
CONSTITUTION

of

PORT ST. JOE JUNIOR-SENIOR HIGH SCHOOL
STUDENT GOVERNMENT ASSOCIATION



TABLE OF CONTENTS

<i>The Preamble</i>	4
Article I: Name	4
Section 1	4
Article II: Purpose	4
Section 1	4
Article III: Representatives	4
Section 1	4
Section 2	5
Section 3	5
Section 4	5
Article IV: Executive Board	5
Section 1	5
Section 2	5
Section 3	5
article V: Officer Approval	6
Section 1	6
Section 2	6
Article VI: Candidate Qualifications	6
Section 1	6
Section 2	6
Section 3	7
Section 4	7
Section 5	7
Section 6	7
Section 7	7
Article VII: Elector Qualifications	8
Section 1	8
Article VIII: Duties of Officers	8
Section 1	8
Section 2	8
Section 3	10
Section 4	10
Section 5	10
Section 6	10
Section 7	11
Section 8	11

Section 9.....	11
Section 10.....	11
Article IX: Vacancies	12
Section 1.....	12
Section 2.....	12
Section 3.....	12
Section 4.....	12
Section 5.....	12
Section 6.....	12
Article X: Recall of Members.....	12
Section 1.....	12
Section 2.....	13
Section 3.....	13
Section 4.....	13
Article XI: The Board of Directors	13
Section 1.....	13
Section 2.....	13
article XII: Executive Board.....	14
Section 1.....	14
section 2.....	14
Section 3.....	14
Article XIII: Meetings.....	14
Section 1.....	14
Section 2.....	15
Article XIV: Quorum.....	15
Section 1.....	15
article XV: Amendments.....	15
Section 1.....	15
Section 2.....	15
Article XVI: Adobting a New Constitution	15
Section 1.....	15
Section 2.....	15
Section 3.....	16
Article XII: Ratification	16
Section 1.....	16
Section 2.....	16

1 *THE PREAMBLE*

2 *We, the students of Port St. Joe Jr.-Sr. High School, in order to promote better relations*
3 *between students and teachers; school and community; to encourage superior standards*
4 *of citizenship; to promote democratic thinking and living; and to seek, develop, and*
5 *channel leadership potential and enthusiasm of our students into productive and*
6 *constructive aspects of our society-with our trust in God-do ordain and establish this*
7 *Constitution of the Student Government of Port St. Joe Jr.-Sr. High School.*
8

ARTICLE I: NAME

SECTION 1

9 The name of the organization shall be the Port St. Joe Jr.-Sr. High School Student
10 Government Association herein known as the SGA and/or Student Government.

ARTICLE II: PURPOSE

SECTION 1

- 11 A. Promote opportunities for student cooperation in the management of school
12 affairs.
13 B. Act as an intermediate representative between the student body and the
14 administration.
15 C. Promote the general welfare of the students through advising the
16 administration in matters concerning curriculum and student privileges.
17 D. Provide leadership.
18 E. Be self-supporting.
19 F. Conduct yearly class officer and student council elections.
20 G. To serve as a liaison for class activities.

ARTICLE III: REPRESENTATIVES

SECTION 1

- 21 Within the first weeks of the school year, one representative shall be elected from each
- 22 Homeroom in grades seven through twelve.

SECTION 2

24 A representative to the Student Government must be enrolled in or assigned to the
 25 Homeroom from which he/she is to serve as representative. He/she must exemplify
 26 high qualities of leadership potential, and an understanding of the functions of the
 27 democratic principles of student government, more clearly expressed in the Preamble.

SECTION 3

28 Homeroom representatives shall be selected by a majority of the votes cast in their
 29 respective group.

SECTION 4

30 Representatives-at-Large may be selected by the Student Government's Executive
 31 Board, with their number and composition to be approved by the Advisor.

ARTICLE IV: EXECUTIVE BOARD

SECTION 1

32 The officers of the Student Government shall be President, Vice-President, Secretary,
 33 and Treasurer. If annually approved by the Executive Board the ex-officio offices of
 34 Parliamentarian, Sergeant-at-Arms, Historian, Chaplain, and Public Relations Officer
 35 will serve on the Executive Board. There will be two (2) Senators from each of the
 36 Seventh (7th), Eighth (8th), Ninth (9th), Tenth (10th), Eleventh (11th), and Twelfth (12th)
 37 grade classes, who will also serve on the Executive Board.

