

**MAURICE J. MCDONOUGH HIGH SCHOOL STUDENT GOVERNMENT
ASSOCIATION
CONSTITUTION AND BY-LAWS**

PREAMBLE

We, the students of the Maurice J. McDonough High School Student Government (S.G.A.), in order to improve in-school relationships amongst teacher, administrators, and students, to increase the effectiveness of student concerns, to promote improvements and activities for the benefit of the students, do ordain and establish the constitution of the Maurice J. McDonough High School Government Association.

ARTICLE I - TITLE

The title of this organization will be the Maurice J. McDonough Student Government Association; herein referred to as the S.G.A.

ARTICLE II- PURPOSE

The purposes of this S.G.A will be:

- A. To exhibit a high level of leadership and service within the school and throughout the community.
- B. To provide clear channels of communication between the student body and the administration.
- C. To promote the student welfare and solve problems facing the student body whenever feasible.
- D. To be responsible for the best possible working relationship between the community and the student body.
- E. To give guidance to organizations within the school and to provide for them an opportunity to voice their opinions to the S.G.A.

ARTICLE III- MEMBERSHIP

SECTION I: Executive Council

- A. Elected members: will be elected by the entire student body. They are President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Historian, and Student Representative to the board. The Student Liaison to the PTSO may also be elected if there is more than one candidate.
- B. Parliamentarian, Student Liaison to the PTSO and Historian may be appointed by the elected officers.

- C. The Student Liaison to the Board of Education is selected by the S.G.A. sponsor(s). If there is more than one candidate, the S.G.A. Sponsor(s) may choose a selection process, which may include an essay, or putting it to a school wide voting process.

SECTION II: Standing Committees

- A. Appropriations Committee- No monies shall, without the consent of appropriation committee, lent or donated to any individual, group or team. The appropriations committee will consist of seven members of the S.G.A. chosen at large from S.G.A. membership. The appropriations committee will set criteria for the issuance of S.G.A. finances to outside bodies. The Treasurer will be chairperson of the committee. Committee will review all written request for finances. This committee will meet on an as needed basis.
- B. Constitution Committee- Shall meet every two school years according to the last school year the constitution was revised.
- C. Project Planning Committee- will consist of S.G.A. members and S.G.A. Executive Board and will work to plan, decorate, and carry out S.G.A. related functions throughout the year. This committee helps to organize and plan all S.G.A. events, like Homecoming, Fall Festival and Battle of the Classes, etc.
- D. Community Outreach- this committee helps to organize events that are charity based to help the community in and around Maurice J. McDonough and Charles County. Potential endeavors such as canned food drives, clothing drives, and any additional charitable organizations as selected by the student body.
- E. Correspondence and Publicity Committee This group makes ads, commercials, etc. to publicize S.G.A. events. Creativity is necessary for this group and can include newsletters and publications that are annual in nature.
- F. Safe Driving Task Force- This groups works to promote Safe Driving endeavors in the school and county.
- G. Special Events Committee – This groups works to head the execution of our special events here at McDonough.

SECTION III- General Membership

- A. Students shall become members of the S.G.A. by completing an application, which shall be determined by the proceeding advisor and newly elected president. Grades and attendance should be verified as in accordance with eligibility requirements set forth in Article V Section I for previous quarter.
- B. Up to 25 class members from each class will represent the four classes and a student will be elected according to the procedures set forth in Article IV. These

members that represent the four classes will be referred to as the General Assembly.

SECTION IV-Organizational Representation

- A. All organizations in the school may appoint one non-S.G.A. member to be a regular representative and have the ability to voice opinion of the organization at all General Assembly meetings of the S.G.A.

SECTION V- Honorary Membership

- A. In the event a transfer student wishes to join the S.G.A. a letter verifying membership in a student government organization for the year of transfer must be presented to the S.G.A Advisor and his Class advisor, then admittance to the S.G.A will be permitted. This member will be a non-delegate.

