**The Student Government Association of**

**River Hill High School Constitution**

**Article I**

**Name of the Organization**

Section 1 The name of the organization shall be The Student Government Association of

River Hill High School.

Section 2 Hereafter referred to as “The SGA Executive Board”

**Article II**

**Purposes, Affiliation, and Association**

Section 1 The SGA Executive Board is established for the expressed purpose of: promoting leadership and spirit in the school; representing the collective views and opinions of the student body; promoting effective communication between The SGA Executive Board and Class Councils, as well as between the student body and the administration; facilitating interaction between the four Class Councils; assisting in school improvement programs; promoting respect and academic integrity among the student body; and holding charters for clubs and organizations within the school.

Section 2 The SGA Executive Board shall maintain affiliation with the National Association of Student Councils, Maryland Association of Student Councils, and Howard County Association of Student Councils.

Section 3 The SGA Executive Board shall appoint liaisons to the River Hill Boosters, the Parent Teacher Student Association, the River Hill Community Association, the School Improvement Team, and any other organization deemed appropriate by the SGA Executive Board.

**Article III Membership**

Section 1 To be a member of The SGA Executive Board one must be a student at River Hill

High School.

Section 2 To be a member of Open Assembly one must be nominated by a coach or sponsor of a club, sport, or organization.

Section 3 There are two types of votes taken by The SGA Executive Board:

A. Executive Vote-- A vote in which only members of The SGA Executive

Board shall take part in

B. General Vote-- A vote in which both members of The SGA Executive

Board and the Open Assembly shall take part in

**Article IV Open Assembly**

Section 1 All legislative powers herein granted shall rest with a legislative body to be known as the Open Assembly.

Section 2 The Open Assembly shall be held once a month on a Wednesday during Hawktime.

Section 3 The Open Assembly shall consist of:

A. All members of The SGA Executive Board

B. Members of approved clubs, sports, and organizations

1. The number of delegates per club, sport, or organization shall be one.

2. Each affiliate club, sport, or organization shall be represented by their selected delegate.

3. If the selected delegate is unable to attend, the club, sport, or organization shall send an alternate representative.

4. If no representative from a club, sport, or organization is present for the meeting, The SGA Executive Board shall contact the club, sport, or organization’s sponsor or coach.

Section 4 The duties and responsibilities the Open Assembly shall include, but may not be limited to:

A. Representing the student body as a whole

B. Conducting all legislative business

C. Electing annually one student nominee for Student Member of the Board of Education

D. Considering the recommendations of the Executive Board

E. Overriding an SGA Executive Board veto by a two-thirds vote.

F. Attending all Open Assembly meetings and participating as appropriate on pending matters

G. Presenting concerns of constituents

H. Drafting and introducing legislation as appropriate

**Article V Executive Board**

Section 1 All executive powers herein rest with The SGA Executive Board

Section 2 The duties and responsibilities of The SGA Executive Board shall include, but may not be limited to:

A. Overseeing all of The SGA Executive Board activities

B. Determining the time and dates of Open Assembly meetings

C. Acting in an advisory capacity to the Open Assembly

D. Executing all orders of the Open Assembly

E. Vetoing Open Assembly decisions by a two-thirds vote

F. Implementing The SGA Executive Board Constitution G. Supervising the administration on the annual budget H. Approving appointments

I. Filling offices of the elected SGA Executive Board officers prior to a regularly scheduled election should a vacancy occur

J. Acting on impeachments of the SGA Executive Board officers

K. Annually reviewing, amending as necessary and approving election rules and procedures, then publishing rules at least one month in advance of elections.

Section 3 Between the meetings of the Open Assembly, the SGA Executive Board shall be empowered to act on behalf of the organization and shall report such actions to the Open Assembly when it next convenes.

Section 4 Meetings

 A Executive Board—The SGA Executive Board shall meet at least two times a month.

 B *Robert’s Rules of Order, Newly Revised*, shall govern all meetings.

Section 5 Committees

 A The SGA Executive Board Advisor shall have the power to create any committee it deems necessary.

 B Each committee is subjected to rules created by The SGA Executive Board when the committee is first established.

**Article VI Class Councils**

Section 1 Every year every class shall have a representing Class Council.

Section 2 Every Class Council must have at least one President, Vice President, Secretary, and Treasurer.

Section 3 All Class Councils have the power to create any appointed position without the approval of The SGA Executive Board.

Section 4 The Sophomore, Junior, and Senior Class Council shall have at least one representative in the Leadership class each year.

**Article VII Elected Officers**

Section 1 The elected officers of The SGA Executive Board shall be the President, two Vice-Presidents, Secretary, Treasurer.

Section 2 The SGA Advisor and the current SGA President may, through mutual agreement, instate two Secretaries, rather than one, for one school year. These secretaries shall be known as the Publicity Secretary and the Recording Secretary, and the responsibilities of Secretary will be split between the two.

