



**JAMES S. RICKARDS HIGH SCHOOL
STUDENT GOVERNMENT ASSOCIATION (SGA)**

BY-LAWS

2025-2026

ARTICLE I: PURPOSE AND NAME:

The contents of this document are to establish operating procedures for the James S. Rickards High School Student Government Association. We, the students of James S. Rickards High School, establish these by-laws of the Student Government Association to enhance the effectiveness of student governance, represent the collective interests of the student body, foster a harmonious relationship among students, faculty, and administration, encourage full student participation in Student Government, and promote student development toward active and progressive citizenship. This organization shall be known as the Student Government Association (SGA) of James S. Rickards High School.

ARTICLE II: SGA POWERS:

The Student Government Association (SGA) shall derive its authority from the advisors, administrator of clubs and organizations, and the Principal of James S. Rickards High School. The primary objectives of SGA are to;

- a) Act as a reliable and consistent intermediary between students and the administration. The SGA shall possess the exclusive authority to represent students on matters of school-wide significance.
- b) Oversee school-wide elections.
- c) Implement all proposals advanced by the SGA and sanctioned by the administration.
- d) Promote active student participation in school activities both during and beyond school hours.
- e) Responsibly oversee financial resources under the jurisdiction of the SGA.
- f) Create opportunities for students to engage in the democratic process.
- g) Organize school-sponsored events such as assemblies, Homecoming, spirit weeks, dances, and other community and social activities.
- h) Collect and communicate information between the student body and the administration.

ARTICLE III: MEMBERSHIP REQUIREMENTS

SECTION I: GENERAL MEMBERSHIP REQUIREMENTS

- a) All members of the Student Government Association must adhere to the requirements stated in the LCSD for student participation in activities.

SECTION II: EBOARD

- a) Must maintain active enrollment at James S. Rickards High School.
- b) The Executive Board (Eboard) shall comprise of the following elected officers: Student Body President, Vice-President, Secretary, and Treasurer. Eboard will also include the Senior Class President and Vice-President, Junior Class President and Vice-President, Sophomore Class President and Vice-President, and Freshman Class President and Vice-President. Additionally, the Chief of Staff, who possesses Eboard voting rights, will occupy a non-elected position. The Student Body President may appoint directors to the Eboard, but these positions will not carry Eboard voting rights.
- c) All elected officers and appointees are required to attend summer workshop classes to maintain eligible status.
- d) To qualify as the Student Body President or Student Body Vice-President, candidates must maintain a current cumulative GPA of 3.3 and remain in good standing with James

- S. Rickards High School. Other Executive Board members are required to have a GPA of 3.0 or higher. If the GPA does not meet these standards, recommendation letters, interviews with advisors and teachers, and the discretion of the advisors may be considered.
- e) Any active Rickards High School student classified as an incoming 12th Grader, who has fulfilled all stipulations set forth, is eligible to run for the position of Student Body President.
 - f) Any active Rickards High School student classified as an incoming 11th grader or 12th Grader, who has fulfilled all stipulations set forth, is eligible to run for the position of Student Body Vice-President and Student Body Treasurer.
 - g) Any active Rickards High School student classified as an incoming 10th, 11th, or 12th grader, who has fulfilled all stipulations set forth is eligible to run for the position of Student Body Secretary.
 - h) Any active Rickards High School student classified as incoming 9th, 10th, 11th, or 12th grader, who has fulfilled all stipulations set forth, is eligible to run for the respective class President and Vice-President of their respective grade-level classes.
 - i) Candidates, Eboard Member, Senator, Associate Member, Royal Court member cannot have no more than five unexcused absences in the current school term.
 - j) Candidates, Eboard Member, Senator, Associate Member, Royal Court member cannot have no more than two disciplinary referrals in the current school term.
 - k) Any student with a major referral or an OSS suspension within the calendar year, is not eligible to run for office.
 - l) Any student who receives an ISS/OFI suspension within the calendar year is not eligible to run for office.
 - m) Students will be disqualified from the election for incurring a major referral, OSS, or ISS/OFI during the election process.
 - n) Candidates, Eboard Member, Senator, Associate Member, Royal Court member, must sign the SGA Code of Ethics at the beginning of each semester, to be eligible to continue to serve as an elected officer.
 - o) All elected Eboard members will have Eboard voting rights.

