

Atlantic Technical College Magnet High School

Student Government Association Constitution

Article I – NAME

The name of this organization shall be the Student Government Association of Atlantic Technical College Magnet High School.

Article II – PURPOSE

The Student Government Association of Atlantic Technical Magnet High School will create an environment for students that will promote success, cooperation, self-discipline, and encourage teamwork so we the students will be able to achieve a higher plateau in life.

The purpose of the Student Government Association is to assist the community, increase school spirit, set forth a positive attitude, promote the student to staff relationship, maintain a unified, safe and enjoyable learning environment, promote teamwork, and cooperation and strive for excellence.

Article III – MEMBERSHIP

All members of Atlantic Technical Magnet High School are eligible to run for office provided they meet the criteria outlined in “Qualifications to Run for Student Government Offices”. All students of Atlantic Technical Magnet High School are considered members of the Student Government Association.

Article IV – Officers

The elected officers of the SGA shall be President, Vice President, Secretary, Treasurer, Historian, Decorations Coordinator, and Volunteer Coordinator.

Article V – Duties of the Officers

President

- Call all Student Government meetings upon receiving the approval of the sponsor.
- Reside over all meetings.
- Vote only in case of tie.
- Appoint committees and act as ex-officio member of each.
- Meet with sponsor on a weekly basis.
- Represent the student body in attending other types of meetings that will be informative for the Student Government Association and will aid the Vice President in the duties when the Vice President cannot attend the meeting.
- Work cooperatively with the Student Government sponsor in adhering to all the rules and regulations, which may or may not be noted here.
- Make sure all other officers obey all the rules and regulations.
- Appoint new members when necessary.

Vice President

- Assume all presidential duties in the case of the absence or suspension of the President
- Make sure all meetings are conducted with respectful behavior.
- Work with secretary and keep track of all attendance at meetings and activities.
- Notify sponsor if members are not following rules and regulations set forth by this constitution.
- Maintain suspension records.
- Keep track of quorum.

Secretary

- Keep attendance records for all meetings and activities.
- Take minutes at all meetings.
- Keep a list of activity files.
- Maintain all forms and make sure copies do not run out.

Treasurer

- Keep an accurate financial record to be read at the meeting.
- Make sure all financial forms are filled out correctly and turned in on time.
- Collect all monies and make deposits in cooperation with bookkeeper.

Historian

- Create books documenting yearly Student Government Association activities according to the guidelines corresponding to the Florida Association of Student Councils, National Association of Student Councils, and Broward County Association of Student Councils.
- Take photos documenting yearly SGA activities at every Student Government Association event.

Decorations Coordinator

- Decorate the Student Government Association bulletin board on a monthly basis, including a theme, the month's Student Government Association meetings, and special events.
- Decorate poster/banners and create an assortment of decorations related to Student Government Association events as designated by the SGA Advisor, President, and Secretary.

Volunteer Coordinator

- Obtain and assign volunteers to Student Government Association events according to instruction from the Student Government Association Advisor and President.
- Provide a complete roster of all Student Government Association volunteers for a particular event and provide them to the Student Government Association Advisor and President at least 24 hours before the event.
- Ensure that all volunteers have purchased and are wearing the official Student Government Association volunteer shirt to all Student Government Association events unless otherwise indicated by the Student Government Association Advisor

Requirements of all Officers

- Maintain a 2.5 grade point average.
- Attend all mandatory meetings, which include two monthly after school meetings.
- Attendance may be excused in case of a medical or family emergency, religious holiday, or other cases approved by the SGA Advisor.
- Must participate in all Student Government Association activities.
- Officers must have two teacher recommendations in order to run.
- All students must follow the Broward County Code of Conduct; any violation will lead to suspension with the possibility of resignation or impeachment.
- Attendance of 50% of BCASC and District 6 meetings.
- Attendance at daily after school unofficial meetings until 4:30 PM, unless indicated otherwise by the SGA Advisor. If the Officer cannot attend the meeting due to responsibilities at another extracurricular activity, they are to notify the SGA Advisor by 3:00 PM. In other cases, the Officer must notify the SGA Advisor or President a day in advance.

Requirements of all Members to be Considered in Good Standing

- Maintain a 2.5 grade point average.
- Attend 50% of the meetings per semester.
- Participate in 50% of Student Government Association activities.
- Demonstrate good character as dictated in the Broward County Code of Conduct.

