

The Constitution of the Cartersville High School Student Government Association

Preamble

We, the students of Cartersville High School, to foster and maintain strong cooperation between students and teachers, unify all student organizations, promote activities of our school, and build stronger student citizenship through the practice of democracy, do ordain and establish this Constitution for the Cartersville High School Student Government Association.

Article I - Title and Mission Statement

1. The official title of this organization will be the Cartersville High School Student Government Association, henceforth referred to as SGA.
2. To serve as a communication link between the student body, administration, and community.
3. To encourage and support maximum student involvement in CHS co-curricular activities.

Article II - Purpose

A. Purpose Definition

The SGA Executive Board will serve as the primary support system for SGA officers and as the link among elected officers, faculty, and the student body.

1. To preside over all student assemblies except those presented by an individual club or organization and administration.
2. To carry out all activities and advocate positions on all issues affecting student welfare.
3. To use polls, elections, and referendums deemed necessary to fulfill its responsibility to the student body, subject to administration approval.
4. To submit a tentative calendar of dances, assemblies, and other SGA-sponsored activities to the administration no later than the opening of the school in the fall.
5. To act as representative of the student body in all official capacities.

Article III - Membership and Good Standing

A. Membership Definition

Membership in the CHS SGA shall consist of all elected Class Officers and all appointed or elected Executive Officers. All members are expected to uphold the standards and responsibilities outlined in this Constitution.

B. Executive Board

No more than ten (10) students may serve on the SGA Executive Board through the appointment process outlined in this Constitution. Seniors may comprise no more than one-half of the SGA Elected and Executive Boards.

C. Officer Enrollment & Nomination Periods

1. Officer nominations will be available during the last 12 weeks of school, dependent on testing schedules. Late or incomplete nomination forms cannot be accepted. Forms must be completed and returned with the required items. Each officer will attend all SGA meetings and participate in all SGA-sponsored events.
2. There will be one open enrollment period for SGA elections: the last 12 weeks of school, depending on testing schedules.

D. Member in Good Standing Requirements

1. **Attendance Standards:** Students must attend all scheduled SGA meetings in full. Failure to do so will result in the following consequences:
 - 1st missed meeting – written notification to the member by the executive president.
 - 2nd missed meeting – written notification to the member by the executive president and advisor.
 - 3rd missed meeting – removal of a member in good standing status. For elected and appointed Executive Board and Class Officers, this means removal from office.
2. **Participation Standards:** Members will participate in at least two (2) projects or events each semester, whether service or fundraising, for a total of four (4) projects annually.

E. Voting Member Specifications

The voting members of the CHS SGA shall consist of:

1. The SGA Executive Officers.
2. The Elected Class Officers of the four classes.
3. SGA Advisor(s), only in special cases.

F. Leadership Commitment & Availability Expectations

Student Government leadership positions represent the entire student body and are considered among the highest levels of student leadership at Cartersville High School. Officers are expected to carefully evaluate their time commitments before accepting SGA roles. Officers should avoid holding multiple high-demand leadership roles simultaneously, as this limits their participation in SGA meetings, events, or responsibilities. Serving as president or executive officer of several organizations, or holding regional or state offices while also serving as an SGA Executive Officer or Class President, may impact the ability to fulfill duties effectively. Students should maintain an on-campus presence that allows regular interaction with the student body. These standards are

guidance expectations and not automatic disqualifications. The SGA Advisor and Administration may review final eligibility decisions.

Article IV - Executive Board Officers

Positions: President, Vice-President, Secretary, Treasurer, Parliamentarian, *Communications Director*, Hospitality Director, Student Spirit Coordinator, Club/Organization Liaison.

A. Responsibilities of all SGA Executive Board Officers

1. Remain a member in good standing.
2. Attend their respective class meetings.
3. Report to the advisor weekly.
4. Assist with or attend all SGA-sponsored activities.
5. Attend at least 2 Principal's Leadership meetings in the first semester (including the mandatory August meeting), and at least two Principal's Leadership meetings in the second semester.
6. Timely completion of all paperwork, agendas, minutes, budget reports, including event write-ups, attendance reports, purchase orders, etc.

