



STUDENT GOVERNMENT CONSTITUTION, ALGONQUIN REGIONAL HIGH SCHOOL

79 Bartlett Street, Northborough, MA 01532

PREAMBLE

In order to represent the students of Algonquin Regional High School (henceforth referred to as ARHS) before the Administration and the School Committee, and to unite the ARHS student body, we do hereby ordain and establish the ARHS Student Government Association.

ARTICLE I - APPELLATION

The name of this organization shall be the Algonquin Regional High School Student Government Association (ARHS SGA). This organization shall consist of 6 bodies: a Student Council (ARHS StuCo) of 24 ARHS students, a Student Advisory Committee (ARHS SAC) of 5 ARHS Students, and 4 Steering Committees--one per each class--of an indeterminate number of ARHS students. Members of a given Steering Committee must be members of that class.

ARTICLE II - CLASS ELECTIONS

Class elections shall take place at the end of the academic year for the Sophomore, Junior, and Senior classes and at the beginning of the academic year for the Freshman class. Each class shall elect seven officers during class elections: One class president, one class vice-president, one class secretary, one class treasurer, and three class representatives to the Student Council.

1. All members of a class shall be eligible to vote. Likewise, all members of a class shall be eligible to seek an office.
2. All candidates must complete a nomination form to be eligible to run.
3. All candidates must attend an informational meeting with their class advisors to be eligible to run. This meeting shall serve to introduce the rules of candidacy, electoral procedures, and responsibilities of those who are elected. Each class must hold at least two meetings, to allow for flexibility. The time and location of these meetings must be announced at least seven instructional days in advance. Should a candidate be unable to attend any of the meetings, they must reach out to a class advisor at least two instructional days prior to the final meeting. The candidate and class advisors should work to find a mutually acceptable time to review the content of the meeting. Should a candidate not attend the meetings nor communicate with the advisors, they shall not be eligible for candidacy.
4. All candidates participating in elections shall participate in the following procedure at least 5 instructional days before voting takes place. This procedure shall henceforth be known as the "Conversation with the Candidates" though the ARHS StuCo advisor has the authority to choose a new operational name without amending this constitution.

- a. The Conversation with the Candidates shall serve as an opportunity for candidates to speak in front of their class.
- b. The candidates will be asked questions by a moderator who is a member of the Algonquin Harbinger and chosen by the Editorial Board of the Harbinger. The Harbinger is encouraged to choose a moderator from the class of which the questions are being asked, though this is not required. If the Harbinger is unable to provide a moderator, a class advisor may act as the moderator.
- c. The moderator will be responsible for:
 - i. Asking questions to candidates, ensuring candidates get equal speaking time, and controlling the discussion so all topics are covered in the allotted time.
 - ii. Creating questions based on issues important to the class. The moderator is permitted to receive aid from other members of the Harbinger when creating questions. When creating questions, the Harbinger/moderator is encouraged to speak to students from each class about what is important to them and create a means for students to recommend questions to be asked to their class's candidates.
 - iii. Working with class advisors to ensure that discussions are respectful. Should a candidate be unruly, disrespectful, or hateful during the Conversation with the Candidates, the class advisors or administrators may remove them from speaking.
- d. The questions:
 - i. Shall consist of a variation between broad questions and position-specific questions.
 - ii. Are encouraged to vary by grade.
 - iii. Must vary by position. Questions that apply to every position may be asked to each candidate, but some questions must be specific to the position each candidate is running for.
- e. There shall be no requirement for the questions to be approved in advance by any parties, including but not limited to the Harbinger Advisor, Class Advisors, or the Administration. The Harbinger moderators will participate in a workshop with the StuCo Advisor to craft questions, however final discretion for all questions falls upon The Harbinger.
- f. The Harbinger shall release a list of topics that each candidate should be prepared to address at least five days prior to the Conversation with the Candidates. The Harbinger shall not release fully constructed questions to the candidates.
 - i. The exception to this rule applies only to the freshman class. Freshman candidates shall receive a list of questions at least five days prior to the Conversation with the Candidates.
- g. If a candidate is also a member of the Harbinger, they may not be involved in any part of the questions creation process.
- h. The following shall apply to the format of the Conversation with the Candidates:
 - i. Candidates shall be assigned to groups based on the position they are running for. The groups shall be "Presidents and Vice Presidents," "Treasurers and Secretaries," and "Student Council Representatives." The groups shall speak in that order.
 - ii. Each group shall be delegated approximately 12 minutes of speaking time, which must be divided equally between the candidates. The moderator, with the consent of one