SECTION III: SENATORS

- a) One (1) student senator shall be appointed by the class presidents with final approval of the Student Body President.
- b) Have a current cumulative G.P.A. of 2.0 and be in *good academic and discipline standing at James S. Rickards High School.
- c) Must submit a member application along with SGA packet or to be appointed by the class presidents with final approval of the Student Body President in order to have voting status.
- d) Be available for required weekly meetings and all student activities as agreed upon by the SGA.
- e) Senators will be expected to serve on at least one (1) committee of their choice.
- f) Student senators will have general voting rights and not Eboard voting rights.

SECTION IV: ASSOCIATE MEMBERS

- a) Attend an interview with the members of the Eboard or be approved by Student Body President in accordance to their letter of recommendations.
- b) Have a current cumulative G.P.A. of 2.0 and be in *good academic and discipline standing at James S. Rickards High School.
- c) Be available for student activities as agreed upon by the SGA.
- d) Student associate members will not have voting rights.

SECTION V: ROYAL COURT HOMECOMING

- a) Submit and acknowledge packet by deadline and declare candidacy.
- b) Have a current cumulative G.P.A. of 2.0 and be in *good academic and discipline standing at James S. Rickards High School.
- c) Be available for student activities as agreed upon by SGA.
- d) Royal Court elected members will have voting rights within Royal Court.

** To maintain academic and discipline good standing, students are permitted no more than two administrative referrals within a year. Severe cases will be assessed by SGA Advisors. Additionally, students are allowed no more than five unexcused absences per semester for the categories indicated by asterisks.*

ARTICLE IV: ELECTIONS

SECTION I: GENERAL ELECTIONS

- a) Elections for executive board shall be held in accordance with the Constitution.

SECTION II: RUNNING FOR EBOARD OFFICE

- a) Candidates are required to fulfill all criteria outlined in Article II subsections (a-o) to qualify.
- b) Candidates must submit a completed officer application.
- c) Attendance at a mandatory Eboard candidate campaign meeting is required.
- d) Candidates must sign and submit all necessary documents related to campaigning.
- e) Candidates pursuing an office are prohibited from engaging in the planning or execution of voting procedures.
- f) No candidate is permitted to campaign or distribute campaign materials without official authorization from the SGA Advisors and when the official date to remove campaign materials or to stop distribution, candidates must comply.
- g) Candidates who do not comply or adhere to Article III - SECTION II subsections (a-o) will be in violation and no longer eligible for the office they are running for.
- h) The candidate receiving the highest number of votes for a particular office will be declared the winner.
- i) A candidate with no opposition will be declared unopposed and will secure the seat/position.
- j) The results of the voting will be posted by the day following the conclusion of the election.

- k) In the event of a runoff, voting will occur within two weeks after the initial election.
- l) SGA Advisors are responsible for conducting officer elections, while the SGA President or an appointed representative and SGA Advisors will oversee the Homecoming elections. The designee is not permitted to assist if they are actively running for any position.

SECTION III: RUNNING FOR ROYAL COURT – HOMECOMING

- a) Candidates are required to fulfill all criteria outlined in ARTICLE III Section to qualify.
- b) Candidates must submit a completed Royal Court application.
- c) Attendance at a mandatory Royal Court candidate campaign meeting is required.
- d) Candidates must sign and submit all necessary documents related to campaigning prior or on deadline date.
- e) Candidates pursuing an office are prohibited from engaging in the planning or execution of voting procedures.
- f) No candidate is permitted to campaign or distribute campaign materials without official authorization from the SGA Advisors and when the official date to remove campaign materials or to stop distribution candidates must comply.
- g) Candidates who do not comply or adhere to ARTICLE III - SECTION III subsection (c) and (d) will be in violation and no longer eligible for the office they are running for.
- h) The candidate receiving the highest number of votes for a particular office will be declared the winner.
- i) A candidate with no opposition will be declared unopposed and will secure the seat/position.
- j) The results of the voting will be posted by the day following the conclusion of the election.
- k) In the event of a runoff, voting will occur within two weeks after the initial election.
- l) SGA Advisors are responsible for conducting officer elections, while the SGA President or an appointed representative and SGA Advisors will oversee the Homecoming elections. The designee is not permitted to assist if they are actively running for any position.

