

Germantown High School Student Government Constitution

We, the members of the Germantown High School student government, in order to better our school, promote education in leadership, provide communication among administration, faculty, students and the public, and maintain a worthwhile participation in school activities, do hereby ordain and establish this constitution of the Germantown High School Student Government (SGA).

ARTICLE I - EXECUTIVE

Section 1 - Executive Office Positions

Each executive administration will consist of a President or Co-Presidents, Vice President, and a Secretary/Treasurer.

Section 2 - Requirements for Candidacy

Persons applying to run for class office must complete an application, have a cumulative average of 80 or higher, and receive endorsements from one teacher and one other adult that is not a family member. Candidates running for an executive position must have at least one year of experience as a member of the student government association. No candidate may receive an endorsement from another student.

Section 3 - Selection of Members

Applications to run for an executive office will be open to any Germantown High School student who has served one year on SGA. Only seniors may run for the President/Co-President position. Selection of the executive officers shall be made through the annual election held in April.

Section 4 - Term of Office

Members of Germantown High School Student Government shall remain active as long as each member desires throughout the school year for which that person was selected, provided the general procedure of the government is followed, and their actions comply with the policies within this constitution.

Section 5 - Responsibilities

- Members have the responsibility of representing the diverse cultures and opinions of their fellow students.
- Members are responsible for themselves and their behavior as their actions reflect upon the SGA and Germantown High School.
- Members are accountable for their behavior. Behavior that is not worthy of emulation such as, but not limited to; scamming, lying, stealing, vandalism, drug use, actions hazardous to oneself or others, is unacceptable.
- Members, in order to be eligible to run for an SGA office in the following school year, must participate in a minimum of 80% of SGA meetings and student government sponsored events. Note: Legitimate conflicts must be discussed and excused by the sponsor(s).

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- Members are responsible for upholding and supporting decisions of the SGA including the rules and procedures outlined in the Constitution.
- Members are responsible for communicating accurately the business and decisions of SGA to the Germantown High School student body, staff, and administration.
- Members are responsible for punctually and completely carrying out the duties handed down to them. Members are responsible for voting intelligently or choosing to abstain.

Section 6 – Duties

Executive President/Co-President:

- a. Help plan the business meeting agendas.
- b. Run the business meetings.
- c. Sit in the conference with the advisor(s) on any general SGA issues.
- d. Attend monthly district meetings during the school day.
- e. Explain changes being made, activities going on in SGA, and inform the SGA of what is expected of them.
- f. Appoint committee chairpersons as needed for SGA activities.
- g. Keep SGA running smoothly and functioning productively.
- h. Be an example to all members at all times.
- i. Organize quarterly meetings between SGA, Leadership class members, and/or club officers for the purpose of discussing activities of each group and how the groups can work together.

Executive Vice-President:

- a. Aide the President in the meetings and discussions by keeping the order.
- b. Remove members who are disruptive or when asked to do so by the advisor(s).
- c. Sit in conference with the advisor(s) on any general SGA issues.
- d. Work with committee chairpersons to make sure things are running smoothly.
- e. Assume all duties of the President when he/she is absent.

Executive Secretary/Treasurer:

- a. Record and keep accurate minutes of each meeting.
- b. Issue copies of minutes to Government members at the following meeting.
- c. Sit in conference with the sponsor(s) on any general Student Government issues.
- d. Compile a journal of meeting minutes.
- e. Work with committee chairperson(s) to make sure students are actively participating and report any problems to sponsor(s).
- f. Read all incoming mail to SGA. Keep mail organized when necessary.
- g. Assume all duties of the President when the President and Vice-President are absent.
- h. Keep all accounts accurate and up to date. Report the SGA financial status at every meeting. Make transactions through the appropriate sources. Sit in conference with the sponsor(s) on any general Student Government issues.

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ARTICLE II - CLASS OFFICERS

Section 1 - Class Office Positions

Each class administration will consist of a President, Vice President, and Secretary.

Section 2 - Selection of Members

Applications to run for class office will be open to all Germantown High School students meeting the established requirements. Selection of Sophomore, Junior and Senior class officers shall be made through the annual election held the last Friday in April. Selection of Freshmen Class officers will be made through an election held the third Friday in September.