SECTION 2

38 The President, Vice-President, Secretary, Treasurer, and all Grade Senators, except
 39 Seventh (7th) Grade, will be elected in the semester proceeding the term of office by a
 40 majority vote of students from grades Seventh (7th) to Ninth (9th). Each Grade, besides
 41 Twelfth (12th), will vote on the next years Senators for its respective grade.

SECTION 3

42 All ex-officio offices, including Seventh (7th) grade Senator(s), will be appointed by the
 43 President, and must be approved by the Advisor and active Executive Board, no later
 44 than one (1) semester into the school year. These offices may be filled from the
 45 Representatives-at-Large of elected Homeroom Representative. Appointed offices will
 46 continue regular membership and vacancies shall not be created.

ARTICLE V: OFFICER APPROVAL

SECTION 1

48 The Principal of Port St. Joe Jr.-Sr. High School shall appoint a faculty committee of
 49 no more than five (5) teachers, the Student Government Advisor, and one (1)
 50 administrator.

SECTION 2

51 The committee will review and approve or disapprove all candidates for the offices of
 52 President, Vice-President, Secretary, Treasurer, and Senator.

ARTICLE VI: CANDIDATE QUALIFICATIONS

SECTION 1

53 A candidate for the office of President shall be a student with high standards of
 54 citizenship and exemplify high qualities of leadership, and knowledge of the functions
 55 of the office of which he/she is seeking. He/she shall be a member of the incoming
 56 Twelfth (12th) grade class, and shall have been enrolled in Port St. Joe Jr.-Sr. High
 57 School the full semester prior to his/her nomination. He/she shall have served for at
 58 least one (1) year as a representative on the Student Government of Port St. Joe Jr.-Sr.
 59 High School, beginning with the ninth (9th) grade, or in the process of doing so. He/she
 60 must have a two point zero (2.00) overall grade point average, and must present a
 61 petition signed by one hundred (100) students from all grades, including students
 62 from the twelfth (12th) grade, before the deadline for qualifying.

SECTION 2

63 A candidate for the office of Vice-President shall be a student with high standards of
 64 citizenship and exemplify high qualities of leadership, and knowledge of the functions
 65 of the office of which he/she is seeking. He/she shall be a member of the incoming
 66 Eleventh (11th) grade class, and shall have been enrolled in Port St. Joe Jr.-Sr. High
 67 School the full semester prior to his/her nomination. He/she shall have served for at
 68 least one (1) year as a representative on the Student Government of Port St. Joe Jr.-Sr.
 69 High School, beginning with the ninth (9th) grade, or in the process of doing so. He/she
 70 must have a two point zero (2.00) overall grade point average, and must present a
 71 petition signed by one hundred (100) students from all grades, including students
 72 from the twelfth (12th) grade, before the deadline for qualifying.

SECTION 3

74 A candidate for the office of Secretary shall be a student with high standards of
75 citizenship and exemplify high qualities of leadership, and knowledge of the functions
76 of the office of which he/she is seeking. He/she must be a member of the incoming
77 tenth (10th), eleventh (11th), or twelfth (12th) grade classes. He/she shall have been
78 enrolled in Port St. Joe Jr.-Sr. High School the semester prior to his/her candidacy.
79 He/she must have a two point zero (2.00) overall grade point average, and must
80 present a petition signed by fifty students from all grades, including students from the
81 twelfth (12th) grade, before the deadline for qualifying.

SECTION 4

82 A candidate for the office of Treasurer shall be a student with high standards of
83 citizenship and exemplify high qualities of leadership, and knowledge of the functions
84 of the office of which he/she is seeking. He/she must follow all established procedures
85 outlined by the school's financial officer. He/she must be a member of the incoming
86 tenth (10th), eleventh (11th), or twelfth (12th) grade classes. He/she shall have been
87 enrolled in Port St. Joe Jr.-Sr. High School the semester prior to his/her candidacy.
88 He/she must have a two point zero (2.00) overall grade point average, and must
89 present a petition signed by fifty students from all grades, including students from the
90 twelfth (12th) grade, before the deadline for qualifying.