Article VI – Meetings

- Attend all mandatory meetings, which include two monthly after school meetings.
- All official meetings will be announced one week prior.
- Student Government Association is responsible to devise Student Government Association Meeting Dates list correlating to meeting dates throughout the year; a month's worth of meeting dates is to be posted in the Student Government Association bulletin board.
- Attendance may be excused in case of a medical or family emergency, religious holiday, or other cases approved by sponsor at least one week ahead of time.
- The President may call an official and/or unofficial meeting with the permission from the sponsor as long as one-week notice is given for unofficial meetings.

Article VII – Removal From Office

Any student who disregards the rules and regulations of the Student Government Association will be provided a verbal warning with the first infraction followed by impeachment for the second infraction.

If the behavior continues after they have been reinstated, the student will forfeit their position in the Student Government Association and the President will appoint a new Officer.

All students must follow the Broward County Code of Conduct; any violation will lead to a verbal warning with the possibility of resignation or impeachment. Any student who falls below the mandatory 2.5 grade point average will be asked to resign or will be removed from office.

Any complaint given to the sponsor about the behavior of a Student Government Association Officer will result in the Officer being given a verbal reprimand.

All rules and regulations also apply to non-official members.

Article VIII – Parliamentary Authority

Roberts Rules of Order will be followed at every official meeting.

Article IX – Voting

- All elected Officers are eligible to vote.
- President may only vote in case of a tie.
- There must be a quorum present in order to vote. A quorum consists of $\frac{3}{4}$ members present.

Article X – BI Laws

Will include such items as

- Specific dates and times for meetings
- Officer election packets

Any change to the bi-laws need to be made by a vote of the Student Government Association

BI- Laws

Official meetings will take place twice a month after school from 2:00 pm – 3:00 pm.

AMENDMENTS

- I. Student Government will meet every Wednesday from 2:00 – 3:00 pm.
- II. Student Government will now be an open association and motions will be approved by a $\frac{3}{4}$ vote of members present.
- III. There will no longer be a requirement of 4 student senators from each class.
- IV. The requirement of “two monthly lunch meetings in which all students must bring their own lunch” is to be removed from the Constitution and all legislation concerning its role.
- V. Homecoming procedures are to be removed from the bi-laws.
- VI. Student Government Association is responsible to devise a SGA Meeting Dates list correlating to meeting dates throughout the year; a month’s worth of meeting dates is to be posted in the SGA bulletin board.
- VII. Change Amendment #1 to meet on Wednesdays as designated on the SGA Meeting Dates list provided at the beginning of the school year.
- VIII. The Election Rules are to state the “Student Government Advisor will count the ballots OR chose a staff member of his or her choice to count the ballots.”
- IX. The Student Government Association Application is to be included in the general officer application form ATC provides.
- X. On the Administrator Recommendation Form, change “give to Mrs. Lynn, Mrs. Petrill or Leider” to “Ms. LaPorte”.
- XI. From the Parent/Candidate Agreement, remove “I understand I must chair at least on major activity during the year.”
- XII. Change number 5 of the Parent/Candidate Agreement to “I understand that if I attend another extracurricular activity, after it’s conclusion I must go to the SGA meeting until 4:30 PM, unless other indicated by the SGA Advisor. If the other extracurricular activity last longer than 4:30 PM I am to advise the SGA Advisor by 3:00 PM that I will not be able to attend the S.G.A. meeting. This pertains to all official and unofficial meetings.”
- XIII. Add to the Parent/Candidate Agreement, “ I must go to unofficial SGA meetings until 4:30 PM Monday through Thursday, unless otherwise indicated by the SGA Advisor.
- XIV. Add to the Parent/Candidate Agreement, “I understand I must attend 50% of BCASC and District 6 meetings.”
- XV. In order to be eligible to run for office, the candidate must have had attended 75% of the previous year’s general meetings, participated in 75% of the previous year’s SGA activities, consistently demonstrated good character as indicated in the Broward County Code of Conduct, and understand and are willing to comply with the Parent/Candidate Agreement form as part of the SGA Officer Application.
- XVI. To be considered an official member of SGA, members must attend 50% of the meetings per semester, participate in 50% of SGA activities, and demonstrate good character as dictated in the Broward County Code of Conduct.
- XVII. Include the Volunteer Agreement form in the SGA Constitution.
- XVIII. Under “Requirements of All Officers” remove the suspension period in its entirety and if an Officer disregards the rules and regulations of SGA that they are to be provided with a verbal warning with the first infraction followed by impeachment for the second infraction.