Class Advisor, has the discretion to preemptively move to the next group if all questions and potential follow-up questions, have been asked. The moderator should make every effort to keep candidates engaged for the full 12 minutes.

- iii. If one group contains many candidates, or one group contains few candidates, the moderator and the advisors may re-delegate the time assigned to each group.
 - iv. While actively participating in the Conversation with the Candidates, candidates will sit in a semicircle on the auditorium stage or in the front of the room the Conversation with the Candidates is taking place in.
 - v. Each group shall begin by each candidate giving a 30-second opening statement. The order in which these statements are delivered will be determined by random drawing.
 - vi. Each candidate shall have 45 seconds to respond to each question, however the moderator may designate specific questions as “extended response” questions and allow candidates to have additional time. The time allotted to each candidate for each question shall be equal.
 1. The class advisors and moderators shall be responsible for enforcing the time limits.
 - vii. The order candidates respond to a question shall be determined by random drawing after each question has been asked.
 - i. Any candidate who is unruly, disrespectful, or hateful during the Conversation with the Candidates shall be removed from the ballot. Removals from the ballot are at the discretion of the ARHS StuCo Advisor and school administration.
5. In the case that there are five or more candidates for a certain position (5+ candidates for President, Vice President, Treasurer, or Secretary, or 15+ candidates for Class Representative), there shall be a runoff election between the two (or six in the case of Class Representatives) candidates with the highest percentage of the vote. There will not be an opportunity to speak before the class between the first election and the runoff election; however, candidates may continue to campaign between the two election dates. The runoff election shall take place no more than 14 days after the first election.
- a. A runoff election for the presidential, vice-presidential, secretarial, or treasurer race is not necessary if one candidate received more than 60% of the vote.
6. The following rules shall apply to all candidates and their campaigns:
- a. No candidate may spend more than \$100 on their campaign. All candidates will be responsible for keeping a record of all election-related expenses and accompanying receipts. All candidates will be required to submit the complete and signed record to the StuCo advisor no more than two school days after the election. The nomination forms must include this information and a blank record, so all candidates are aware of this.
 - b. Candidates may hang posters at locations designated by the administration and ARHS StuCo Advisor. Posters must be removed no more than two instructional days after the election. In the case of a runoff election, the posters may remain up until two instructional days after the runoff election.
 - c. All campaign materials which will be displayed at school (posters, buttons, stickers, etc.) must be approved by the candidate’s class advisor to ensure materials abide by the Candidate Code of Conduct and ARHS Student Handbook. All digital campaign materials (social media, etc.)