SECTION 5

91 A candidate for the office of Senator shall be a student with high standards of
92 citizenship and exemplify high qualities of leadership, and knowledge of the functions
93 of the office of which he/she is seeking. He/she must be a member of the incoming
94 eighth (8th), ninth (9th), tenth (10th), eleventh (11th), or twelfth (12th) grade classes.
95 He/she shall have been enrolled in Port St. Joe Jr.-Sr. High School the semester prior
96 to his/her candidacy. He/she must have a two point zero (2.00) overall grade point
97 average, and must present a petition signed by fifty students from his/her respective
98 grade before the deadline for qualifying.

SECTION 6

99 All petitions are due, with no exceptions unless the school recognizes the excuse or is
100 understood by the Student Government Advisor, no later than the deadline for
101 qualifying.

SECTION 7

102 At least two (2) weeks prior to the elections of the potential candidates of President,
103 Vice-President, Secretary, Treasurer, and Senator must be reviewed and approved by a
104 faculty committee as provided in Article V.

ARTLICLE VII: ELECTOR QUALIFICATIONS

SECTION 1

105 Qualified electors shall be members of the student body, grades seventh (7th) through
106 eleventh (11th) inclusively, and shall be eligible to cast ballots for candidates seeking
107 the offices prescribed in Article VI. Elections will be coordinated by the Student
108 Government Advisor, and if possible conducted with ScanTron Ballots. Elections will
109 be by secret balloting.

ARTILCLE VIII: DUTIES OF OFFICERS

SECTION 1

110 The President's duties are as follows:

- 111 A. Preside over all meetings
- 112 B. Preside over all assemblies
- 113 C. Serve as a member of the Board of Directors
- 114 D. Serve as chairmen of the Executive Board
- 115 E. Plan all meeting agendas
- 116 F. Appoint all standing and special committees
- 117 G. Serve as an official representative of the Student Body at all functions
- 118 H. Act on behalf of the Student Government in any matter that arises-provided
119 there is no opportunity to meet with the entire Student Government-using
120 his/her own best judgment, after consulting with the Advisor
- 121 I. Make Ex-Officio appointments as necessary
- 122 J. Serve as President of the Inter-Club Council, as stated in the ICC's Constitution
- 123 K. Organize the Gold Medallion Book

SECTION 2

124 The Vice-President's duties are as follows:

- 125 A. Fill the President's place in his/her temporary inability to serve
- 126 B. Fill the President's place upon his/her removal, or permanent inability to serve
- 127 C. Meet the requirements and duties in case of a temporary inability to serve
- 128 D. Serve on the Board of Directors
- 129 E. Serve on the Executive Council
- 130 F. Act as liaison within District I.

131 G. Serve as required by the President and/or the Advisor

132

SECTION 3

133 The Secretary's duties are as follows:

- 134 A. Keep complete, typewritten records and minutes of all Student Government
135 meetings
- 136 B. Keep a complete roll and records of attendance of all Student Government
137 members at each Student Government meetings
- 138 C. Maintain a complete and orderly filing system
- 139 D. Receive all communications directed to the Student Government
- 140 E. Reply to all communications at the discretion of the President of the Student
141 Government, the Principal, and the Student Government Advisor in typewritten
142 form
- 143 F. Serve on the Executive Board
- 144 G. Serve as required by the President and/or the Advisor

SECTION 4

145 The Treasurer's duties are as follows:

- 146 A. Keep accurate records of all accounts
- 147 B. Cooperate with the school's financial officer
- 148 C. File all receipts and invoices
- 149 D. Account for all project earnings and deposit as prescribed
- 150 E. Submit typewritten financial statements every nine weeks
- 151 F. Serve on the Executive Board
- 152 G. Serve as required by the President and/or the Advisor

SECTION 5

153 The Senator's duties are as follows:

- 154 A. Represent and properly communicate the views of their respective class
- 155 B. Serve on the executive Board
- 156 C. Serve as required by the President and/or the Advisor

SECTION 6

157 The Parliamentarian's duties are as follows:

- 158 A. Attend all parliamentary procedure sessions offered at any Florida Association
159 of Student Councils meeting in which he/she is in attendance
- 160 B. Act as the authority on all matters relating to parliamentary proceedings as
161 provided for in Robert's Rules of Order, Revised.
- 162 C. Serve on the executive Board

163 D. Serve as required by the President and/or the Advisor

SECTION 7

164 The Sergeant-at-Arms's , if active, duties are as follows:

- 165 A. Insure order during meetings
- 166 B. Serve on the executive Board
- 167 C. Serve as required by the President and/or the Advisor