SECTION IV: OTHER ELECTION

- a) Any active Rickards High School student classified as an incoming 12th grader, who has fulfilled all stipulations set forth in ARTICLE III, is eligible to run for the position of Student Body President.
- b) Any active Rickards High School student classified as an incoming 11th grader or 12th grader, who has fulfilled all stipulations set forth in ARTICLE III, is eligible to run for the position of Student Body Vice-President and Student Body Treasurer.
- c) Any active Rickards High School student classified as an incoming 10th, 11th, or 12th grader, who has fulfilled all stipulations set forth in ARTICLE III, is eligible to run for the position of Student Body Secretary.
- d) Any active Rickards High School student classified as incoming 9th, 10th, 11th, or 12th grader, who has fulfilled all stipulations set forth in ARTICLE III, is eligible to run for the respective class President and Vice-President of their respective grade-level classes.
- e) All currently enrolled students at Rickards High School are entitled to participate in voting for the Executive Board, as well as their respective Class Officer and Royal Court elections.

Reasonable accommodations shall be made available to ensure that all students have accessible means to exercise their voting rights.

- f) The voting procedure shall ensure an open, honest, and fair election process. To maintain integrity, all votes cast for positions including the Eboard, Class Office, and Royal Court shall be counted and verified by SGA Advisors and Rickards Administrator of clubs/organizations.
- g) All Executive Board members, class officers, and members of the Royal Court shall serve terms commencing with the current academic year and extending until the subsequent inauguration. The inauguration for incoming ninth grade class officers shall take place during the first semester of the new school year.
- h) The inauguration and swearing-in ceremony for all positions shall be conducted at the SGA Advisors discretion after the spring election results. However, for ninth grade class officer positions, the inauguration and swearing-in shall occur during the first semester of the new school year.
- i) All Eboard elected positions, with the exception of ninth grade, shall be conducted in the Spring of the current school year.
- j) All ninth-grade class officer positions shall be conducted in the first semester of the new school year.
- k) The Student Body President shall conduct interviews and subsequently appoint candidates for the positions of ninth grade class President and ninth grade class Vice President. This action shall be taken in circumstances where no active and eligible students have applied or met the specified criteria within the deadline outlined in their respective application packets.
- l) Upon the conclusion of the spring elections, the Elect-Officers shall enter a transitional phase. During this period, they shall be authorized to engage in tasks, training sessions, workshops, and meetings, as well as to formulate plans for the forthcoming academic year in collaboration with their advisors. The Elect-Officers shall be granted access to all Student Government Association (SGA) documents, communication platforms, and any other rights and privileges associated with the SGA. However, during this transitional period, Elect-Officers shall not possess any voting rights pertaining to matters from the preceding academic year, nor shall they effect any changes to the outgoing current SGA officers.

ARTICLE V: DUTIES OF THE EBOARD, SENATORS, ASSOCIATE MEMBERS, AND ROYAL COURT

SECTION I: EBOARD

- a) The Eboard shall represent the SGA at official school functions.
- b) The Eboard shall act as a liaison between the students and the administration, faculty, and staff of James S. Rickards High School.
- c) Eboard members may not serve as officers simultaneously on any student club or organization, with the exclusion of National Honor Society (NHS) unless approved otherwise by SGA Advisor.
- d) The Eboard shall serve as a liaison between the student body and James S. Rickards Administration, Faculty and Staff.

SECTION II: OATH

I do solemnly swear (or affirm) that I will support, protect, and defend the By-laws and the Student Code of Conduct of Rickards High School. I affirm that I am duly qualified to hold office under the by-laws of the Student Government Association and that I will faithfully perform the duties of [Full Name of Office – Abbreviations Not Accepted] on which I am now about to enter.

