

# **CONSTITUTION OF THE WESLEY CHAPEL HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION**

## **Article I - Name**

The organization shall be known as the Wesley Chapel High School Student Government Association.

## **Article II - Purpose**

The purpose of the WCHS SGA is:

1. To act as a sounding board for the Student Body.
2. To communicate the concerns of the Student Body to the Administration.
3. To promote student-staff relations.
4. To promote school-community relations.
5. To promote the general well being of the students and staff of WCHS.
6. To promote and develop democratic skills, scholarship, and citizenship
7. To develop and encourage greater school spirit.

## **Article III - Powers and Duties of SGA**

The power of the SGA is determined by the Administration, and all actions of the SGA must be approved by the Administration.

The powers and duties of SGA include but are not limited to:

1. Organizing and executing executive and class elections.
2. Organizing and executing Homecoming activities.
3. Organizing and executing any spirit week activities.
4. Organizing and executing school-wide community service projects.
5. Communicating with the student body and presenting any concerns and ideas to the administration.
6. Attending and participating in SGA and class meetings.
7. Executive Council officers shall organize, attend and lead SGA meetings.
8. Class officers shall organize, attend and lead their class steering committee meetings.
9. Hearing and responding to financial requests from school-based organizations.
10. Seeking the advice and council of the SGA sponsor and WCHS administration.
11. Amending the constitution as appropriate.

## **Article IV – Meetings**

1. The SGA Advisor and Executive Council President shall establish the agenda for and facilitate SGA meetings.

2. Members may miss two meetings a semester, providing they notify the SGA Sponsor of the reason for the absence.
3. The Executive Secretary shall record the minutes of all SGA meetings, which will then be communicated to the SGA membership and WCHS administration.
4. Meetings shall be held every 2<sup>nd</sup> and 4<sup>th</sup> Monday, barring school holidays or staff meetings. The SGA Sponsor and SGA assistant principal will determine if a regularly stated meeting needs to be cancelled or rescheduled.
5. Class sponsors shall be encouraged to attend all SGA meetings.
6. The Executive Council President or Vice President must be present at all SGA meetings.
7. In order to establish a quorum, a minimum of three officers for each class must be present at each regularly-stated meeting in order for business to be conducted and voting to occur.

### **Article V – Officers**

The elected officers of the WCHS SGA shall include the Executive Council President, Vice President, Secretary and Treasurer. Each class shall be represented by an elected President, Vice President, Secretary, and Treasurer. Senators representing each class shall be appointed by the Class Presidents and approved by the SGA.

### **Article VI - Election of Upper Class Officers**

1. At the end of the school year, in April, rising sophomores, juniors and seniors shall run for election for the following school year.
2. Students may run for class office positions of President, Vice President, Secretary and Treasurer, as well as Executive Council President, Executive Council Vice President and Executive Council Secretary. They shall submit an online application and essay, and agree to abide by the academic and behavior expectations for Student Government Association officers.
3. Each candidate shall write a minimum of 250 words stating why he or she wish to run for office, why they are the best representatives of their class, and what they believe they can contribute to the Student Government Association. The statements will be shared with the WCHS student body as part of the election campaigns.
4. Candidates must have a minimum 2.0 weighted cumulative GPA and no Level 2 or Level 3 disciplinary referrals.
5. The SGA Advisor will notify the student's current teachers and administrator of the student's application for class officer. Each candidate must receive at least three recommendations from current teachers, as well as their class assistant principal, in order to be approved as a candidate.
6. After receiving an application and seeking teacher and administration approval, the SGA Advisor shall notify the candidate within 48 hours of their eligibility to campaign for office.
7. Candidates must abide by campaign rules and regulations. Violations may result in the student being disqualified from the current elections.
8. Any campaign material must be pre-approved by the SGA Advisor or SGA assistant principal prior to being distributed.