Section 3- Requirements for Candidacy

Persons applying to run for class office must complete a letter of intent and application, have a cumulative G.P.A. of 3.0 or higher, and receive an average ranking of 40 or higher on teacher recommendation forms.

Section 4- Term of Office

Members of Germantown High School Student Government shall remain active as long as each member desires throughout the school year for which that person was selected, provided the general procedure of the class is followed, and their actions comply with the policies within this constitution.

Section 5- Responsibilities

- a. Members have the responsibility of representing the diverse cultures and opinions of their fellow students.
- b. Members are responsible for themselves and their behavior as their actions reflect upon Student Government and Germantown High School.
- c. Members are accountable for their behavior. Behavior that is not worthy of emulation such as, but not limited to; scamming, lying, stealing, vandalism, drug use, actions hazardous to oneself or others, is unacceptable.
- d. Members, in order to receive credit for each semester, must participate in a minimum of 80% of student Government meetings and participate in all student Government sponsored events.
- e. Members are responsible for upholding and supporting decisions of student Government including the rules and procedures outlined in the Constitution.
- f. Members are responsible for communicating accurately the business and decisions of Student Government to the Germantown High School student body, staff, and administration.
- g. Members are responsible for punctually and completely carrying out the duties handed down to them.
- h. Members are responsible for voting intelligently or choosing to abstain.

Section 6 – Duties

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I. *Class President:*

- a. Help plan the business meeting agendas.
- b. Run the business meetings.
- c. Sit in the conference with the advisor(s) on any general Student Government issues.
- d. Explain changes being made, activities going on in Student Government, and inform the class of what is expected of them.
- e. Appoint committee chairpersons as needed for class activities.
- f. Keep Government running smoothly and functioning productively.
- g. Be an example to all members at all times.

II. *Class Vice-President:*

- a. Aide the President in the meetings and discussions by keeping the order.
- b. Remove members who are disruptive or when asked to do so by the advisor(s).
- c. Sit in conference with the advisor(s) on any general Student Government issues.
- d. Work with committee chairpersons to make sure things are running smoothly.
- e. Assume all duties of the President when he/she is absent.

III. *Class Secretary/Treasurer:*

- a. Record and keep accurate minutes of each meeting.
- b. Issue copies of minutes to Government members at the following meeting.
- c. Sit in conference with the sponsor(s) on any general Student Government issues.
- d. Compile a journal of meeting minutes.
- e. Work with committee chairperson(s) to make sure students are actively participating and report any problems to sponsor(s).
- f. Read all incoming mail to Student Government. Keep mail organized when necessary.
- g. Assume all duties of the President when the President and Vice-President are absent.

ARTICLE III – JUDICIAL PROCEDURES

Judicial power shall be vested in the sponsor(s), administrators, and officers.

Section 2- Jurisdiction

The Sponsor(s)' power shall extend to convincing the impeachment and removal proceeding in student Government, veto and 'controlling' power in rare and/or extenuating circumstances and cooperating with school administration in cases of student violation of this constitution. The Administrators' power shall extend to serious circumstances in the removal process.

Section 3- Consequences

Failure to comply with the constitution and its amendments or bylaws may result in one or more of the following consequences:

A. Written Warning

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- B. Written apology that must be read during the next Government meeting.
 - C. Extra community service hours
 - D. Voting rights suspended
 - E. Suspension from meetings
 - F. Temporary removal from committee functions
 - G. Temporary removal from Government functions
 - H. Permanent removal from Government
- Consequences will be determined by the student Government advisor with input from the administration when necessary.

Section 4- Removal Temporary

- a. During a meeting, a member may be asked to leave if he/she is causing a disruption.
- b. During a Student Government activity or function, a member may be asked to leave if he/she is displaying inappropriate behavior.
- c. Consequences of such behavior will be reviewed by the officers and sponsor(s) and will be enforced by the sponsor(s).
- d. Continuance of such behavior will be reviewed by the officers and sponsor(s) and the member may be barred for attending Student Government activities, of members may be permanently removed from the class. NA
- e. In any such accusation, every member of Germantown High School is entitled to a defense, and a trial by his/her peers. Every member of Germantown is entitled to a student defense.
- f. Permanent
- g. Members shall have the sole power of impeachment.
- h. Permanent removal from student Government shall occur when a member is proven to be habitually disruptive and/or inappropriately behaved or unwilling to follow class procedures or has seriously violated Germantown High School Student Handbook and with concurrence of two thirds the membership.