ARTICLE IV- ELECTIONS

SECTION I- Elections of sophomore, Junior, and Senior Class Officer Members

- A. Each candidate for class office will be required to file a petition signed by S.G.A. Advisor (verifying eligibility), then by twenty students of his/her representative class, five teachers, and current class advisor.
- B. Petitions must be turned in the second week of May of the year prior to the year in which they wish to serve. Elections will be held in the first week of June unless there are testing conflicts.
- C. Freshman students must have been at least moderately active in their class council **and** have served in S.G.A. within the current year to be considered for any sophomore officer position.
- D. Sophomore students must have been at least moderately active in their class council for the current year **and** must have served in S.G.A. for the past two most recent years to be considered for any junior officer position.
- E. Junior students must have been at least moderately active in their class council for the current year, must have served in a class officer position with their graduating cohorts for at least one year prior to the proceeding senior year, and must have served in S.G.A. for the past two most recent years to be considered for any senior officer position.
- F. In the case of involuntary re-zoning mandated by the Board of Education, affected sophomore, junior and senior students must have been at least moderately active in their class council for that current year and must have

served in S.G.A. for that current year to be considered for any officer position for the proceeding year.

- G. In the event that no candidate runs for any particular position or if candidates who are running have not fulfilled said class council requirements for the current year, the class advisor has the power to appoint an appropriate student to the position. Qualifications, with the exception of CCPS eligibility requirements, may be waived at the discretion of the class advisor.

SECTION II- Elections of S.G.A. Student Representatives.

- A. Student candidates for representative membership will be required to file a petition signed by twenty students of her/her representative class, five teachers. Petitions must be turned in during the first full month of school by the due date determined by the S.G.A. sponsor(s). Students should be in good standing with administrative staff.

SECTION III- Election of freshmen

- A. Election of freshmen will be conducted in the same manner as those of sophomores, juniors, and seniors, however, petitions must be turned in by the second week of September of the year in which they wish to serve, and elections will be held in the third week of September or as soon as possible.
- B. In the event that no candidate runs for any particular position, the class advisor has the power to appoint an appropriate student to the position. Qualifications, with the exception of the CCPS eligibility requirements, may be waived at the discretion of the class advisor.

SECTION IV- Election of the S.G.A. Officers

- A. All candidates for S.G.A. must meet requirements and be approved by S.G.A. advisor with his/her signature, then petition must be accompanied by 20 student signatures throughout school.
- B. Petitions must be turned in the second week of May. Elections will be held the first week of June.
- C. All S.G.A. elections will take place at the May Meeting of the S.G.A.
- D. In the event that no candidate runs for any particular position, the S.G.A. advisor has the power to appoint an appropriate student within the S.G.A. general assembly for current or proceeding year to the position. Qualifications may be wavered at the discretion of the S.G.A. advisor.

SECTION V- Campaigning for Class Office or S.G.A. Office Positions

- A. ALL CAMPAIGN RULES APPLY TO THE CANDIDATES AND/OR ANYONE ACTING ON THEIR BEHALF.
- B. Campaigning may be conducted from the day application is approved until Election Day.
- C. All campaign speeches are to be taped, either by S.G.A. Advisor or a faculty member of his/her choosing. This will allow speeches to be edited for inappropriate content and to display each candidate in his or her best appearance. The speeches will be aired via television on a day and time as approved by the Principal.
- D. Campaign speeches should not mention any other student (by name or position).
- E. As the election will take place in the school, all campaigning is to be done IN SCHOOL and ON SCHOOL PROPERTY. **There will be no use of social media in the campaigns**, as not every student may have access to it and inappropriate posts can be a liability to not only the campaign, but to the candidates and school as well.
- F. Candidates may only hang 1 large banner poster (max. of 3 ft. by 10 ft.), but as many poster board sized posters and flyers as needed (flyers must be on paper 8 X 11 or smaller).
- G. **An administrator must sign all posters and flyers before they are displayed.**
- H. Do not hang posters on walls where the paint is likely to peel. Posters/flyers should be hung on cinder block walls, brick walls or on lockers.
- I. Posters/flyers cannot be placed over the school seal or on any windows.
- J. To hang posters/flyers in a classroom, permission must be granted by the classroom teacher.
- K. Respect must be show to other candidate's materials. Moving, covering or vandalizing other candidate's materials is prohibited.
- L. Any handouts (buttons, resumes, information sheets...) must be approved by the S.G.A. Advisor before being distributed.