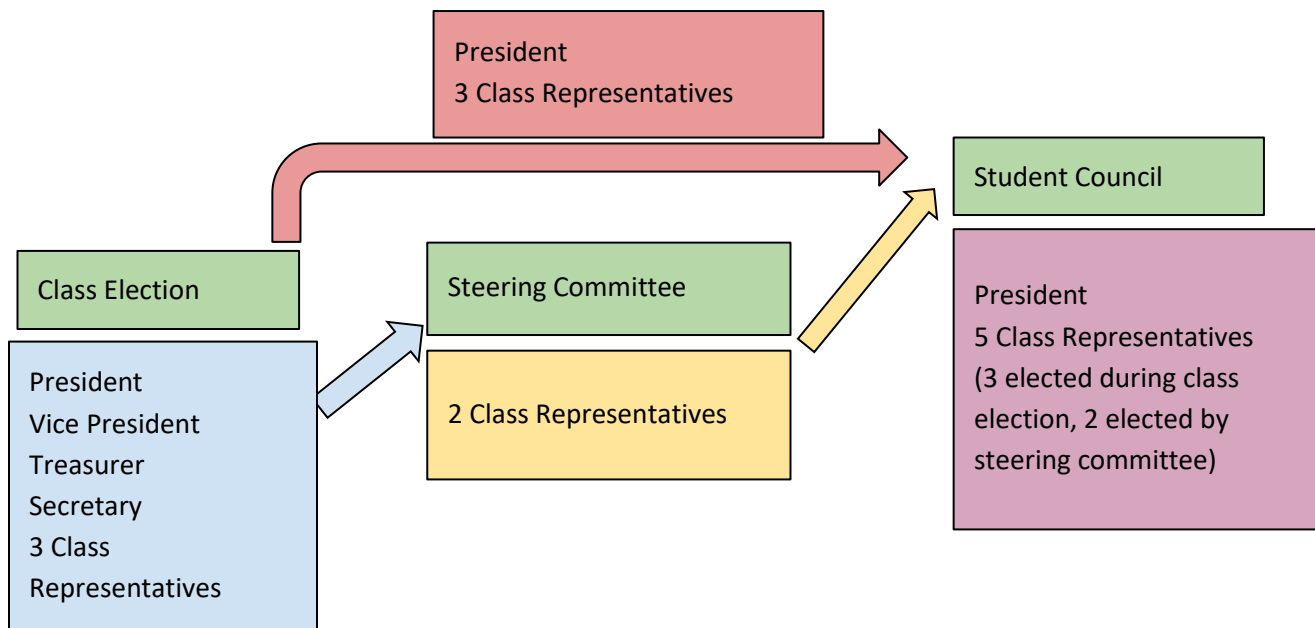
must also abide by the Candidate Code of Conduct and ARHS Student Handbook. Violations of these policies may result in removal from the ballot.

ARTICLE III - STEERING COMMITTEE ELECTIONS

1. Each class Steering Committee shall elect two additional Class Representatives to the Student Council.
2. Each member of a Steering Committee will have 2 votes and the 2 students with the most votes will become Class Representatives to the Student Council.
3. In the case that there is a tie, a runoff election will ensue between the candidates with the most votes received, in which Steering Committee members will have only one vote.
4. Each Steering Committee (except the freshman class) must elect their additional Class Representatives by the end of the third week of September. The freshmen must elect their additional Class Representatives no later than one month after their class elections.

ARTICLE IV – ARHS STUCO MEMBERSHIP

The ARHS StuCo shall consist of 24 members. Each of the 4 ARHS classes shall send 6 members to the ARHS StuCo. Each class shall elect a President, Vice President, Treasurer, Secretary, and 3 Class Representatives. The Steering Committee shall then elect 2 additional Class Representatives. ONLY the President and the 5 Representatives of each class will be members of the ARHS StuCo. See below diagram



ARTICLE V – ARHS STUCO ELECTIONS

1. The ARHS StuCo shall internally elect 3 officers--an ARHS StuCo President, an ARHS StuCo Treasurer, and an ARHS StuCo Secretary.
2. The election of these officers shall be completed no later than the end of the third meeting of the Student Council or the end of the third week of school, whichever comes first.
3. To be eligible to be elected to any of the offices, one must:
 - a. Have at least one prior year of Student Council experience.

- b. be nominated by another member of the Council, and that nomination must be seconded.
 - c. not be a Class President.
4. The election for ARHS StuCo President shall come first, then of ARHS StuCo Secretary, then of the ARHS StuCo Treasurer.

