

# ***Constitution of Sample Middle School***

## **Preamble**

We, the students of Sample Middle School, in order to form a more perfect learning environment, believe that:

1. All students and staff, regardless of gender, religion, color or creed should have the opportunity to be involved in the school's Student Government.
2. All participants in the Student Government should be responsible members of the Sample Middle School Community.
3. The Student Government should be based on democratic principles.
4. All staff and students should work to create a safe and orderly learning environment.
5. All students shall have certain rights and freedoms as guaranteed to them as students of the school.

## **Article 1 Name of the Organization**

The Sample Middle School Student Government Association, shall hereafter be referred to as the SGA.

## **Article 2 Affiliations**

Sample Middle School SGA shall pay dues and maintain affiliations with the Montgomery County Junior Councils (MCJC) and the Maryland Association of Student Councils (MASC).

## **Article 3 Composition of the Student Government**

Section 1: The Representative Assembly is comprised of one representative from each homeroom/advisory/social studies class.

Section 2: The Executive Board is comprised of elected and appointed officers/chairpersons.

Section 3: The General Assembly is comprised of all representatives and the Executive Board.

## **Article 4 Powers of the Student Government Association**

Section 1: The power of the Student Government is provided by the administration. Within this authority, the SGA general assembly and executive board shall have the power to pass legislation in matters concerning the best interests of the student body. All actions of the Student Government are subject to the approval by the principal (MCPS Regulation JFA-RA).

Section 2: The administration, with student input (MCPS Regulation JFA-RA) will appoint a faculty advisor to the SGA. The advisor's role is to direct and guide the actions of the SGA. He/she does not have voting rights. The student government advisor has the responsibility to:

- a) Provide guidance in all SGA sponsored activities
- b) Chaperone all SGA activities (and secure additional chaperones as needed)
- c) Excuse the absences of students who miss class because of student government activities

Section 3: General Assembly

The General Assembly shall have all legislative powers. All expenditures of the SGA over and above ten percent (10%) of the treasury must be authorized by the general assembly.

Section 4: The Executive Board

The Executive Board shall have all legislative powers save those superseded by the Constitution. The Executive Board has the responsibility to involve the general assembly in as many actions of the SGA as possible because it is the representatives, therefore the general assembly, which expresses the voice of the total student body.

**Article 5**  
**Qualifications and Terms of Office**

Section 1: General Qualifications

- a) All officers and representatives must maintain a 2.0 grade point average or better (MCPS Regulation IQD-RB). In addition, any student serving on a SGA committee must maintain a 2.0 grade point average.
- b) All officers and representatives shall exhibit exemplary behavior and academic ethics. If reservations about behavior or academic ethics are brought forth by faculty and staff, the administration shall make the final decision concerning the qualification of the candidate in question.
- c) All officers and representatives are expected to attend all general assemblies of the SGA. Additional meetings are required as specific to the positions listed below.

Section 2: Specific Qualifications

- a) Officers - In addition to general assemblies, the executive board is expected to attend all executive board meetings. Officers will also attend committee meetings as assigned.
  - 1) President – the president shall be in 8<sup>th</sup> grade for the year of his/her service
  - 2) Vice Presidents - must be in the grade level of the grade they represent for the year of his/her service (6th grade vice president, 7th grade vice president, 8th grade vice president)
  - 3) Treasurer–must be in the 7<sup>th</sup> or 8<sup>th</sup> grade for the year of his/her service
  - 4) There are no grade-level stipulations on appointed positions.
- b) Representatives - Representative must attend all general assemblies. Should he or she not be able to attend, he or she should notify the alternate and ask him or her to attend. Should both the representative and the alternate not be able to attend, it is the responsibility of the representative to work with the homeroom/advisory/social studies teacher to make sure the students of that class are represented.
  - 1) Representatives are expected to participate in the planning and implementation of at least one SGA activity.
  - 2) Representatives must report all actions of the SGA to his/her constituents and be responsible for reporting to the SGA the concerns of his/her constituents.

Section 3: Term of Office

- a) All spring elected/appointed SGA officers/chairman shall serve a one year term beginning the last day of school in June, until the last day of school in June the following year. (All elected/appointed SGA officers/chairman shall serve a one year term beginning immediately upon the announcement of the election results, until the last day of school in June the following year)
- b) Officers/chairman elected or appointed in the fall (including 6th grade vice president) begin their term of office after election results/appointments are made, until the last day of school in June of that school year. (This clause would not be required if all elections/appointments are done in the fall.)
- c) Representatives shall serve a one-year term beginning immediately after their election in the fall, until the last day of school in June.