SECTION III: STUDENT BODY PRESIDENT

- a) Represent the interests of the student body of James S. Rickards High School.
- b) Act as a liaison between the student body and the JSRHS administration.
- c) Preside over all SGA and Eboard meetings.
- d) Create ad hoc committees as necessary, with the vice president of SGA's consultation. Such committees shall be terminated by Student Body President, Student Body Vice-President, and SGA Advisors.
- e) Create standing committees as necessary with the approval of the SGA Advisor.
- f) Attend James S. Rickards High School Advisory Council and SITE Team meetings as a representative and present a report detailing SGA activities. If not available, send Vice-President, or designee.
- g) Host at least (2) leadership conference per academic year (one being the Summer of the upcoming school year)
- h) Create an agenda for each SGA meeting or assign designee.
- i) Submit Student Activity Request (SAR) to advisor once President has approved.
- j) Has authority to temporarily perform duties of and act as Treasurer, Vice President, and Secretary of the Student Government Association should such action become necessary to maintain normal operations in absence of the executive officer.
- k) Have authority to call a special meeting of the Executive Board provided that notice of such meeting is provided to all members at least forty-eight (48) hours in advance.
- l) Have the authority to call an open forum twice per semester to inform the students of current campus related issues and to receive student input and questions.
- m) Have the authority to request a report from any member of the SGA. The request must be made at least one (1) week in advance. The report is to be typed and signed.
- n) Present a President's report at least once a month at the General Assembly meeting.
- o) Shall meet regularly AND before meetings with the SGA Advisor.
- p) Foster a professional, cooperative, and positive working environment with all team members, SGA advisors, and the administration.
- q) Maintain five (5) office hours per week.
- r) Perform other duties assigned by SGA Advisors.
- s) Uphold the Bylaws of the SGA.

SECTION IV: STUDENT BODY VICE PRESIDENT

- a) Temporarily assume the duties of the SGA president at their request or absence.
- b) Be responsible for communications with all student organizations and clubs on campus.
- c) Coordinate at least one (2) major community service projects per academic semester in the year with the support of the Senate.

- d) Preside over a committee of their choice; a chair may be appointed at the discretion of the Vice President.
- e) Conduct interviews for potential Senators.
- f) Administer the Oath of Office to Class Presidents at the beginning of their term.
- g) Monitor each of the Standing Committees and other SGA committees through regular contact with the chair of each committee.
- h) Ensure that chair of each committee is informed of the internal operations of the SGA and is aware of the actions of other committees internal and external to the SGA.
- i) Be an Ex-Officio member of all committees of the Senate without a vote via appointment by the SGA President.
- t) Foster a professional, cooperative, and positive working environment with all team members, SGA advisors, and the administration.
- j) Maintain three (3) office hours per week.
- k) Perform other duties assigned by SGA Advisors.
- l) Uphold the Bylaws of the SGA.

SECTION V: STUDENT BODY SECRETARY

- a) Record and maintain a record of the minutes for all SGA meetings and functions.
- b) Distribute typed copies of the minutes of the previous SGA meeting.
- c) Keep prompt and up-to-date records of the SGA attendance and keep on file all submitted Event Absence Forms.
- d) Utilize up-to-date records of the SGA attendance to establish quorum at each meeting.
- e) Responsible for processing all member applications in a timely manner.
- f) Preside over a committee of their choice; a chair may be appointed at the discretion of the Secretary of SGA.
- g) Make a good faith effort to contact to SGA members who have missed regularly scheduled meetings.
- h) Make the minutes and records available to members upon request.
- i) Ensure that the minutes are completed no later than two (2) days after an SGA meeting.
- j) Provide committee chairpersons of the Student Government Association a list of the members of each committee together with all documents and instructions related.
- k) Read all the petitions and correspondence that may be called for by the assembly at Senate meetings.
- l) The Secretary shall provide to all Executive Board and General Assembly Members the Agenda for each General Assembly Meeting at least 24 hours before the start each meeting.
- m) Oversees all class officer's positions.
- n) Foster a professional, cooperative, and positive working environment with all team members, SGA advisors, and the administration.
- o) Maintain three (3) office hours per week.
- p) Perform other duties assigned by SGA Advisors.
- q) Uphold the Bylaws of the SGA.

