

CONSTITUTION OF THE UNIVERSITY HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We, the elected members of the University High School student body, create the student government of University High School in order to form a more perfect union between faculty, students, and parents, provide for the common welfare of the students, promote the “Cougar” spirit, and secure integrity in leadership for ourselves and our posterity do ordain and establish this constitution for the student body of University High School.

ARTICLE I: Name

The name of this organization shall be the Student Government Association of University High School, henceforth referred to as SGA.

ARTICLE II: Purpose

SECTION I: The purpose of this organization shall be to develop in the students of University those qualities of citizenship necessary for the preservation of our democratic system by providing responsibilities and privileges of participating in a republican form of democracy in the school.

SECTION II: The purpose of this organization shall be to provide representation for University High students in a democratic process of planning, supervising, administering, and coordinating such activities and affairs as affect the general welfare of the school.

SECTION III: The purpose of this organization shall be to enhance the school experience of the student body by providing the students with opportunities for community and school service projects.

ARTICLE III: Mission

SECTION I: Serve as a communication link between the student body, administration, and community.

SECTION II: To institute leadership in the student body.

SECTION III: To encourage and support maximum student involvement in co-curricular activities.

SECTION IV: Promote a positive and spirited school environment.

- A. Be in charge of organizing and help run activities throughout that promote school spirit throughout the year.

SECTION V: Recognize our academic, artistic, and athletic student body.

SECTION VI: Display the Honor, Excellence, and Tradition of the Cougars.

SECTION VII: Support all other clubs and organizations on campus.

- A. SGA is not meant to be all things to all people. Instead SGA is meant to help all people become all the things they want to be.

ARTICLE IV: Powers

SECTION I: The powers of the Student Government Association are derived from the principal and may be vetoed at anytime by the principal.

SECTION II: The following shall be the powers of the organization:

- A. To develop and formulate any policies in the area of student activities that might be beneficial to school, faculty, and community.
- B. To cooperate with all levels of school administration in discharging and conducting activities beneficial to school, faculty, and community.
- C. To plan and regulate all money-making policies in the area of Student Government.
- D. To empower the Student Government Association officers to meet with the Principal, or his designee, on a regular basis but not less than semi-annually to discuss concerns and offer suggestions which the Student Government Association deems beneficial to University High School and its faculty, staff and student body.

ARTICLE V: Responsibilities

Responsibilities of the Student Government Association shall include the following:

- A. Serving as a direct link between the student body, faculty and administration.
- B. Coordinating all Student Government activities.
- C. Publicizing to the school and community matters of interest and relevant to Student Council operation.
- D. Representing the student body at all civic and social functions relating to student interest so designated by the Student Government Association.

ARTICLE VI: Membership

This organization shall consist of the Student Government Association officers and student body representatives. Each grade level shall be represented by students selected at large by Student Government officers and the sponsor through a means of an application and interview.

ARTICLE VII: General Organization of the Student Government Association

- A. Student Government Association Officers
 - a. Elected Student Government Association (SGA) Officers
 - i. President
 - ii. Vice President
 - iii. Recording Secretary
 - iv. Corresponding Secretary or Historian
 - v. Treasurer
 - b. SGA Executive Board
 - i. FASC/SASC/District Officer
 - ii. Parliamentarian
 - iii. Historian
 - iv. Chair of Academic Life
 - v. Chair of Servicing
 - vi. Chair of Student Life

B. Student Government Association Members

ARTICLE VIII: Duties and Qualifications of the Elected SGA Officers

SECTION I: President

Clause I: Qualifications

- A. The Student Government President must be a senior. *If no seniors seek to run then a junior may run for the position.*
- B. The Student Government President must have been a member of the Student Government for two years prior. *If nobody meets this criterion then a one year member may run for the position.*
- C. The Student Government President must have a positive referral from the advisor.
- D. The Student Government President may not act as President of any other student organization on campus.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. Hold full executive authority in Student Government subject to the Advisor and Principal.
 - i. Work closely with the Principal and the advisor to ensure communication and consistency within the SGA.
- C. Preside over all meetings of the Student Government.
- D. To prepare agendas for all Student Government sponsored meetings.
- E. To cast the deciding ballot in case of a tie.
- F. See that the Constitution of the Student Government is followed.
- G. Along with the Student Government Advisor, appoint committees and committee chairs.
 - i. To assign SGA representatives to specific tasks.
- H. With the help of the other elected officers and sponsor, be responsible for selected the appointed officers.
 - i. Appoint vacant officer positions (with the advice of advisor).
- I. To serve as chief public relations officer of the Student Government by:
 - i. Representing the Student Government at all necessary meetings with the administration and faculty or by designating someone to go in his/her place.
 - ii. Serving as chief liaison officer between the Student Government and the administration or between the council and the county school board.
 - iii. Serving as official greeter for Student Government functions.
 - iv. Giving either written or oral reports to the council of his/her meeting with school or county officials.
 - v. Seeking at all times to promote the ideals of the Student Government and of the school.
 - vi. Serving as master/mistress of ceremonies at assemblies and extra-curricular events, or by designating some other person to take his/her place.
 - vii. Representing the council in dealings with other Student Governments on the local and state levels.
- J. To assist the sponsor in evaluating the work of the Student Government members.

