

**Prattville High School
Student Government Association
Constitution and Bylaws
Revised 6/17/19**

Article I: Name

The name of this organization shall be the Student Government Association of Prattville High School.

Article II: Organization

1. The Student Government Association will be composed of the Executive Committee, Class Officers, and Class Representatives.
 - i. The Executive Committee, "The Exec," consists of the 4 Executive Officers, the Sponsors, and the Principal of Prattville High School. The Exec's duties are outlined in Section 2 of this article. All members will report to The Exec.
 - ii. Classes will be made up of a President, Vice President, Trescetary, and no more than ten representatives per class. All meetings, ideas, etc. must go through the class officers and end with the President before being presented at General Assembly meetings. Class officers are expected to present at general assembly meetings when assigned.
2. The Executive Committee
 - i. Will plan the association's activities, finances, and schedules.
 - ii. Will appoint committees as needed to carry out activities of the association.
 - iii. Can make emergency decisions.
 - iv. Will prepare ideas for the General Assembly meetings.
 - v. Will consist of the Executive President, Executive Vice President, Executive Treasurer, Executive Secretary, and the advisors.
 - vi. Will notify and secure any teacher assistance—other than sponsor(s)—needed.
3. The General Assembly will conduct their meetings in accordance with Parliamentary Procedure.

Article III: Powers

1. The association shall have the power to:
 - i. Develop, adopt, and amend the constitution and bylaws as necessary.
 - ii. Manage the organization, promotion, and supervision of all class elections.
 - iii. Originate, formulate, and promote association policy.
 - iv. Create, authorize, and supervise specialized committees to carry out the programs and policies of the committees.
 - v. Appoint such members of committees as deemed necessary to carry out the programs and policies of the committees.
 - vi. Publicize the association's policies, programs, and activities.
 - vii. Pass such emergency measures as may be necessary.

Article IV: Executive Officers

1. The entire student body shall elect the executive officers of the association. The student body will select a president, vice president, secretary, and treasurer.
2. The president shall be elected from the incoming senior class by the school as a whole. The president's duties shall be:
 - i. To preside at all general assemblies.
 - ii. To represent the organization at all school assemblies.

- iii. To appoint all committee chairs with the approval of the advisor.
 - iv. To appoint executive officers as mentors to the class officers and representatives.
 - v. To regularly call scheduled and special meetings, if necessary.
 - vi. To serve as chair of the executive committee.
 - vii. To represent the association at all community meetings and functions.
3. The vice president shall be elected from the incoming junior or senior class by the school as a whole. The vice president's duties shall be:
- i. To assist in planning the meetings and activities of the organization.
 - ii. To perform duties of the president in the absence of the president.
4. The secretary shall be elected from the incoming junior or senior class by the school as a whole. The secretary's duties shall be:
- i. To assist in planning and carrying out the activities of the association.
 - ii. To make and keep accurate records of all meetings and activities, including meeting minutes and attendance. If the executive secretary is not present to take attendance or minutes, the senior class secretary shall be in charge of said records.
 - iii. To read the minutes of the previous meeting.
 - iv. To receive, preserve, and carry on correspondence.
 - v. To keep members informed of association meetings and activities.
5. The treasurer shall be elected from the incoming junior or senior class by the school as a whole. The treasurer's duties shall be:
- i. To assist in planning and carrying out the activities of the association.
 - ii. To aid the advisor in the receipt and disbursement of all monies. Funds will be deposited in the Student Government Association account at Prattville High School and maintained by the Prattville High School accounting personnel.
 - iii. To aid the advisor in keeping accurate records of receipts and disbursements.
 - iv. To present a financial report at association meetings.
 - v. To aid the advisor in keeping a record of each member's number of service points.

Article V: Elections

1. Qualifications for Student Government Association executive officer positions:
 - i. All candidates must have a 3.0 cumulative average or better which should include the previous year's final GPA and the current years' fall semester 18-week grades. [Students, who do not meet the 3.0 GPA requirement, will be vetted by the sponsor(s), who will determine whether or not to allow the student to run for office, as probationary member—a fact that will only be known to the sponsor(s) and student. If the student receives permission to campaign—and if he/she is elected—, then he/she will be considered on Academic Probation, meaning he/she will be required to meet with the sponsor(s) quarterly to review his/her grades (GPA) and set academic goals. If the student fails to increase his/her average, then a decision, as to whether or not continued participation in SGA is beneficial, would be made. The sponsor(s) and principal would make this decision.]
 - ii. All candidates must have at least one year prior experience with the association.
 - iii. Executive officers must not have other offices, duties, or jobs that will interfere with the performance of association duties.
 - iv. All candidates must meet the attendance requirements outlined in Article VIII to be eligible to run.