SECTION 8

168 The Historian's, if active, duties are as follows:

- 169 A. Acquire photographs at all Student Government projects
- 170 B. Maintain a list of all awards the Student Government receives
- 171 C. Maintain a list of all Student Government members for historical records
- 172 D. Maintain a list of each Executive Board officers accomplishments
- 173 E. Maintain records of all amendments to the constitution
- 174 F. Serve on the executive Board
- 175 G. Serve as required by the President and/or the Advisor

SECTION 9

176 The Chaplain's, if active, duties are as follows:

- 177 A. Recite the United States of America's Pledge of Allegiance at the beginning of
- 178 every meeting, unless directed otherwise by the President and/or Advisor
- 179 B. Pray at the beginning off all Student Government meetings, unless directed
- 180 otherwise by the President and/or Advisor.
- 181 C. Serve on the executive Board
- 182 D. Serve as required by the President and/or the Advisor

SECTION 10

183 The Public Relations Officer's, if active, duties are as follows:

- 184 A. Maintain the Student Government bulletin board
- 185 B. Coordinate with the local news paper for advertisement and press releases
- 186 C. Maintain contact with the Port St. Joe Jr.-Sr. High School's web master for the
- 187 Student Governments page
- 188 D. Serve on the executive Board
- 189 E. Serve as required by the President and/or the Advisor

ARTICLE IX: VACANCIES

SECTION 1

191 In the case of a vacancy in the office of President, the Vice-President will assume
192 office.

SECTION 2

193 In the case of a vacancy in the office of Vice-President, the Student Government will
194 elect another Vice-President from its members, and this representative will be replaced
195 by another representative from his/her Homeroom.

SECTION 3

196 In the case of a vacancy in the office of Secretary or Treasurer, the President will
197 appoint another officer, to be approved by a two-thirds (2/3) vote of the Student
198 Government and the Advisor. He/she shall meet the same qualifications as stated in
199 Article VI, Section(s) 3 or 4.

SECTION 4

200 In the case of a vacancy in the office of Senator, the President and Advisor will appoint
201 a member from the respective class.

SECTION 5

202 In the case of a vacancy of the office of an Ex-Officio office, follow the procedures
203 outlines in Article IV, Section 3.

SECTION 6

204 In the case of a vacancy of a Homeroom Representative, the vacancy shall be filled by
205 the discretion of the Homeroom teacher.

ARTICLE X: RECALL OF MEMBERS

SECTION 1

206 A Student Government member shall remove themselves from membership whenever
207 he/she is absent from more than two (2) meetings per semester, unless he/she has
208 prior approval from the President or Advisor, or is absent from school on that date.

SECTION 2

209 A Student Government member shall be removed if, at any time during his/her term,
210 he/she fails to comply with the provisions of this Constitution, or, if at any time
211 during his/her term, he/she shows disregard for the Student Code of Conduct. No
212 member may be removed unless a recommendation to this effect is made to the Board
213 of Directors, and the Board approves by a two-thirds (2/3) vote.

SECTION 3

214 The President and Vice-President of the Student Government may be removed only by
215 the mutual consent of the Principal, Assistant Principal, and the Advisor of the
216 Student Government.

SECTION 4

217 The Vice-President of the Student Government is expressly prohibited from instituting
218 or participating in any recall proceedings against the President.

ARTICLE XI: THE BOARD OF DIRECTORS

SECTION 1

219 The Board of Directors shall include the following:

- 220 A. The President of the Student Government
- 221 B. The Vice President of the Student Government
- 222 C. The Advisor of the Student Government
- 223 D. An administrator to be designated by the Principal
- 224 E. A teacher, other than the Advisor, to be appointed by the Principal
- 225 F. A Homeroom Representative from the Student Government to be appointed by
226 the Advisor

SECTION 2

227 The Board of Directors's duties are as follows:

- 228 A. Advise the Student Government when necessary
- 229 B. Review recommendations for removal from office, and take action as provided in
230 Article X, Section 2.