- K. Assume the overall responsibility for the SGA activities.
 - i. Making sure that all SGA functions are advertised adequately.
 - ii. Facilitate all meetings as well as all projects and events, unless assigned to another member by the SGA Advisor.
 - iii. Act as a facilitator for group discussions at meetings.
 - iv. Serve as a spokesperson for SGA at Cougar Council Meetings.
 - v. Represent University High School/SGA on appropriate occasions on and off campus.
 - 1. At meetings with the administration and faculty.
 - 2. Attend all school advisory committee (SAC) and PTSA meetings.
- L. Assume any additional responsibilities that the advisor may demand.
- M. To oversee that everybody is fulfilling their committee duties.
- N. To hold weekly or biweekly officer meetings and to preside over them.
- O. Complete a Certified leader packet.
- P. Attend the South Florida Leadership Training Camp the summer after being elected.

SECTION II: Vice President:

Clause I: Qualifications

- A. The Student Government Vice President must be a senior. *If no seniors seek to run then a junior may run for the position.*
- B. The Student Government Vice President must have been a member of SGA for that year.
- C. The Student Government Vice President must have a positive referral from the advisor.
- D. The Vice President must consider his/her allegiance to other organizations before accepting the role of Vice President of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. Be the presiding officer of the Cougar Council Meetings.
- C. To represent the Student Government in the president's absence or at the president's request.
- D. See that the Constitution of the Student Government is followed.
- E. Assist the President with all duties.
- F. Oversee the project of the year projects.
- G. Be the first link of communication between other clubs and SGA.
- H. Chair the SGA/Class elections committee.
- I. Organize Membership Drives.

SECTION III: Recording Secretary:

Clause I: Qualifications

- A. The Student Government Secretary must be a junior or a senior
- B. The Student Government Secretary must have been a member of SGA for that year.
- C. The Student Government Secretary must have a positive referral from the advisor.
- D. The Student Government Secretary must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. To carry out all necessary correspondence designated by the Student Council.
- C. To have an awareness of deadlines.
- D. To keep the council files current, including the reports of all committees.
- E. To keep the official record of all Student Government meetings.
- F. To provide Student Government members with copies of the minutes of each meeting.
- G. To keep attendance records for the council and student government meetings and activities.
- H. Keep a permanent record of minutes on a flash drive and in a secretary notebook and in the medallion book.
- I. Count and record votes when taken.
- J. Keep minutes and attendance records of Cougar Council Meetings.
- K. Maintain a file of important addresses, including contact information for SGA members.
- L. Will work with the corresponding secretary and historian to prepare announcements.
- M. To organize and keep track of the FASC book.
 - i. Be in charge of updating and finishing the Medallion Council Book.

SECTION IV: Corresponding Secretary

Clause I: Qualifications

- A. The Student Government Corresponding Secretary must have been a member of SGA for that year.
- B. The Student Government Corresponding Secretary must have a positive referral from the advisor.
- C. The Student Government Corresponding Secretary must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. To carry out all necessary correspondence designated by the Student Council.
- C. To notify the president of letters received.
- D. To notify the council of all letters received from the following groups: charity groups, NASC, SASC, FASC and district, public officials, or the school board.
- E. To have an awareness of deadlines.
- F. Responsible for all correspondence and thank you letters.
- G. Responsible for writing and sending all donation request letters.
- H. Responsible for collection and distribution of materials and mail.
- I. Responsible for preparing announcements for the school website, school newspaper, and school newsletters.
- J. Type all letters and correspondence that are to be officially sent by the organization and file a copy in the secretary book.
- K. Will be responsible for the National Council of Excellence award application.