B. Appointment Process

1. Any SGA Officer wishing to fulfill a position on the Executive Board must undergo the appointment process: a. Meet candidate eligibility criteria as stated in Article IX. b. Submit a complete application form. c. Interview with the SGA Advisor for the upcoming school year. d. Eligible candidates must serve at least one term as an Elected Class Officer to qualify for Executive Board nomination.
2. A secret-ballot vote among the officers for the current and upcoming school year will determine who will fill the positions.

C. Make Up of Executive Board

1. The Executive Board will consist of no more than 10 members, one of whom will be a freshman elected by fellow freshmen.
2. Seniors may comprise no more than one-half of the total number of students serving on SGA Executive Boards.
3. Serving on the SGA elected or Executive Boards does not guarantee a position in successive years.

D. Duties

1. Attend all Principal's leadership meetings.
2. Chair at least one SGA project/event.
3. Report to their assigned SGA officer and/or sponsor weekly.
4. Attend all Executive Board and SGA meetings and assist with SGA events.
5. Timely completion of all paperwork, including project write-ups and financial paperwork.
6. Resignation: Resignation will be subject to the same rules as stated in Article VIII.

Article V - SGA Executive Board Duties

President

1. Will be a rising Senior.
2. Will work with the secretary to prepare meeting agendas.
3. Will work with the advisor to schedule monthly meetings.
4. Will appoint committee chairpersons.
5. Will preside over public relations and represent SGA off campus.
6. Will execute the mandates of the SGA.
7. Will attend Principal's Leadership meetings.
8. Will attend all SGA meetings.
9. Will ensure officers meet all attendance requirements.

Vice-President

1. Will be a rising Senior.
2. Will assume the position of the president upon the removal or resignation of the president.
3. Will coordinate incoming freshman nominations.
4. Will attend all SGA meetings.
5. Will keep membership records up to date.

Secretary

1. Will keep minutes and attendance records for SGA meetings up to date.
2. Within 48 hours of said meetings, the secretary will supply two copies of the minutes to the SGA Advisor.
3. Will notify the President of any attendance as soon as they arise.
4. Will be responsible for all correspondence and thank you letters.
5. Will be responsible for issuing news releases about SGA activities to the school newspaper and local media, with administration approval.
6. Will attend all SGA meetings.

Treasurer

1. Will be responsible for maintaining accurate records of the financial condition of the SGA main account, in collaboration with the Bookkeeper.
2. Will sign all deposit forms and purchase reports with the advisor.
3. Will provide a budget report at one of the monthly SGA meetings.
4. Will be familiar with all financial forms and responsible for ensuring they are completed accurately.
5. Will keep all financial documents on file and provide requested documents within 24 hours.
6. Will attend all SGA meetings.

Parliamentarian

1. Will maintain order at all SGA meetings in accordance with Robert's Rules of Order.
2. Will provide answers to Parliamentary questions.
3. Will conduct voting at all SGA meetings and rule by majority.
4. Will support all classes in the rule of law and order.

Communications Director

1. Will manage official SGA social media accounts.
2. Will oversee SGA email communications.
3. Will maintain digital announcement boards.
4. Will coordinate with Class Vice Presidents on grade-level social media.
5. Will ensure consistent branding and messaging.

Student Spirit Director

1. Will serve as the lead coordinator for pep rallies and spirit weeks.
2. Will coordinate student spirit holiday engagement activities.
3. Work with spirit groups to develop basketball game themes.
4. Coordinate football spirit wall themes.
5. Collaborate with PTC to procure supplies for spirit-related activities.
6. Collaborate with teams for special events such as state games or season kickoffs.

Club/Organization Liaison

1. Meet monthly with leaders of other clubs/organizations to discuss events.
2. Share schedules to avoid conflicts.
3. Coordinate multi-club/organization service projects to collaborate on large initiatives and avoid competing efforts.
4. Coordinate faculty appreciation days to work together or avoid conflicts.

