

**The Constitution
Of The
Student Government Association
Of
Cooper City High School**

Preamble

We, the students of Cooper City High School, in order 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 Student Government Association of Cooper City High School.

Article I Title and Mission Statement

- A. The official title of this organization will be the Student Government Association of Cooper City High School, henceforth referred to as SGA.
- B. To serve as a communication link between the student body, administration, and community
- C. To encourage and support maximum student involvement in CCHS co-curricular activities.

Article II Purposes of SGA

- A. To preside over all student assemblies except those presented by an individual club or organization and administration
- B. To carry out all activities and advocate positions on all issues affecting student welfare.
- C. To utilize polls, elections, and referendums deemed necessary to fulfill its responsibility to the student body, subject to the approval of the administration.
- D. To submit tentative calendar of dances, assemblies, and other SGA-sponsored activities to the administration no later than the opening of the school in the fall.
- E. To act as representative of the student body in all official capacities.
- F. To administer Inter-Organization Council (IOC) policy consistent with school guidelines.

Article III General Organization of the Student Government Association

A. Elected Student Government Association (SGA) Officers

President
1st Vice-President
2nd Vice-President
Recording Secretary
Corresponding Secretary
Treasurer
Historian

B. SGA Executive Board Officers

No more than 10 students appointed through process in Article V
Seniors may comprise no more than one half of SGA Elected and
Executive Boards

C. Elected Class Officers

President
Vice President
Recording Secretary
Corresponding Secretary
Treasurer
Historian

D. Membership in SGA

1. Membership packets will be made available during two week open enrollment windows at the beginning of each semester. Late or incomplete packets can not be accepted. Packets must be filled out and returned along with required items. Each member will attend all SGA meetings and participate in all SGA sponsored events.
2. There will be two open enrollments for SGA membership
 - a. One during the first semester at the beginning of the year
 - b. One at the beginning of the second semester
3. Member in Good Standing - students must abide by the following:
 - a. Attend the entirety of all scheduled SGA meetings. Failure to do so will result in the following consequences:
 - 1st missed meeting- written notification to member
 - 2nd missed meeting- written notification to member

3rd missed meeting- removal of member in good standing status. For elected and appointed SGA and Class officers, this mean removal from office.

b. Members will participate in at least two projects (whether service or fundraising) each semester until the end of the year (4 projects total)

E. Voting Member Specifications

The voting members of the SGA will consist of the following:

1. The SGA officers (not including the president)
2. The elected officers of the four classes
3. The SGA Members
4. One representative from each sport chosen by the coach
5. One representative from each club/org. chosen by the sponsor

Article IV Duties and Responsibilities of Elected SGA Officers

A. Responsibilities of all SGA Officers

1. Remain a member in good standing
2. Attend their respective class meetings
3. Take the leadership class for two semester
 - a. Failure to comply will result in removal from class.
4. Report to the sponsor weekly
5. Assist with or attend all SGA sponsored activities
6. Attend at least 2 BCASC meetings the first semester (including the mandatory August meeting), and at least two BCASC meetings the second semester.
7. Timely completion of all paperwork including project write-ups and financial paperwork

B. President

1. will prepare an agenda and preside over all SGA meetings
2. will give 2 days notice for SGA meetings held off cycle
3. will keep order and enforce parliamentary procedure
4. will vote only in case of a tie
5. will appoint committee chairpersons
6. will preside over public relations and represent SGA off campus
7. will execute the mandates of the SGA
8. will attend all school advisory committee (SAC) meetings
9. will monitor activity files and Medallion Book completion

10. will be a Senior with at least 1 year of SGA Board experience
11. will serve as Parliamentarian for IOC
12. may not hold another officer position in another club
13. will attend all SGA meetings

C. 1st Vice-President

1. will assume the position of the president upon the removal or resignation of the president
2. will serve as chairperson of the Inter-Organizational Council
3. will chair SGA/Class election committee unless running for office
4. will plan the spring banquet for induction of new officers
5. will be in charge of the membership drives for both semesters
6. will make and maintain IOC attendance sheets
7. will lead freshman elections
8. will attend all SGA meetings