Section 3 Duties and Responsibilities

A. All elected staff shall:

1. Attend all SGA Executive Board and Open Assembly meetings

2. If unable to attend, inform the President or The SGA Executive

Board Advisor, in writing, at least 24 hours in advance

3. Attend all of the events sponsored by the SGA Executive Board

4. If unable to attend, inform either the President or The SGA Executive Board sponsor, in writing, at least 48 hours in advance

5. Be a student enrolled in the Leadership class

6. Gain HCASC voting rights before that year’s election

B. The President shall:

1. Chair all the meetings of the Open Assembly and of The SGA Executive Board

2. Serve as the official spokesperson for The SGA Executive Board

3. Report on current MASC activities at all Open Assembly meetings

4. Present to the Howard County Board of Education at least once a

year

5. Determine the time and place of all SGA Executive Board meetings

6. Notify the Vice-Presidents in case of inability to fulfill any of the above duties

7. Oversee all appointed staff and Open Assembly committees

8. Perform all other duties devolving from the office

C. The Vice-Presidents shall:

1. Assume the duties and responsibilities of the President when he/she is unable to do so

2. Serve as the liaison to all Class Councils

3. Aid the President in fulfilling his/her duties and responsibilities

4. Assist with the maintenance of the club and organization charters

5. Perform all other duties devolving from the office

D. The Secretary shall:

1. Assume the duties of the President when he/she and the Vice- Presidents are unable to do so

2. Have a written agenda for all SGA Executive Board meetings approved and sent out at least 24 hours before the start of the meeting

3. Have a written agenda for all Open Assembly meetings approved and sent out at least 72 hours before the start of the meeting

4. Take accurate meeting minutes at both SGA Executive Board meetings and Open Assembly meetings

5. Send out all minutes no later than 48 hours after the end of the

said meeting

6. Aid in the annual revision of the Constitution

7. Perform all other duties devolving from the office. The Treasurer shall:

1. Assume the duties and responsibilities of the President when he/she, the Vice-Presidents, and the Secretary are unable to do so

2. Keep accurate, up-to-date records of all of The SGA Executive

Board’s finances

3. Approve fund requests from other clubs and organizations

4. Coordinate all fundraisers

5. Present an annual budget to The SGA Executive Board

6. Perform all other duties devolving from the office

**Article VIII**

**Qualifications, Elections, and Terms of Office of The SGA Executive**

**Board Officers**

Section 1 Qualification

A. All candidates must be enrolled at River Hill High School.

B. Candidates for the offices of President, Vice-President, Secretary, and Treasurer must have been a member of The SGA Executive Board the year prior to holding office, and/or have shown outstanding leadership qualities in another major organization such as MASC, HCASC, Class SGA, NHS, FBLA, SHS, GNHS, SNHS, MTHS, NAHS, Tri-M, or any other organization at River Hill High School the SGA advisor and senior officers deem major.

C. All elected candidates shall have a minimum unweighted 2.00 GPA.

D. All candidates shall not be eligible run if they have committed a Level II

academic integrity violation.

Section 2 Elections

A. Regular Elections

1. All students at River Hill High School shall be given the right to vote if they so choose.

2. All applications for candidacy must be submitted by the date assigned by The SGA Executive Board Advisor.

3. All submitted applications must be fully completed.

4. After the application is accepted, each candidate shall have a required interview session.

5. Each candidate running for the positions of President or Vice- President shall take part in a live question and answer session on the day of the election.

6. The breakdown shall be as follows:

a. 50% Popular Vote

b. 50% Interview, Essay, Speech, Question and Answer

Session (rubric for each category)

7. No candidate may vote for themselves or for any other candidate using another student’s credentials to obtain that other student’s voting privilege. Failing to comply will result in immediate disqualification for the offending candidate.

 B. Special Elections

When an office becomes vacant prior to a regular election, The SGA Executive Board shall elect a person, who may or may not be a currently elected officer, to fill that office in accordance with established election procedures.

Section 3 The term of office for each elected position shall be from June 1st of that year until May 31st of the following year. If the predecessor is unable to perform their duties up to May 31st, the newly elected officer will take over.

Section 4 Concurrent Commitment

1. The River Hill SGA President may not concurrently serve as MASC Officer, HCASC Officer, Howard County SMOB, State SMOB, NHS Officer, FBLA Officer, or Class SGA Officer, and no other River Hill SGA Officer may concurrently serve as NHS Officer, FBLA Officer, or Class SGA Officer.
2. No student elected to River Hill SGA President may then later run for MASC Officer, HCASC Officer, Howard County SMOB, State SMOB, NHS Officer, FBLA Officer, or Class SGA Officer.
3. If a student who has been elected President of the River Hill SGA Executive Board is then later elected or selected to one or more of the following positions: MASC Officer, HCASC Officer, Howard County SMOB, State SMOB, NHS Officer, FBLA Officer, or Class SGA Officer, in which both the position of SGA President and his/her additional position would be served concurrently, the student must immediately forfeit all but one of the positions.
4. If a student who has been elected to the River Hill SGA in a position other than President is then later elected or selected to one or more of the following positions: NHS Officer, FBLA Officer, or Class SGA Officer, in which both the student’s SGA position and his/her additional position would be served concurrently, the student must immediately forfeit all but one of the positions.
5. If, in accordance with the above clauses, a student forfeits his/her SGA position, said position will be filled according to Article XIII, Section 1, Clause B.