Hospitality Director

1. Oversee hospitality and appreciation events.
2. Establish student committees for events.
3. Coordinate decorations, supplies, and volunteers.
4. Work with advisors and PTC for support.

Article VI – Class Officer Position, Responsibilities and Duties

A. Responsibilities of Elected Class Officers of SGA

1. Attend all SGA meetings or submit a written excuse to the SGA sponsor: a. 24 hours in advance to receive an excused absence. b. Elected Class Officers may request no more than 1 excused absence per semester.
2. Comply with parliamentary procedure at all meetings.

3. Serve on at least one SGA committee a year.
4. Represent the views of classmates on issues discussed at meetings.
5. Must attend all class meetings.
6. Will report to their sponsor weekly or as called upon.
7. Attended at least two Principal's Leadership meetings per semester.

B. Duties of Elected Class Officers

President

1. Will prepare an agenda for and preside over class meetings.
2. Will give 2 days' notice for class meetings held off cycle w/ advisor approval.
3. Will keep order and enforce parliamentary procedure.
4. Will represent two votes in case of a tie.
5. Will appoint committee chairpersons.
6. Will represent their class at off-campus meetings.
7. Will execute the mandates of their class.
8. Will attend all SGA meetings.

Vice-President

1. Will assume the position of the President upon the removal or resignation of the president.
2. Will manage all official class social media accounts.
3. Will manage class GroupMe or approved communication platforms.
4. Will represent the President at any meetings/events the President is unable to attend.
5. Will attend all SGA meetings.

Secretary

1. Will keep minutes and attendance records of all class meetings.
2. Will work with the class President to prepare the meeting agenda.
3. Will notify the President of the attendance issue as soon as they arise.
4. Will provide a copy of the minutes to the Executive President and advisor within 48 hours of the meeting through the shared Google Drive.
5. Will keep activity files up to date.
6. Will be responsible for all class correspondence, including thank-you notes.
7. Will be responsible for collecting and distributing materials and mail.

Treasurer

1. Will be responsible for maintaining accurate records of the class budget's financial condition, along with the Bookkeeper and advisor.
2. Will sign all deposit forms and purchase orders with the advisor.
3. Will make a budget report for the monthly SGA meeting and provide a copy to the executive treasurer and advisor.
4. Will ensure all purchase orders and supporting documents are submitted to the bookkeeper two days before the need for items or funds.

5. Will be familiar with all financial forms and responsible for ensuring they are completed accurately.
6. Will keep all financial documents *in a binder* and provide requested documents within 24 hours.

Article VII - Meetings

1. The Executive Board and Elected Class Officers will hold formal meetings on a day and at a time to be specified by the president, with the advice and consent of the applicable advisor and the administration.
2. The president may call special meetings with 48 hours' notice and the approval of an advisor and/or administration.
3. All members of the student body, faculty, and administration may attend any or all meetings.
4. Executive Board and Elected Class Officers are invited to open meetings with the principal, to be held on dates determined by the administration.
5. Meetings will be conducted in accordance with parliamentary procedure.
6. The president will recognize all members of the student body, faculty, and administration at all formal meetings.

Article VIII - Powers/ Removal / Vacancies

Charter Authority

The CHS SGA has the authority to sponsor school events with the advice and consent of the faculty advisor and the Principal.

Removal from Office

All Executive Board Officers and Elected Class Officers are subject to removal if the Code of Conduct is violated.

1. Grounds for removal from office:

- a. Three absences from SGA meetings and/or scheduled assigned events.
- b. Failure to carry out duties as described by the Constitution.
- c. Failure to maintain a record of satisfactory conduct as determined by prior report card, recorded disciplinary actions, or violations of the Student Code of Conduct Handbook as determined by an administrator or sponsor.

