

***JAMES S. RICKARDS HIGH SCHOOL
STUDENT GOVERNMENT ASSOCIATION***



SGA By-Laws

2022-2023

We, the students of James S. Rickards High School, in order to produce a more effective student governing body, to express the general interest of the Student Body, to encourage a harmonious student-faculty-administration relationship, to provide for full student participation in Student Government, and to stimulate growth among students toward progressive citizenship, do ordain and establish this Constitution of the Student Government Association of James S. Rickards High School.

Article I. Name, Authority, and Composition

- Section I. This organization shall be known as the Student Government Association (SGA) of James S. Rickards High School.
- Section II. The Student Government Association shall derive its power and authority from the administration of James S. Rickards High School and shall work closely with the administrators and students in the students' interests. This organization shall have the sole authority to represent the students in matters of school-wide concern.
- Section III. SGA shall issue charters to all student clubs and organizations that meet the requirements of the Inter Club Council (ICC), as well as establish and enforce provisions related to the operation of all clubs/organizations on campus.
- Section IV. SGA shall be in charge of all school-wide elections.
- Section V. SGA shall have the authority to carry out all proposals made by the SGA and approved by the administration.
- Section VI. The voting membership of SGA shall consist of all duly elected, appointed, and participant members of SGA.

Article II. Student Government Association

Section I. Membership

Subsection I. SGA House of Representatives

SGA House of Representatives will be those students who are interested in joining SGA but hold no office. These members must meet general membership requirements as outlined in Officer/Membership section and Article IX.

Subsection II. The Ambassadors

The ambassadors shall be composed of two senior representatives. These members must meet the membership requirements as outlined in Article IV.

Section II. SGA officers and/or faculty sponsors may initiate impeachment and/or censure charges against any member of SGA.

Subsection I. Impeachment/Censure Process

The following steps must be adhered to before an SGA/Class Officer, Ambassadors, or SGA House of Representative may be impeached/censured while in office:

- A) A written charge must be submitted to the SGA sponsor. The SGA sponsor will recommend, with advice of the administration, continuation of the impeachment/censure process.
- B) A five-person panel will be developed to hear the charges as follows:
 - a) three students in SGA in different grade levels
 - b) SGA sponsor(s)
 - c) one administrator

Subsection II. The five-person impeachment/censure panel will have authority to issue a judgment of censure to remove from office.

Section III. Students must maintain initial qualifications and citizenship marks to remain in SGA for the coming semester which may include but not limited to attendance of meetings, participation in events/activities, and minor referrals.

Subsection I. A verbal warning

Subsection II. A written letter of probation

Subsection III. Dismissal from SGA for failure to maintain requirements during probation.

Subsection IV. Once dismissed from SGA for failure to maintain initial citizenship/grade requirements, a student may not reapply for one calendar year.

Section IV. Candidates with a major referral or suspension from school for a violation of county, state, or federal laws, or school rules will be suspended from **all** SGA activities according to provisions listed in ARTICLE IX. Students may also be dismissed from SGA for school violations such as this.

Subsection I. Once dismissed from SGA for failure to maintain initial citizenship/grade requirements, a student may not reapply until the next calendar year.

Article III. The SGA Officers

Section I. President's Responsibilities

- Subsection I. Propose the goals and direction of SGA over the length of his/her administration.
- Subsection II. Preside over all business meetings, prepare the agenda, schedule activities for SGA, assign duties to committees, and help the sponsor evaluate committee heads.
- Subsection III. Appoint the ICC president before the ICC has been established for the school year.
- Subsection IV. Oversee the House of Representatives as well as the Ambassadors.
- Subsection V. Attend all SGA meetings.
- Subsection VI. Be the representative of the school and the student body at all school, community, and civic affairs.
- Subsection VII. Be an ad hoc member of all committees and is ultimately responsible for their success.
- Subsection VIII. Keep a master calendar of SGA and class activities.
- Subsection IX. May not be the president of any school club.
- Subsection X. Has the authority to appoint someone to any vacant office with the approval of the SGA sponsor.
- Subsection XI. Shall represent the student body at all student input-based organizations such as the SITE-based decision-making council, School Advisory Council, Student District Advisory Council, and any other council. The president may also defer this responsibility to any capable member.