- v. All candidates must meet the service points requirements outlined in Article VII to be eligible to run.
 - vi. All candidates must have a clean discipline record for the year with no placement in the Second Change Program (Alternative School), placement in In-School Suspension (ISS) for Class II Offenses or higher (see PHS Code of Conduct), or more than one placement in ISS for Habitual Class I Offenses.
2. Qualifications for class officers and representatives
- i. All candidates must have a 3.0 cumulative average or better which will include the previous year's final GPA and the current year's Fall semester 18-week grades. [Students, who do not meet the 3.0 GPA requirement, will be vetted by the sponsor(s), who will determine whether or not to allow the student to run for office, as probationary member—a fact that will only be known to the sponsor(s) and student. If the student receives permission to campaign—and if he/she is elected—, then he/she will be considered on Academic Probation, meaning he/she will be required to meet with the sponsor(s) quarterly to review his/her grades (GPA and set academic goals. If the student fails to increase his/her average, then a decision, as to whether or not continued participation in SGA is beneficial, would be made. The sponsor(s) and principal would make this decision.]
 - ii. If a candidate has served on the student government association in years prior to the upcoming election, he or she must meet the attendance requirements outlined in Article VIII to be eligible to run.
 - iii. If a candidate has served on the student government association in years prior to the upcoming election, he or she must meet the service points requirements outlined in Article VII to be eligible to run.
 - iv. All candidates must have a clean discipline record for the year with no placement in the Second Change Program (Alternative School), placement in In-School Suspension (ISS) for Class II Offenses or higher (see PHS Code of Conduct), or more than one placement in ISS for Habitual Class I Offenses.
 - v. Representatives will adhere to the following:
 - i. All will be actively involved in any committee they are assigned to through their class or through SGA appointment
3. Executive officers, class officers, and representatives for freshmen, sophomores, juniors, and seniors will be elected in the spring of each year.
4. In the event of a tie for executive and class officers, there will be a runoff of the individuals involved.
5. All votes will be done by scantron (purchased by SGA) and all votes will be tallied by advisors and a minimum of one administrator.
6. Campaign rules
- i. Candidates will receive and agree to the rules and regulations published by the Senior Executive Members and Sponsors.
 - ii. Proven failure to comply with campaign rules prior to the election will result in disqualification.
 - iii. If a newly elected SGA member is proven to have failed to comply with campaign rules within the first two weeks post-election, the election will be considered invalid and the elected member will be immediately removed from office. The vacated position will be filled with the person receiving the next highest number of votes.

Article VI: Meeting Time and Place

1. The executive board will arrange the time and place for the association meetings. General Assemblies will be held at least three times a semester.
2. Most meetings will be held at either Prattville High School or City Hall.

Article VII: Service Points

1. All association members must complete the required service points by April 1 of each school year. Only SGA designated service hours or hours approved by the Advisors prior to the activity will count towards a student's overall number of points.
2. Point values to events and activities are to be determined solely by the sponsors.
3. Executive Officers must complete one hundred seventy-five points by April 1.
 - a. Executive Officers must complete a minimum of one hundred points by January 1.
 - b. Executive Officers must complete a minimum of seventy-five points from January 2 to April 1.
4. Class Officers must complete one hundred fifty points by April 1.
 - a. Class Officers must complete a minimum of ninety points by January 1.
 - b. Class Officers must complete a minimum of sixty points from January 2 to April 1.
5. Class Representatives must complete one hundred twenty-five points by April 1.
 - a. Class Representatives must complete a minimum of seventy-five points by January 1.
 - b. Class Representatives must complete a minimum of fifty points from January 2 to April 1.
6. A member who fails to complete point requirements will meet with the association sponsors to determine the consequences (e.g. makeup points, probation, disqualification from future elections, etc.)

