**Bylaws of the River Hill SGA Executive Board**

**2014-2015**

ARTICLE I: Affiliations and Associations

The River Hill SGA Executive Board shall be associated with those groups as defined by the River Hill SGA Constitution.

ARTICLE II: Appointed Staff Members

Section 1 Positions and Descriptions

A. The Awards Coordinator shall:

1. Collect and compile materials from all SGA Executive Board events to keep on file

2. Research any awards we could apply for from HCASC, MASC,

NASC, or any other organizations that The SGA Executive Board

Advisor sees fit.

3. Research and apply for any grants that The SGA Executive Board would benefit from

4. Perform all other duties devolving from the position

B. The Fundraising Chair shall:

1. Aid the Treasurer in all fundraising duties

2. Research the MASC charity of the year

3. Come up with new and creative ways to raise money

4. Perform all other duties devolving from the position

C. The Webmaster shall:

1. Maintain the official River Hill SGA Executive Board website

2. Create presentations for all General Assemblies

3. Create any technical decorations for SGA Executive Board events.

4. Create and submit announcements of upcoming events and meetings

5. Perform all other duties devolving from the position

D. The PTSA Representative shall:

1. Attend all PTSA meetings, representing the needs of River Hill students, and then relay information from the meetings to The SGA Executive Board

2. If unable to attend the meeting, go about finding a responsible replacement who is capable of performing said duties

3. Represent the interests of The SGA Executive Board to the PTSA

4. Actively participate in the activities and committees of the PTSA

5. Encourage the student body to attend PTSA meetings

6. Perform all other duties devolving from the office

E. The RHCA (River Hill Community Association) Representative shall:

1. Attend all RHCA meetings, representing the needs of River Hill students, and relay information from the meetings to The SGA Executive Board

2. If unable to attend the meeting, go about finding a responsible replacement who is capable of performing said duties

3. Represent the interests of The SGA Executive Board to the RHCA

4. Actively participate in the activities and committees of the RHCA

5. Perform all other duties devolving from the office

F. The SIT Coordinator shall:

1. Attend all SIT meetings, representing the needs of River Hill students, and relay information from the meetings to The SGA Executive Board

2. If unable to attend the meeting, go about finding a responsible

replacement who is capable of performing said duties

3. Represent the interests of The SGA Executive Board to SIT

4. Actively participate in the activities and committees of SIT

5. Perform all other duties devolving from the office

G. The Boosters Representative shall:

1. Attend all Boosters meetings, representing the needs of River Hill students, and relay information from the meetings to The SGA Executive Board

2. If unable to attend the meeting, go about finding a responsible replacement who is capable of performing said duties

3. Represent the interests of The SGA Executive Board to the Boosters

4. Actively participate in the activities and committees of the Boosters

5. Encourage the student body to be involved in Boosters activities

6. Organize and maintain all charters for clubs and organizations

7. Conduct quarterly attendance reports for all clubs and organizations

8. Take attendance at all Open Assembly sessions

9. Perform all other duties devolving from the office

H. The Chief of Staff shall:

1. Ensure that appointed staff members are performing their duties

2. Inform appointed staff members of all information pertaining to them, especially information passed down from the officers

3. Aid the President in any capacity requested

4. Coordinate the presentation of appointed staff member reports at Executive Board meetings and Open Assemblies.

5. Perform all other duties devolving from the office

I. The Parliamentarian shall:

1. Coordinate the annual revision of the Bylaws

2. Work, in conjunction with the senior officers to revise the Constitution to better the organization and the school

3. Ensure that Executive Board meetings and Open Assemblies are following *Robert’s Rules of Order, Newly Revised*

4. Perform all other duties devolving from the office

J. The Spirit Coordinator shall:

1. Coordinate spirit weeks and spirit days

2. Serve on any and all Pep Rally committees, or committees for the purpose of raising school spirit

3. Work with the Treasurer and Fundraising Chair to sell spirit wear when necessary

4. Perform all other duties devolving from the office

K. The School Improvement Coordinator shall:

1. Work with the SIT Liaison to promote changes to the school that SIT recommends

2. Ensure the SGA is attempting to accomplish its goals as set out in the beginning of the year

3. Perform all other duties as devolving from the office

L. The Safe School Facilitator shall:

1. Coordinate the Safe School Initiative, in whatever capacity it is being run

2. Work with the School Improvement Coordinator to develop a safe and healthy school climate

3. Perform all other duties devolving from the office

Section 2 As stated in the River Hill SGA Constitution, the River Hill SGA Advisor may create appointed staff positions, which will then be added into these Bylaws, without the necessary consent of the River Hill SGA Executive Board.

ARTICLE III Events and Activities

The River Hill SGA Executive Board shall conduct the following events and activities throughout the 2014-2015 school year:

Annual Hawkfest Celebration

Annual Homecoming Dance

Any and all Pep Rallies

The River Hill Leadership Conference

The SGA Yard Sale

The Year-long Battle of the Classes

Any and all spirit weeks

The Freshman Orientation, in coordination with the 9th Grade ITL

All other events and activities as decided upon by the River Hill SGA Executive Board and Advisor

ARTICLE IV Recognized Organizations and Clubs

The River Hill SGA Executive Board shall coordinate and manage the club and organization directory. The club/organization Sponsor is responsible for creating and managing the club/ organization. All chartered groups other than the following shall be considered “clubs”.

Recognized Organizations:

National Honor Society (NHS)

Future Business Leaders of America (FBLA)

Black Leadership Union (BLU)

Class of 2015 SGA

Class of 2016 SGA

Class of 2017 SGA

Class of 2018 SGA

Maryland Technology Honor Society (MTHS)

Spanish National Honor Society (SNHS)

Science National Honor Society (SNHS)

German National Honor Society (GNHS)

French National Honor Society (FNHS)

Tri-M Honor Society

ARTICLE V Standing Committees

The River Hill SGA Executive Board shall have several committees throughout the 2014-2015 year, including the following:

Homecoming Committee, Chair: TBD by President

Hawkfest Committee, Chair: TBD by President

Leadership Conference Committee, Chair: TBD by President

Yard Sale Committee, Chair: Treasurer

ARTICLE VI Student Member of the Board Candidate Selection

As outlined in the River Hill SGA Constitution, each year the River Hill SGA shall choose, via the Open Assembly, one candidate for the position of Howard County Student Member of the Board (SMOB). Prospective applicants shall express their interest in applying to the Open Assembly, at a meeting to be held at least two weeks before the deadline for SMOB applications. The Open Assembly shall review all prospective applicants and select one to continue in the application process.

ARTICLE VII Adoption

This document shall be accepted by the River Hill SGA Executive Board by a two thirds vote by the Executive Board at the June 11th Executive Board meeting.

Updated 6/11/14