Section 5- Vacancies Temporary

- a. Vacancy in the Office of President shall be assumed by the Vice-President. Should the Vice-President be unable to assume all the duties of the President, the duties are passed on to the Secretary then Treasurer. A Sergeant-at-arms will be selected to assist with these duties as needed. Government shall determine next-in-line to fill vacancy if the elected officers are unable to assume the duties of the President by a confirming vote of a simple majority of the membership.
- b. If there is a vacancy in any office other than President, any member who is able may assume the duties of the vacated officer's position by a confirming vote of a simple majority of the membership.

Vacancies Permanent

- a. In the event of a vacancy in the office of President, the Vice-President shall assume all of the duties and responsibilities of President.
- b. In the event of a vacancy in any other than President, a new officer shall be elected from

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and by the ranks of the present Student Government members and by a confirming vote of a simple majority of the membership.

ARTICLE IV- MEETINGS AND ACTIVITIES

Section 1- Meetings

SGA meetings will be held once a month during the 2nd week. Additional meetings may be necessary depending on the planning and implementation of service projects and special functions (Homecoming and Prom). Class presidents are required to attend all student body and the class meetings. Meetings can be cancelled or added as determined by a two-thirds quorum.

Section 2- Activities

Student Government is charged with sponsoring the following activities.

- a. Homecoming/Spirit week
- b. Prom
- c. Two community service projects (one per semester)
- d. Two charitable donation campaigns (one per semester)
- e. Two fund-raising events. Funds are to be used by the Government for Homecoming/Spirit week, Prom, school gifts, and as needed to conduct Government business

ARTICLE V- AMENDMENTS, BYLAWS, REVIEW

Section 1- Amendments

The membership, whenever two thirds shall deem it necessary, shall propose amendments to this constitution.

Section 2- Bylaws

Student Government shall have the power to establish Bylaws for this constitution. Bylaws shall be established as a separate document. The Bylaws are to be distributed, read, discussed and ratified (by two-thirds majority vote) at the beginning of each new school year.

Section 3- Constitution Review

This constitution is to be distributed, read, discussed and ratified at the beginning of each new school year.

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We, the members of the Germantown High School Student Government Association hereby sign this document willingly, to adopt it, to add to it, to realize it is not perfect, to accept the fact that it will be debated and to establish a system of government at this school, that in time will be studied, talked about and displayed in schools . By signing this document, we agree that this constitution will be followed, protected and used in order to provide a more beneficial environment and fair process for students.

Executive Co-President: _____

Executive Co-President: _____

Executive Secretary/Treasurer: _____

Senior Class President: _____

Senior Class Vice-president: _____

Senior Class Secretary/Treasurer: _____

Senior Class Rep: _____

Senior Class Rep: _____

Junior Class President: _____

Junior Class Vice-president: _____

Junior Class Secretary/Treasurer: _____

Junior Class Rep: _____

Junior Class Rep: _____

Sophomore Class President: _____

Sophomore Class Vice-president: _____

Sophomore Class Secretary/Treasurer: _____

Sophomore Class Rep: _____

Sophomore Class Rep: _____

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Freshman Class President: _____

Freshman Class Vice-president: _____

Freshman Class Secretary/Treasurer: _____

Freshman Class Rep: _____

Freshman Class Rep: _____

Student Government Association Advisor _____

Suggestions:

- a. Executive Co-Presidents: students have the right to run for the office of the President of Germantown High School as a co-Presidency so long as both parties agree to share the power and maintain a running system of agreement; they must sign a contract stating they will work as a team and be fair on every level.
- b. Class Representatives: Each class will have 2 representatives hand selected by the Student Government Association and approved by the advisor of Student Government. The representatives will have the sole purpose to review issues and vote on bills outlined by the Student Government Association.
- c. Suggestion box: The Student Government Association must provide a suggestion box for the students; one item will be selected per week and worked through. The messages must be used to benefit the student body as a whole, not a single party.
- d. The ability of relinquishing any position is acceptable, but the leaving office holder must address, to the student Government and the student body, why they are leaving and their reasoning behind it, with or without reason.