SECTION VI: TREASURER

- a) Oversee and keep an accurate record of SGA expenditures and revenues.
- b) Responsible for providing SGA budgetary updates at official SGA business meetings.
- c) Preside over a committee of their choice; a chair may be appointed at the discretion of the Chief of Staff of SGA.
- d) Maintain three (3) office hours per week, during the operational hours of the SGA office.
- e) Schedule and maintain all fundraisers and provide future reports for the budgets of various projects.
- f) Foster a professional, cooperative, and positive working environment with all team members, SGA advisors, and the administration.
- g) Perform other duties assigned by SGA Advisors.
- h) Uphold the Bylaws of the SGA.

SECTION VII: CHIEF OF STAFF

- a) Will be responsible for ensuring that all submitted legislation to be considered by the SGA is in proper and complete form and distribute all legislation to the SGA Advisor and other concerned parties.
- b) Ensure that all meetings are run in accordance with Roberts Rules of Order (latest edition).
- c) Arrange for a parliamentary short course for the SGA during the fall semester.
- d) Administer the Oath of Office to newly elected or selected members.
- e) Preside over a committee of their choosing; a chair may be appointed at the discretion of the Parliamentarian of SGA.
- f) Will be responsible for notifying representatives or senators when their voting status has changed.
- g) Assists with other SGA Administrative duties assigned by Student Body President, Student Body Vice President, and SGA Advisors.
- h) Foster a professional, cooperative, and positive working environment with all team members, SGA advisors, and the administration.
- i) Maintain three (3) office hours per week, during the operational hours of the SGA office.
- j) Serve as a liaison between the Student Body President and Student Body Vice President.
- k) Perform other duties assigned by SGA Advisors.
- l) Uphold the Bylaws of the SGA.

SECTION VIII: SENATORS

- a) Assist with duties assigned from the SGA Eboard.
- b) Assist with creating and drafting proposals.
- c) Serving as liaisons with their class officers.
- d) Voting as members in the general assembly meetings.
- e) Foster a professional, cooperative, and positive working environment with all team members, SGA advisors, and the administration.
- f) Other duties assigned by SGA President and SGA Advisors.

- g) Uphold the Bylaws of the SGA.

SECTION IX: ASSOCIATE MEMBERS

- a) Assist with duties assigned from the SGA Eboard/SGA Senators.
- b) Assist with the implementation of proposals.
- c) Attend all SGA related events and meetings.
- d) Serving as liaisons with their classmates.
- e) Foster a professional, cooperative, and positive working environment with all team members, SGA advisors, and the administration.
- f) Other duties assigned by SGA President, SGA Senators, and SGA Advisors.
- g) Uphold the Bylaws of the SGA.

SECTION X: ROYAL COURT MEMBERS

- a) Assist with duties assigned from the SGA Eboard/SGA Senators.
- b) Assist with the implementation of proposals.
- c) Attend all SGA related events and meetings.
- d) Serving as liaisons with their classmates.
- e) Foster a professional, cooperative, and positive working environment with all team members, SGA advisors, and the administration.
- f) Other duties assigned by SGA President, SGA Senators, and SGA Advisors.
- g) Uphold the Bylaws of the SGA.

ARTICLE VI: APPOINTING AND REMOVING OFFICERS AND MEMBERS SECTION I: GROUNDS FOR REMOVAL OF AN EBOARD OFFICER, SENATOR, ASSOCIATE MEMBER, AND ROYAL COURT MEMBER.

SECTION I: GROUNDS FOR REMOVAL OF AN OFFICER OR MEMBER

- a) Failure to meet minimum qualifications for membership as described in the SGA ARTICLE II, is subject to removal from the Eboard and SGA.
- b) Failure to adhere to the Attendance Policy as outlined in the SGA in the SGA Article V and SGA Article VII section II, is subject to removal from the Eboard and SGA.
- c) Failure to adhere to the Rickard's and LCSD Student Code of Conduct at all times.
- d) Failure to meet the expectations set forth in the SGA Code of Ethics.
- e) Failure to attend three meetings without an excused absence (48 hours in advance unless emergency) is grounds for immediate removal from office.
- f) Any student who is arrested for violation of county, state, or federal laws will be dismissed from SGA and will not be permitted to reenter SGA for the current or subsequent school years.

SECTION II: PROCESS OF REMOVING AN EBOARD OFFICER, SENATOR, ASSOCIATE MEMBER, AND ROYAL COURT MEMBER.