- M. Distribution of food items, candy, etc., nor anything that violates the dress code is prohibited.
- N. Displaying campaign materials outside of the building is prohibited.
- O. Candidate is responsible for cleaning any discarded materials.
- P. Campaign materials must be taken down by 2:45 p.m. on Election Day.
- Q. Violation of campaign guidelines may result in either the deduction of votes or disqualification.

ARTICLE V- ELIGIBILITY REQUIREMENTS

SECTION I- General Requirements: All members must satisfy the following:

- A. Candidates must be enrolled in a Charles County public school and must meet all current Charles County requirements for eligibility.
- B. Maintain a 2.25 Grade Point Average as is required by Charles County Public Schools to participate in any extracurricular activity. No F's will be allowed.
- C. Maintain proper attendance as outlined by the Charles County Board of Education. This applies to absences per marking period for eligibility purposes.
- D. Candidates must be an active member of their class to maintain officer status. President and Vice President should have previous class involvement and experience.
- E. Any student who has been referred for disciplinary action will have his/her eligibility determined by the administration. Students who have been suspended at any time during the existing school year will not be eligible to hold office the following school year.
- F. The S.G.A. president must be present for at least $\frac{3}{4}$ of the school day.
- G. The administration shall have the right to recommend removal of any member of S.G.A. for unacceptable behavior. The administration must follow the guidelines of due process.

ARTICLE VI: Duties and Requirements for S.G.A. Officers

SECTION I: The President must be a Senior. The President shall preside over all meetings of the General Assembly and of the Executive Board; represent the Maurice J. McDonough S.G.A. at all Charles County Association of Student Council (CCASC) Meetings; represent Maurice J. McDonough at Maryland Association of Student Councils

(MASC) functions; appoint staff and committee chairpersons; perform all other duties and functions that shall evolve upon the office of President. The President will represent the S.G.A. in an executive leadership group consisting of the presidents of each club and organization in the school

SECTION II: The Vice President can be a Junior or Senior. The Vice President will attend all meetings of the S.G.A. and Executive Board. The Vice President shall serve as acting President in the absence of the President; assist the President; serve as the President's advisor to assist the President in any way; succeed to the Presidency in the event the office shall become vacant; and meet the same requirements at S.G.A. President.

SECTION III: The Recording Secretary must be a sophomore, Junior, or Senior. The Recording Secretary will attend all meeting of the S.G.A. and Executive Board, count and record all voting results, type all agendas and take notes during all meetings, type the list of students who attend the meetings, keep minutes from all meetings and include the minutes from the previous meeting in the agenda, keep and accurate record of all points earned by council members toward their award, represent the Maurice J. McDonough S.G.A. at all Charles County Association of Student Council (CCASC) Meetings; record, maintain and publish complete and accurate records of all CCASC business.

SECTION IV: The Corresponding Secretary must be a sophomore, Junior, or Senior. The Corresponding Secretary will attend all meeting of the S.G.A. and Executive Council, Inform members of all meeting dates, Distribute list of students who attend meetings, Handle all official correspondence, should also report out to the school via Morning Announcements, Maintain a S.G.A. bulletin, which will be a summary of all meetings and events, as well as distribute the bulletin to all teachers, represent the Maurice J. McDonough S.G.A. at all Charles County Association of Student Council (CCASC) Meetings; record, maintain and publish complete and accurate records of all CCASC business.

