

CONSTITUTION

PREAMBLE

We, the students of Hollywood Hills High School, in order to provide an orderly, democratic process, to establish rapport among the students, teachers, administration; to promote school spirit; to provide responsible leadership; to assist in sponsoring school sponsored extracurricular activities; to work with the teachers and administration in improving school life; and to assist in promoting service activities within the community, do hereby establish this constitution for the Student Government Association of Hollywood Hills High School.

ARTICLE I: Name

The official title of this organization shall be The Student Government Association of Hollywood Hills High School, hereafter referred to as SGA.

ARTICLE II: Purpose

The purpose of SGA includes but is not limited to the following:

- A. Represent student interests, rights, and concerns;
- B. Stimulate student awareness of and involvement in the many organizations, activities, and opportunities available in the Hollywood Hills community;
- C. Promote student awareness and appreciation of the values and traditions of Hollywood Hills High School and the SGA;
- D. Enhance communication/cooperation between all segments of the campus community; and
- E. Allocate funding for student activities and organizations through a fair and representative organizations annual process, as deemed as appropriate by Joint Session throughout the year, as needed.

ARTICLE III: Membership

Section 1. The governing body of SGA shall consist of its officers and members.

Section 2. The officers of SGA shall be: President, Vice-President, Recording Secretary, Treasurer, and Historian.

A. There shall be an appointed office of Parliamentarian.

B. There shall be the optional appointed offices of 1st Vice-President and 2nd Vice-President.

Section 3. Presidents of the several classes shall be full voting members.

ARTICLE IV: Election

Elections for all elected officers will be held in the Spring preceding the year in which they assume office. Candidates for these positions will submit their names to the Election Committee Chairperson, who will ensure that each one meets qualifications established in Article V. In addition, Freshman-Senior and SGA (school) officers should not seek a higher up elected officer position in any other organization.

Section 1. The election committee will run campaigns based on the previous year's rules. The standard rules will be followed by all candidates and enforced by the Election Committee.

Section 2. Election of an officer will be final when one candidate receives the most votes, which will then be declared the winner. If there is a tie between the candidates, the teacher panel will make the final decision and declare the winner.

Section 3. Class Elections shall be bound by this Constitution.

ARTICLE V: Qualifications

Section 1. The President

A. The President shall have been in attendance at Hollywood Hills High School for one semester prior to his/her election to office.

B. The President shall have and maintain an unweighted grade point average of 3.0. If, during his/her term in office, he/she does not maintain this average, he/she will be given nine weeks academic probation "period", after nine weeks probation, if the unweighted average is not a 2.9, they will be removed from office.

C. A "U" in conduct will be reviewed by the principal and the sponsor or proper action.

D. The President must have previously been a member of Student Government for one semester prior to his/her election to office.

E. **The President must be a senior during his/her term in office.**

Section 2. The 1st Vice-President

- A. Shall have been enrolled at least 1 semester prior at Hollywood Hills High School preceding their election to office.
- B. Shall have attained an unweighted scholastic grade point average of 3.0.
- C. An unsatisfactory conduct grade will be reviewed by the principal and sponsor for appropriate action.
- D. **The 1st Vice-President must be a senior during his/her term in office.**
- E. Shall have been enrolled at least 1 semester prior at Hollywood Hills High School preceding their election to office.
- F. Shall have attained an unweighted scholastic grade point average of 3.0.
- G. An unsatisfactory conduct grade will be reviewed by the principal and sponsor for appropriate action.

Section 3. The 2nd Vice-President, Recording Secretary, Treasurer, Historian, and Parliamentarian.

- A. The above officers shall have been enrolled at least 1 semester prior at Hollywood Hills High School preceding their election to office.
- B. These officers shall have attained an unweighted scholastic grade point average of 3.0.
- C. An unsatisfactory conduct grade will be reviewed by the principal and sponsor for appropriate action.

Section 4. Class officers

- A. All class officers must have attained an unweighted scholastic grade point average of 3.0.
- B. An unsatisfactory conduct grade will be reviewed by the principal and sponsor for appropriate action.

Section 4. Leadership Class Students

- A. All leadership class students must have an unweighted scholastic grade point average of 2.5.

Section 4. Members

- A. All members must have their teachers and parent (or legal guardian) sign the necessary papers in order to attain voting status.
- B. An unsatisfactory grade will result in a nine weeks academic probation. If, by the end of nine weeks, the unsatisfactory conduct grade is not removed, his/her case will be considered by the sponsor for appropriate action.
- C. Each class shall be allowed equal representation.
- D. These members shall have attained an unweighted scholastic grade point average of 2.0.

Section 5. All officers must be enrolled in Leadership Class during their term in office.

ARTICLE VI: Duties of Officers, Representation

Section 1. The duties of all the officers and members shall be those considered standard by Parliamentary procedure.

Section 2. President.