9. All candidates shall be required to record a short campaign speech, which will be aired on the school news prior to the elections.
10. As technology allows, each candidate's picture and their 250-word statement shall be posted on the school's website.
11. Voting shall be conducted online, in association with the Pasco County Supervisor of Elections.
12. Each student in attendance on election day shall be given the opportunity to vote for the representatives of their respective classes. Student body votes will count as 75% of the overall vote.
13. Staff members shall also be given the opportunity to vote for all candidates, and their votes will count as 25% of the overall vote.
14. The election results will be considered official once validated by the Pasco County Supervisor of Elections.
15. Once elections take place, each class President will select a member of their class to represent the class as Senator. At the first meeting after the election, the Presidents will give brief statement introducing their selections. The Senators must be approved by a majority of the Student Council officers. If any selections are not approved, the class President must present another candidate. Senators must also meet the GPA and behavior requirements of the other class officers.
16. Elected class officers shall fill any vacant offices from the pool of approved officer candidates who did not win the election. Appointees must be approved by a majority of the Student Government Association.

## **Article VII - Election of Freshman Officers**

1. Freshman-class elections shall be held within the first three weeks of the fall school term.
2. As with upper-class elections, potential candidates must fully complete the online Student Government Association application. This includes a 250-word essay on why they think they would be the best fit, an A/B eighth-grade academic record, and a campaign agreement that includes officer expectations.
3. The SGA Advisor will notify the potential candidate's current teachers of the student's application, and seek recommendations from at least three of those teachers, as well as the freshman-class assistant principal. Teachers will be asked to respond within 48 hours, and the SGA Advisor will notify the student of their approval or denial for candidacy after that time.
4. Candidates shall campaign according to the campaign rules and regulations. Use of bribery or intimidation may result in the candidate being disqualified, as determined by the administration, Advisor and/or a majority of the student government.
5. Only the freshmen student body, teachers of freshmen and staff associated with the freshman class may vote.
6. Voting will be conducted online in association with the Pasco County Supervisor of Elections.
7. The election results will be considered official once validated by the Pasco County Supervisor of Elections.

8. Elected class officers shall fill any vacant offices from the pool of approved officer candidates who did not win the election. Appointees must be approved by a majority of the Student Government Association.

### **Article VIII - Officer Contracts**

1. Student Government members shall uphold high standards and set positive examples through their behavior both in and out of school.
2. SGA members are under the jurisdiction of the advisor(s) and the principal. Infractions of school and community rules, both IN and OUT of school, will result in expulsion from SGA. Level 2 or Level 3 violations of the Student Code of Conduct or violations of the law witnessed by the faculty, staff, school appointed chaperones, or reported incidents to the school by law enforcement agencies shall result in permanent expulsion from SGA.
3. Students who apply for class or executive office must not have had any Level 2 or Level 3 behavioral referrals during the previous twelve months.
4. The advisor and the administration shall evaluate each individual case for dismissal, upon occurrence.
5. Every elected and appointed SGA officer shall be required to sign a contract agreeing to abide by certain responsibilities and expectations. If any aspect of the contract is broken, the officer may face immediate impeachment. The SGA Advisor shall maintain the signed contracts in a secure location.

### **Article IX - Responsibilities/Duties (Executive Officers):**

The primary role of the Executive Council is to serve as the leadership for the Student Government Association. Executive Officers must have served at least two years (may be non-consecutive) as a Class Officer and be a rising senior in order to be considered for Executive Council.

*The duties of the Executive President shall be:*

1. To preside over all the meetings of the General Assembly.
2. To use correct Parliamentary Procedure.
3. To vote only in the event of a tie.
4. To appoint all special committees and chairpersons as needed.
5. To report to the General Assembly the results of all official meetings with the advisor and/or the administration.
6. To represent the Student Body of WCHS at all required meetings or appoint a representative to attend.
7. To obey and enforce the Student Government Association Constitution.

*The duties of the Executive Vice President shall be:*

1. To perform the duties of the President in the event of his/her absence.
2. To assume the Presidency if the office becomes vacant.
3. To be responsible for all SGA relations with other schools and the district, state, and national

associations.

4. To lead the opening of all meetings in the absence of the Executive Council President.
5. To prepare a monthly newsletter for the student body, which will be posted on the SGA website.
6. To obey and enforce the SGA Constitution.

