

Frederick High School  
Frederick, Maryland

## **CONSTITUTION OF THE FREDERICK HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION**

### **ARTICLE I – NAME**

The name of this organization shall be the FREDERICK HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION (SGA).

### **ARTICLE II – PURPOSES**

The purposes of this organization shall be:

- A) To express publicly the collective opinions of students on matters affecting the students of Frederick High
- B) To deal with issues affecting the students of Frederick High
- C) To ensure that the rights of students are protected and taken into consideration
- D) To promote the understanding and awareness of the SGA throughout the school
- E) To accomplish the above purposes through cooperation with the administration, faculty, and other organizations and individuals
- F) To promote school unity and spirit

### **ARTICLE III – AFFILIATION**

This organization shall maintain an affiliation with the Frederick County Association of Student Councils (FCASC), the Maryland Association of Student Councils (MASC), and the National Association of Student Councils (NASC).

### **ARTICLE IV – MEMBERSHIP AND REPRESENTATION**

**SECTION 1:** Membership of this organization shall be open to all students of Frederick High School.

**SECTION 2:** All **Connect** classes shall elect one (1) voting representative to the SGA.

**SECTION 3:** Each **Connect** class shall elect one (1) alternate representative. He/she will only attend if the representative is unable or removed.

**SECTION 4:** Each **Connect** class shall elect their representative and alternate within the first ten days of school and shall report the names of these elected individuals to the SGA advisor.

**SECTION 5:** Delegates at Large

- A: There shall be as many voting delegates-at-large to the General Assembly of the SGA as determined by the officers and the Executive Board, under the guidance of the advisor. These delegates shall not represent their respective first block classes, but the school in general. Students wishing to apply for this position must present a petition to the Executive Board within the first three weeks of school. This petition must consist of fifty (50) student signatures, three(3) faculty signatures, one (1) administration signature, as well as a paragraph explaining why the applicant wishes to be a delegate-at-large to the SGA.
- B: In the event that both class elections and delegate-at-large selections present an imbalance in class distribution, there will be another selection process to be determined by the advisor under the counseling of the Executive Board.

**SECTION 6:** The members of the Executive Board shall not represent their respective first block classes.

**SECTION 7:** Observers shall obtain a pass from the SGA advisor in order to attend the General Assembly meetings.

**ARTICLE V**

**FREDERICK COUNTY ASSOCIATION OF STUDENT COUNCILS (FCASC)**

**SECTION 1:** Students wishing to be delegates to FCASC must apply for the position. The officers shall select the delegates from the applicants upon approval of the advisor. The criteria which the officers shall use in order to determine FCASC members shall be the following: desire for involvement (as expressed in a written essay), character and responsibility, and commitment to Frederick High School and the goals of its Student Government. The number of voting delegates will be determined by FCASC rules.

**SECTION 2:** Delegates to the FCASC are responsible for the following: attending all FCASC General Assembly meetings, representing the interests of the students of Frederick High at these meetings and reporting the business of FCASC to the SGA, and to follow all pertinent county policies.

**SECTION 3:** Any delegate missing more than one meeting without notifying the advisor one day prior to the meeting shall be dismissed of his or her duties as delegate.

**ARTICLE VI – ORGANIZATION**

**SECTION 1:** General Assembly

There shall be a General Assembly, which shall

- 1) Consist of all voting representatives, observers and Executive Board members;
- 2) Meet monthly at a time and place determined by the Executive Board.

- Emergency meetings may be called at the discretion of the president and advisor;
- 3) Conduct voting pertaining to the SGA;
  - 4) Establish any committee that it deems necessary to carry out the powers vested in this constitution.

## **SECTION 2:** Executive Board

- A. There shall be an Executive Board, which shall
  - 1) Consist of the president, vice-president, secretary, treasurer, **parliamentarian**, and all chair people of pertinent committees;
  - 2) The **parliamentarian** shall not be an elected officer, but shall serve as a member of the Executive Board;
  - 3) Establish all temporary committees as it deems necessary;
  - 4) Appoint school representatives to FCASC and the MASC Convention upon approval of the advisor;
  - 5) Take all actions deemed necessary to ensure the welfare of the SGA
- B. All actions taken by the Executive Board shall be reported for approval to the General Assembly.

## **SECTION 3:** Permanent Committees

The permanent committees shall work in cooperation with the SGA, the faculty and the administration. The SGA president and the other officers with the approval of the advisor shall appoint chair people of these permanent committees. Each committee shall have the power to create and appoint sub-committees with the president's approval.