- XIX. Change Article IV – Officers to include the officer positions of Historian, Decorations Coordinator, and Volunteer Coordinator.
- XX. Include Article V – Duties of the Officers to include the descriptions of Historian, Decorations Coordinator, and Volunteer Coordinator as follows:

Historian

- Create books documenting yearly Student Government Association activities according to the guidelines corresponding to the Florida Association of Student Councils, National Association of Student Councils, and Broward County Association of Student Councils.
- Take photos documenting yearly SGA activities at every Student Government Association event.

Decorations Coordinator

- Decorate the Student Government Association bulletin board on a monthly basis, including a theme, the month's Student Government Association meetings, and special events.
- Decorate poster/banners and create an assortment of decorations related to Student Government Association events as designated by the SGA Advisor, President, and Secretary.

Volunteer Coordinator

- Obtain and assign volunteers to Student Government Association events according to instruction from the Student Government Association Advisor and President.
 - Provide a complete roster of all Student Government Association volunteers for a particular event and provide them to the Student Government Association Advisor and President at least 24 hours before the event.
 - Ensure that all volunteers have purchased and are wearing the official Student Government Association volunteer shirt to all Student Government Association events unless otherwise indicated by the Student Government Association Advisor
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- XXI. If an Officer cannot attend SGA meetings due to reasons other than other extracurricular activities, the Officer must notify the SGA Advisor or President a day in advance.
 - XXII. Remove “Freshmen elections will take place during the fall of their incoming year” under “Elections” in the section called “Student Government Officer Elections”.
 - XXIII. Add to “Election Rules” that the results from the officer elections are to be announced the following Monday after elections through the announcements by the SGA Advisor.
 - XXIV. Add to “Campaign Guidelines” “Candidates must follow ATC Officer Application guidelines regarding campaign giveaway items” and remove “Candidates may spend up to \$50.00 on giveaway items.”
 - XXV. Add to “Election Rules”, “Ballots will be provided to all high school students during lunchtime. They are to be placed in a solid, opaque box for collection.”
 - XXVI. Add to “Elections”, “Students may only run for one position per election.”

XXVII. Replace every instance of “Ms. Kelly” in the SGA constitution with “SGA Advisor”.

Volunteer Agreement Form

Event: _____

By signing this agreement I'm aware that:

- I must pay \$___ to purchase the mandatory SGA volunteer shirt in order to volunteer at this event unless other indicated.
- In wearing my SGA shirt I'm expected to treat others with respect and kindness.
- The clothing I choose to wear must abide by the Broward County Uniform Policy.
- I'm required to arrive on campus or the site of the SGA event at _____ for training and stay on the designated location until _____ to help clean up.
- It's my responsibility to obtain my service hours from SGA Advisor.
- I must arrange for transportation off campus or the designated location by _____.
- I must sign the volunteer attendance sheet as proof that I participated in this event.
- I'm not allowed to bring other people with me to campus or designated location unless granted permission by SGA Advisor.
- I must comply with my assignment and its associated duties.
- SGA Advisor reserves the right to dismiss any volunteer.
- I must inform SGA Advisor if I have to leave campus or designated location for an emergency at any time.
- I must report back to SGA Advisor at the end of the event.

Name: _____

Signature: _____

Date: _____

Atlantic Technical Center Magnet High School

Student Government Officer Elections

Elections

- Elections will take place during the spring for the following year.
- All positions are open to all currently enrolled students provided they meet the criteria outlined in "Qualifications to Run for Student Government Offices".
- Students may only run for one position per election.

Qualifications to Run for Student Government Offices

- Candidate must be a full time magnet student.
- Candidate must have a 2.5 un-weighted cumulative grade point average
- Candidate must not have any unsatisfactory comments on conduct or grades from any teacher, administrator, parent, or guidance counselor.
- Candidates must fill out the SGA application and ATC Officer Application packet in their entirety while following all deadlines.

Campaigning Guidelines

- Candidates may not campaign during class time.
- Candidates may hang up to 25, 8 ½ x 11 inch posters around the school.
- All posters must be approved by administration.
- Candidates must clean up their campaign materials prior to the election.
- Candidates must follow ATC Officer Application guidelines regarding campaign giveaway items.
- All giveaway items are to be approved by the sponsor.
- Candidates may not promise any item for a vote.

