

**Coral Reef Senior High School  
Student Government Constitution**

Article I Name

The name of the organization shall be the Student Government Association of Coral Reef Senior High school, Miami Dade County, Florida.

Article II Purpose

Section 1

The purpose of the Student Council shall be to develop a sense of unification and cooperation among the students and to promote their development academically, morally, physically, and socially and to be a liaison between students and administration.

Section 2

In order to achieve these purposes, Student Government has the power to perform the duties delegated to it by the principal. These duties are to investigate and report to the principal and the Student Activities director on matters affecting the welfare of the students and to coordinate all student activities in relation to date, time and the use of school facilities.

Section 3

clause a: All power to the Student Government to perform its duties is delegated to it by the principal.

clause b: The Principal and the Student Activities Director shall have the right to remove any member from office.

Article III Membership

Section 1

The Student Government shall consist of an Executive board and Class Officers.

clause a: All Student Government members are subject to the 10/20 rule of attendance, allowing up to 10 unexcused absences and 20 unexcused tardies.

Section 2

The members of Student Government shall maintain a 3.0 average in conduct. Failure to do so will result in a nine (9) week probationary period. Failure to maintain a 3.0 average then shall result in removal from office. Grades may be checked each nine weeks by the Activities Director.

Section 3

Student Government members shall be elected for a term of one school year.

clause a: Officers shall be selected prior to the school year in which they serve.

clause b: The failure of a Student Government member to conscientiously perform his/her duties shall result in his/her removal from office. And not be permitted to run the following year.

## Section 4

Meetings and School Events are mandatory.

clause a. Student Government Officers must attend all meetings and mandatory events. All excuses for absences must be submitted in writing, using the Attendance Form, to the SGA Secretary at least twenty-four hours in advance and will be reviewed. If a member misses a meeting without a proper excuse, he/she will be placed on probation which may lead to dismissal.

clause b: All Homecoming events are mandatory for all the officers

clause c: Sign up sheets for certain events will be kept in the SGA binder. You are required to be present on your assigned or signed up day and event.

## Section 5

The members of the Student Government Association and Class Officers assigned duties.

### **President**

- To educate and enforce Robert's Rules of Order during any Student Council meetings and all related cases
- Oversee all SGA and class events
- Communicate with all members
- Communicate with administration
- Say Pledge every morning
- Communicate with CRTV Live
- Coordinate Pep Rallies
- Coordinate Junior Ring Ceremony, Honor Cord and Graduation Ceremony with Activities Director
- Assist with Magnet Fair
- Assist with all Class meetings
- Assist with all Homecoming events
- Help coordinate Leadership conference in February
- Coordinate attendance for Feldman and DSGA meetings
- Attend all EESAC Meetings (SGA President only)

### **Vice President**

- To be responsible for creating a monthly calendar of events (in Activities Office, social media, and potential bulletin boards, etc.)
- Help promote school spirit and school athletic involvement
- Assist with Club Day
- Assist with College Fair
- To ensure that all clubs have scheduled their meetings and turn in their paperwork
- Plans monthly appreciation for teachers, administration, & staff.
- Assist with Holiday events and Teacher Appreciation week
- Sends thank you notes to all those who help with Student Council activities.
- In charge of Bulletin Boards being updated every couple of months. Seniors should be updated each month
- Assist with Women Leaders Breakfast

### **Historian**

- To ensure that pictures are taken at every School and SGA event.
- To create a Scrapbook for the school year highlighting all the year events for their class and school
- To schedule filming of every SGA event.
- Coordinate with CRTV Live

- Social Media for Class and school wide events
- Coordinate Values Matter each month
- Promote class sales of any kind (shirts, ring sales, class trips, homecoming etc.)

### **Secretary**

- To be responsible for acknowledging birthdays of Student Council members at monthly meetings and monthly calendar
- Take minutes at each meeting and filing in SGA binder
- Take notes of each SGA and Class events and submit Event form in binder
- In charge of SGA binder

### **Project Manager**

- To publicize all Student Council activities, through posters & commercials.
- To oversee all material displayed in school.
- To be in charge of the general school bulletin boards.
- To maintain bulletin board outside the activities office to promote student involvement in SGA events
- Oversee Hallway Decorations
- To coordinate Homecoming Tailgate event

### **SGA Liason**

- To serve as a liaison between PTSA & SGA
- To serve as liaison between Academies and SGA
- Attends all PTSA meetings.
- To assist in recruiting parent volunteers throughout the year.
- To communicate with SGA in reference to PTSA events.

