Cherokee County School District

GUIDELINES FOR STUDENT GOVERNMENT

ASSOCIATIONS, STUDENT COUNCILS AND CLASS OFFICERS

PART ONE: STUDENT GOVERNMENT ASSOCIATION

ARTICLE I: SGA MEMBERS

The members of the Student Government Association (SGA) will be determined by the student government standards of the respective school. Recommended members are the President and Vice-President for each class and Student Council members.

ARTICLE II: SGA MEMBERS' DUTIES

All SGA members must:

A. Follow the job description duties and responsibilities of the respective school's student government standards/by-laws;
B. Attend the general sessions/meetings of the SGA;
C. Exercise one vote before the Student Government;
D. Represent the general interests of the students who are their constituency; and,
E. Perform such other reasonable duties as circumstances may require to achieve the purposes of the SGA.

ARTICLE III: ELIGIBILITY

A. All members must be free of any disciplinary probation/suspension.
B. All members must meet the eligibility criteria set by their respective school's by-laws.

ARTICLE IV: REMOVAL, DUE PROCESS, PROBATION AND REPLACEMENT OF MEMBERS

A. Reasons for Removal
    1. Excessive unexcused absences and/or tardies from meetings. The number required for removal is to be reflected in the school's SGA by-laws.
    2. Failure to maintain standards required by the Cherokee County Schools Student Government Standards or by the respective school's by-laws.
    3. Behavior that is not in keeping with the standards of responsibility and leadership expected of student government members including, but not limited to, any behavior which results in an in-school or out-of-school suspension or actions which display or promote intolerance toward others' opinions or personal qualities.
    4. The Principal or designee will have the final say in any student disciplinary matter and will determine the need for due process.
B. Probation:

    A SGA member may be placed on probation as the result of a SGA hearing. Once the probationary period is completed, the member of student government is considered to be back in good standing.

ARTICLE V: SGA MEETINGS

A. The SGA meeting schedule will be determined by the respective school's student government by-laws. All SGA meetings will be conducted in a manner that is fair to all participants. Attendance by more than one-half of the SGA members shall constitute a quorum at all meetings. No decisions may be made in the absence of a quorum. Decisions require a majority vote of the members present and voting. The designated student government officer will chair all SGA meetings.

ARTICLE VI: SGA COMMITTEES

SGA may create standing committees, as needed. Also, from time to time, as issues and events require, the presiding officer may name an ad hoc committee to investigate and deliberate on a specific issue. Committee members and committee chairs will be appointed by the presiding officer of the SGA.

ARTICLE VII: ROLE OF STUDENT ADVISOR TO SCHOOL BOARD

The Student Advisor to the School Board will:

A. Be appointed every year to serve as the student representative to the Cherokee County School Board of Education by the Superintendent of Schools.
B. Serve as a liaison between the students of Cherokee County Schools, the Superintendent of Schools, and the Cherokee County Board of Education.
C. Conduct and preside over meetings with all SGA Presidents for Cherokee County Schools at least once a semester.
D. Provide status reports to the Cherokee County Board of Education at least once every two months regarding activities of students and student governments.

PART TWO: STUDENT COUNCIL

ARTICLE I: STUDENT COUNCIL

Each high school will establish and maintain an active Student Council.

ARTICLE II: STUDENT COUNCIL MEMBERS' DUTIES

In addition to the SGA duties of all members of the Student Government Association stated above, the duties of Student Council members will be to:

A. Bring before the Council any matter which is of substantial concern to members or their constituents or to students as a whole;
B. Support the school-wide observance of, and respect for, all decisions of the Council regardless of the member's original position on the issue;
C. Otherwise contribute to the successful functioning of the Council;
D. Participate regularly in Student Council meetings;
E. Act as examples of character and leadership; and,
F. Pursue the best interests of the respective school's student body.

ARTICLE III: STUDENT COUNCIL MEMBERSHIP/ELECTIONS

A. Nominations:
    1. Any student meeting the academic eligibility requirement of the respective school may place his or her name in nomination for Student Council representative.
    2. The student will present to the Student Council Advisor(s) a completed

nomination/information packet.

3. The student will attend an orientation meeting with the Student Council Advisor.

B. Campaigns:

Candidates must follow the guidelines for speeches and posters provided in the nomination/information packet of the respective school.

C. Term:

All Student Council members will be elected for one-year terms.

D. Annual Election Schedule:

Elections for Student Council officers will be determined by the student government by-laws of the respective school. This process will occur in the Spring, unless otherwise requested by the Student Council and Principal and authorized by the Office of School Leadership & Operations.