Section II. Vice-President's Responsibilities

- Subsection I. Attend all SGA meetings.
- Subsection II. Be the representative of the presidential cabinet and serve as an ad hoc member to a different SGA committee each six weeks.
- Subsection III. Be the representative of the student body at all school, community, and civic functions in the absence of or at the request of the SGA president.
- Subsection IV. Assist the president pro tempore in coordinating the activities for all committees in SGA. The vice president may assist in the evaluation of committee heads, in the absence of the president.

Section III. Secretary's Responsibilities

- Subsection I. Attend all SGA meetings. Take and keep accurate minutes of all meetings and correspondences.
- Subsection II. Responsible for all SGA mail, thank you notes, etc.
- Subsection III. Assist with all SGA projects.
- Subsection IV. Prepare a record of all SGA business.
- Subsection V. Distribute minutes from previous meeting to the president, vice president, and the SGA sponsor at the next meeting. Keep a copy of all minutes on file.
- Subsection VI. Responsible for the filing and maintaining copies of all SGA and class business.

Section IV. The Treasurer's Responsibilities

- Subsection I. Attend all SGA meetings.
- Subsection II. Keep an accurate report of all financial transactions with the SGA.
- Subsection III. Prepare reports for presentation to the entire SGA at each meeting. This requirement may be waived by the president or sponsor.
- Subsection IV. Assist the president and sponsor in the collection of monies and distribution of receipts for monies. The treasurer shall serve as a liaison between the bookkeeper and the SGA.
- Subsection V. Assist in organizing fundraising activities.

Article IV. Ambassadors

- Section I. Attend all SGA meetings
- Section II. Be a senior in good standing for graduation by meeting requirements, such as, but not limited to, GPA, state requirements, LCS requirements, and others.
- Section III. Represent the senior class in school wide activities and school and district meetings.
- Section IV. Maintain communication with the senior class via social media, group messaging and other forms of communication.

Section V. Perform duties of parliamentarian and historian to answer all questions about rules of order and keep picture/documents while updating website.

Article V. **Presidential Appointments**

Section I. The president of SGA has the power to appoint any qualified person to any vacant office with the approval of the SGA sponsor. Candidates who ran for office but were not elected take precedence.

Section II. The president has the power to appoint ad hoc committees as the need arises.

Section III. The president has the power to appoint members from the student body on various committees in order to achieve representation from all.

Article VI. **Class Officers: President, Vice President, Secretary, and Treasurer**

Section I. **Class President's Responsibilities**

Subsection I. Attend all SGA meetings.

Subsection II. Organize an activity board of interested students in your class.

Subsection III. Preside at all class and activity board meetings. Prepare agendas for all meetings.

Subsection IV. Set goals at the beginning of the year including topics such as money to be raised and activities to be planned.

Subsection V. Organize fundraisers and special activities.

Subsection VI. Make sure all class activities are cleared through class sponsors, SGA, and the administration. Make sure all activities are on the school master calendar.

Subsection VII. Keep a master calendar of all class activities.

Section II. **Class Vice President's Responsibilities**

Subsection I. Attend all SGA meetings.

Subsection II. Accept responsibilities delegated by the class president.

Subsection III. Attend all class and activity board meetings.

Subsection IV. Help publicize all activities and take an active part in getting class members involved.

Subsection V. Assume the president's duties if he/she is absent.

Subsection VI. Keep a master calendar of all class activities.

Section III. Class Secretary's Responsibilities

Subsection I. Attend all class and activity board meetings. Take and keep accurate minutes of all meetings and correspondences.

Subsection II. Responsible for all class mail, thank you notes, etc.

Subsection III. Assist with all class projects.

Subsection IV. Prepare a record of all class business. A copy of this report must be presented to the SGA secretary, SGA sponsor, and SGA president.

Subsection V. Keep a copy of all meeting minutes on file.

Subsection VI. Keep a master calendar.

Section IV. Class Treasurer's Responsibilities

Subsection I. Attend all class and activity board meetings.