2. Procedure for removal from office:

- a. If any officer is found within the grounds listed above, they will be removed from office by the advisor and administrator during a conference with the student.
- b. If the president is the officer in question, the vice president will assume presidential responsibilities during the removal-from-office proceedings.

3. Appeal process:

a. A written statement must be submitted to the Principal within five (5) school days of the conference. The Principal has five (5) school days to respond. The principal's decision stands.

4. Clarification of removal from office:

a. Once an officer has been removed, they lose all titles and privileges associated with the position. Removal for violations of the Code of Conduct will result in SGA membership termination as well.

5. Resignation:

a. Any student choosing to resign from an elected or appointed SGA position must submit a letter of resignation to the SGA advisor. b. A student resigning from an Executive Board Office or Elected Class Office must submit a letter of resignation to the SGA advisor.

6. Vacancies:

a. The class vice president will succeed the class president.
b. Elected Class Officer vacancies must be made public to the student body.
c. Any vacancy may be filled through the appointment process described here. Interested students must meet the candidate requirements stated in Article IX and submit in writing to the advisor their desire to be considered for the vacant position. Interviews with remaining officers and advisor(s) will be conducted. A secret-ballot vote among the officers, including the president, will determine which candidate will fill the vacancy. The SGA advisor and the administrator will monitor this process.

Article IX - Election Rules and Procedures

1. Election Committee:

An election committee will be formed, comprising the SGA advisor, the Senior Class Vice President, and one Executive Board Officer who is not running for an elected position. The SGA advisor will appoint another SGA board member if the Vice President plans to run for office.

2. Candidate Eligibility Criteria:

a. Must have a 3.0 unweighted cumulative GPA.
b. Must have a good attendance record (no more than 3 unexcused absences per semester).
c. Must have no disciplinary infractions on record (current school year for May election or previous school year for August election).

- d. Must have earned satisfactory grades for the marking period before the election.
- e. Must commit to serving for the entire school year. Early graduates are not eligible.
- f. Must be a remaining officer in good standing for the period they hold office.
- g. Must submit a written statement concerning their purpose for seeking office and their goals for the following year.
- h. Must present a nomination form containing the signature of two current teachers.
- i. Grades, attendance, and discipline verifications will be made through the administrative office.
- j. Candidates are not eligible to campaign until the verification process is complete.

3. Campaign Rules:

- a. All interested candidates must submit a completed nomination form to declare their intent to run and receive election information.
- b. Fliers (8 ½ x 11) may be displayed on classroom bulletin boards with teacher permission or on hallway bulletin boards (1 per board) using staples or blue tape only.
- c. Posters (max 22" x 28") made of construction paper or poster board using safe-to-use wall adhesives.
- d. All printed materials must be free of profanity, violence, or slander.
- e. Any student body member may wear buttons, t-shirts, or other campaign items.
- f. Candy, stickers, or other purchased items may only be distributed on Election Day.
- g. Video speech is limited to 2 minutes and must be submitted before recording.
- h. Candidates violating the Student Code of Conduct via campaign materials will be disqualified.

4. Election Procedure:

- a. The SGA election committee will supervise all elections.
- b. A majority vote will elect Executive Board Officers.
- c. Elected Class Officers will be elected by a majority vote of their respective class's voters.
- d. Electronic media voting arrangements will be made for students absent due to school-sponsored events.

Article X - Amendments

A. Amendment

1. Any member of the student body, faculty, or administration of CHS may propose amendments to the Constitution.
2. A two-thirds (2/3) majority of all votes cast by the voting members of SGA as representatives of the Student Body will be necessary for adoption.

B. Interpretation

1. The SGA advisor and Administration will have final authority in interpreting all parts of this Constitution.
2. The SGA advisor will communicate the final interpretation to the SGA Executive Board and Elected Class Officers.

C. Adoption

1. The Parliamentarian will conduct a vote for the new amendment in accordance with Robert's Rules of Order.
2. A two-thirds (2/3) majority of the SGA Executive Board and Elected Class Officers will be required to adopt the Constitution.

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