ARTICLE IV: REMOVAL AND REPLACEMENT OF STUDENT COUNCIL MEMBERS

A. Reasons for Removal:

1. Excessive unexcused absences and/or tardies from meetings. The exact number required for removal must be designated in the school's student government by-laws.
2. Failure to maintain standards required by Cherokee County's Student Government Standards or the respective school's by-laws.
3. Behavior that is not in keeping with the standards of responsibility and leadership expected of student government members including, but not limited to, any behavior which results in an in-school or out-of-school suspension or any action which displays or promotes intolerance toward others' opinions or personal qualities.
4. The Principal or designee will have the final say in any disciplinary matter and the need for due process.

B. Probation:

A member of the Student Council may be placed on probation as a result of a Student Council hearing. Once the probationary period is completed, the member of the Student Council is considered back in good standing.

ARTICLE V: PROCEDURE FOR ELECTION OF STUDENT COUNCIL OFFICERS

A. Recommended officers of the Student Council are: President, Vice-President, Treasurer, and Secretary. All terms are for one year.

B. Nominations for Student Council officers shall take place at the first general meeting following the election of new representatives in the Spring, unless otherwise requested by the Student Council and Principal and authorized by the Office of School Leadership & Operations.

C. At the second meeting following the elections, each candidate will be allowed to make a short presentation. A secret ballot vote for officers will then be held.

D. Election will be by majority vote of the members present and voting.

E. Any other guidelines set by the respective school's by-laws must be followed.

ARTICLE VI: DUTIES OF STUDENT COUNCIL OFFICERS

A. The President will:

1. Preside over Student Council meetings;
2. Ensure the execution of these by-laws;
3. Call meetings of the Student Council and of the Executive Board (consisting of the Student Council officers and Advisors) with the Advisors' approval;
4. Prepare Student Council meeting agendas with the advice of the executive board;
5. Appoint special committees at the direction of the Student Council;

6. Appoint chairpersons of all committees; and,
7. Perform other tasks, as required by the respective school's by-laws.

B. The Vice-President will:
   1. Perform all duties assigned by the President or Student Council;
   2. Perform other tasks as required by the respective school's by-laws; and,
   3. Assume all duties of the President in case of his/her absence or removal from office.

C. The Treasurer will:
   1. Attend to all financial matters and act upon all appropriations and expenditures which the student council has approved;
   2. Prepare and maintain an estimated budget and record of financial transactions;
   3. Submit a full financial report to the Student Council at each general meeting; and,
   4. Perform other tasks, as required by the respective school's by-laws.

D. The Secretary will:
   1. Prepare copies of meeting agendas for the Student Council, Advisor, and the Principal's designee for student affairs.
   2. Post the agenda on the Council bulletin board at least 24 hours in advance;
   3. Take attendance and record the minutes of all meetings;
   4. Prepare a copy of the minutes of each meeting for the Advisor's approval;
   5. Post minutes on the Council bulletin board within five school days of the meeting, along with the date for the next meeting;
   6. Keep photographs and/or records of all events sponsored by the Student Council; and,
   7. Perform other tasks, as required by the respective school's by-laws.

ARTICLE VII: STUDENT COUNCIL MEETINGS

Student Council Officers/Advisors will call meetings, as needed and/or required by the respective school's by-laws.

ARTICLE VIII: STUDENT COUNCIL COMMITTEES

The Student Council may create standing committees, as needed. From time to time, as issues and events require, the President may name an ad hoc committee to investigate and deliberate on a specific issue. Committee members and Committee chairs will be appointed by the President of the Student Council. Committee chairs must be prepared to report on their committee's area of responsibility at subsequent meetings.

ARTICLE IX: ROLE OF THE CLASS ADVISOR

A. Serve as liaison between the Student Council and the Principal/faculty/staff regarding all issues that affect students.
B. Serve as a liaison between students and administrators in organizing activities for the Student Council.
C. Guide and help Student Council officers in executing the activities/decisions of the Student Council.
D. Promote and ensure the legality and validity of all activities/decisions of the Student Council.

PART THREE: CLASS OFFICERS

ARTICLE I: TITLES

The officers of each class will be the President, Vice-President, Secretary, and Treasurer. Two additional officers may be elected for each class with the designation of the Class Advisor(s). There will only be one person appointed for each position.