Subsection II. Keep an accurate account of all class-related monetary transactions. A copy of this report must be presented to the SGA secretary/treasurer.

Subsection III. Assist with organizing fundraising activities.

Article VII. Government

Section I. Major proposals that affect the function of our organization must first be referred to the president or committee for analysis and opinion. Proposals may be assigned to any committee decided upon by the president or SGA sponsor.

Subsection I. Submission of Proposal

- A) Any duly elected or appointed member of SGA shall submit proposals to the president, who will place said proposal on agenda for consideration.
- B) A representative or an ambassador may submit proposal to the president, who will place said proposal on agenda for consideration.

Section II. The president has veto power over all SGA approved proposals. The house membership may override a presidential veto by a two-thirds vote at a general body meeting.

Section III. SGA shall use the latest edition of Robert's Rules of order as a basis for their parliamentary procedure with the following modifications:

- A) A speaker may not be interrupted for a question or a point of clarification.
- B) Debate on a motion or amendment may not commence unless the author is present.

Section IV. SGA, at all times, shall operate as closely to a constitutional government as possible, with all the dignity and seriousness therein.

Section V. The SGA membership may appeal to the chair's decision by a two-thirds vote.

Article VIII. Committees

Section I. There will be standing committees in SGA to diversify operations and to allow every member to take an active part in SGA.

Section II. If they feel that the need arises, the president has the authority to require each member of SGA to participate in at least one committee.

Section III. Each committee shall allow students from outside of SGA to participate as full committee members.

Section IV. There will be the following standing committees:

- A) School Improvement: Responsible for the promotion of converting the school's resources into the betterment the school, including the beauty and overall well-being of the school. These committee members are encouraged to attend SITE and SAC meetings.
- B) Elections: Responsible for the successful operation of all elections within the school and shall work to emphasize the importance of voter registration. This committee shall be in charge of final tallies of votes that are counted by the election board, which consists of the elections committee chairperson, SGA sponsor, a teacher, and two SGA members who are not candidates. The elections committee shall assume the responsibility of judging to ensure that all campaign rules and regulations are observed. To ensure impartiality, members of this committee shall be seniors only.
- C) Public Relations: Responsible for promoting SGA to students, faculty, the administration, and the community at large. They are responsible for writing articles about SGA for school publications, recognizing faculty and

students who make contributions to the school and community, and providing a forum for student suggestions and complaints.

- D) Spirit: Responsible for coordination and development of activities to promote school spirit at Rickards. The spirit committee shall also be in charge of the planning of all activities during both football and basketball homecoming weeks. This committee acts as a liaison between SGA and the athletic department.
- E) Hospitality: Responsible for promoting school unity and school functions. In charge of any school tours and greeting of guests. Suggested activities include: sending birthday/get well cards to SGA members or faculty/staff, faculty breakfast at the start of the school year, and participation in open house.
- F) Fundraising: Responsible for raising funds to support SGA activities, as well as completing the necessary paperwork involved.

Section V. A committee may, upon proper notice to the president, request a special meeting of said committee. The president/SGA sponsor has the right to deny any such request.

Section VI. Duties of Committee Heads

Subsection I. All committee heads shall prepare and deliver a report of committee activities at each SGA meeting, unless the committee has been inactive since the previous meeting.

Subsection II. Everyday duties:

- A) Appoint an assistant and notify their committee and the president who this person is.
- B) Each committee head must attend all cabinet meetings or be assign a substitute in their place.

Section VII. The chairperson of a committee may serve on only one other committee.

Section VIII. No person may chair more than one committee simultaneously, unless the position of chair is vacant, and the SGA president and sponsor wish to appoint them.

Article IX. Qualifications of Membership

Section I. The House of Representatives

Subsection I. All non-elected members of SGA shall comprise the House of Representatives.

Section II. Student Body Election Procedures

- Subsection I. Any Rickards student who shall be classified as a senior or junior during their term of office may run for the office of SGA president with one year of prior SGA experience at James S. Rickards High School.
- Subsection II. Any Rickards student who shall be classified as a senior or junior during their term of office may run for the office of vice president, secretary, or treasurer.
- Subsection III. Any Rickards student who satisfies the qualifications of an SGA officer as outlined in ARTICLE X, SECTION III, SUBSECTION IV, may run for their respective class offices of president, vice president, secretary, or treasurer.

