

**The Constitution
of the
Cartersville High School Student Government Association**

Preamble

We, the students of Cartersville High School, in order to foster and maintain strong cooperation between students and teachers, unify all student organizations, promote activities of our school, and build stronger student citizenship through the practice of democracy, do ordain and establish this Constitution for the Cartersville High School Student Government Association.

Article I - Title and Mission Statement

- A. The official title of this organization will be the Cartersville High School Student Government Association, henceforth referred to as SGA.
- B. To serve as a communication link between the student body, administration, and community
- C. To encourage and support maximum student involvement in CHS co-curricular activities.

Article II - Purposes of CHS SGA

- A. To preside over all student assemblies except those presented by an individual club or organization and administration
- B. To carry out all activities and advocate positions on all issues affecting student welfare.
- C. To utilize polls, elections, and referendums deemed necessary to fulfill its responsibility to the student body, subject to the approval of the administration.
- D. To submit tentative calendar of dances, assemblies, and other SGA sponsored activities to the administration no later than the opening of the school in the fall.
- E. To act as representative of the student body in all official capacities.

Article III - General Organization of the Student Government Association

- A. Executive Board Officers
 - President
 - Vice-President
 - Secretary
 - Treasurer

Parliamentarian

B. SGA Executive Board Officers

No more than 10 students appointed through process in Article V. Seniors may comprise no more than one half of SGA Elected and Executive Boards

C. Elected Class Officers

President

Vice President

Secretary

Treasurer

D. Officers in SGA

1. Officer nominations will be made available during Open House and the last month of the school year. Late or incomplete nomination forms cannot be accepted. Forms must be filled out and returned along with required items. Each officer will attend all SGA meetings and participate in all SGA sponsored events.
2. There will be two open enrollments for SGA elections
 - a. One during the first semester at the beginning of the year
 - b. One at the end of the second semester
3. Member in Good Standing - students must abide by the following:
 - a. Attend the entirety of all scheduled SGA meetings. Failure to do so will result in the following consequences:
 - 1st missed meeting- written notification to member
 - 2nd missed meeting- written notification to member
 - 3rd missed meeting- removal of member in good standing status. For elected and appointed Executive Board and Class officers, this mean removal from office.
 - b. Members will participate in at least two projects/events (whether service or fundraising) each semester until the end of the year (4 projects total)

E. Voting Member Specifications

The voting members of the CHS SGA will consist of the following:

1. The SGA Executive Board Officers
2. The Elected Class Officers of the four classes
3. SGA Advisor(s) (only in special cases)

Article IV - Duties and Responsibilities of Executive Board Officers

A. Responsibilities of all SGA Executive Board Officers

1. Remain a member in good standing
2. Attend their respective class meetings
3. Report to the sponsor weekly
4. Assist with or attend all SGA sponsored activities
5. Attend at least 2 Principal's Leadership meetings the first semester (including the mandatory August meeting), and at least two Principal's Leadership meetings the second semester.
6. Timely completion of all paperwork including event write-ups and financial paperwork

B. President

1. Will be a rising Senior
2. Will keep order and enforce parliamentary procedure
3. Will appoint committee chairpersons
4. Will preside over public relations and represent SGA off campus
5. Will execute the mandates of the SGA
6. Will attend Principal's Leadership meetings
7. Will lead and coordinate incoming freshman nominations
8. Will attend all SGA meetings

C. Vice-President

1. Will be a rising Senior
2. Will assume the position of the president upon the removal or resignation of the president
3. Will be in charge of the nomination drives for both semesters
4. Will make and maintain attendance sheets
5. Will coordinate incoming freshman nominations
6. Will attend all SGA meetings
7. Will keep membership records up to date

E. Secretary

1. Will keep minutes and attendance records of SGA meetings current
2. Within 48 hours of said meetings, will supply two copies of minutes to the SGA Advisor
3. Will be responsible for all correspondence and thank you letters
4. Will be responsible for creating announcements relating to SGA
5. Will be responsible for creating announcements relating to SGA activities for faculty and the student body- banners, Canes Vision, bulletins, etc.
6. Will update the bulletin board monthly
7. Will be responsible for news releases of SGA activities to the school newspaper and local media with approval from administration
8. Will attend all SGA meetings

F. Treasurer

1. Will be responsible for keeping accurate records of the financial condition of the SGA along with Bookkeeper
2. Will sign all deposit forms
3. Will make financial statements at each SGA meeting
4. Will be familiar with all financial forms and responsible for seeing that these forms are completed accurately
5. Will keep all financial documents filed and provide requested documents within 24 hours upon request
6. Will attend all SGA meetings

G. Parliamentarian

1. Will keep law and order at all SGA meetings according to the Robert's Rules of Order
2. Will provide answers to Parliamentary questions
3. Will conduct voting within all SGA meetings and rule based upon majority
4. Will support all classes in the rule of law and order

Article V - SGA Executive Board

A. Purpose: The SGA Executive Board will be the first line support system for the SGA officers and the link between elected officers, faculty, and student body.