*The duties of the Executive Secretary shall be:*

1. To keep minutes for all SGA and Executive Board meetings, and to turn these minutes into the President and the Advisor within two days of the meeting.
2. To prepare agendas for all SGA meetings, with the help of the Executive President and SGA Advisor.
3. To be responsible for an accurate roll at all meetings.
4. To be responsible for all SGA correspondence.
5. To obey and enforce the SGA Constitution.

*The duties of the Executive Treasurer shall be:*

1. To present funding requests to the SGA.
2. To provide purchasing information for approved requests to the SGA Advisor.
3. To be responsible for all SGA correspondence.
4. To obey and enforce the SGA Constitution.

## **Article X - Responsibilities/Duties (Class Officers)**

The primary role of the Class Officers is to serve as the leadership for their specific classes.

*The duties of the Class President shall be:*

1. To create and hold regular meetings of the class steering committee.
2. To prepare an agenda for all steering committee and class meetings, with the assistance and counsel of the class sponsor.
3. To nominate a class Senator.
4. To collaborate with other class officers.
5. To seek the advice and counsel of the class sponsors.
6. To attend all SGA meetings, unless delegated to another member of the class.
7. To obey and enforce the SGA Constitution.

*The duties of the Class Vice President shall be:*

1. To attend regular meetings of the class steering committee.
2. To preside at the meetings in the absence of the President.
3. To provide class information to the school in a variety of ways, including social media.
4. To collaborate with other class officers.
5. To seek the advice and counsel of the class sponsors.
6. To attend all SGA meetings, unless delegated to another member of the class.
7. To obey and enforce the SGA Constitution.

*The duties of the Class Secretary shall be:*

1. To assume duties of the President in the absence of the President and Vice President.
2. To keep minutes and a record of attendance at all meetings.
3. To be responsible for any class correspondence.
4. To track all community service hours for steering committee meetings and class events.
5. To collaborate with other class officers.
6. To seek the advice and counsel of the class sponsors.
7. To attend all class and steering committee meetings.
8. To attend all SGA meetings, unless delegated to another member of the class.
9. To obey and enforce the SGA Constitution.

*The duties of the Class Treasurer shall be:*

1. To maintain an accurate record of all transactions and funds of the class.
2. To coordinate the fundraising efforts of the class.
3. To collaborate with other class officers.
4. To seek the advice and counsel of the class sponsors.
5. To attend all class and steering committee meetings.
6. To attend all SGA meetings, unless delegated to another member of the class.
7. To obey and enforce the SGA Constitution.

*The duties of the Class Senator shall be:*

1. To assist the Class officers in achieving their respective class goals.
2. To communicate regularly with the officers of the other classes, serving as an ambassador for their own class.
3. To maintain a class bulletin board in their commons area, which will be used to share information regarding the class leadership, administration, fundraising and events.
4. To collaborate with other class officers.
5. To seek the advice and counsel of the class sponsors.
6. To attend all class and steering committee meetings.
7. To attend all SGA meetings, unless delegated to another member of the class.
8. To obey and enforce the SGA Constitution.

### **Article XI - Expectations of Officer Commitment to Organization**

1. Officers cannot be absent from more than two SGA meetings per semester.
2. Officers must be timely to meetings. Being more than 10 minutes late three times will be considered an absence.
3. In the event that an officer must miss a meeting or will be late to a meeting, the officer **MUST** tell the Advisor ahead of time in order to approve the absence.
4. Officers must coordinate attendance at their respective Steering committees. Class officers and class sponsors will establish their class meeting schedules and requirements.
5. Officers must participate in mandatory meetings and activities. Refusal to participate may result in dismissal from the SGA.

### **Article XII - Academic/Behavioral Expectations/Standards:**

1. Officers shall maintain a 2.0 weighted GPA per quarter, as monitored by the SGA Advisor. Any officer not in compliance with this expectation will be placed on probation and be required to attend academic interventions as needed for one quarter. If grades do not improve, the officer may be impeached.
2. Officers must set a good example for the student body through the encouragement of spirit; high standards of behavior and academics; fair, mature leadership; and adhering to the school-wide C.A.T.S. behavior expectations.