Section III. Qualifications for Officers and Ambassadors

- Subsection I. All candidates must have a minimum cumulative GPA of 2.5 at the time of the election to qualify. A nominee may also qualify by having a minimum cumulative GPA of 2.0, but they must have a recommendation from **all** of their teachers and from one administrator.
- Subsection II. All elected officials who have been suspended from school (OSS) or who have had a major referral for violation of school or district rules will be suspended from **all** SGA activities according to the following provisions:
- A) An OSS suspension will result in suspension from SGA for one calendar year.
 - B) OFI will result in a one-week suspension for each day assigned to OFI, and the member must submit a written apology to the teacher involved and the SGA sponsor, to be filed into the SGA record.
 - C) A letter of probation or dismissal will be provided.
- Subsection III. 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.
- Subsection IV. All nominees for office must submit an application to run for office and a declaration of candidacy to the SGA sponsor or elections committee by the announced deadline. Qualified applicants will receive an elections packet.

Subsection V. The provisions of this section may be overturned with the consent of the SGA sponsor and/or administration. Consequences for minor infractions may be waived at the discretion of the administration and advisor.

Article X. Constitutional Amendments

All amendments to this constitution must be ratified by a two-thirds vote of the general body. Once ratified, it must be approved by the administration of James S. Rickards High School. The amendments shall then be accepted into the constitution.

Article XI. Ratification

Section I. This constitution must be ratified after each spring election and signed by the principal of James S. Rickards High School.

Section II. This constitution will become the recorded by-laws upon acceptance by SGA, and by the acknowledgement and acceptance of the administration of James S. Rickards High School. Upon the signature of the SGA president, the SGA advisor, SGA administrative advisor, and the principal, this document shall govern all student activities at James S. Rickards High School, until a time that it shall be changed.

Date _____

SGA Advisor

Principal of JSRHS

SGA President

Administrative Advisor of SGA

SGA OFFICER REQUIREMENTS/EXPECTATIONS

What is expected of me?

- I am expected to represent the class, as well as James S. Rickards High School, with the utmost dignity and respect, both in school and out of school.
- I am expected to address problems within the SGA or to report them to an SGA officer or the SGA advisor.
- I am expected to attend all SGA functions and meetings as reasonably possible.
- I am expected to purchase any required uniforms, including an SGA polo shirt. I will also wear said uniform at all SGA functions as required by the SGA sponsor or executive board following school dress code.
- I am expected to carry out all duties of my office as outlined in Article III of the SGA Constitution.
- I am expected to maintain my GPA and not have any D's or F's during interim and per 9 weeks.
- I am expected to be on time and adhere to the attendance policy.
- I am to be in good standing with graduation requirements at all times as pertains to LCS policy.
- I am expected to bring the required materials to each SGA meeting, such as a calendar, paper, and writing implement.
- I am expected to communicate appropriately with other SGA officers/members.
- I am expected to respect (through language, attitude, gestures, etc.) all other members of the SGA, including their opinions and suggestions. Respect is a vital part of the proper functioning of any organization.
- I am expected to put forth a complete, wholesome effort with regards to SGA and to the betterment James S. Rickards High School.

What behavior is unacceptable from me?

- It is unacceptable for me to bring outside conflicts or confrontations into the SGA.
- It is unacceptable for me to disrespect any SGA officer, member, or the SGA advisor.
- It is unacceptable for me to be seen wearing any paraphernalia with the Rickards logo or SGA logo while making destructive decisions.
- It is unacceptable for me to distribute any SGA directory information or other demographic information without the consent of the person who the information pertains to, or to use said information for any purpose other than for SGA.
- It is unacceptable for me to be inactive in SGA.
- It is unacceptable for me to not abide by these requirements, or any requirements set forth in the SGA constitution, school/county rules, or state/federal laws.

Inter Club Council CONSTITUTION

- Meet once a month.
- By-laws are created by the council and update yearly.
- All clubs on James S. Rickards campus are asked to join and be a part of participation.