D. 2nd Vice-President

1. will serve as the schools representative of the Broward County Associations of Student Councils (BCASC) and District VI
2. will be in charge of the medallion book
3. will serve as Parliamentarian for SGA meetings
4. will keep membership records up to date
5. will make and maintain SGA sign in sheets
6. will attend all SGA meetings

E. Recording Secretary

1. will keep minutes and attendance records of SGA meetings current with regard to members in good standing
2. will keep minutes and attendance records of IOC meetings current
3. within 48 hours of said meetings, will supply two copies of minutes- Medallion Book and Advisor
4. will attend all SGA meetings

F. Corresponding Secretary

1. will be responsible for all correspondence and thank you letters
2. will be responsible for collection and distribution of materials and mail
3. will be responsible for creating announcements relating to SGA activities for faculty and the student body- banners, CTV, bulletins, etc

4. will update the bulletin board monthly
5. will be responsible for news releases of SGA activities to the school newspaper and local media with approval from administration
6. will attend all SGA meetings

G. Treasurer

1. will be responsible or keeping accurate records of the financial condition of the SGA
2. will sign all check requisition forms
3. will make financial statements at each SGA meeting
4. will be familiar with all financial forms and responsible for seeing that these forms are completed correctly
5. will keep all financial documents filed and provide requested documents within 24 hours upon request
6. will attend all SGA meetings

H. Historian

1. will take and provide SGA with pictures to document SGA activities and involvement
2. will create a scrapbook documenting all SGA events
3. will attend all SGA meetings

Article V SGA Executive Board

A. Purpose

The SGA Executive Board will be the first line support system for the SGA officers and the link between elected officers and SGA members.

B. Appointment Process

1. Any SGA Member wishing to fulfill a position as executive board must undergo the appointment process:
 - a. Meet candidate requirements 1-4 as stated in Article XI
 - b. Submit complete application form
 - c. Interview with the SGA officers for upcoming SY and sponsor
2. A secret ballot vote among the officers for the upcoming school year will determine the members to fill the positions

C. Make Up of Executive Board

1. The executive board will be comprised of no more than 10 members, one of which will be a freshman appointed following freshman elections in the fall
2. Seniors may comprise no more than one half of the total students

- 3. serving on SGA executive boards
- 3. Serving on SGA elected or executive boards does not guarantee a position in successive years.

D. Duties

- 1. Take two semester of leadership class
- 2. Chair at least one SGA project
- 3. Report to their assigned SGA officer and/or sponsor weekly
- 4. Attend all Executive Board meetings, SGA meetings, and assist with SGA events
- 5. Timely completion of all paperwork including project write-ups and financial paperwork
- 6. Attend at least 2 BCASC meetings throughout the year

E. Resignation:

Resignation will fall on the same rules as stated in Article IX.

Article VI Duties and Responsibilities of Class Officers as Members of SGA

- A. Attend all SGA meetings or submit a written excuse to the SGA sponsor 24 hours in advance in order to receive an excused absence. Class officers may request no more than 1 excused absence per semester.
- B. Comply with parliamentary procedure at all meetings.
- C. Serve on at least one SGA committee a year
- D. Represent the views of classmates on issues discussed at meetings
- E. Take two semester of leadership class
- F. Must attend all class meetings
- G. Will report to his/her sponsor weekly or as called upon
- H. Attended at least one BCASC meeting a semester

Article VII Duties and Responsibilities of Class Officers as Elected Leaders

A. President

- 1. will prepare an agenda for and preside over weekly class meetings
- 2. will give 2 days notice for class meetings held off cycle w/ sponsor approval
- 3. will keep order and enforce parliamentary procedure
- 4. will vote only in case of a tie
- 5. will appoint committee chairpersons
- 6. will represent his/her class in other meetings off campus
- 7. will execute the mandates of his/her class

