

Dothan High School Student Government Association Constitution and By-Laws

Article I: Name

This organization shall be known as the:

Dothan High School Student Government Association or SGA.

Article II: Purpose

Section 1.

To provide for a democratic, representative School government; to give students a voice in School policy; to create and execute School and community activities; and to act in the best interest of the School, community, and students of Dothan High School at all times.

Section 2.

To provide an avenue for students to take leadership and to develop solutions to student issues.

Section 3.

To provide an opportunity for students to develop their full potential in citizenship, leadership, and character.

Article III: Membership

Section 1.

A student may become a member of the Student Government Association through the procedure described in the Bylaws of the Dothan High School Student Government Association.

Section 2.

The term of each member shall last the extent of the student's time at Dothan High barring any circumstances that may lead to removal, as described in the Bylaws of the Dothan High School Student Government Association.

Section 3.

Every member shall be furnished with copies of the Constitution of The Dothan High School Student Government Association and Bylaws of the Dothan High School Student Government Association.

Article IV: Officers

Section 1. The officers of the Student Government Association shall be the President, the Vice-President, the Secretary, the Treasurer, and the Director of Communications.

Section 2.

i. Election of the officers shall be conducted according to the procedure described in the Bylaws of the Dothan High School Student Government Association.

ii. Elections shall be held annually.

Section 3. The Executive Council shall be composed of the Officers and Class Presidents as described in the Bylaws of the Dothan High School Student Government Association.

Article V: Amendments to the Constitution of the Dothan High School SGA

Section 1. Amendments may be produced in writing by anyone.

Section 2: Amendments must be approved by the Executive Council first, and must be in writing. Once approved, the amendments will be brought before the SGA members for final approval.

Section 3. Amendments must be ratified by two-thirds (2/3) of the Student Government Association members.

Section 4. Amendments, if ratified, shall be numbered in chronological order, dated, and attached at the end of the Constitution of the Dothan High School Student Government Association.

BYLAWS OF THE Dothan HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION

As required by its Constitution, the Dothan High School Student Government Association sets forth the following Bylaws:

Article I: Membership

Section 1. Election Procedure

i. Any student who wishes to join the Student Government Association General Assembly must complete a membership form within the first weeks of the last nine weeks of school. There should be another chance to join during the first weeks

of the new school year (deadline will vary each year and will be announced). All applicants deemed qualified will be considered for membership. Qualifications include a 3.0 GPA and a clear discipline record. Members of the SGA represent the student body within the school and in the community. Being selected to represent a grade level is not only an honor but a serious commitment.

ii. Elections for SGA Executive Council shall be held at the end of each year preceding their appointment (Appointment means approval from SGA Sponsors to run for an office).

iii. Only students who are a current member of the Dothan High School SGA will be considered for the SGA Executive Council.

iv. All candidates shall run at the same time, and each student shall vote by secret ballot for one (1) candidate from the ballot for each available position. Those candidates that receive the largest number of votes shall become members of the Student Government Association Executive Council for the following Academic year.

Section 2. Duties of Membership

i. Each member must fulfill the requirements to his or her committee as set forth by the chairperson. Failure to do so will result in probation and possibly dismissal from SGA.

ii. Each Student Government Association member must attend a majority of the General Assembly

Meetings. If a member must miss a meeting, activity, etc., the sponsor(s), President, or Vice-President must receive a written excuse PRIOR to the absence.

iii. There should be a zoom meeting available to those members who are already excused from the in-person meeting.

Section 3. Revocation of Membership

i. If a student has accumulated three unexcused absences, he or she is removed from the Student Government Association pending Council review.

ii. An officer will be removed from their position, pending executive council review, when they accumulate two unexcused general assembly absences.

iii. If a student does not fulfill any duties as set forth by the council, project chair, sponsor/advisor, etc, he or she is removed from the Student Government Association pending Council Review.

iiii. A Student whose membership has been revoked may not be a member of the Student Government Association General Assembly the remainder of the School year but may reapply the following year. If a student is removed from membership twice, the student will NOT be allowed to participate in SGA for his/her remaining time at Dothan High School.

iv. There shall be no replacement for a student whose membership has been revoked, unless the member is serving on the Executive Council or a position appointed by the Advisor, at which point will be at the discretion of the President.

Article II: Officers and Committee Chairpersons

Section 1. Description and Duties

A. The President:

i. shall have a term of one (1) year

ii. shall preside over all General Assembly and Council meetings.

iii. may call special meetings with the approval of the SGA Sponsor.

iv. shall delegate work to the Officers and the Chairpersons

v. shall coordinate all liaison activities between the Student Government Association, Administration, Staff, and the Community with the assistance of the SGA Sponsors.

B. The Vice-President:

i. shall have a term of one (1) year

ii. shall assume all duties of the President in case of his or her absence.

iii. shall perform all duties delegated to him or her by the President and the Steering Committee.

C. The Secretary:

i. shall have a term of one (1) year.

ii. shall prepare copies of the agendas for each General Assembly meeting.

iii. shall record minutes during each General assembly meeting. These minutes must include, but are not

limited to, proposed motions, vote counts, and passed resolutions.