SECTION V: The Historian must be a sophomore, Junior, or Senior. The Historian will attend all meetings of the S.G.A. and Executive Board, maintain historical documents of and a photo album for the end of the year; be ready to take pictures at every S.G.A., CCASC, or MASC event, and represent the Maurice J. McDonough S.G.A. at all Charles County Association of Student Council (CCASC).

SECTION VI: The Treasurer must be a sophomore, Junior, or Senior. The Treasurer will attend all meeting of the S.G.A. and Executive Board, Meet with advisor at least once a week to discuss all financial business of the S.G.A., Request budget for monthly meeting, Prepare financial report for every meeting, Organize fund-raisers, represent the Maurice J. McDonough S.G.A. at all Charles County Association of Student Council (CCASC). It should be noted that while it is the advisor's job to pay the bills and such of the S.G.A., the treasurer can suggest fundraising ideas, and should be available to help every time the S.G.A. is handling ticket sales and incoming money.

SECTION VII: The Student Liaison to the Board of Education must be must be a Junior or Senior. The liaison represents Maurice J. McDonough High School at the monthly Board of Education meetings and is the link between the students at Maurice J. McDonough High School and the Board of Education. The Liaison reports back to the S.G.A. General Assembly at each General Assembly meeting on the proceedings of the previous Board of Education meeting. The liaison is automatically a member of the Charles County Association of Student Councils (CCASC) Executive Board of officers and also represents the Maurice J. McDonough S.G.A. at all CCASC meetings. Finally, the liaison represents Maurice J. McDonough at Maryland Association of Student Councils (MASC) functions.

SECTION VIII: The Parent Student Teacher Organization (PTSO) Liaison must be a Sophomore, Junior, or Senior. The liaison represents Maurice J. McDonough High School at the monthly PTSO meetings and is the link between the students at Maurice J. McDonough High School and the PTSO. The liaison reports back to the S.G.A. General Assembly at each General Assembly meeting on the proceedings of the previous PTSO meeting. The liaison represents the Maurice J. McDonough S.G.A. at all Charles County Association of Student Council (CCASC) Meetings; represents Maurice J. McDonough at Maryland Association of Student Councils (MASC) functions.

SECTION IX: ALL S.G.A. OFFICERS:

- A. Shall serve as a liaison between the S.G.A. and all clubs and organizations.
- B. Communicate with class officers and officers of every club and organizations on what S.G.A. is doing and what can be done to help out the school
- C. Report back to the S.G.A. General Assembly the events of other clubs and organizations.

ARTICLE VII- Duties and Requirements for Class Officers

SECTION I: The President shall preside over all class meetings and should have previous involvement and experience in class functions and activities; represent the class at all Maurice J. McDonough S.G.A. General Assembly meetings; represent Maurice J. McDonough at all Charles County Association of Student Council (CCASC) Meetings; represent Maurice J. McDonough at Maryland Association of Student Councils (MASC) functions; maintain contact with all fellow class officers; appoint staff and committees as needed for class functions; perform all other duties and functions that shall evolve upon the office of President. The President will represent the class in an executive leadership group consisting of the presidents of each club and organization in the school. Finally, the President needs to maintain constant communication with the Class Sponsors and be aware of all activities of the class.

SECTION II: The Vice President will attend all class meetings and should have previous involvement and experience in class functions and activities; represent the class at all Maurice J. McDonough S.G.A. General Assembly meetings; represent

Maurice J. McDonough at all Charles County Association of Student Council (CCASC) Meetings; represent Maurice J. McDonough at Maryland Association of Student Councils (MASC) functions; maintain contact with all fellow class officers; The Vice President shall serve as acting President in the absence of the President; assist the President; serve as the President's advisor to assist the President in any way; succeed to the Presidency in the event the office shall become vacant; and meet the same requirements at S.G.A. President. Finally, the Vice-President needs to maintain constant communication with the Class Sponsors and be aware of all activities of the class.