SECTION V: Treasurer:

Clause I: Qualifications

- A. The Student Government Treasurer must be a junior or a senior

- B. The Student Government Treasurer must have been a member of SGA for that year.
- C. The Student Government Treasurer must have a positive referral from the advisor.
- D. The Student Government Treasurer must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. To prepare a budget during preplanning for the upcoming year. This shall be done in consultation with the officers and the sponsor.
- C. Responsible for keeping accurate and current records of the financial condition of SGA.
- D. Collect all monies and keep accurate reports of the same.
 - i. To supervise all money-collecting activities.
- E. To fill out and submit fundraiser packets.
- F. To serve as the liaison between the Student Government and the school bookkeeper.
- G. Develop a working relationship with the school bookkeeper.
- H. Make financial statements at each SGA meeting
- I. Keep copies of all forms in chronological order in the treasurer's notebook.
- J. Coordinate the activities of all fund raising committees.
- K. Assist with the planning of budget, financial forms, and reports.
- L. Will be familiar with all financial forms and responsible for seeing that these forms are completed correctly.
- M. Work with the other officers and advisor in formulating yearly and individual activity budgets.
- N. To file mail concerning money-raising activities.

ARTICLE IX: Duties and Qualifications of the Elected Class Officers

SECTION I: FASC/SASC/District Officer

Clause I: Qualifications

- A. The Student Government FASC/SASC/District Officer must have been a member of SGA for that year.
- B. The Student Government FASC/SASC/District Officer must have a positive referral from the advisor.
- C. The Student Government FASC/SASC/District Officer must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. Be in charge of planning the District meeting.
- C. Attend officer meetings/serve as link between UHS and FASC/SASC/District officers.
- D. Communicate all information related to office held back to SGA.

SECTION II: Parliamentarian

Clause I: Qualifications

- A. The Student Government Parliamentarian must have been a member of SGA for that year.

- B. The Student Government Parliamentarian must have a positive referral from the advisor.
- C. The Student Government Parliamentarian must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. Keep meetings running according to parliamentary procedures.
- C. Be an expert on parliamentary procedures.
- D. Assist Sponsor in teaching parliamentary procedures lessons.

SECTION III: Historian

Clause I: Qualifications

- A. The Student Government Historian must have been a member of SGA for that year.
- B. The Student Government Historian must have a positive referral from the advisor.
- C. The Student Government Historian must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. Collect and take pictures from/at school events.
- C. Create a quality scrapbook using the above items.
- D. Update the bulletin boards weekly.
- E. Assist the recording secretary with all publicity of all SGA activities.

SECTION IV: Chair of Academic Life

Clause I: Qualifications

- A. The Student Government Chair of Academic Life must have been a member of SGA for that year.
- B. The Student Government Chair of Academic Life must have a positive referral from the advisor.
- C. The Student Government Chair of Academic Life must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. Oversee committees that promote Student and Faculty Recognition.

SECTION IV: Chair of Student Life

Clause I: Qualifications

- A. The Student Government Chair of Student Life must have been a member of SGA for that year.
- B. The Student Government Chair of Student Life must have a positive referral from the advisor.
- C. The Student Government Chair of Student Life must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. Oversee committees that promote School and Community Spirit.

SECTION VI: Chair of Servicing

Clause I: Qualifications

- A. The Student Government Chair of Servicing must have been a member of SGA for that year.
- B. The Student Government Chair of Servicing must have a positive referral from the advisor.
- C. The Student Government Chair of Servicing must consider his/her allegiance to other organizations before accepting the role of Secretary of SGA.

Clause II: Duties

- A. Take a full year of SGA leadership class.
- B. Oversee committees that promote School and Community Service.

ARTICLE X: Duties and Qualifications of the SGA Members

SECTION I: Purpose

- A. The SGA Executive Board will be the first line support system for the SGA officers and the link between elected officers and SGA members.

SECTION II: Qualifications

- A. Members must have a cumulative GPA of 2.0.
- B. Members must maintain a passing grade in all subjects currently being taken.
- C. Members must have a satisfactory disciplinary record.
- D. Members can not have higher than a level 2 referral throughout high school.

SECTION III: Duties

- A. Take at least one semester of leadership class.
- B. To publicize all Student Government activities.
- C. Chair/Head at least one Student Government project.
- D. Timely completion of all paperwork including project write-ups and financial paperwork.
- E. To be prepared at all times to answer questions about Student Government.
- F. To always remember that they represent University High School and that their actions reflect upon our great school.
- G. To actively participate in Student Government activities.
- H. To always present a positive attitude toward their responsibilities.

ARTICLE XI: FINANCES

SECTION I: All matters concerning finances shall be subject to approval of the principal.

SECTION II: All expenses pertaining to work of the Student Government shall be on the order of the officers with approval from the sponsor.