ARTICLE VI – ARHS SAC MEMBERSHIP AND ELECTIONS

1. There shall be five (5) members of the ARHS SAC. The members shall be elected by the student body at large.
2. The SAC elections shall take place before the conclusion of the second week of May each year. The candidates are not entitled to any speaking time before the student body prior to the election, though if it can be arranged it is recommended.
3. All students are eligible for seeking office and all students shall receive a vote.
4. In the case that a vacancy arises, a school-wide election shall be held. All ARHS students are entitled to as many votes as vacancies are available. For example, if there are three vacancies, a student may vote three times.
5. A student may vote for one candidate no more than once.
6. A student elected to the SAC shall serve a term of one year and is subject to impeachment procedure defined in Article XI of this constitution.
7. The term of a SAC member shall begin on the first day of June and end on May 31 of the following year.
8. The SAC shall hold an internal election to select a chairperson prior to the first day of June. This election shall take place prior to the start of the SAC term. The chairperson shall:
 - a. Serve a term of one year, beginning on June first and ending on May 31 of the following year.
 - b. Be an ex-officio, non-voting member of the Northborough-Southborough Regional School Committee.
9. The members of the SAC shall report to the Student Council at least once per term or as necessary regarding the business of the Regional School Committee as it relates to student life.
10. This section of the Student Council Constitution shall be kept compliant with [Mass. Gen. Laws ch. 71, § 38M](#).

ARTICLE VII – ARHS STUCO MEMBER RESPONSIBILITIES AND DUTIES

SECTION 1. MEMBERS AT LARGE

1. To attend meetings of the Student Council. Should a student miss 2 meetings of the Student Council in one semester for reasons aside from illness, familial, or religious reasons or any other reason as seen appropriate by the Advisor or the President, they will receive a hard-copy letter declaring that, unless they return to good standing by maintaining perfect attendance for the remainder of the semester, they may not use this year of Student Council on their college application. The letter will also include that if they miss one more meeting, they will be removed from Student Council. If they are removed, the ARHS Principal may override that decision if they see fit after hearing the facts of the issue from the ARHS StuCo Advisor and Officers.
2. To attend meetings of the Student Council. Should a student arrive late to 3 meetings of the Student Council in one semester for reasons aside from illness, familial, or religious reasons or any other reason as seen appropriate by the Advisor or the President, they will receive a hard-copy letter declaring that,

unless they return to good standing by maintaining perfect attendance for the remainder of the semester, they may not use this year of Student Council on their college application. The letter will also include that if they are late to one more meeting, they will be removed from Student Council. If they are removed, the ARHS Principal may override that decision if they see fit after hearing the facts of the issue from the ARHS StuCo Advisor and Officers.

3. To attend Student Council events--whether fundraising, community service, etc.-- Should a student miss more than 3 Student Council events in one semester for reasons aside from illness, familial, religious reasons, or any other reason as seen appropriate by the Advisor or the President, they will receive a hard-copy letter declaring that, unless they return to good standing by maintaining perfect attendance for the remainder of the semester, they may not use this year of Student Council on their college application. The letter will also include that if they miss one more event, they will be removed from Student Council. If they are removed, the ARHS Principal may override that decision if they see fit after hearing the facts of the issue from the ARHS StuCo Advisor and Officers.
4. To actively and respectfully participate in meetings.
5. To complete assigned work within deadlines set forth.
6. To serve as a liaison between the Steering Committees and the Student Council.
7. To abide by the announced rules of the Steering Committee to which they belong.

SECTION 2. THE PRESIDENT

1. To plan and run meetings.
2. To coordinate the happenings of the Student Council.
3. To delegate work among the various members of the Student Council.
4. To enforce the attendance policy.
5. To represent the views and priorities of the Student Council and Student Body before the school administration.

SECTION 3. THE TREASURER

1. To maintain records of all deposits, withdrawals, and to be aware of the balance of the Student Council account.
2. To oversee any counting of Student Council money.
3. To give a monthly update on the funds of the Student Council.