**Article 6**  
**Responsibilities and Duties**

President:

- a) Shall execute and carry out the Constitution of Sample Middle School.
- b) Shall preside at all meetings of the General Assembly and the Executive Board.
- c) Shall represent the student body of Sample Middle School, when called upon to do so by the principal, SGA advisor, or other MCPS administration.

- d) Shall appoint, with approval from the Executive Board, all chairpersons.
- e) Shall appoint, with the approval of the executive board, ad hoc committees as necessary.
- f) Shall have the authority, with approval from the executive board, to call additional meetings of the SGA.
- g) Shall promote interest and participation within the Student Government.
- h) Shall, if possible, be a delegate to the Montgomery County Junior Council and the Maryland Association of Student Councils.

8th Grade Vice President:

- a) In case of president's absence or inability to carry out his responsibilities, the vice-president will take charge and assume the responsibilities of the president.
- b) Shall assist the president as directed.
- c) Shall meet as least once a month with grade level resource/team leaders to discuss concerns and issues relevant to the specific grade level.
- d) Shall, if possible, be a delegate to the Montgomery County Junior Council and the Maryland Association of Student Councils.

7th Grade Vice President:

- a) Shall assist the president as directed.
- b) Shall meet as least once a month with grade level resource/team leaders to discuss concerns and issues relevant to the specific grade level.
- c) Shall, if possible, be a delegate to the Montgomery County Junior Council and the Maryland Association of Student Councils.

6th Grade Vice President:

- a) Shall assist the president as directed.
- b) Shall meet as least once a month with grade level resource/team leaders to discuss concerns and issues relevant to the specific grade level.
- c) Shall, if possible, be a delegate to the Montgomery County Junior Council and the Maryland Association of Student Councils.

Treasurer:

- a) Shall be responsible for the record keeping concerning all student government expenditures and income.
- b) Shall, at Representative Assembly Meetings, submit a report on the financial status of the Student Government Association.
- c) Shall be responsible for preparing a budget for the Student Government Association's General Assembly.
- d) Shall, if possible, be a delegate to the Montgomery County Junior Council and the Maryland Association of Student Councils.

Recording Secretary:

- a) Shall be responsible for recording all minutes of the Student Government Association's meetings.
- b) Shall be responsible for copying and distributing all records of the Student Government Association to the Representative Assembly.
- c) Shall maintain all Student Government Association Records.
- d) Shall be responsible for all secretarial and clerical duties of the Student Government Association.

Corresponding Secretary:

- a) Shall be responsible for all approved correspondence.
- b) Shall work with the Public Relations and Publicity chairman to write the SGA articles for appropriate newsletters

Chairpersons:

- a) Shall be responsible for the agenda, proceedings, and work of the assigned committee.
- b) Shall prepare, with the help of his/her committee, a project plan for the assigned activity.
- c) Shall prepare a report on committee activities to the general assembly.

Representatives:

- a) Will share SGA news with their constituents.
- b) Shall bring issues to the general assembly that are of concern to his/her constituents.
- c) Will notify the alternative and SGA advisor if he/she is unable to attend a required meeting.
- d) Will actively serve in the planning and implementation of at least one SGA activity.

**Article 7  
Elections and Appointments**

Section 1: Election/appointments of the Executive Board shall take place in April/May the spring before the year of service. (Election/appointments of the Executive Board shall take place in September/October, the year of service.)

Section 2: Specific election guidelines will be reviewed in February and submitted to administration for approval. Candidates shall receive a copy of all election guidelines.

Section 3: (spring elections) The students in 6th and 7th grade will vote for their choice of candidates for the office of President and Treasurer. (Fall elections) The students in 7th and 8th grade will vote for their choice of candidates for the office of President and Treasurer.

Section 4: Grade Level Vice Presidents – only those students in the appropriate grade-level will vote for the vice president of their grade level.

Section 5: The candidate receiving the most votes cast (popular vote) will win the election.

Section 6: The president, with approval of the SGA advisor and administration, shall appoint the Recording and Corresponding Secretary, as well as the committee chairpersons, (from applications). Appointments will take place as soon as possible after elections.

**Article 8  
Meetings**

Section 1: All meetings, as deemed appropriate, shall be conducted using *Robert's Rules of Order, Newly Revised*.