- A. The **School Improvement Committee** shall have the power to suggest and supervise the administration of the improvements pertaining to the school and its operation through:
  - 1) Researching matters of student concern and taking proper action to resolve these concerns;
  - 2) Helping students with grievances, according to the Students' Rights and Responsibilities Document;
  - 3) Monthly meetings with the school principal.
- B. The **Dance Committee** shall plan and promote all scheduled dances sponsored by the SGA. It shall also be responsible for obtaining entertainment for all scheduled dances and all other activities where entertainment may be necessary.
- C. The **Pep Rally Committee** shall plan and carry out all scheduled Pep assemblies, which shall consist of at least a Homecoming Assembly and the Winter Sports assembly.
- D. The **Community Outreach Committee** shall recommend to the General Assembly action on matters of concern to the welfare of the student body; organize community

outreach programs and service related programs

**E. The Parliamentarian shall:**

- 1) Render a decision on questions of order of procedure
- 2) See that all meetings are conducted according to Robert's Rules of Order, New Revised;
- 3) Have the power to remove from the General Assembly or the Executive Board any persons who habitually disturbs the proper order of the meeting
- 4) Direct the appeals process

All committee chair people shall submit an annual report of the year's activities to the Secretary to be filed with the minutes.

## **ARTICLE VII: OFFICERS AND DUTIES**

The officers of the SGA shall be the President, Vice President, Treasurer, and Secretary

**SECTION 1:** The President shall:

- A) Preside over all the General Assembly meetings;
- B) Assist the advisor in appointing all chairpersons to permanent committees
- C) Appoint all the other committees the Executive Board deems necessary
- D) Preside over all Executive Board meetings
- E) Be an ex-officio member of all committees
- F) Represent Frederick High School at all county and state student council meetings (i.e. FCASC and MASC)
- G) Perform all other duties pertaining to the office

**SECTION 2:** The Vice President shall:

- A) Assume all duties of the president when he/she is unable to discharge those duties or is removed from office;
- B) Be an ex-officio member of all committees;
- C) Be first in line to attend all FCASC General Assembly meetings;
- D) Be prepared to take over any committee or other task if so asked by the president of the Executive Board
- E) Plan, implement, and direct the annual Leadership Conference

**SECTION 3:** The Treasurer shall:

- A) Assume all duties for the President or Vice President when he/she is unable to discharge those duties and shall be third in line of succession of the president
- B) Handle all financial matters and keep an accurate record of those matters;
- C) Submit a report of the financial situation of the SGA at each meeting, in addition to a written annual report to be filed in the minutes
- D) Act as coordinator and advisor to all fundraising activities

**SECTION 4:** Secretary shall:

1. Prepare all correspondence for the SGA;
2. Maintain communication with the regional Student Councils;
3. Take roll at all SGA meetings;
4. Keep and maintain a record of the minutes;
5. Keep a file of all SGA activities during the school year;
6. Publish minutes of all meetings;
7. At the close of the year, leave a copy of all records for the year (i.e. Minutes, activities, etc)

**ARTICLE VIII: ELECTIONS AND TERMS**

**SECTION 1:** A student who wishes to run for office of the SGA must complete a filing form. Furthermore, once having submitted this form the student agrees to abide by the rules and procedures cited in this document.

**SECTION 2:** The term of office will be until the last General Assembly meeting.

**SECTION 3:** Qualifications:

- A) All candidates must be members of the junior, sophomore, or freshman class
- B) All candidates must possess at least a 2.0 grade point average and remain academically eligible while in office
- C) All candidates must receive the recommendation of two (2) teachers and his/her administrator
  - 1) Secretarial candidates must receive an English teacher's signature
  - 2) Treasurer candidates must receive the signature of a math or business teacher

**ARTICLE IX: REMOVAL AND RESIGNATION**

**SECTION 1:** Members of the Executive Committee and General Assembly shall be removed from the SGA:

- A) If their grade point average falls below 2.0 or they become academically ineligible;
- B) For inefficiency of the performance of their SGA duties.

**SECTION 2:** Removal of Officers by Impeachment:

- A) In the event of impeachment, a five member committee (selected by the advisor) shall have the sole power of investigation;
- B) The committee shall report its findings to the SGA for a 2/3 majority vote; in the event that a 2/3 majority is not reached, the impeachment is dropped;
- C) Any violation of this constitution, the rules outlined in the student handbook, or the existing laws of the area shall be grounds for impeachment. In addition, any misconduct both on and off school property will be viewed as a violation of the items outlined above, and will be grounds for the impeachment process to begin

**SECTION 3:** Resignation of Officers:

- A) Upon the resignation of any officer, excluding the president, the Executive Board shall select a group of nominees who shall be taken to the General Assembly for a vote;
- B) Upon the resignation of the president, the vice president shall assume the president's duties. The new president shall then appoint a new vice president;
- C) The SGA will vote for approval/disapproval of the new vice president;
- D) The appointed vice president must receive a 2/3 majority vote in the General Assembly to be approved; in the event a 2/3 vote is not reached, the Executive Board shall take A.

**ARTICLE X: AMENDMENTS**

Amendments to this constitution must be submitted in writing at one previous meeting before a special meeting in which action will be taken upon them. The amendments must be favored by a 2/3 majority of the members present.

**BY-LAWS:**

- 1) A roll form will be published within one (1) day of each meeting.
- 2) The minutes will be published within three (3) days of the meeting.
- 3) If representatives accumulate any unexcused absences during the course of the year, they may be removed from SGA. These representatives will be notified of their first unexcused absence and will be notified of their removal. More than two (2) legal absences from meetings is cause for removal. Any representative removed from the General Assembly has the right to file an appeal within five (5) school days of notification. The parliamentarian directs the appeals process.