SECTION 4. THE SECRETARY

1. To maintain a record of attendance of Student Council members.
2. To record minutes at meetings of the Student Council.
3. To make meeting minutes/recaps available to the Student Body within two weeks of the conclusion of all Student Council meetings.
4. To notify the ARHS StuCo Advisor and President if any member requires an attendance warning or repercussion.
5. To give attendance warnings.

SECTION 5. THE ADVISOR

1. To oversee the activities of the Student Council.
2. To serve as a liaison between the Student Council and the faculty.
3. To, if necessary, run meetings of the Student Council.
4. To enforce the attendance policy.

5. To post the Constitution where the student body may obtain reasonable access.

ARTICLE VIII - APPROPRIATE BEHAVIORS FOR ARHS STUCO AND ARHS SAC MEMBERS

1. All members shall act in accordance with the ARHS Student Handbook.
2. No member shall attend any event affiliated with ARHS under the influence of any illegal substance, nor shall any member be found possessing any illegal substances on the ARHS grounds. Any violation of this rule will result in an immediate, irrevocable expulsion.
3. Conviction of a felony shall result in immediate, irrevocable expulsion.
4. Any moving violations (except for driving under the influence of any substance) shall not be an offense warranting expulsion.
5. All members must act in a way befitting of their office.
6. Sections 1 through 6 of this Article shall apply to elected officials of the class even if they are not members of the ARHS StuCo (i.e. class vice presidents, secretaries, and treasurers).

ARTICLE IX - CLASS CONFLICTS

1. Should a conflict arise between two or more groups within the ARHS SGA and the involved parties cannot come to a resolution on their own, then the president or advisor of one of the involved parties shall notify the Student Council Advisor and President of the dispute in writing.
2. The Student Council's Advisor and Officers will then meet with the advisors and presidents of the involved parties within ten instructional days of receipt of the notification. If, with the mediation of the Student Council, a resolution still cannot be determined, the Student Council will decide by a majority vote how the issue is to be resolved.

ARTICLE X - DUTIES AND RESPONSIBILITIES OF ARHS SAC MEMBERS

1. To attend meetings of the ARHS SAC as called for by the Chairperson or ARHS Principal.
2. To push any policy agendas of the ARHS StuCo that are agreed upon by the ARHS SAC Chairperson.

ARTICLE XI – ARHS SGA IMPEACHMENTS

The following rules for removal of office will pertain to the Class Presidents, Class Vice Presidents, Class Treasurers, Class Secretaries, Student Council Representatives, and SAC members.

1. If the two Class Advisors or the Student Council Advisor believe that a person holding one of the aforementioned offices has acted in a way that is unbefitting of their office, they will write a letter requesting the officer in question be removed from office.
2. At this point, a meeting with the Student Council Advisor or the two Class Steering Advisors, the Principal or their designee, all Student Council Officers, and the member facing impeachment will be called. When the Principal or their designee confirms, following an opportunity for the student to be heard, that an impeachable offense occurred, the student may be removed from office.

ARTICLE XII - REPLACEMENT OF OFFICERS

1. Should a class officer be removed or resign, an election shall ensue. A replacement offer shall be elected by the same manner as that of the officer they are replacing. If the officer being replaced was

elected via a class election, a class election shall occur. If the officer being replaced was elected within a steering committee, an internal steering committee election shall ensue.

- a. Should a Class President be removed or resign, the Class Vice President will become the acting Class President with the right to attend and vote at Student Council meetings until a class election can be held.
2. Should a vacancy arise for an officer of the ARHS StuCo, an election shall ensue within the ARHS StuCo. If the Secretary or Treasurer moves on to a new position, an election for their position will also be held, following the initial replacement election.
3. Should a SAC member be removed or resign, a student body-wide election (following the rules set forth in Article VI) shall ensue.
4. Should the SAC Chairperson be removed or resign, the remaining members of the SAC should immediately elect a new Chairperson.