ARTICLE II: PURPOSE OF CLASS OFFICERS

Officers shall perform the duties specific to each position outlined, as follows:

A. Organize class activities (such as dances, outings, assemblies, fundraisers, etc.);
B. Help organize and participate in school-wide activities as a representative of the class;
C. Participate in SGA meetings, as needed;
D. Act as an example of character and leadership; and,
E. Pursue the best interests of their class in school matters.

ARTICLE III: RECOMMENDED DUTIES

A. The President of each class shall:
    1. Preside and conduct all class officer meetings;
    2. Promote and ensure the timely and accurate execution of these duties, as well as those of the respective school's by-laws;
    3. Call meetings of the class officers;
    4. Prepare meeting agendas with the advice of other officers and the Class Advisor;
    5. Appoint special committees and their chairpersons; and,
    6. Perform other tasks, as required by the respective school's by-laws.

B. The Vice-President of each class will:
    1. Perform all other duties assigned by the President;
    2. Perform other tasks, as required by the respective school's by-laws; and,
    3. Assume all duties of the President in case of his/her absence or removal from office.

C. The Treasurer of each class will:
    1. Attend to all financial matters and act upon all appropriations and expenditures which the class officers have approved;
    2. Prepare and maintain an estimated budget and record of all financial transactions;
    3. Submit a full financial report to class officers at each general meeting; and,
    4. Perform other tasks, as required by the respective school's by-laws.

D. The Secretary will:
    1. Prepare copies of the officers' meeting agenda for the Class Advisor and administration;
    2. Post all meeting agendas on the class bulletin board/Web site/announcements at least 24 hours in advance;
    3. Take attendance and record the minutes of all meetings;
    4. Prepare a copy of the minutes of each meeting for the Advisor's approval;
    5. Post minutes on the class bulletin board within five school days of the meeting, along with the date for the next meeting;
    6. Keep photographs and records of all events sponsored by the class; and,

7. Perform other tasks, as required by the respective school's by-laws.

E. The role of additional officers, if included, will be determined by Class Advisors and the Class President.

ARTICLE IV: CLASS OFFICER ELECTIONS

A. Nominees must meet the academic and other eligibility requirements of their Class Office and the respective school's by-laws.
B. Nominees must be free of any disciplinary probation/suspension.
C. The election process will take place in the Spring, unless otherwise requested by the Student Council and Principal and authorized by the Office of School Leadership & Operations.

ARTICLE V: REMOVAL AND REPLACEMENT OF MEMBERS

A. Reasons for Removal
    1. Excessive unexcused absences and/or tardies from meetings. The exact number required for removal is left to the designation of the school's student government by-laws.
    2. Failure to maintain the standards required by the Cherokee County's Student Government Standards and the respective school's by-laws.
    3. Behavior that is not in keeping with the standards of responsibility and leadership expected of student government members, including but not limited to any behavior which results in an in- school or out-of-school suspension, and any action which displays or promotes intolerance toward others' opinions or personal qualities is recommended grounds for dismissal.
    4. The Principal or designee will have the final say in any disciplinary matter and the need for due process. Probation: A Class Officer may be placed on probation as the result of a hearing. Once the probationary period is completed, the class officer is considered back in good standing.

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ARTICLE VI: MEETINGS

A. The Class President will prepare the agenda for each meeting and conduct the meeting.
B. The Class Officers will meet, as needed and required by the respective school's by-laws.

ARTICLE VII: COMMITTEES

The Class President may create standing committees, as needed. From time to time, as issues and events require, the President may name an ad hoc committee to investigate and deliberate on a specific issue. Committee chairs must be prepared to report on their committee's area(s) of responsibility at subsequent meetings. Recommended committees include the senior class Prom Committee, Homecoming Committee, and Graduation Coordination Committee.

ARTICLE VIII: ROLE OF CLASS ADVISORS

A. Serve as liaison between Class Officers and the Principal/faculty/staff regarding all issues that affect the class as a whole.
B. Serve as liaison between students, teachers and administrators in organizing activities for the Class.
C. Guide and help the officers in executing the activities/decisions of Class Officers.
D. Promote and ensure the legality and validity of all the activities/decisions of Class Officers.

PART FOUR: ADMINISTRATION OF BY-LAWS

ARTICLE I: INTERPRETATION

These by-laws may not be interpreted in any way which conflicts with Federal, State or local laws or regulations, or with established policies of the Cherokee County Board of Education.

ARTICLE II: AMENDMENTS

Proposed Amendments to these Standards may be submitted to the Student Advisor, who shall follow the appropriate amendment procedure for Cherokee County Policy Guidelines, beginning with review by the Principal.

Student Government - - Cherokee County School District