B. Appointment Process

1. Any SGA Officer wishing to fulfill a position as Executive Board must undergo the appointment process:
 - a. Meet candidate eligibility criteria as stated in Article IX
 - b. Submit complete application form
 - c. Interview with the SGA Advisor for upcoming school year
 - d. Eligible candidates must serve at least one term as Elected Class Officer to qualify for Executive Board nomination
 - e. A secret ballot vote among the officers for the current and upcoming school year will determine the members to fill the positions

C. Make Up of Executive Board

1. The Executive Board will be comprised of no more than 10 members, one of which will be a freshman appointed
2. Seniors may comprise no more than one half of the total students serving on SGA Executive Boards
3. Serving on SGA elected or Executive Boards does not guarantee a position in successive years.

D. Duties

1. Attend all Principal's leadership meetings.
2. Chair at least one SGA project/event
3. Report to their assigned SGA officer and/or sponsor weekly
4. Attend all Executive Board meetings, SGA meetings, and assist with SGA events
5. Timely completion of all paperwork including project write-ups and financial paperwork
6. Resignation: Resignation will fall on the same rules as stated in Article VIII.

Article VI – Duties and Responsibilities of Elected Class Officers of SGA

A. Responsibilities of Elected Class Officers of SGA

1. Attend all SGA meetings or submit a written excuse to the SGA sponsor
 - a. 24-hours in advance in order to receive an excused absence.
 - b. Elected Class Officers may request no more than 1 excused absence per semester.

2. Comply with parliamentary procedure at all meetings.
3. Serve on at least one SGA committee a year
4. Represent the views of classmates on issues discussed at meetings
5. Must attend all class meetings
6. Will report to his/her sponsor weekly or as called upon
7. Attended at least two Principal's Leadership meetings per semester

B. President

1. Will prepare an agenda for and preside over class meetings
2. Will give 2 days' notice for class meetings held off cycle w/ advisor approval
3. Will keep order and enforce parliamentary procedure
4. Will represent two votes in case of a tie
5. Will appoint committee chairpersons
6. Will represent his/her class in other meetings off campus
7. Will execute the mandates of his/her class
8. Will attend all SGA meetings

C. Vice-President

1. Will assume the position of the president upon the removal or resignation of the president
2. Will be the class representative at all monthly Principal's Leadership meetings. If the Vice President cannot attend, written notification is due to the SGA advisor 24 hours prior to the meeting
3. Will attend all SGA meetings

D. Secretary

1. Will keep minutes and attendance records of all class meetings
2. Will supply a copy of the minutes within 48 hours of the meeting
3. Will keep activity files up to date
4. Will be responsible for all correspondence for the class to include thank- you notes
5. Will be responsible for collection and distribution of materials and mail
6. Will be responsible for creating announcements relating to class activities for faculty and the student body-banners, Canes Vision, bulletins, etc.

E. Treasurer

1. Will be responsible for keeping accurate records of the financial condition of the SGA along with Bookkeeper
1. Will sign all deposit forms
2. Will make financial statements at each class meeting
3. Will be familiar with all financial forms and responsible for seeing that these forms are completed accurately
4. Will keep all financial documents filed and provide requested documents within 24 hours upon request

Article VII - Formal Meetings of the Student Government Association

- A. The Executive Board and Elected Class Officers will hold formal meetings on a day and time to be specified by the president with the advice and consent of the applicable advisor and the administration.
- B. The president may call special meetings with 48 hours' notice and the approval of an advisor and/or administration.
- C. All members of the student body, the faculty, and the administration may attend any or all of the meetings.
- D. Executive Board and Elected Class Officers are invited to open meetings with the principal, which will be held on dates to be determined by administration.
- E. Meetings will be conducted according to parliamentary procedure.
- F. All members of the student body, the faculty, and the administration will be recognized in all formal meetings by the president.

