



**The Constitution of the
Student Government Association
of
Saint John's Catholic Prep**

I. Name

- A. The name of this organization shall be: ‘The Student Government Association of Saint John’s Catholic Prep.’
- B. This organization may also be abbreviated as: ‘The SGA’, or plainly, ‘SGA.’

II. Preamble

The goal of the SGA is to incorporate the five pillars of Saint John’s Catholic Prep — *faith, leadership, honor, scholarship, service* — in all decisions that are made. SGA members are the voice of the students and should be the bridge between the staff voice and the student body.

The vision of the SGA is to create a strong family-oriented community and environment. The specific delegated responsibilities of the SGA shall be to serve as the official representative of the student body to the faculty and the administration.

SGA members are consultants to the faculty and administration concerning all matters of student life. Members must work in conjunction with the Assistant Principal of Academic Affairs (and/or moderator of the SGA) concerning matters of budget, events, and creating an activities calendar for each academic year.

III. Structure of The Student Government Association

- A. The Executive Council will consist of the four following officials:
 1. The Executive President
 2. The Executive Vice-President
 3. The Executive Secretary/Treasurer
 4. The Executive Religious Commissioner
- B. Each Class Council will consist of the following four class officials:
 1. The Class President
 2. The Class Vice-President
 3. The Class Secretary/Treasurer
 4. The Class Religious Commissioner
- C. Four class officials will be elected, by their class and their class *only* in the spring of the academic year, to be enacted for the following school year.
 1. Freshman officials will be elected by the freshmen class *only*, within the first month of the school year, to be enacted that same academic year.
 2. Only the returning student body will vote on the positions their respective classes roles.

3. The Assistant Principal of Academic Affairs and/or the SGA moderator will publish election protocols in a timely fashion prior to the elections.
 4. Each student may cast *one* vote for the candidate for his or her choice, for each position within their class.
 5. If a student runs for a position unopposed, that student may be exempt from the election protocols made by the moderator.
- D. Executive roles will be voted on in the spring of the academic year, by the *entire* student body, to be enacted the following academic year.
 - E. A representative will serve for one academic year and may be re-elected for the following year.
 - F. Any senior, following eligibility requirements, is allowed to run for either the Executive or Senior class roles. These elections are separate and one person may *not* run for an Executive and Senior class position in the same academic year.
 - G. No SGA role, whether it be executive or class, can be shared by two people.
 - H. A flip of a coin decision may not be made. In the case of a tie, SGA members will vote on the role.

IV. Eligibility

- A. Eligibility for an SGA office is determined by the guidelines of the Saint John's Student Handbook.
- B. A Saint John's Catholic Prep student as executive council members and class officers must have a cumulative grade point average of 3.0, as of the most recently completed semester to be eligible to run for an SGA position or to remain an SGA member.
- C. Once elected as an SGA member, representatives may not:
 1. Have any infractions with the Honor Committee
 2. Be placed on academic probation at any time
 3. Have a cumulative grade point average under 3.0
 4. Have *two* detentions in one quarter
 5. Have *one* expulsion in an academic year
 6. Have *one* suspension in an academic year
 7. Have any behavioral misconduct that requires punitive action from the administration at Saint John's

V. Removal from Office

- A. A student shall voluntarily remove him or herself from the SGA should any of the following conditions exist:
 1. Academic probation
 2. Cumulative GPA below 3.0

3. Disciplinary Probation
 4. Any violation(s) of the previously stated rules of eligibility
- B. Any removed officer reserves the right to appeal his removal to the Assistant Principal of Academic Affairs and /or SGA moderator in a timely fashion, who may choose to suspend the removal at his or her discretion. Furthermore, a second appeal to the principal may follow, who also may choose to suspend the removal proceedings at his or her discretion.
- C. If an SGA officer is found to be delinquent in his or her duties, or in their first violation of the previously stated violations, he or she will be notified of his delinquency and will be placed on a *thirty-day* probationary period. At the end of his or her thirty days, he/she will return to his/her duty as normal.
1. If a second thirty-day probationary period is given to that same officer, the executive officers will meet to review his or her performance. At this time, the Executive officers may elect to remove the officer with at least a $\frac{3}{4}$ majority vote in favor of their removal.
 - a) In the case of a tie, the SGA Moderator will weigh in on the decision, and his or her decision will be the tie-breaker.
- D. Any student removed will be replaced in a timely fashion.