Article VIII: Attendance

1. Regular attendance is expected for all general assembly meetings and summer summits.
 - i. Excused absences must be presented in a note prior to noon the day before, unless there is an emergency, to either the executive secretary or an advisor. Absences not in writing will not be excused.
 - ii. After the second unexcused absence during the elected year, a member will meet with the sponsors and be placed on probation. A third unexcused absence will result in removal from the association.
2. Association members are expected to be on time for meetings and events and stay for the duration.
 - i. Association members will be deducted service points for unexcused tardiness.
 - i. Point deductions will be assessed as follows:
 1. up to fifteen minutes late equals 1 point
 2. more than fifteen but less than or equal to 30 equals 2 points
 - ii. Association members more than 30 minutes late to a meeting or event will be considered absent (unexcused).
 - ii. Association members will be tardy excused in emergency situations if a reasonable attempt has been made to communicate with leadership. (e.g. officers or exec)
3. Association members are expected to stay for the duration of meetings and events.

- i. Point deductions will be assessed for leaving early for unexcused reasons as per the attendance policy.
- ii. Deductions will mirror the tardy policy outlined above.

Article IX: Removal from Office

1. A member will be removed from the association for:
 - i. exceeding the absence guidelines per article VIII
 - ii. for failure to meet academic requirements per article V
 - iii. for failure to meet service point requirements per article VII
 - iv. for actions that contradict or challenge the principles set forth by this organization; for any other action viewed as detrimental to the welfare and best interests of this organization and our school;
 - v. for actions that violate the County and School Code of Conduct;
 - vi. for actions that result in placement in the Second Chance Program (Alternative School);
 - vii. for actions that result in In-School Suspension due to a Class II Offense or higher (see PHS Code of Conduct); and for Habitual Class I Offenses that result in more than one placement in In-School Suspension.
 - viii. Unbecoming behavior or illegal activities off-campus
 - ix. Failure to complete probationary steps by the given date
 - x. Probation violation
2. Social Media:
 - i. All members are expected to represent themselves, Prattville High School, and SGA in a positive manner on social media.
 - ii. These sites include, but are not limited to: Facebook, Twitter, Instagram, Flickr, Snapchat, etc.
 - iii. In a case where a member fails to comply with County and School Code of Conduct regarding social media, they can be removed from their position and/or removed from SGA. At a minimum, the member will be placed on probation.
3. Prior to removal from office:
 - i. Charges will be investigated by the Sponsors.
 - ii. Members facing dismissal will receive a letter outlining the reason for the possible dismissal, and he or she will be given due process.
 - iii. Removal from office requires the approval of the SGA Advisors and the Principal.

Article X: Fundraising and Events

1. Fundraisers will be proposed by the members or sponsors of the association and sent to the Prattville High Administration for approval.
 - i. All members will participate in all fundraising
 - ii. All monies, 100% will be put in to the SGA Account, unless otherwise voted upon by the members of this club.
 - iii. Any monies not placed in the SGA Account can only go to a charity of choice, in adherence with the bylaws and rules of accounting for Prattville High School.
2. Events will be proposed by the members or sponsors of the association and sent to the Prattville High Administration for approval.

- i. The Executive Committee can create committees to head events and appoint members to said committees.
- ii. All members are expected to participate and promote events designated by the SGA.
- iii. All members can earn service points in accordance with our bylaws for participation and planning.

Article XI: Authority

1. In recognition of the power and authority of the Prattville High School principal, and in understanding that all Student Government policies, regulations, and actions come under the direct control of the principal, he or she has the final power of veto over such regulations, rules, and actions that he or she may deem as detrimental to the welfare of the school.

Article XII: Privileges

1. Senior members who are in good standing in regards to attendance, service points, and discipline will be recognized at graduation by wearing the SGA stole.
2. Senior – Former SGA Members
 - i. Any senior who completed two years of service with the SGA in good standing in regards to attendance, service points, and discipline will be recognized at graduation by wearing the SGA stole.
3. SGA reserves the right to deny senior recognition at graduation to any senior for actions that violate the county and school Code of Conduct.

Article XIII: District, State, and National Student Government Organizations

1. This association shall retain the right to membership in all the above organizations and sponsor one charity from the State Association of Student Councils.
2. The PHS SGA with approval from the principal will attend State Competitions each year.
3. Members on probation will not be allowed to attend State conventions/competitions.

Article XIV: Amendments

1. This constitution and bylaws may be amended by a majority vote of the entire assembly (excluding members in absence).
2. Or in emergency like cases, or cases deemed as needing immediate response, the executive committee may vote to change by unanimous vote.

Article XV: Final Clause

1. This constitution, set forth by the Prattville High School Student Government Association or any revision thereof, must be passed by the association as a whole, excluding those absent, at the start of each school year.