- A. Leads and directs the group activities.
- B. Helps to carry out objectives.
- C. Serves as the group's representative to other organizations.
- D. Shall maintain a periodical update on the status of the Association to the Student Body
- E. Prepares for all meetings.
 - a. Before a meeting she/he:
 - i. Prepares the agenda in cooperation with other officers, committees, chairpersons, and the advisor.
 - ii. Delegates responsibilities.
 - iii. Submits a project approval form, as well as a building requisition form to the activity's director for each SGA meeting.
 - b. He/she brings notebook to the meeting:
 - i. A notebook containing the constitution and by-laws, the parliamentary authority, the calendar of events, the list of members, and the list of committees.
 - ii. A gavel, the symbol of office, that is to be used judiciously to obtain and maintain order.
 - iii. All necessary materials such as agendas, pencils, paper, etc.
 - c. During the meeting she/he:
 - i. Calls the meeting to order.
 - ii. Follows the agenda and brings up items in logical order.
 - iii. Leads the discussion.
 - iv. Uses parliamentary procedure and other group techniques.
 - v. Organizes and directs the work of committees through chairpersons.

- vi. Sets and examples in leadership, Citizenship, and courtesy.
- d. After the meeting she/he:
 - i. Evaluates the meeting, the achievements, and the processes.
 - ii. Checks and reports the minutes.
 - iii. Sets the machinery in motion for the next meeting.
 - iv. Reports to and consults with the administration.
 - v. List items to be researched.
 - vi. Checks the work of committees.
 - vii. Follows through on recommendations and takes action.
 - viii. Prepares for future activities.

F. The President is required to attend all Student Government and Leadership events. Any excused absences will be reviewed by the club advisor.

G. The President will oversee Homecoming Week, Activities, Games, and Dances.

Section 3. 1st Vice-President.

- A. Has the same requirements and a knowledge as the president.
- B. Is able and willing to take over the president.**
- C. As important in specific committee activity assignments.
- D. Serves as the most significant leader within the committee structure.
- E. Makes the agendas for ALL regular SGA meetings
- F. 1st Vice-President will organize all paperwork (project approvals, building rec, etc.)**
- G. 1st Vice-President oversees Broward County Association of Student Councils projects and field trips.**

Section 4. 2nd Vice-President.

- A. Has the same requirements and a knowledge as the president.
- B. Is able and willing to take over the president.
- C. As important in specific committee activity assignments.
- D. Serves as the most significant leader within the committee structure.
- E. Serves as the chairperson for the Inter-Organization-Council (I.O.C).
 - a. Submits a project approval form, as well as a building requisition form to the activity's director for all I.O.C meetings.
 - b. Prepares and maintains the I.O.C calendar.

- c. Sends all completed project approval forms to the county activities director.

Section 5. Recording Secretary.

- A. Notifies students of their membership status.
 - a. Sends letters to members upon their acceptance into Student Government.
 - b. Sends letters to members upon dismissal from Student Government.
- B. Prepares meeting notices.
 - a. Submits a student announcement notifying members of each meeting date and time.
 - b. Submits an announcement for the faculty and staff prior to each meeting which, includes the meeting date, time, and the students to be dismissed to the meeting.
- C. Assists in typing and publishing the agenda for each regular meeting.
- D. Maintains accurate attendance records.
 - a. Takes attendance at all regular Student Government meetings.
 - b. Prepares an attendance report following each regular meeting to be distributed to the faculty and staff.
 - c. Takes attendance at all special Student Government activities.
- E. Maintains accurate minutes.
 - a. Takes complete minutes of all regular meetings and all Executive Board meetings. These meetings are to include the name of the organization, the date and time of the committee reports, and a record of all motions and their results.
 - b. Types of minutes of each meeting.
 - c. Reads the minutes of the previous meeting at regular meeting and at each Executive Board meeting.
 - d. Gives a copy of each meeting's minutes to each officer, to the advisor, and to the activity's director. A copy is also placed in the Student Governments' file.
- F. Maintains accurate files of all committee reports.
- G. **The Secretary will keep the Student Government points updated constantly.**
- H. **The Secretary will oversee Student of the Month, Going the Extra Mile, and the End of the Year Celebration.**

Section 6. The Treasurer.

- A. Keeps an accurate and complete record of all the money collected and spent.
- B. Presents reports regularly to the council and administration.
- C. Completes appropriate paperwork:

- a. Money collected form.
 - b. Purchase order form.
 - c. Check requisition form.
- D. Handles all sales and purchases.
- E. Works closely with school bookkeeper.
- F. Prepares an annual report.
- G. **The Treasurer will oversee Candy Sales and T-Shirt sales. The Treasurer will handle all Financial Reports.**

Section 7. The Historian.

- A. Shall document all activities of Student Government.
- B. Shall help the recording secretary to compile and update the activities files.
- C. Making all announcements regarding Student Government activities to the Student Body.
- D. Maintaining Student Government bulletin board.
 - a. Delegates responsibilities among Executive Body and community.
- E. Publicize all activities and events to entire Student Body and community.
- F. **The Historian will oversee Leadership Day and Teacher Appreciation Week.**

Section 8. The Parliamentarian.

- A. Responsibilities appointed by standing members of the Executive Board.
- B. Shall be in charge in all elections (Class Officer, SGA Officer, Homecoming, Prom, etc.).