8. will attend all SGA meetings

B. Vice-President

1. will assume the position of the president upon the removal or resignation of the president
2. will be the class representative at all monthly IOC meetings. If the Vice President can not attend IOC, written notification is due to the SGA sponsor 24 hours prior to the meeting and the VP must secure a replacement to attend in his/her place
3. will attend all SGA meetings

C. Recording Secretary

1. will keep minutes and attendance records of all class meetings
2. will supply a copy of the minutes within 48 hours of the meeting
3. will keep activity files up to date

D. Corresponding Secretary

1. will be responsible for all correspondence for the class to include thank- you notes
2. will be responsible for collection and distribution of materials and mail
3. will be responsible for creating announcements relating to class activities for faculty and the student body- banners, CTV, bulletins, etc

E. Treasurer

1. will be responsible or keeping accurate records of the financial condition of the class
2. will sign all check requisition forms
3. will make financial statements at each class meeting
4. will be familiar with all financial forms and responsible for seeing that these forms are completed correctly
5. will keep all financial documents filed and provide requested documents within 24 hours upon request

F. Historian

1. will document all official activities of the class
2. will assist the secretary in compiling and updating activity files
3. will be responsible for news releases of class activities to the school newspaper and the local news media with administration approval

Article VIII Formal Meetings of the Student Government Association and Classes

- A. The SGA and each class will hold formal meetings on a day and time to be specified by the president with the advice and consent of the applicable sponsor and the administration.
- B. The president may call special meetings with 48 hours notice and the approval of a sponsor and/or administration.
- C. All members of the student body, the faculty, and the administration may attend any or all of the meetings.
- D. All clubs/organizations are required to send one representative to monthly SGA and IOC meetings.
- E. All sports teams are recommended to send one representative to monthly SGA meetings during the season in which they play.
- F. SGA and Class Officers are invited to open meetings with the principal, which will be held on dates to be determined by administration.
- G. Meetings will be conducted according to parliamentary procedure.
- H. All members of the student body, the faculty, and the administration will be recognized in all formal meetings by the president.

Article IX Powers of the Student Government Association

- A. Charter Authority

The SGA has the authority to charter school clubs with the advice and consent of the faculty sponsors of the club to be chartered, the SGA Advisor, the Activities Administrator, and the Principal.

- B. Removal from Office- All SGA Officers, and Class Officers- Reflective of the Broward County Code of Conduct
 - 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, he/she will be removed from office by the sponsor and activities 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.
- c. Appeal process

A written statement must be presented to the Principal within five (5) school days after the conference. The Principal has five (5) school days to respond. The principals decision stands.

3. Clarification of removal from office:

Once an officer has been removed, he/she loses all titles and privileges that accompanied the position. Removal for violations of Code of Conduct will result in SGA membership termination as well.

C. Resignation

Any student choosing to resign from an elected or appointed SGA position must submit a letter of resignation to the SGA advisor. A student resigning from a class office must submit a letter of resignation to the class sponsor and copy to the SGA sponsor.

D. Filling vacancies:

1. The president will be succeeded by the vice president.
2. Vacancies must be made public to the student body.
3. Any vacancy may be filled through the appointment process described here: Interested students must meet candidate requirements as stated in Article XI and submit in writing to the sponsor their desire to be considered for the vacant position. Interviews with remaining officers and sponsor(s) will be conducted. A secret ballot vote among the officers, including the president will determine which candidate will fill the vacancy. This process will be monitored by the SGA advisor and the Activities Administrator.

Article X Election Rules and Procedures

A. Election Committee

An election committee will be formed consisting of the SGA advisor, the activities administrator, the SGA 1st. Vice President, and one executive officer who is not planning to run for an elected position. The SGA advisor will appoint another SGA board member if the Vice President is planning to run for office.