- iv. shall file all Student Government Association Committee Reports, minutes, agendas, newsletters, correspondence, and all other documents for future reference.
- v. will provide a copy of the minutes to the Director of Communications so he/she can email the minutes to members

D. The Treasurer:

- i. shall have a term of one (1) year.
- ii. shall keep track of all Student Government Association monies.
- iii. shall attend to all financial matters and act upon all appropriations and expenditures.
- iv. shall submit a monthly financial report to the Secretary for inclusion in the agenda.

E. The Director of Communications:

- i. shall have a term of one (1) year.
- ii. shall help the sponsor run/manage the Dothan High Facebook, Instagram, Twitter, and all other Social Media Accounts (the sponsor will update these pages based on suggestions from the Director Of Communications).
- iii. shall keep the student body informed of decisions made by SGA, school news, and any other memos by use of remind 101, school announcements (write up to place in announcement box for president to announce overhead), emails, etc.

Section 2. Election Procedure

- i. Elections are to be held at the end of the current school year.
- ii. All Current General Assembly members who wish to run for an office must sign his or her name on a ballot.
- iii. Elections will be held in the following order of positions: President, Vice-President, Secretary, Treasurer and Director of Communications.
- v. For each office, each of the candidates will give a speech to the school body during a live assembly that should be broadcast to Carver 9 to allow them to vote as well.
- vi. The General Assembly will vote by secret ballot. The votes will be tallied and the elected candidate will be announced.
- vii. A person may not hold more than one (1) office.

Section 3. No-Candidate Vacancies

In the event that there are no candidates for a Council position at election time:

- i. A special election will be held immediately following the regular Council election.
- ii. Any unelected candidate from the regular election ballots is eligible to run for the vacant position.
- iii. Interested candidates will make a one-minute, on the spot speech.
- iv. Executive Council and SGA members will vote to fill the position.

Section 4. Additional Procedures

- i.** A meeting will be held prior to the choosing of candidates in which each present chairperson or officer will describe in detail the responsibility and approximate time commitment of his or her position.
- ii.** To provide a means for consequences if it is decided that a member has failed to meet requirements to remain in the Student Government Association.

Article III: Committees

Section 1. Standing Committees

The following are the Standing Committee and their duties:

- i.** The General Assembly shall organize all major School activities such as: Homecoming Activities including the Homecoming Dance and Powder Puff Football, The Presidents' Summit, and the Senior Prom.
- ii.** The Executive Council. The Council shall be composed of the officers. The Council shall carry out the duties delegated to it by the General Assembly and shall fairly represent the views of the Student Government Association members. It shall also fulfill executive duties delegated to it by the president. The Council may not pass any resolutions without a majority approval of the General Assembly. In general, the Council shall provide a means for

internal consistency and communication between the various other committees of the Student Government Association. This committee shall also be in charge of reviewing and editing the Constitution of the Dothan High School Student Government Association and the Bylaws of the Dothan High School Student Government Association and shall bring them to a vote at the General Assembly meetings. The Council shall promote effective communication both within the Student Government Association and between the Student Government Association and the student body. It shall be in charge of arranging Student Government Association showcases, and providing announcements, flyers, posters, and newsletters of Student Government Association news and activities to the student body.

Section 2. Ad hoc Committees

- i.** Ad hoc committees shall be appointed by the President and approved by the Council when no other committee can satisfactorily fulfill a certain need.
- ii.** An ad hoc committee shall exist until it has completed its purpose, or
- iii.** has been terminated by the Council.
- iv.** The chairperson of an ad hoc committee shall be appointed by the President and does not have to be a member of the Council.

Article IV: Faculty/Student Government Association Relations

Section 1. The Faculty Sponsor

- i.** shall attend all General Assembly meetings and all Steering Committee meetings.
- ii.** shall advise the officers.
- iii.** shall represent both his or her own views and the views of the faculty at large
- iv.** shall attend to any work involving communication with the administration, as delegated to him or her by the President.

Section 2. Faculty members

- i.** Faculty members are welcome to attend all General Assembly meetings. They may not vote, but may voice their opinion as guests.

Article V: School Board/Administration/Student Government Association Relations

Section 1. School Board and Administration SGA Relations

- i.** School Board members and Administrators are welcome to attend all General Assembly meetings. They may not vote, but may voice their opinions as guests.
- ii.** The Administrators shall act as overseers during Student Government Association elections.

Article VI: Student Body/ Student Government Association Relations

Section 1. Student Body/ Student Government Association Relations

- i.** Students are welcome to attend all after School General Assembly meetings. They may not vote, but may voice their opinions as guests.

Article VII: Amendments to the Bylaws of the Dothan High School Student Government Association

Section 1. Amendments may be proposed in writing by anyone.

Section 2. Amendments must be ratified by two-thirds (2/3) of the Student Government Association members.

Section 3. Amendments, if ratified, shall be numbered in chronological order, Dated, and attached at the end of the Bylaws of the Dothan High School Student Government Association.

Article XIII: Vetoes

The sponsor and high school principal shall have the power to veto any amendment or any bill or recommendation passed by the Association. In this event, the vetoing party must submit the reasons in writing to the Executive Council President.