ARTICLE XII: EXECUTIVE BOARD

SECTION 1

- 232 The Executive Board shall include the following:
- 233 A. The President of the Student Government
 - 234 B. The Vice-President of the Student Government
 - 235 C. The Advisor of the Student Government
 - 236 D. The Secretary of the Student Government
 - 237 E. The Treasurer of the Student Government
 - 238 F. All Senators of the Student Government
 - 239 G. All Ex-Officio officers of the Student Government
 - 240 H. Any Previous Officers of the Student Government

SECTION 2

- 241 Previous Officers are officers that served as a Student Government officer the previous
242 year.
- 243 The duties of the Previous Officers are as follows:
- 244 A. Serve on the executive Board
 - 245 B. Serve as required by the President and/or the Advisor

SECTION 3

- 246 Executive Board duties are as follows:
- 247 A. Act as a standing committee for all Student Government projects and planning
 - 248 B. Make recommendations to the entire Student Government
 - 249 C. Meet whenever necessary to conduct business necessary to the Student
250 Government
 - 251 D. Select Representatives-at-Large as provided in Article III, Section 4

ARTICLE XIII: MEETINGS

SECTION 1

- 252 Regular meetings of the Student Government shall be scheduled by the Advisor.

253

SECTION 2

254 Special meetings may be called as necessary by the President with the approval of the
255 Advisor.

ARTICLE XIV: QUORUM

SECTION 1

256 A quorum for the purpose of conducting business shall consist of the presence of two-
257 thirds (2/3) of the Student Government members on the active roll.

ARTICLE XV: AMENDMENTS

SECTION 1

258 Proposed amendments to the Constitution, clearly stating such proposed changes,
259 shall be approved by the Executive Board by a majority Vote; then published and
260 freely circulated to the student body, no less than two (2) weeks prior to an election
261 called for the purpose of amending the Constitution.

SECTION 2

262 When an amendment is passed then the President must change the existing
263 constitution and add the amendment date and amendment number on the last page of
264 the Constitution.

ARTICLE XVI: ADOPTING A NEW CONSTITUTION

SECTION 1

265 The proposed Constitution must be presented as a completed Constitution. Then the
266 Executive Board will review and approved or disapproved by a majority vote.

SECTION 2

267 If the proposed Constitution is approved by the Executive Board then the Student
268 Government and the Student Body will be notified of the new Constitution.

SECTION 3

270 Until the proposed Constitution is ratified by the Executive Board, then the Student
271 Government must comply with the standing Constitution.

ARTICLE XII: RATIFICATION

SECTION 1

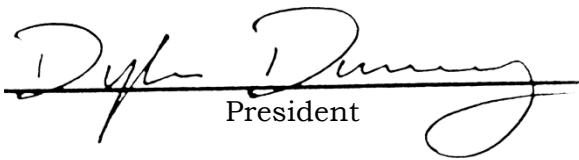
272 A majority of all votes cast on a date to be determined is required for the ratification of
273 this Constitution. Voting will be held one (1) day only for student present that day.

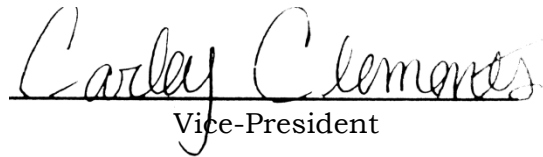
SECTION 2

274 Voting will be held on the specific change at that date.

This Constitution was ratified by a majority vote of 13-0 on November 7, 2011.

Presiding Officers:


President


Vice-President

275 AMENDMENTS

276 Amendment One: Amendments

277 Amendment Two: Candidate Qualifications

278 Amendment Three: Campaign Guidelines

279

THE FIRST AMENDMENT: AMENDMENTS

280 SECTION 1: POWERS OF THIS AMENDMENT

281 This amendment is granted the power by the Student Government Association
282 Executive Board to void and replace Article XV (15) Sections one (1) and two (2).

283 SECTION 2: PROCESS OF AMENDMENT

284 Proposed amendments to the Constitution, clearly stating such proposed changes,
285 shall be approved by the Executive Board by a majority vote; then distributed, by
286 student request, to the students.

287 SECTION 3: AFTER APPROVAL

288 After an amendment is passed then the President must add the new amendment to
289 the back of the entire Constitution document. Also the President must add the
290 amendment date and amendment number to the last page of the constitution under
291 the signatures.

292

THE SECOND AMENDMENT: CANDIDATE QUALIFICATIONS

SECTION 1: PRESIDENT QUALIFICATION

293 The candidate for the office of President should not only meet the pre-distinguished
294 qualifications but He/she shall also have served for the past year on the Student
295 Government Executive Board of Port St. Joe Jr-Sr High School with no interruptions
296 or breaks in office, and be in good standing with the Student Government Association
297 of Port St. Joe Jr-Sr High School. This section that specifies a new requirement does
298 not and will never void any part of the standing qualifications for the office of
299 President.