- a) Any officer, senator, associate member, or royal court member found in violation of the minimum qualifications for membership shall be subject to immediate removal from office.
- b) Any officer, senator, associate member, or royal court member found in violation of the Student Code of Conduct shall be subject to disciplinary action (SGA probation, SGA suspension or etc.) and/or removal from office by the SGA President or SGA Advisors.
- c) Any officer found in violation of the SGA Code of Ethics shall be removed from office by SGA President or SGA Advisors.
- d) If an officer, senator, associate member, or royal court member is found to be in violation of the Student Code of Conduct or the SGA Code of Ethics and is consequently removed from office, they are granted three school business days to submit a written appeal. This appeal will be reviewed by the SGA Advisors, the JSRHS Administrator of Clubs/Activities, and the JSRHS Principal. The decision reached by the SGA Advisor, in consultation with the JSRHS Administrator of Clubs/Activities and the JSRHS Principal, will be considered the final decision.
- e) If at any time, the actions and/or inactions of any If an officer, senator, associate member, or royal court member are found to be *detrimental to the organization, the officer in question will be removed immediately from their SGA officer/membership.

**"Detrimental" is defined in the asterisk (*) above as grossly insubordinate behavior towards SGA members, peers, faculty, staff, administration, and SGA Advisors, both inside and outside of SGA-sponsored activities. All officers, senators, associate members, and Royal Court members are expected to represent James S. Rickards High School with the utmost integrity and professionalism at all times. Detrimental behavior, which includes but is not limited to inappropriate conduct on social media, during school events, meetings, and other situations, can severely tarnish or defame the reputation of the Student Government Association, as well as that of its officers, senators, members, Royal Court members, SGA Advisors, administration, faculty, and staff. Other individuals may also be affected, as deemed necessary by the SGA Advisors or President.*

SECTION III: VACANCY OF OFFICE

- a) Should the Office of the President become vacant, the SGA president will be succeeded by any member, starting with the Student Body Vice President of the Eboard with approval of the remaining officers and the SGA Advisor.
- b) The President and SGA Advisor are responsible for interviewing and appointing eligible students to fill any vacancies on the Eboard. If a vacancy arises and the student is already an elected Eboard Officer, they may be appointed to the vacant position, provided they receive approval from the remaining officers and the Advisor, rather than requiring the consent of the entire SGA.

ARTICLE VII: MEETINGS

SECTION I: MEETINGS

- a) The SGA will meet no less than once a week during the fall and spring semesters (with exception of holidays and days in which classes are not in session).

- b) All voting meetings will be conducted in an orderly fashion and in accordance with Robert's Rules of Order (latest edition).

SECTION II: ATTENDANCE

- a) If any officer, senator, associate member, or royal court member misses three regular meetings without submitting and obtaining approval for an Event Absence Form, their voting privileges at the next meeting will be suspended or revoked in accordance with Article VI, Section 1, subsection (e) (page of 11).
- b) Members must submit a Student Government Association Event Absence Form, before each meeting, or no later than the following college business day explaining the reasons for their absence. This form can be found on the official SGA webpage, or in the SGA office.
- c) Attendance is mandatory for large events sponsored (Homecoming, etc.) by SGA. For such events an Event Absence Form must be submitted to and approved by the Eboard two (3) days prior to the activity.
- d) Any member with an unexcused absence may appeal the unexcused absence, in writing, to the Eboard.

SECTION III: VOTING

- a) All Eboard, Senators, and Royal Court members, and SGA Advisors of the SGA are eligible to vote.
- b) Any member on voting probation shall be notified by the Chief of Staff.
- c) Voting shall be conducted by a show of hands, secret ballot, or any other method may be used, at the request of a simple majority of the Eboard members in attendance.
- d) Proxies or absentee votes will not be accepted.

SECTION IV: QUORUM

- a) A quorum must be present in order to vote on SGA matters, unless otherwise stated by SGA Advisors.
- b) A quorum shall consist of 40% of the active members of SGA in all other matters of business.