## **Article XIII - Officer Infractions and Impeachment**

### **Section I: Infractions**

#### **1. Punitive Action**

Officers shall abide by the established SGA and class officer expectations. If an officer exhibits a pattern of neglect for his/her responsibilities or duties, the SGA Advisor, SGA assistant principal or class sponsors may charge the officer with a breach of contract. Three infractions within one school year will result in an officer being reviewed for impeachment. An officer cannot receive multiple infractions at once for the same offense. The Advisor or SGA assistant principal is responsible for addressing infractions that may occur during a Student Government meeting or function. Class sponsors are responsible for imposing infractions that occur in a Class steering meeting or function.

#### **2. Officer Infractions**

If any officer or student suspects another officer of neglecting his/her duties, that officer can notify the respective president and sponsor, who will allocate time for the impeachment review process. During special review meeting, the SGA Advisor, SGA Assistant Principal and respective class sponsor will hear the officer's defense and complainant's arguments. The sponsor and administrator may decide to charge the officer in question with an infraction, require an appropriate intervention, or pardon the officer of the charge, as well as decide the level of consequence.

#### **3. Presidential Infractions**

If any officer or student suspects a President of neglecting his/her duties, that officer can notify a sponsor who will allocate time for the impeachment process. During special review meeting, the SGA Advisor, SGA Assistant Principal and respective class sponsor will hear the president's defense and complainant's arguments. The sponsor and administrator may decide to charge the president with an infraction, require an appropriate intervention, or pardon the president of the charge, as well as decide the level of consequence.

#### **4. Oversight**

### **Section I: Inappropriate Assertion of Power**

Purposely asserting power or will over any officer's sphere of responsibility or processes is deemed as inappropriate use of power and will result in an infraction.

## Section II: Appeals

All officers may appeal consequences to the SGA Sponsor or SGA assistant principal for review.

### **Article XIV - Vacated Offices and Succession**

1. In the case of vacancies caused by impeachment, resignation, lack of candidates for office or other circumstances (i.e.; an officer moving to another school), the remaining officers may nominate another officer or a member of their class to fill the vacant position. Vacant positions must be filled in a timely manner, so as to ensure equal voting and the ability to reach majority decisions.
2. All existing officers (including Senator) of the class in question have the option to move up in rank until the vacancy is filled.
3. If current officers choose to remain in any of their elected offices, the class in question has the option to nominate any qualifying candidate from the most recent election to fill a vacant position, if those candidates agree to serve.
4. The vacated position of the President will be filled by the class Vice President, if the Vice President so approves.
5. The vacated position of Vice President shall be filled by the Secretary, if the Secretary so approves. If not, the Treasurer, then the Senator will be given the opportunity to move up in succession.
6. The vacated position of Secretary will be filled by the class Treasurer, if the Treasurer so approves.
7. The vacated position of Treasurer will be filled by the class Senator, if the Senator so approves.
8. The succession of Executive Officers will follow the same pattern as for class officers.
9. In the case of the vacated position of Senator, the President of the class shall nominate a new class Senator and SGA shall vote on the position. The nominee must be approved by a majority of the respective class officers and the executive officers.
10. No vacant positions may be filled after January 31st.
11. If a position becomes vacant after January 31st, the executive council will have oversight over that class to make sure that the duties of the removed officer are divided among the remaining officers. If an officer's duties are expanded because another is removed, he is responsible for maintaining expectations of expanded role.
12. However, vacated executive offices can only be filled by qualified candidates. All officers will help extend the duties of each executive officer in the event that one is removed.

### **Article XV - Homecoming**

#### Section I: Theme

##### 1. Annual Theme

At the first meeting in May, the newly-elected SGA officers will develop and propose a slate of theme ideas. Prior to the meeting, the officers should solicit ideas from their classmates in order to offer as many suggestions as possible. The most-popular ideas will be voted upon by the rising



sophomores, juniors and seniors, in order to select the overall theme for the following fall's Homecoming.

## 2. Voting for Theme

Voting shall be conducted during the school day via an online survey application. Teachers shall poll their classes, with the vote representing the majority.

## 3. Ideas and Class Subthemes

Once the overall theme has been established, the class officers will hold a steering committee meeting for any students who wish to participate in choosing their class' sub-theme. At that meeting, the officers will lead their committees to select one to three favorite ideas, in case their first choices are selected by the classes choosing before them.