SECTION III: The Secretary will attend all class meetings, count and record all voting results, take notes and minutes during all meetings, type the list of students who attend the meetings, and give the meeting attendance lists to the S.G.A. Advisor; represent the class at all Maurice J. McDonough S.G.A. General Assembly meetings; represent Maurice J. McDonough at all Charles County Association of Student Council (CCASC) Meetings; represent Maurice J. McDonough at Maryland Association of Student Councils (MASC) functions; maintain contact with all fellow class officers; record, maintain and publish complete and accurate records of all class business; Handle correspondence with the class to the S.G.A.. Finally, the Secretary needs to maintain constant communication with the Class Sponsors and be aware of all activities of the class.

SECTION IV: The Treasurer will attend all class meetings; represent the class at all Maurice J. McDonough S.G.A. General Assembly meetings; represent Maurice J. McDonough at all Charles County Association of Student Council (CCASC) Meetings; represent Maurice J. McDonough at Maryland Association of Student Councils (MASC) functions; maintain contact with all fellow class officers; Organize fund-raisers, the treasurer can suggest fundraising ideas, and should be available to help every time the class is handling ticket sales and incoming money. Finally, the Treasurer needs to maintain constant communication with the Class Sponsors and be aware of all activities of the class.

SECTION V: The Historian will attend all class meetings; represent the class at all Maurice J. McDonough S.G.A. General Assembly meetings; represent Maurice J. McDonough at all Charles County Association of Student Council (CCASC) Meetings; represent Maurice J. McDonough at Maryland Association of Student Councils (MASC) functions; maintain contact with all fellow class officers; maintain historical documents and photos for all class related activities, such as an album for the end of the year; Finally, the Historian needs to maintain constant communication with the Class Sponsors and be aware of all activities of the class.

SECTION VI: ALL CLASS OFFICERS:

- A. Shall serve as a liaison between the class and the Maurice J. McDonough S.G.A., as well as other clubs and organizations.
- B. Report back to the S.G.A. General Assembly the events of your class.

ARTICLE VIII: Conduct of Class Officers, S.G.A. Officers, and General Assembly

SECTION I: Members- Removal Policy

- A. Any Officer or General Assembly member who is guilty of conduct unbecoming an officer (which can be academic dishonesty, violation of school or class policy, or any other improper behavior as deemed by faculty or sponsor), will be subject to the following disciplinary measures:
- **First Offense:** A Conference with the S.G.A. Advisor and a verbal reprimand
 - **Second Offense:** A Conference with the S.G.A. Executive Board, School Administrator, S.G.A. Advisor, and parental contact, warning that a third offense will result in removal from the S.G.A. or class position
 - **Third Offense:** Removal from the S.G.A. or class position for the remainder of the school year
- B. Any Officer or General Assembly member who is assigned after school detention In School Retention (ISR), will be subject to the following disciplinary measures:
- **First Offense:** A Conference with the S.G.A. Advisor and a verbal reprimand
 - **Second Offense:** A Conference with the S.G.A. Executive Board, School Administrator, S.G.A. Advisor, and parental contact, warning that a third offense will result in removal from the S.G.A. or class position
 - **Third Offense:** Removal from the S.G.A. or class position for the remainder of the school year
- C. Any Officer or General Assembly member who is suspended from school will be subject to the following disciplinary measures:
- **First Offense:** A Conference with the S.G.A. Advisor, school administrator, and possible removal from the S.G.A. Parental Contact will be made.
 - **Second Offense:** Removal from the S.G.A. or class position (NOTE: Suspension to the Superintendent will result in automatic removal from the S.G.A.)
- D. Any Officer or General Assembly member who FAILS to maintain the ACADEMIC qualifications as outlined by Charles County Public Schools and this constitution of the Maurice J. McDonough Student Government Association will be subject to the following disciplinary measures:
- **First Offense:** A Conference with the S.G.A. Advisor, school administrator, and class sponsors. Parental Contact will be made. Student will be placed on probation until the end of the current marking period (whichever comes first),

to reach the desired qualifications. Any special extension of time is at the discretion of the S.G.A. Advisor.