ARTICLE XIII - REMOVAL OF ADVISORS

SECTION 1. STEERING COMMITTEE ADVISORS

Should the class officers of a given class--meaning the President, Vice President, Treasurer, Secretary, and 5 Representatives--unanimously agree that an(the) advisor(s) of the class has(have) acted in a way that was inappropriate, prejudiced, or otherwise unfair, they may request that the advisors be removed.

1. In such a case, the group will write a letter requesting the removal of an(the) advisor(s) to the ARHS Principal.
2. The Principal should consider the merit of the students' arguments and the legitimacy of their grievances. The principal may accept or reject the students' request.
3. These rules will take effect immediately if ratified.

SECTION 2. ARHS STUCO ADVISORS

The same rules listed in Article XIII., Section 1. apply to the ARHS StuCo Advisor(s).

SECTION 3. ARHS SAC ADVISORS

The same rules listed in Article XIII., Section 1. apply to the ARHS SAC Advisor(s).

ARTICLE XIV - RATIFYING THE CONSTITUTION

To ratify this Constitution, the following is needed:

1. The approval of $\frac{2}{3}$ of the Student Council.
2. The approval of the Chairperson of the ARHS SAC.
3. The approval of the ARHS Principal.
4. The approval of $\frac{1}{2}$ of the following persons:
 - a. The ARHS StuCo Advisor, the ARHS Steering Committee Advisors.

ARTICLE XV - AMENDING THE CONSTITUTION

During an annual meeting the Constitution shall be opened up for the purposes of amendment.

To ratify amendments to the Constitution, the following is necessary:

1. The approval of $\frac{3}{4}$ of the Student Council. The Advisor shall monitor votes regarding amendments.
2. The approval of the ARHS Principal.

ARTICLE XVI – STUDENT INITIATIVE PROCESS

This article shall define the process by which students may directly propose policies or initiatives to the ARHS StuCo and the ARHS Administration.

SECTION 1. DEFINITION

1. This process shall be known as the Algonquin Regional High School (ARHS) Student Initiative Process (SIP).
2. The SIP shall serve as a vehicle for students to voice their opinions regarding policy changes or ideas which they may have.

SECTION 2. PROPOSAL

1. If a student (“the petitioner”), regardless of involvement in a Steering Committee or Student Council, has an idea to change an aspect of school policy, they may collect a Student Initiative Proposal Packet (“the packet”) which shall be made easily accessible in the Main Office, the room of the ARHS StuCo Advisor, the Algonquin Website or each classes’ Canvas page, and any other locations which the ARHS StuCo Advisor or Principal sees fit.
2. The packet shall contain information for how the SIP works and what steps must be completed in order for the change to be considered. An example packet may be found [here](#).
3. Once the packet is complete, it shall be delivered to the ARHS StuCo. This body shall then discuss the proposal. The ARHS StuCo shall then either:
 - a. Provide written or verbal feedback to the petitioner, which would include what they would need to change in order for the ARHS StuCo to consider a revised version.
 - b. Vote to accept the proposal as is.
 - c. Vote to reject the proposal.
4. If rejected, the ARHS StuCo must provide justification for the verdict. In addition, a student may repeat the same process the following school year. If accepted, the proposal shall move onto the consideration of the Administration.
5. Once a proposal has been sent to the Administration, they must hold a meeting with the petitioner and, if the petitioner wants, delegates from the ARHS StuCO.
 - a. These delegates shall be chosen by process of self-nomination and majority vote. The ARHS StuCo President shall decide how many delegates will be selected.
 - b. At this meeting, the Administration shall share their thoughts on the proposal. Following a process similar to Article XVI, Section 2, Clause 3 in which the administration continues to provide feedback until the proposal is approved or rejected. If rejected, the ARHS Principal must provide justification for the verdict. In addition, a student may repeat the same process the following school year.