ARTICLE XII: REMOVAL FROM OFFICE

SECTION I: Removal from office can occur due to unsatisfactory grades. The advisor shall have the duty of checking all council members' grades at the end of each marking period. If a student falls below a 2.0 GPA, the council member will be given one marking period to correct this deficiency. If this does not occur, then the member will be dropped from SGA and the leadership course.

SECTION II: Pending the seriousness of the offense committed by an officer or SGA member, removal from the SGA can occur at any point during the year due to breaking of the Student Leader Code of Conduct or the Leadership Class Rules contracts. As stated

on both contracts “the sponsor reserves the right to place me on probation for one progress report period or depending on the severity of the problem remove me from SGA” and the leadership class.

ARTICLE XIII: ELECTIONS

SECTION I: The results of Student Council Elections shall be determined by three parts.

- A. Student Body – Each candidate will receive a percentage of the votes casted by the student body. This vote shall be determined by taking the number of votes the candidate received and dividing them by the total number of votes casted for that office, then multiplying by 100. The number received will then be multiplied by 66 (2/3%) to get a 2/3 vote for this category.
- B. Student Council – Each candidate will receive a percentage of the votes casted by Student Council members. This vote shall be determined by taking number of votes received by candidate and dividing them by the total number of votes casted for that office, then multiplying by 100. The number received will then be multiplied by 33 1/3% to get a 1/3 of the vote for this category.

SECTION I: All candidates must apply for their chosen office during the predetermined time set up for applications.

SECTION II: There will be no write-in candidates.

SECTION III: All violations of the elections code shall be decided by the elections committee.

SECTION IX: Elections shall be by secret ballot and shall be conducted by the elections committee.

SECTION X: Qualifications.

- A. Candidates must have a cumulative average of 2.0 GPA.
- B. Candidates must have a passing grade in all subjects currently being taken.
- C. Candidates must have a satisfactory disciplinary record.
- C. Candidates can not have higher than a level 2 referral throughout high school.

ARTICLE XIV: MEETINGS

SECTION I: A quorum of fifty percent plus one of the entire Student Government shall be necessary to conduct all business.

SECTION II: Meetings of the council shall be held at least twice a month, conditions permitting.

SECTION III: All meetings shall follow the current version Robert’s Rules of Order Newly Revised (RONR).

ARTICLE XV: AMENDMENT PROCESS

SECTION I: The Student Government may propose amendments to this constitution with the approval of three fourths of its entire membership.

SECTION II: Ratification of these amendments shall be by a three-fourths majority of the entire membership.

SECTION III: All amendments must be approved by the principal.

By-Laws: Judicial Guidelines

Section I.

Any council member witnessing an offense will remain anonymous to the case upon reporting it and thereafter.

Section II.

If member is penalized and does not serve the given violation, the member will be charged with the next degree of punishment.

Section III.

If a second degree penalty is not complied with, the punishment issued will be doubled, and thereafter will follow Section II.

Section IV.

The harshness of punishment inflicted upon offenders will be left to the decision of the Judiciary Committee in accordance to the extremity of the offense.

Section V.

In order for a verdict to be passed, a two-thirds decision must be reached from a closed ballot vote of the floor.

Section VI.

Any decisions reached by the Judiciary Committee must be approved by the SGA sponsor before the scheduling of the hearing.

Section VII.

If a third degree penalty is charged, then administration must approve of penalty before a vote is taken.

Judicial Penalties

First Degree Causes of

Written apology directed toward offense.
Any derogatory comments directed towards SGA or any members.

Second Degree Causes of

School service and first degree penalty
Two unexcused absences from SGA activities.
Vandalism of SGA property.

Third Degree Causes of

Expulsion from SGA.
Disregard of Council rules.
* Please see SGA rules.

Judicial Structure

1. A person is charged with an offense.
2. The offense is read to the judiciary committee.
3. If the person charged pleads guilty, then the penalty will be assigned without vote- proceed to step 8.
4. The committee meets with both parties separately to decide the degree of the offense.
5. A decision will be reached on the degree of an offense by the committee and get approval by the sponsor.
6. The committee meets with the accused party and all those in favor of the defense or prosecution of the accused party.
7. If a guilty charge is reached by the committee and Sponsor, then it is brought to the council to be voted upon.
8. All charges voted guilty will follow the penalty assigned.

I have read and understand the guidelines and penalties appointed by the Judiciary Committee. I hereby swear to abide by them to the best of my ability and accept punishment in the event of an offense made to these rules.

Signature: _____

Date: _____