B. Candidate Eligibility Criteria

1. must have a 2.5 un-weighted cumulative GPA
2. must have earned satisfactory grades for the marking period prior to the election
3. must have at least 15 documented volunteer service hours prior to the end of the semester before the election (excluding incoming freshmen)
4. must commit to serving for the entire school year. Early graduates are not eligible.
5. must be a member of SGA or agree to join and remain a member in good standing for the period of time that they hold office
6. The SGA President must be a senior during his/her term of office.
7. must submit a written statement concerning their purpose for seeking office and their goals for the following year.
8. must present a petition packet containing the signature of:
 - a. Guidance Counselor (GPA and service hours documented)
 - b. Teacher approval
 - c. Class Administrator (satisfactory behavior)
 - d. Student/Parent signatures on Duties/Responsibility Form
 - e. Student/Parent signature on election requirements/agreement
 - f. Peer signatures: 50 CCHS students for SGA office
25 Grade level students for Class office

C. Campaign Rules

1. All interested candidates must attend the first candidate meeting in order to declare their intent to run and receive election information
2. **Fliers**- 8 ½ x 11- may be displayed on classroom bulletin boards with teacher permission or on bulletin boards in the hallways, 1 per board using staples only/or blue tape
3. **Posters**- no larger than 12X15- made of construction paper or poster board with paint, crayons, or markers- **No Glitter**- may be displayed hung with blue tape only (No more than 10)
4. **Banner**- SGA will provide paper for candidate's one banner- may be

hung in the amphitheater, cafeteria, or front office glass using blue tape only

5. All printed materials must have the following printed on them: "The Opinions and/or activities are not endorsed or sponsored by the School Board of Broward County."
6. **Tags/Necklaces-** may be worn by any member of the student body
7. **T-Shirts-** created for the campaign may be worn by the candidate only
8. Candy, stickers or other purchased items **may not** be handed out.
9. Speech is limited to 2 minutes and must be turned in with packet
10. All campaign materials must be turned in together on the date required as per election packet and will then undergo approval by activities administrator

D. Election Procedure

1. The SGA election committee will supervise all elections, excluding potential candidates who do not meet the standards set forth in this document or follow established procedures
2. SGA officers will be elected by a majority vote
3. Class officers will be elected by a majority vote of the respective class's voters
4. Arrangements will be made for students absent on the day of the vote due to school sponsored events to vote prior to the regular election day

Article XI Amending the Constitution

A. Amendment

1. Any member of the student body, faculty, or administration of CCHS 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 the adoption of an amendment.

B. Interpretation

The SGA advisor along with the Administration will have final authority in the interpretation of any and all parts of this Constitution.

C. Adoption

A two-thirds (2/3) majority of the SGA board and executive board will be necessary for the adoption of the Constitution

Article XII The Inter-Organizational Council (IOC)

A. Purpose

The IOC will be responsible for approving and delegating times for fundraising activities. The IOC will work together on projects for the improvement and support of Cooper City High School.

B. Membership

The voting members of IOC are: the vice-presidents of all four classes, and a representative of all fundraising clubs and activities.

The non-voting members of IOC are: the 1st Vice-President of SGA who Acts as the President of IOC and the recording secretary of SGA who will Act as the secretary for IOC

C. Method of Operation

1. The IOC will meet once a month or when deemed necessary by the SGA 1st Vice-President and faculty advisors
2. Qualified voting members of the IOC must attend all meetings of the organization unless the member submits a written excuse 24 hours prior to the meeting and secures a replacement to represent his/her club
3. Items must be placed on the agenda of the IOC meeting in the month prior to occurrence and no later than noon on the preceding school day
4. Fundraising items must be submitted through the book-keeper
5. Non-fundraising activities requests and requests to form a new club are submitted to the Activities Administrator
6. 50% plus 1 of the voting members of IOC will constitute a quorum
7. All decisions of the Council will be made by a majority vote
8. Requests from organizations that fail to follow procedure or do not have representation at the meeting will have no standing.
9. The SGA President and Activities Administrator along with faculty advisors have the authority to act upon any emergency request submitted in the proper form.

D. Appeal

1. All decision of IOC will be subject to the approval of the SGA sponsor and the Principal
2. Any club or organization displeased with a decision of the IOC may appeal its case before a formal meeting of the SGA