SECTION 3. IMPLEMENTATION

1. If a proposal has been approved by the ARHS StuCo and the ARHS Administration, it shall be implemented on a trial basis. Before implementation of the trial, the ARHS Administration, the appointed delegates of the ARHS StuCo (if applicable), and the petitioner shall create an implementation plan, which shall include the duration of the trial. Once a plan is agreed upon, it shall be implemented pursuant to said plan.
2. Through the duration of the trial, the ARHS Administration and ARHS StuCo shall gather data and opinions regarding the student body's opinion on the change. At the conclusion of the trial, the ARHS

Administration, the appointed delegates of the ARHS StuCo (if applicable), and the petitioner shall review the observations. If the administration believes the change is beneficial to the student body, has been well received by the students and staff, and is logistically practical, then it shall advance to a vote by the student body at the next ARHS SGA election. If the trial does not satisfy the administration, a revised implementation plan may be trialed or the proposal may be terminated.

3. In addition to advancing to a vote, the administration may decide to continue the trial until elections are held.

SECTION 4. VOTING

1. If a proposal has been advanced to a vote, pursuant to Article XVI, Section 3, Clause 3, it shall be voted on. This vote shall be a simple majority vote of all students who participate in SGA elections. The vote shall be constructed as a question answerable with “yes” or “no.”
 - a. If the majority of the student body votes to implement the change, final meetings shall be held between the ARHS Administration, the appointed delegates of the ARHS StuCo (if applicable), and the petitioner to develop a final implementation plan. If the majority votes to not implement the change, the entirety of the student initiative process may be repeated in a future school year.
2. If the appointed delegates are no longer elected representatives, they shall be replaced by newly appointed delegates. If the formerly appointed delegates were no longer elected due to being a member of the graduating class, they may continue to take part in discussions if they so please. The same shall apply if the petitioner is a member of the graduating class.
3. Once an implementation plan has been agreed upon it shall take effect.
4. If, in a future school year, students believe a change made through the SIP should be reversed, they can propose the reversal through the same manner as the change was made, following the SIP.
5. The Administration is not required to follow the vote, both immediately after or later in the future. This process shall serve as an official method for students to influence school policy but the administration/school committee maintains the final say in all questions regarding policy.

ARTICLE XVII – STEERING COMMITTEES

This article serves to define the role of the four Steering Committees.

There shall be at least nine elected members of each class’s steering committee. Seven shall be elected by the class at large, and two shall be elected via an internal steering election pursuant to Articles 2 and 3. All Steering Committee elected positions expire with the end of a school year.

SECTION 1. STEERING COMMITTEE POWERS

A Steering Committee may:

1. Create and enforce an attendance policy, a voting policy, and any other policies necessary to the operation of the Committee.
2. Set and enforce expectations for proper behavior of members and officers.
3. Create elected offices specific to the Steering Committee whose election is held within the Steering Committee.
4. Not enact polices that conflict with the SGA Constitution.

SECTION 2. CLASS OFFICER ROLES AND RESPONSIBILITIES.

1. Class President

- a. To coordinate and run Steering Committee meetings.
 - b. To enforce Steering Committee policies.
 - c. Assign work to members of the Steering Committee.
 - d. Represent the class before the Student Council
2. Class Vice President
 - a. To assist the president in any necessary duties.
 - b. To run the Steering Committee in all capacities, in the absence of the President
 3. Class Secretary
 - a. To maintain an attendance record for the Steering Committee.
 - b. To record and make available minutes from meetings of the Steering Committee.
 4. Class Treasurer
 - a. To maintain a record of all deposits, withdrawals, and the balance of the Steering Committee account.
 5. Class Representative
 - a. Represent the class before the Student Council

SECTION 3. STEERING COMMITTEE DUTIES

Steering Committees should:

1. Raise funds for their class.
2. Run events for their class.
3. Work to support the Student Council in its initiatives.

SECTION 4. STUDENT COUNCIL – STEERING COMMITTEE HIERARCHY

Members of the Student Council (Class Presidents and Representatives) are members of the Student Council before they are members of the Steering Committee. Should a conflict arise, Student Council members shall prioritize the needs of the Student Council.

LAST AMENDED APRIL 13, 2022