ARTICLE VIII: SGA ADVISORS

SECTION I: THE ROLE OF ADVISORS:

- a) SGA Advisors shall serve as ex-officio voting members of the SGA.
- b) SGA Advisors are responsible for training all incoming SGA executive officers in their duties.
- c) SGA Advisors shall maintain accurate record of the SGA budget and authorize all expenditures drawn from the SGA budget.
- d) The SGA Advisors shall be a part of the recruiting, training, and appointment process of the Eboard and/or Senators.
- e) An SGA Advisors and/or designee shall attend all SGA activities and meetings unless otherwise stated that he/she will not be in attendance to the Student Body President.
- f) For the SGA to meet or conduct any activities in the absence of their advisors, the SGA must receive approval for a designated replacement.

***The SGA Advisors have the right to change and implement, and amend any policy, by-law, or rules in place without notice.

ARTICLE IX: COMMITTEES

SECTION I: COMMITTEES

- a) The Student Government Association (SGA) shall comprise no fewer than the committees listed below. Each committee will be chaired by a member of the Executive Board or a designated senator.

The committees are:

1. Community Service
 2. Pep Rally
 3. Student Affairs
 4. Royal Court
 5. Homecoming
 6. Fundraising/Finance
 7. School Spirit
 8. Public Relations
- b) Any additional committees will be decided upon by a majority vote of the Eboard and SGA Advisor(s).
- c) A secretary will be appointed within each committee to track attendance and record minutes.
- d) The chair of each Committee shall be voted upon by the executive board and the advisor at the first official Eboard meeting.

SECTION II: COMMUNITY SERVICE COMMITTEE

- a. The Community Service Committee will be presided over by the Vice President of SGA.
- b. A committee chair may be appointed at the discretion of the Vice President of SGA.
- c. The Community Service committee will be responsible for the planning and execution of the required community service projects.
- d. A member of the Community Service Committee will attend student focus groups, as requested by the JSRHS Principal or designee.
- e. The committee shall represent the needs, safety, and concerns of the student body to the JSRHS's administration.
- f. The chair shall provide weekly reports to SGA President and SGA Advisor and share at meetings.

SECTION III: PEP RALLY COMMITTEE

- a. The Pep Rally Committee will be presided over by the President of SGA.
- b. A committee chair may be appointed at the discretion of the President of SGA.
- c. The Pep Rally committee will be responsible for the planning and execution of Pep Rallies.
- d. The Pep Rally chair and SGA President of the Pep Rally will attend student focus groups as requested by the JSRHS Principal or designee.
- e. The committee shall represent the needs, safety, and concerns of the student body to the JSRHS's administration.
- f. The chair shall provide weekly reports to SGA President and SGA Advisor and share at meetings.

SECTION IV: STUDENT AFFAIRS COMMITTEE

- a. The Student Affairs Committee will be presided over by appointment of President.
- b. A committee chair may be appointed at the discretion of the appointment of President.
- c. The Student Affairs committee will be responsible for the planning and execution of town halls, student workshops, student concerns and suggestions, and other duties assigned.
- d. The Student Affairs Committee chair and SGA President of the student affairs committee will attend student focus groups as requested by the JSRHS Principal or designee.

- e. The committee shall represent the needs, safety, and concerns of the student body to the JSRHS's administration.
- f. The chair shall provide weekly reports to SGA President and SGA Advisor and share at meetings.

SECTION V: ROYAL COURT COMMITTEE

- a. The Royal Court Committee will be presided over by appointment of SGA Advisors.
- b. A committee chair may be appointed at the discretion of the appointment of SGA Advisors.
- c. The Royal Court committee will be responsible for the planning and execution of preparation, elections, implementation, décor, field layouts, radios/communication, and securing a person to read bios, and other duties assigned.
- d. The Royal Court chair and SGA President of the Royal Court committee will attend student focus groups as requested by the JSRHS Principal or designee.
- e. The committee shall represent the needs, safety, and concerns of the student body to the JSRHS's administration.
- f. The chair shall provide weekly reports to SGA President and SGA Advisor and share at meetings.