Section 2: The executive board shall meet a minimum of twice a month.

Section 3: The general assembly shall meet a minimum of once a month.

Section 4: Committees shall meet as needed.

**Article 9  
Impeachment and Succession**

Section 1: Impeachment

- a) All officers (elected/appointed) and representatives shall be subject to impeachment for behavior deemed inappropriate by the administration.
- b) Suspension or expulsion from school requires automatic impeachment from any SGA position.

- c) A report card with lower than a 2.0 grade point average (MCPS Regulation IQD-RB) requires automatic impeachment from any SGA position.
- d) Missing 3 or more meetings, unexcused, shall be subject to impeachment proceedings.
- e) Any officers or representative who fails to carry out his/her duty in a responsible manner may have impeachment charges brought against him/her.
- f) Impeachment proceedings are defined in the bylaws.

Section 2: Succession

- a) In case of the president's permanent inability to serve, the SGA 8th Grade Vice President will assume all responsibilities of the office of president. The 8th grade Vice President will be replaced following clause (b) below.
- b) In case of all other elected/appointed officer's inability to serve, the president shall appoint from general applications or previous candidates, with approval from the executive board, a person to complete the term. The principal must confirm the appointment.
- c) When Representative vacancies occur, they will be filled by special election in the homeroom/advisory/social studies class where the vacancies exist.

**Article X  
Amendments**

This constitution may be amended by two-thirds (2/3) of the legislative body.

**Article XI  
Ratification**

This Constitution shall be in effect when it is approved by the administration (MCPS Regulation JFA-RA), then receives two-thirds (2/3) vote of the student body.

***Bylaws to the Constitution***

**Article I  
Standing Committees**

Section 1: All standing committees shall be composed of any student that wishes to serve on them. Students must have met all eligibility requirements for MCPS extra-curricular activities.

Section 2: The standing committees shall be as follows:

- a) Leadership – Is responsible to advocate for student rights and responsibilities, lobby appropriate organizations and offices on issues of concern to the SGA, help with the election of the Student Member of the Board of Education.
- b) Public Relations and Publicity – Is responsible for the maintenance of the SGA bulletin board, all advertisements for SGA events, working with the corresponding secretary for all newspaper articles, and other school publicity as submitted and approved by the SGA advisor.
- c) Service – Is responsible for the planning and implementation of any SGA service projects.
- d) Social – Is responsible for the planning and implementation of any SGA social projects.
- e) Spirit - Is responsible for the planning and implementation of any SGA spirit projects.

Section 3: All committee chairmen shall:

- a) Attend all Executive Board and General Assembly Meetings
- b) Actively participate in SGA activities
- c) Maintain regular communication with officers, other staff members, and the advisor
- d) Give monthly progress reports on committee activities

- e) Submit a year end report relating to the actions of the committee during that year

**Article II  
Ad Hoc Committees**

Section 1: May be formed as deemed necessary by the executive board.

Section 2: Must have specific objectives for a one-time event/program. A project-plan should be completed as required with all SGA events.

Section 3: The president, with the consent of the executive board and approval of the SGA advisor, will appoint a chairman for the committee.

Section 4: The committee will be disbanded at the conclusion of its function.

**Article III  
Impeachment**

Section 1: From Article 9, Section 1 in the Constitution, these are the proceedings to be implemented when charges are brought before an elected/appoint SGA officer/chairman/representative.

- a) Charges should be submitted in writing to the SGA advisor
- b) The SGA advisor will inform the Executive Board and a committee of students, faculty, and administration shall be convened to discuss the charges.
- c) If the committee finds the charges to be credible, the SGA member charge with the impeachment shall present his or her defense to the committee.
- d) The committee shall vote by secret ballot to determine the outcome. The principal must confirm the outcome. If the principal overturns the result, he/she must submit in writing, within five school days, to the committee his/her reasons for reversing the decision. The decision of the principal may be appealed following grievance procedures (MCPS Regulation JFA-RA, *Student Rights and Responsibilities*).

**Article IV  
Adoption and Amendments**

Section 1: This document shall take effect upon its approval by the administration and two-thirds vote of the Executive Board.

Section 2: These bylaws may be amended upon approval by the administration and 3/4 vote of the executive board.

**Article V  
Jurisdiction**

Section 1: This document shall be appended to the Constitution for the duration of its authorization, but shall be superseded by the Constitution in any conflicts.