300 SECTION 2: VICE PRESIDENT QUALIFICATION

301 The candidate for the office of Vice President should not only meet the pre-
302 distinguished qualifications but He/she shall also have served for the past year on the

303 Student Government Executive Board of Port St. Joe Jr-Sr High School with no
304 interruptions or breaks in office, and be in good standing with the Student
305 Government Association of Port St. Joe Jr-Sr High School. This section that specifies a
306 new requirement does not and will never void any part of the standing qualifications
307 for the office of Vice President.

SECTION 3: SECRETARY QUALIFICATION

308 The candidate for the office of Secretary should not only meet the pre-distinguished
309 qualifications but He/she shall also have served at for at least one (1) year in the
310 Student Government Association of Port St. Joe Jr-Sr High School, beginning with the
311 ninth (9th) grade, or in the process of doing so, and must also be in good standing with
312 the Student Government Association of Port St. Joe Jr-Sr High School. This section
313 that specifies a new requirement does not and will never void any part of the standing
314 qualifications for the office of Secretary.

SECTION 3: TREASURER QUALIFICATION

315 The candidate for the office of Treasurer should not only meet the pre-distinguished
316 qualifications but He/she shall also have served at for at least one (1) year in the
317 Student Government Association of Port St. Joe Jr-Sr High School, beginning with the
318 ninth (9th) grade, or in the process of doing so, and must also be in good standing with
319 the Student Government Association of Port St. Joe Jr-Sr High School. This section
320 that specifies a new requirement does not and will never void any part of the standing
321 qualifications for the office of Treasurer.

322

THE THIRD AMENDMENT:

CAMPAIGN GUIDELINES

SECTION 1: PERMISSION TO CAMPAIGN

324 Every candidate is granted permission to campaign when and only when each
325 candidate has received an Approval letter. If a candidate receives a rejection letter
326 he/she is not permitted to campaign. If a rejected candidate begins to campaign
327 appropriate actions will be taken.

SECTION 2: CAMPAIGN PERIOD

329 The campaign period for all offices that require an election will begin on the day that
330 the Approval/Reject letters are released. Any campaign material distributed before the
331 allowed time will be removed and appropriate actions will be taken against the
332 candidate in question.

333 SECTION 3: POSTER PERMISSIONS

334 Candidates can begin distributing posters, flyers, or other promotional campaign
335 materials of all kinds and are permitted to create a Facebook, MySpace, or other social
336 network fan page or group. Any and all campaign materials should be purchased by
337 the candidates themselves, therefore, no campaign materials should be borrowed and
338 used from the school, such as the schools paper or ink. When hanging posters, no
339 candidate's posters should overlap or cover up any other candidate's posters and
340 should be placed no closer than one (1) inch apart. No posters or other campaign
341 materials should be placed on a bulletin board and should not be posted on
342 emergency equipment such as fire extinguishers, emergency exits, AED machines, fire
343 alarms, and ECT. The candidate may decorate themselves as a part of their campaign,
344 which includes wearing clothing or other items. All of these items or clothing must be
345 school appropriate. Candidates may not be allowed to use any type of sound system as
346 a part of their campaign on school grounds. The schools Administration and the
347 Student Government advisor reserve the rights to declare a cease and desist in a
348 candidate's campaign materials whether it is a single campaign item or an entire
349 campaign itself. All campaign materials should be cleaned up by the candidate
350 themselves and once the elections are complete each candidate has up to, but no more
351 than, one (1) school day to remove all campaign materials.

352 SECTION 4: PROHIBITED MATERIALS AND ACTIONS

353 The following materials that may be used for campaigning for any office are prohibited.
354 They are as follows duck tape, confetti, silly string, ink stamps, bubbles and other
355 materials that may be declared prohibited by the school's administration or the
356 Student Government advisor. Campaign materials are strictly prohibited to be
357 distributed or posted in any of the schools restrooms; this includes both the male and
358 female restrooms.

359 SECTION 5: EXPECTED BEHAVIOR

360 Candidates campaigning for any office shall not put down, or "Mud Sling", any other
361 candidates. Any candidate mudslinging another candidate will be disqualified
362 immediately. Candidates shall not use obscene, racial, discriminatory, or any other
363 controversial materials on any campaign materials. This includes internet
364 campaigning as well.

365