Article VIII - Powers of the Student Government Association

- A. Charter Authority: The CHS SGA has the authority to sponsor school events with the advice and consent of the faculty advisor and the Principal.
- B. Removal from Office- All Executive Board Officers and Elected Class Officers – Are subject to removal if the Code of Conduct is violated.
 1. Grounds for removal from office:
 - a. Three absences from SGA meetings and/or scheduled assigned events
 - b. Failure to carry out duties as described by the Constitution

- c. Failure to maintain a record of satisfactory conduct as determined by prior report card, recorded disciplinary actions, or violations of the Student Code of Conduct Handbook as determined by an administrator or sponsor.
- C. Procedure for removal from office:
 - 1. If any officer is found within the grounds listed above, he/she will be removed from office by the advisor and administrator during a conference with the student
 - 2. If the president is the officer in question, the vice-president will assume presidential responsibilities during the removal from office proceedings.
- D. Appeal process: A written statement must be presented to the Principal within five (5) school days after the conference. The Principal has five (5) school days to respond. The principal's decision stands.
- E. Clarification of removal from office: Once an officer has been removed, he/she loses all titles and privileges that accompanied the position. Removal for violations of Code of Conduct will result in SGA membership termination as well.
- F. Resignation: Any student choosing to resign from an elected or appointed SGA position must submit a letter of resignation to the SGA advisor. A student resigning from an Executive Board Office or Elected Class Office must submit a letter of resignation to the SGA advisor.
- G. Filling vacancies:
 - 1. The class president will be succeeded by the class vice president.
 - 2. Elected Class Officer vacancies must be made public to the student body.
 - 3. Any vacancy may be filled through the appointment process described here:
Interested students must meet candidate requirements as stated in Article IX and submit in writing to the advisor their desire to be considered for the vacant position. Interviews with remaining officers and advisor (s) will be conducted. A secret ballot vote among the officers, including the president will determine which candidate will fill the vacancy. This process will be monitored by the SGA advisor and the administrator.

Article IX - Election Rules and Procedures

A. Election Committee

1. An election committee will be formed consisting of the SGA advisor, the Senior Class Vice President, and one Executive Board Officer who is not planning to run for an elected position. The SGA advisor will appoint another SGA board member if the Vice President is planning to run for office.

B. Candidate Eligibility Criteria

1. Must have a 3.0 un-weighted cumulative GPA
2. Must have a good attendance record (no more than 3 unexcused absences per semester)
3. Must have no disciplinary infractions on record (current school year for May election or previous school year for August election)
4. Must have earned satisfactory grades for the marking period prior to the election
5. Must commit to serving for the entire school year. Early graduates are not eligible
6. Must be a remain officer in good standing for the period of time that they hold office
7. Must submit a written statement concerning their purpose for seeking office and their goals for the following year
8. Must present a nomination form containing the signature of two current teachers
9. Grades, attendance, and discipline verifications will be made through the administrative office. Candidates are not eligible to campaign until verifications process is complete.

B. Campaign Rules

1. All interested candidates must submit a completed nomination form in order to declare their intent to run and receive election information
2. Fliers- 8 ½ x 11- may be displayed on classroom bulletin boards with teacher permission or on bulletin boards in the hallways, 1 per board using staples only/or blue tape
3. Posters- no larger than 22”X28”- made of construction paper or poster board with paint, crayons, or markers. They may be displayed with safe to use on walls adhesives (do not damage painted walls)
4. All printed materials must be free of profanity, violence, or slandering of opposing candidate
5. Buttons, t-shirts, or other campaign items - may be worn by any member of the student body

6. Candy, stickers, or other purchased items may only be distributed on Election Day
7. Video speech is limited to 2 minutes and must be submitted prior to recording session
8. Candidates displaying posters, t-shirts, stickers, buttons, or Social Media posts which violate the Student Code of Conduct will be disqualified and not eligible to run for an SGA office

C. Election Procedure

1. The SGA election committee will supervise all elections, excluding potential candidates who do not meet the standards set forth in this document or follow established procedures.
2. Executive Board Officers will be elected by a majority vote
3. Elected Class Officers will be elected by a majority vote of the respective class's voters
4. Arrangements will be made for students absent on the day of the vote due to school sponsored events to vote through electronic media

Article X - Amending the Constitution

A. Amendment

1. Any member of the student body, faculty, or administration of CHS may propose amendments to the Constitution
2. A two-thirds (2/3) majority of all votes cast by the voting members of SGA as representatives of the Student Body will be necessary for the adoption of an amendment.

B. Interpretation

1. The SGA advisor along with the Administration will have final authority in the interpretation of any and all parts of this Constitution.
2. The SGA advisor will communicate to the SGA Executive Board and Elected Class Officers the final interpretation of amendment

C. Adoption

1. The Parliamentarian will conduct a vote for the new amendment according to the Robert's Rules of Order
2. A two-thirds (2/3) majority of the SGA Executive Board and Elected Class Officers will be necessary for the adoption of the Constitution