sponsor.
- E. To be a student in the Leadership class.
- F. To be held responsible for the progress of the Student Government Association.
- G. Preside at all meetings of the Student Council.
- H. Call special meetings of the Student Council.
- I. Represent the students at administrative council meetings when deemed necessary.

Sec II. Duties of the First, Second and Third Vice-President

- A. Perform any duties assigned him/her by the Sponsor and/or President(s).

- B. Assume duties of the President(s) in absence of the President(s).
- C. Work together to supply members with an up-to-date constitution.
- D. In charge of all committees.
- E. Monitor weekly duties.
- F. Represent the student body at school meetings as requested by the President(s).
- G. Work to make sure that announcements and advertisements are displayed for the student body.

### Sec III. Duties of the Secretary/Treasurer

- A. Take minutes of all Student Council meetings.
- B. Take and record attendance at all meetings.
- C. Maintain a file for future reference.
- D. Send out proper notice for all special Student Government Association meetings.
- E. Work with committees.
- F. Keep records of all financial transactions.
- G. Supervise any money transactions sponsored by the Student Government Association (Fundraisers, dances, etc.)
- H. Send out thank you letters to people or organizations.
- I. Make sure dues are paid to BCASC, FASC and SASC.

### Sec IV. Duties of the Historian

- A. To attend all events sponsored by the Student Government Association. If absent, a delegate shall be sent in his/her place.
- B. To record information and take photos of the events sponsored by the council.
- C. To work with a committee to create a scrapbook for records.
- D. To work with a committee to submit projects for the BCASC.

### Sec V. Duties of the Parliamentarian

- A. To pass the Parliamentarian test designed by the sponsor and outgoing President with more than 70 percent.
- B. To make sure the council abides by the Robert's Rules of Order or Parliamentarian procedure at every meeting.
- C. To work with the other officers and members of the council.

### Sec IV. Duties of the Members

- A. Each member shall do the work assigned to him or her at the time assigned by the sponsor and/or President(s).
- B. Volunteer and participate in meetings and committees.
- C. Interact with students.

- D. Share opinion and ideas.
- E. Make motions.

## **Article IX**

### Sec. I. Voting

- A. Any necessary voting at Student Council meetings will be made only by the voting members that are present.
- B. Voting that will amend the constitution will be conducted, as in (A) and for the amendment to be passed there must be a two thirds-majority approval.
- C. Voting on various motions made in the meeting will be conducted, as in
  - A. and for the motion to be accepted there must be a simple majority approval
  - B. The Vice-Presidents and all voting representatives each receive one vote on any matter up for a vote. If there is a tie, the President will decide the outcome.

### Sec II. Meetings

- A. Meetings will be held as scheduled at beginning of year.
  - 1. Members are excused from a meeting if they are absent from school, attending a special activity, or have prior approval by the sponsor ahead of time.

## **Article X**

Sec I. This constitution shall be ratified by a quorum vote of the Nova High School Student Government Association.

Sec II. This constitution shall be effective immediately after ratification by the Student Government Association.

Sec III. This constitution may be amended by a quorum vote of the Student Government Association.

Sec IV. Any member may bring an amendment to this constitution before the Student Government Association by means of a motion at a meeting.

Sec V. All amendments must be proposed to the council at least one meeting before the final vote is taken.