VI. Responsibilities of Student Government Association Members

- A. All members will execute the general purposes and specific responsibilities of the Saint John's Catholic Prep SGA as defined in articles II and III.
- B. The Executive President and Vice-President shall:
1. Serve as the presiding officers at all SGA meetings
 2. Oversee all school activities under the responsibility of the Student Government Association.
 3. Call SGA meetings as needs dictate.
 4. Be empowered to define any issue of 'vital importance.' These issues take priority over any other issues on the SGA agenda.
- C. The Executive Secretary-Treasurer shall:
1. Take official attendance and minutes of all SGA general assembly meetings
 2. Keep all records pertaining to the collection and accounting of all SGA funds
 3. Serve as the information officer for all student body issues
- D. The Executive Religious Commissioner shall:
1. Work closely with the Campus Ministry director to assure that the religious aspects of Saint John's are not overlooked
 2. Assist in Mass as needed

3. Aide in constructing class retreats
- E. The Class officers shall:
1. The Class President Shall:
 - a) Oversee the students of their respective class
 - b) Guide meetings of their SGA class council
 - c) Delegate responsibility to other class council members
 - d) Call class meetings as needs dictate
 2. The Vice President shall:
 - a) Assist the President in their duties
 - b) Call class meetings as needs dictate
 3. The Secretary-Treasurer shall
 - a) Keep attendance of their respective classes officers
 - b) Allocate funds for their respective classes
 4. The Religious Commissioner shall:
 - a) Aide in constructing class retreats
 - b) Assist in Mass as needed
 - c) Be a member of the SJCP Campus Ministry
- F. The SGA Moderator *or* Assistant Principal of Academic Affairs shall:
1. Publish an annual list of SGA members on the Saint John's Catholic Prep webpage (www.saintjohnsprep.org)

VII. Meetings

- A. The Student Government Association General Assembly:
1. Assembly meetings will be held once a month
 2. Other SGA meetings may be called, as need dictates
 3. The Executive president and vice-president will preside over these meetings
 4. Meetings shall be governed by the rules of parliamentary procedure
 5. A majority (51%) decides the outcome of all Student Government Association elections and votes, with the exception of issues of 'vital importance' which require a three-fourths ($\frac{3}{4}$) majority
 - a) In the case of a tie, the SGA moderator will act as the tie-breaker
- B. Class Meetings:
1. Class meetings will be held as needed.
 - a) Class meetings are held when there is an issue within a specific class that needs to be addressed immediately.
 - b) Class issues may also be brought up during General Assembly meetings.
- C. Executive Committee Meetings:

1. The executive committee meeting will be held by the order of the Executive President or the Executive Vice President.
2. Executive meetings may also be called by the SGA moderator.
3. If an Executive committee meeting concerns specific classes, the President and Vice-President of the affected classes will be in attendance at the meeting as well.

VIII. Amendment to the Constitution

- A. Upon the approval of the SGA moderator, these bylaws may be opened for amendment at any SGA General Assembly meeting. Upon a $\frac{3}{4}$ majority vote and a written form of the revised amendment is provided, the amendment in question may be changed.
 1. In the case of a tie, the SGA moderator will be the tie-breaker.

IX. Submitting Proposals

- A. When a proposal of *any* kind is submitted, an SGA General Assembly meeting must be called. This is to allow a read-over of the submitted proposal(s) and to allow for constructive criticism.
- B. After the read-over, a vote must be made on the proposal(s). The proposal(s) must receive a $\frac{1}{2}$ majority vote in order to be implemented.
 1. If a proposal does not obtain a majority vote, the author of the proposal, at that point, may make revisions to the proposal and try again.
 - a) If revisions are made to a proposal, re-submitted, and does *not* receive a majority vote, the proposal must be discarded.

X. Impeachment

- A. Impeachment is up to the Executive Board, based on previous infractions, stated in Article IV of the Constitution.
- B. Immediate removal of an SGA member is only allowed by the SGA moderator.

XI. Honor Code

- A. At ALL times, SGA members are to be aware of the honor code:
 1. *I have neither given nor received any unauthorized aid on this _____.*

XII. Ratification

- A. All applicable parts of this constitution will go into effect immediately, for the 2018-2019 school year.
- B. This constitution will go into full effect the next full academic year, the 2019-2020 school year.

- C. Upon ratification, the Constitution will be the official operational document of the Saint John's Catholic Prep Student Government Association. It will remain so until it is amended or replaced in accordance with its bylaws.
- D. This Constitution shall serve as both the as the guideline for the SGA of Saint John's Catholic Prep.

Authored by: Morghane McAnelly, John Nelson, Bridget Scherer, Blue Shapiro, and Ali Trdina