ARTICLE VII: Executive Board

Section 1. The Executive Board shall consist of the Student Government Officers, all class officers, and sponsor(s).

Section 2. The President will be chairman of the Executive Board. The **President** will prepare meeting agendas and projects.

- A. The Student Government Association President will be the Executive board President.

Section 3. **The Executive Board will serve as the Judicial Branch of Student Government.**

Section 4. The **Treasurer** will appropriate funds that guarantee the efficiency of the Associations' operation.

- A. The Student Government Association **Treasurer** will be the Executive Board Treasurer.

Section 5. The Student Government Recording Secretary will the Recording Secretary of the Executive Board.

Section 5. The Executive board must have 14 members, 1 officers from each grade level, **ALL** SGA officers, 1 sports representative, 1 JROTC representative, and 1 ELMA representative.

Section 6. All qualifications for Executive board members are the same as those of the SGA and Class officers. All elections for executive board members are voted on by SGA members at the Second SGA meeting of the year.

Section 7. Seniors may not represent more than half of the Executive board members

ARTICLE VIII: Attendance

Section 1. Attendance will be marked by point value. Student Government, Committee meetings, and Projects will be given a specific point value. This value will be decided by upon the Executive Board. A member must earn (80%) of the possible points to receive Student Government on his/her record.

Section 2. Absences from (2) regular meetings without scheduling a time to meet with an officer to be informed on what was discussed at the meeting will result in the removal of that membership or office position.

ARTICLE IX: Impeachment/Vacancy from office

Section 1. When, in the consideration of the Student Government, one of the officers is not fulfilling his/her duties, He/she may be impeached and removed from office by a $\frac{3}{4}$ majority of the current, present and voting **Executive Board** members. Final approval shall rest with the administration.

- A. Impeachment will be considered based upon a three-strike rule.
 - a. If an officer receives three strikes, he/she will be considered for impeachment.
 - b. Strikes can be given out for not adhering to the duties and responsibilities for that position as stated in Article VI.
 - c. Strikes are given out at the discretion of the advisor or administration.

Section 2. In the event that the president must move out of office, their position will be opened to the **Executive Board**, and if no one is interested in the position will open up to students in the **Leadership Class**. If no one is interested in the position, then the position will be opened to all **Student Government Association members**.

- A. Vice-President, Secretary, Historian, and Treasurer

- a. In the event that one of these officers must be moved out of office, their position will be opened to the **Executive Board**, and if no one is interested in the position, it will open up to students in the **Leadership Class**. If no one is interested in the position, then the position will be opened to all **Student Government Association members**.
- B. In the event that the office of President and 1st Vice-President are simultaneously vacant, their positions will be opened to the **Executive Board**, and if no one is interested in the positions, then they will open up to students in the **Leadership Class**. If no one is interested in the positions, then the positions will be opened to all **Student Government Association members**.
- C. In the event there are open officer position, there will be an open election at the 1st and or second SGA meeting.
 - a. Person with most votes will be declared winner
 - b. The winner will still need to meet all qualifications as stated in Article V.

ARTICLE X: Meetings

Regular meetings will be held monthly during the school year. Special meetings may be called by the President prior to the regular meeting. **And will be held during the school day and Leadership class.**

ARTICLE XI: By-Laws

Section 1. Standard Parliamentary procedures shall be followed at all meetings.
Set forth by Robert's Rules of Order.

Section 2. All officers shall be elected for one year.

Section 3. The Administration has the power to veto any Association action.

Section 4. Each representative has the power to one vote.

Section 5. Standing committees shall be those of elections, homecoming, spirit week, and constitution. Other committees may be appointed at the discretion of the President.

Section 6. All students may participate in the Association's activities, however, only members may vote.

Section 7. The Quorum to hold business shall be 30.

Article XII – Class Officers

Section 1. **All Class Officers are bound to ALL parts of this constitution.**

ARTICLE XIII - Amendments

Section 1. In order to amend the constitution all Student Government Association members must be given at least 2 weeks prior to the meeting at which the amendment(s) will be discussed. The Constitution of the Student Government Association may be amended by a $\frac{2}{3}$ majority vote of the current Student Government members, with the final approval in the hands of the Administration.

AMENDMENT 1 (2004)

Section 1. All the procedures stated will not be the only procedures executed in accordance with projects thereby allowing the Student Government to diversify its reach without restriction.

Section 2. The rights of Student Government members stated in the constitution are not the only rights they shall have granted to them during the scholastic year.

AMENDMENT II (2007)

Section 1. Before becoming eligible to run for office the treasurer shall submit a recommendation stating that he or she maintained a "B" average in all math classes of the current school year.

AMENDMENT III (2017)

Section 1. All Student Government Association Officers are required to be in the Leadership Class during their term. This rule shall be held to the advisor's discretion.

Section 2. President and Vice President are required to attend South Florida Leadership Training Camp the summer before they take office. This rule shall be held to the advisor's discretion.

Section 3. Executive Board is responsible for training incoming officers.