Election Rules

- All students present in school the day of the election will be eligible to vote.
- Students not running for office will help collect ballots.
- The Student Government Advisor will count the ballots OR chose a staff member of his or her choice to count the ballots.
- Ballots will be provided to all high school students during lunchtime. They are to be placed in a solid, opaque box for collection.

Student Government Association (SGA) Application

PLEASE PRINT IN BLUE OR BLACK PEN

Circle the position seeking: President Vice President Secretary Treasurer
Historian Volunteer Coordinator Decorations Coordinator

Directions: This entire packet must be filled out in its entirety and turned in no later than the date chosen by ATC Administration. Return this packet to the SGA Advisor. *Failure to complete any portion of this packet will result in its invalidation.*

Name: _____ **Student ID#:** _____

DOB	Graduating Class	GPA	Class Rank	Email Address
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Telephone: _____ **Hours Earned:** _____

Interests/Activities (Community & School):

Do you have any previous SGA experience? ___ Yes ___ No

If yes, explain:

Reason(s) for Seeking Office:

Leadership Experience:

How will you benefit the student body and SGA?

Teacher Recommendation

Directions: Recommendations are crucial! The teacher of your choice must fill out this sheet in its entirety. No parts may be left out. President and Vice President candidates **MUST HAVE TWO** recommendations in order to be an official candidate. This form must be turned in the SGA Advisor when complete.

Teacher Name **Department Course Taken by Student** **Behavior**
(Satisfactory or inappropriate)

Student's Full Name **Grade Received** **Years Known**

Attributes	Poor	Average	Above Average	Superior
Self-Confidence				
Attitude				
Academic Ability				
Leadership Skills				
People Skills				

	Rarely	Sometimes	Frequently	Always
Punctual				
Fulfills Commitments				
Shows Responsibility				
Shows Initiative				
Demonstrates Maturity				

___ Strongly Recommend ___ Recommend ___ Recommend with Reservations

Comments (e.g., Strengths and Weaknesses):

Teacher's Signature

Date

Administrator Recommendation

Directions: Give to Ms. LaPorte. This form must be turned in to the SGA Advisor when it and the rest of the packet are complete.

_____, requests permission to participate in running as a candidate for the position of _____ as part of the Student Government Association for the year 20_____.

The student has not received over two referrals within the last 9 weeks period and has an acceptable behavioral status that promotes responsibility in their desired position.

Strongly Recommend **Recommend** **Recommend with Reservations**

Comments:

Administrator's Signature

Date

Guidance Counselor Recommendation

Directions: Give to your guidance counselor. This form must be turned in to the SGA Advisor when it and the rest of the packet are complete.

_____, requests permission to participate in running as a candidate for the position of _____ as part of the Student Government Association for the year 20_____.

The student has not received over two referrals within the last 9 weeks period and has an acceptable behavioral status that promotes responsibility in their desired position.

Strongly Recommend **Recommend** **Recommend with Reservations**

Comments:

Counselor's Signature

Date

Parent/Candidate Agreement

1. I understand I must be after school when necessary to fulfill my duties and responsibilities.
2. I understand I must maintain a 2.5 grade point average. If it goes below, I must give my resignation.
3. I understand I must attend all mandatory meetings, which include two monthly after school meetings.
4. I understand attendance may be excused in case of a medical or family emergency, religious holiday, or other cases approved by the SGA Advisor. However, the SGA Advisor or President must be notified ahead of time, at least 24 hours.
5. I understand I must participate in all Student Government Association activities.
6. I understand that I must follow the Broward County Code of Conduct; any violation will lead to suspension with the possibility of resignation or impeachment.
7. I understand I must attend of 50% of BCASC and District 6 meetings.
8. I understand that I must attend the daily after school unofficial meetings until 4:30 PM, unless indicated otherwise by the SGA Advisor. If I cannot attend the meeting due to responsibilities at another extracurricular activity, then I am to notify the SGA Advisor by 3:00 PM. In other cases, the Officer must notify the SGA Advisor or President a day in advance.
9. I understand I must submit my report card to my sponsor quarterly.
10. I understand I may or may not have to provide my own transportation to SGA events/meetings outside of school.
11. I understand failure to comply with any of the above responsibilities will result in my immediate resignation from office.
12. Failure to resign will result in impeachment.

Student Signature

Parent Signature

Date

Date