If the student cannot bring the academic performance up to approved levels, he/she will lose their officer position and/or position in the S.G.A.

- **Second Offense:** Removal from Class Officer position/S.G.A. position. Parental Contact will be made. A Conference with the S.G.A. Advisor, school administrator, and class sponsors will be held with the student to inform them of his/her removal, select a replacement from the grade class to fill in as acting officer (this is usually the runner up from the election, but can be someone else from the class level). If the class president or vice-president is removed from office, one of the remaining officers in existence will be promoted and a replacement will be named to the newly vacated position of the officer who was promoted.

E. Any Officer or General Assembly member who FAILS to maintain the ATTENDANCE qualifications as outlined by Charles County Public Schools and this constitution of the Maurice J. McDonough Student Government Association will be subject to the following disciplinary measures:

- **First Offense:** A Conference with the S.G.A. Advisor, school administrator, and class sponsors. Parental Contact will be made. Student will be placed on a probationary period during which they will be placed on an attendance contract. The S.G.A. Advisor and administration will be in contact with the student's teachers to make sure proper attendance guidelines are followed. This period will last through the end of the current marking period (or longer if deemed necessary by administration and/or the S.G.A. Advisor).

If the student does not improve attendance performance up to approved levels, he/she will lose their officer position and/or position in the S.G.A.

- **Second Offense:** Removal from officer position/S.G.A. position. Parental Contact will be made. A Conference with the S.G.A. Advisor, school administrator, and class sponsors will be held with the student to inform them of his/her removal, select a replacement from the grade class to fill in as acting officer (this is usually the runner up from the election, but can be someone else from the class level). If the class president or vice-president is removed from office, one of the remaining officers in existence will be promoted and a replacement will be named to the newly vacated position of the officer who was promoted.

ARTICLE VIII-AMENDMENTS

Any member of the S.G.A. may propose an amendment to the constitution by submitting a written copy of the amendment along with a written statement of purpose to the S.G.A. sponsor. The author of the amendment will begin a debate of proposal at the following S.G.A. meeting. The amendment must be approved by a two-thirds vote be ratified and adopted.

ARTICLE IX - MEETINGS

What constitutes an official meeting

COMAR - .09 Student Organizations.

- A. All student organizations desiring to conduct activities in public school buildings or on public school grounds shall be permitted to conduct these activities only if authorized to do so and shall thereafter be subject to the supervision of the administration and faculty of the school.

CCBOE Code of Student Conduct

School activity is defined as any approved activity sponsored by the Board of Education and/or any approved activity sponsored by any Charles County public school on or off Board of Education property. This includes all approved school and/or system-sponsored trips and activities. The Board of Education is not responsible for individuals on school property who are not participating in an approved school-sponsored program.

Meaning:

No official business for S.G.A. or for Classes shall be conducted without one of the S.G.A. or Class Sponsors(s) present. Class or S.G.A. Sponsors are to be made aware of any informal Class Officer or S.G.A. Executive Board meetings (to discuss S.G.A. or Class related matters) prior to the meeting taking place. **At no time shall the S.G.A. General Assembly meet without the S.G.A. sponsor(s) present.**

ARTICLE X – IMPEACHMENT

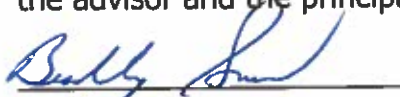
Section I: Any officer not meeting the requirements shall be impeached by a 4/7 vote of the executive board, affirmative, negative or abstain vote by the Student Liaison, and approval of advisor.

Section II: Delegates will be impeached if:

- A. He/she has missed more than 2 meetings per quarter
- B. He/she has been reported to the Executive Board for valid reasons
- C. He/she gets suspended

ARTICLE XI - RATIFICATION

This constitution shall become effective for the elections/year having been approved by the advisor and the principal.


Principal


Date


Advisor


Date