Section 5 If a River Hill SGA Officer resigns, follow the procedures outlined in Article XIII, Section 1, Clause B.

**Article IX Appointed Staff**

Section 1 The appointed staff of The SGA Executive Board shall be Awards Coordinator, Parliamentarian, Fundraising Chair, Webmaster, Parent Teacher Student Association (PTSA) Representative, River Hill Community Association (RHCA) Representative, School Improvement Team (SIT) Coordinator, and the Boosters Representative.

Section 2 The duties and responsibilities of all appointed staff shall be outlined in the Bylaws.

Section 3 The River Hill Executive Board Advisor holds the right to create any new appointed position that he or she sees fit, provided the position is then defined in the Bylaws.

**Article X**

**Qualifications, Appointments, and Terms of Office of Appointed Staff**

Section 1 Qualifications

A. All appointees must be enrolled at River Hill High School. B. All appointees shall have a minimum 2.0 GPA.

C. All appointees who have committed a Level II Academic Integrity violation shall be removed from The SGA Executive Board.

Section 2 All appointments shall be made by The SGA Executive Board Advisor prior to the first SGA Executive Board meeting and must be approved by The SGA Executive Board; however, incoming 9th graders may apply for SGA Executive Board and be appointed at the beginning of the school year.

Section 3 All appointed staff shall serve from the time of their approval to the Executive

Board until May 31st of the following year.

Section 4 If a River Hill SGA Appointed Member resigns, follow the procedures outlined in Article XIII, Section 1, Clause B.

**Article XI Removal and Replacement**

Section 1 Officers

A. Removal

1. The impeachment of an officer shall occur when a petition stating the charges against the officer, which is approved by a majority of The SGA Executive Board, is filed with The SGA Executive Board Advisor.

2. Upon the filing of the petition, the President shall investigate the validity of the charges. If charges are against the President, then the Vice-Presidents will conduct the investigation.

3. After investigation of the charges, The SGA Executive Board shall hold a hearing on the impeachment, at which time the impeached officer and the member who filed the petition may present their cases.

4. After the hearing, The SGA Executive Board shall vote on the removal of the officer, which shall require a two-thirds majority vote.

5. During this process, the River Hill administration must be kept informed, and shall have the final decision about whether or not the officer shall be removed.

B. Replacement

1. When the office of President becomes vacant, one of the Vice- Presidents shall become President.

2. When the office of Vice-President, Secretary, or Treasurer

becomes vacant, prior to a regular election, The SGA Executive Board shall fill that office by following the rules stated in Article X, Qualification, Elections, and Terms of Officer, Section 2, B.

Section 2 Appointed Staff

A. If at any time one of the officers feels that an appointed staff member is not fully committed to his or her job, then he or she will hold a meeting with the other officers and the said staff member to discuss a course of action. If it is decided that the staff member should be removed, then a two-thirds majority vote of The SGA Executive Board shall remove the staff member from office.

B. When the office of an appointed staff member becomes vacant, the President shall appoint a replacement, who must be approved by The SGA Executive Board.

Section 3 If at any point in time an SGA Executive Board Elected Officer or Appointed Staff member commits a Level II academic integrity violation, that Officer or Staff member shall be removed from their position immediately. The same replacement procedures shall apply.

**Article XII**

**Bylaws**

Section 1There shall be a set of fundamental and often changing policies placed at the end of this document to be known as the Bylaws.

Section 2The Bylaws shall contain, but not be limited to, the following:

1. All policies regarding standing committees;
2. A list of recognized organizations;
3. The duties and responsibilities of any staff member not provided for in the constitution;
4. A list of events and activities the River Hill SGA shall conduct
5. Additional duties and responsibilities of elected officers not delineated in the Constitution; and
6. The selection process for the State Student Member of the Board of Education (SMOB).

Section 3Annual Revision

A. Each new president shall, with the senior officers, revise and review the bylaws and submit them to the Executive Board for review and approval at the first Executive Board meeting.

B. The bylaws shall be approved by a two-thirds vote of the voting members of the Executive Board.

Section 4Amendments

A. Executive Board- The bylaws shall be amended by a two-thirds vote of the voting members of the Executive Board.

B. General Assembly- the bylaws shall be amended by a majority vote of the voting members of the General Assembly

**Article XIII Amendments**

Section 1 When a proposed amendment to this document is prefiled in the General Assembly, it shall pass with a two-thirds majority vote of the voting members of the Open Assembly.

Section 2 Amendments made spontaneously during official meetings of the Open Assembly shall pass with a four-fifths majority vote of the voting members of the Open Assembly.

Section 3 For consistency in technical areas, the President, aided by the rest of The SGA Executive Board, shall review the Constitution and make any changes needed for the document to be correct, provided that the intent of the clause is not changed.

**Article XIV Ratification**

This document shall be ratified by a two-thirds majority vote of the voting members of the

Open Assembly.

Updated 6/11/14