SECTION VI: HOMECOMING COMMITTEE

- a. The Homecoming Committee will be presided over by appointment of SGA President.
- b. A committee chair may be appointed at the discretion of the appointment of SGA President.
- c. The Homecoming committee will be responsible for the planning and execution of planning, preparation, theme, implementation, décor, hoco dance or block-party, work with pep rally committee, t-shirt designs, spirit weekdays, and activities for each day of the week (courtyard/evening).
- d. The Homecoming Committee chair and SGA President of the Homecoming committee will attend student focus groups as requested by the JSRHS Principal or designee.
- e. The committee shall represent the needs, safety, and concerns of the student body to the JSRHS's administration.
- f. The chair shall provide weekly reports to SGA President and SGA Advisor and share at meetings.

SECTION VII: FUNDRAISING/FINANCE

- a. The Fundraising Finance Committee will be presided over by appointment of SGA Treasurer.
- b. A committee chair may be appointed at the discretion of the appointment of SGA Treasurer.
- c. The Fundraising Finance Committee will be responsible for the planning and execution of fundraising, creative ways to keep budget, approve budget proposals, budget reports, and other duties assigned.
- d. The Fundraising Finance Committee chair and SGA President of the Fundraising/Finance committee will attend student focus groups as requested by the JSRHS Principal or designee.
- e. The committee shall represent the needs, safety, and concerns of the student body to the JSRHS's administration.
- f. The chair shall provide weekly reports to SGA President, Advisor, and share at meetings.

SECTION VIII: SCHOOL SPIRIT

- a. The School Spirit Committee will be presided over by appointment of SGA Secretary.
- b. A committee chair may be appointed at the discretion of the appointment of SGA Secretary.
- c. The School Spirit Committee will be responsible for the planning and execution of school spirit weeks, designated months (breast cancer, stop bullying, and etc.), Teacher Appreciation implementation, Pep Rallies, Student events/athletics, partnering with the Rowdy Raiders club, and etc.

- d. The School Spirit Committee chair and SGA President of the School Spirit Committee will attend student focus groups as requested by the JSRHS Principal or designee.
- e. The committee shall represent the needs, safety, and concerns of the student body to the JSRHS's administration.
- f. The chair shall provide weekly reports to SGA President and SGA Advisor and share at meetings.

SECTION IX: PUBLIC RELATIONS

- a. The Public Relations Committee will be presided over by appointment of SGA Public Relations Director.
- b. A committee chair may be appointed at the discretion of the appointment of SGA Public Relations Director or SGA Advisor.
- c. The Public Relations Committee will be responsible for the planning and execution of SGA social media accounts, posters/flyers, videos, Canva design, memos and other duties assigned.
- d. The Public Relations Committee chair and SGA President of the Public Relations Committee will attend student focus groups (SAC) as requested by the JSRHS Principal or designee.
- e. The committee shall represent the needs, safety, and concerns of the student body to the JSRHS's administration.
- f. The chair shall provide weekly reports to SGA President, SGA Advisor, and share at meetings.

ARTICLE X: PETITIONS, REFERENDUMS, AND POLICY/PROPOSAL IMPLEMENTATION

SECTION I: PETITIONS

- a) The Eboard shall be responsible for considering and presenting to the Principal of the JSRHS any petition, which expresses important student interest, or opinions.
- b) Said petition will be considered only if the signatures are accompanied by the signees' student ID numbers and if each page of the petition contains a statement of the purpose.

SECTION II: REFERENDUMS

- a) The SGA may consider student opinions and vote to submit referendums to the administration that reflect those concerns.
- b) It shall be the responsibility of the Eboard to act on those concerns no less than ten (10) or more than twenty (20) days from introduction of that concern.
- c) If such a referendum is held, the Eboard shall present those results to the high school administration.

SECTION III: POLICY/PROPOSAL IMPLEMENTATION

- a) Senators shall write policies or proposals using the SGA system.
- b) Said Policies/proposals will be considered only if the established chain of command has been followed properly and timely.

ARTICLE XI: AMENDING AND RATIFYING THE BYLAWS

SECTION I:

- a) Any amendments to the Bylaws will be implemented by the SGA Advisors or after consultation with the SGA Student Body President, JSRHS Principal, or designee (Assistant Principal of Curriculum) effective immediately, without a vote.
- b) Any amendment to the Bylaws must be introduced at an official SGA business meeting without vote.
- c) Bylaws will be reviewed and or modified any time the SGA advisors deem necessary.