4. At the second SGA meeting in May, the rising seniors will announce their subtheme first, then the rising juniors, followed by the rising Sophomores.

5. Incoming Freshmen will have the opportunity to choose their subtheme during Freshman Orientation. If the subtheme is not selected at that time, they will choose it at the first steering committee meeting of the school year.

# Section II: Steering Meetings

## 1. Dates and Durations

Class presidents will work with class sponsors to establish meeting dates and times, and must provide this information in writing to all officers. The vice-president must make officers aware of last-minute changes to meeting dates that are results of school functions or other circumstances. Officers who have not physically received dates from the vice-president or another officer and acknowledged receipt of such information cannot be penalized for any absence.

## 2. Pardons and Punitive Action

Respective presidents and class sponsors shall decide whether officers (both executive and class) should be pardoned or penalized for absences. If the president has violated the agreement, the class sponsors shall decide on the consequences. Executive officers must attend senior-class steering committee meetings and are subject to the same attendance policies.

## 3. Attendance

If the steering committee meets twice per week (as during Homecoming preparations), all officers must attend at least one of the meetings each week. After Homecoming, officers may miss no more than fifty percent (50%) of steering meetings per semester, or face punitive action.

## 4. Attendance Reporting Procedures

The secretary is responsible for recording attendance and community service hours. These are then to be submitted to class sponsors. It is the sole responsibility of the class secretary to report

to the class President any officer's failure to attend a meeting. The President must then talk to the officer who has missed a meeting. Depending on the circumstances surrounding the required attendance, the president can then decide whether or not to pardon the officer. If the officer is not pardoned the president will notify the class sponsor of all infractions. Any steering member's concern of an officer's attendance is to be communicated to the Secretary, the President or the class sponsor directly, who will address the concerns.

### Section III: Homecoming Court

1. Applicants for Homecoming Court must meet the following qualifications:
  - A.) Completion of the online application.
  - B.) A minimum 2.0 cumulative weighted GPA.
  - C.) No Level 2 or Level 3 behavior referrals within the last 12 months.
  - D.) Recommendations from at least three current teachers and current class-level assistant principal.
  - E.) Short essay detailing why they should represent their class as a Homecoming Court member.
2. The SGA Advisor will verify the student's GPA and behavior record, then email the student's current teachers and assistant principal in order to obtain the required recommendations. Upon approval, candidates may then notify classmates of their candidacy and ask for their vote.
3. Class sponsors and the SGA Advisor will collect and tally the votes, both for court and for royalty. Any sponsors related to a candidate must recuse themselves from participating in the collection and counting of the ballots.
4. On the Homecoming court, the Freshman class shall be represented by one boy and one girl. The Sophomore class shall also be represented by one boy and one girl. The Junior class shall be represented by three boys and three girls. The Senior class shall be represented by four boys and four girls.
5. The Senior class will vote for the King and Queen during Homecoming Spirit Week.
6. The Junior class will vote for the Prince and Princess during Homecoming Spirit Week.
7. The Homecoming Court will be introduced during halftime of the homecoming football game, and royalty will be announced at crowned at that time.

### Article XVI – Amendments

1. Amendments to, or repeal of, this Constitution may be proposed by any Student Government Association officer at any regularly scheduled meeting or by a petition signed by 10% of the student body.
2. Proposed amendments must be review by the WCHS Principal.
3. All amendments shall be deliberated during two regular SGA meetings before the final vote.
4. Amendments to this Constitution shall be approved by a two-thirds affirmative vote of the Student Government Association at a regular SGA Meeting.
5. The Executive Secretary shall document any changes to this Constitution.

## **Article XVII - Parliamentary Procedure**

The official rules of order for all SGA meetings will be Robert's Rules of Order, Newly Revised.

## **Article XVIII - Ratification**

### **Section I: Student Ratification and Agreement**

The approval of this constitution entails the promise of all officers to uphold and honor the articles herein. This constitution and all its amendments shall become effective with a two-thirds affirmative vote of the Student Government Association officers. All applicable provisions contained hereinafter shall be effective immediately.

### **Section II: Administrative Approval and Amending Authority**

The principal and administration team shall have the power to amend any items herein.