### **Executive Advisor**

- To oversee community service hours
- To coordinate Events with SGA and Faculty .
- To coordinate all Student Council Service projects.
- Plans and coordinates all United Way-sponsored drives and events
- Keep account of officer attendance and attendance forms in binder

### **Event Coordinator**

- To assist Activities Director in all projects sponsored by Student Council during Homecoming week
- To advertise for SGA school sponsored projects
- To plan the Student Council annual Holiday Party, and any other functions at the discretion of the Student Council Sponsor/Activities Director
- Set up SGA bondings
- Coordinate Kick off to Testing Battle of the Classes
- Assist with Pep Rally set up

### **Treasurer**

- Coordinate collection of money for class sponsored sales
- Assist with treasurer paperwork – fundraiser form, operating report, etc.
- Count money after each collection
- Research fundraisers
- Promote magazine sales fundraiser
- Promote class shirt sales
- Attend all EESAC meetings (SGA Treasurers only- take turn)

## Article IV OFFICERS

### Section 1

The officers of the Student Government Association shall consist of a

President

Vice President

Secretary

Project Manager

Historian/Social Media

Executive Advisor

Event Coordinator

SGA Liason

And two treasurers

Class Officers

President

Vice President

Secretary

Historian

Treasurer

SGA Liason or Advisor

Other positions may include

Event Coordinator

Project Manager

Executive advisor

### Section 2

clause a: The officers shall maintain at least a 3.0 academic average and a 3.0 conduct average. Report Cards may be checked each nine (9) weeks by the Activities Director.

clause b: All Student Government positions are held by seniors. All class positions are held by students of that class only

### Section 3

clause a: All positions are held for 1 year.

clause b: Juniors, Seniors and Sophomore class officers shall be elected by their respective classes the last nine weeks preceding the year in which they are to serve.

clause c: Freshman class officers shall be elected by the Freshman class during the first six (6) weeks of the year they are to serve.

clause d: All Treasurers will be appointed at the time of the election by the Student Activities Director.

clause e: The Student Activities Director may interview all candidates for Treasurer prior to the election.

### Section 4

clause a: Student Government Members shall be allowed no unexcused absences from SGA meetings. If absence is absolutely necessary, the member must turn in an Attendance Form no less than 24 hours

prior to the meeting. In the event that any officer does not conscientiously perform his/her duties or comply with meeting attendance standards, he/she may be served with a probationary letter and subsequently may be impeached.

clause b: Any class officer who does not conscientiously perform his/her duties may be served with a probationary letter and subsequently may be impeached.

#### Section 5

In the case of the removal or the resignation of the President, the Vice- President shall assume the office of President and serve for the remainder of the term.

#### Section 6

In case of the removal of and officer position other than President, it is up to the Activities Director to choose their replacement.

### Article V HOMECOMING

#### Section 1

Clause a: It shall be the duty of all Officers to assist and attend all Homecoming activities and competitions involving participation by on-campus organizations.

Clause b: Judging banners, hallway decorations, and other such activities shall be determined by a committee appointed by the Activities Director.

Clause c: Rules of Homecoming competitions may change at the discretion of the Activities Director.

### Article VI CLASS SPONSORED ACTIVITES

#### Section 1

All officers of each class are required to attend class events and activities. This does not include class trips.

All officers are required to purchase a class shirt

All officers are required to help promote their class and Student Government events

### Article VII STUDENT GOVERNMENT MEETINGS

#### Section 1

clause a: Meetings of SGA shall be held as directed by the Activities Director or Class Sponsor.

#### Section 2

clause a: Meetings of the Student Government shall be attended by the members and the officers of Student Government along with the Student Activities Director and his/her representatives.

Clause b: Meetings of Class Officers shall be attended by all the officers of that class and the class sponsor.

clause b: Any student shall be allowed to attend and speak at any meeting; they will not, however, be allowed to vote on anything.

### Section 3

clause c: Any business voted on shall be decided by 50% of those members present plus one, providing that prior notice of the meeting has been given to the Council concerning a vote for Constitutional Amendments.

## Article VIII STUDENT GOVERNMENT EXECUTIVE BOARD

### Section 1

The Executive board of the Student Government shall be composed of the elected officers of SGA and Student Government Sponsor/Activities Director.

### Section 2

The Executive Board shall manage all Student Government business, plan the agenda of and schedule all meetings, hear all cases of malfeasance of the duties of the membership of Student Council, send its recommendations to the Student Activities Director, and all these things necessary and proper in order to achieve the purpose of SGA

## Article IX PARLIAMENTARY PROCEDURE

### Section 1

The Student Council shall be governed under the rules contained in the latest edition of Roberts Rules of Order IN ALL CASES IN WHICH THEY ARE NOT CONSISTENT with the constitution of special rules of order of the Student Council.

### Section 2

Should any Legislative business be brought to Student Government at the May meeting when incoming officers take office, both incoming and outgoing officers shall be allowed to vote.

## Article X EXTRA CURRICULAR LIMITATIONS

### Section 1

The president of SGA may hold no other major office defined as President, Vice-President, Secretary, or Treasurer in any other organization at Coral Reef Senior High.

### Section 2

The SGA and Class Vice-President and the President of the perspective classes may not hold the office of President or Vice-President of any other student organization in school.

### Section 3

No student shall hold the same office in two or more student organizations at school.

#### Section 4

No student shall hold more than two offices in two student organizations at Coral Reef; however, a third office may be held if it is an honor society.

#### Section 5

Student Government is 1<sup>st</sup> priority after school and Academy requirements. Should you have an extracurricular event that interferes with SGA, you must have an Attendance Form approved by Activities Director and Class Sponsor.

### Article XI DISMISSAL FROM OFFICE/ DISCIPLINARY ACTION

#### Section 1

Class officers and Student Government officers may be dismissed for any reasons stated in The Constitution. A probationary letter will be given to any officer prior to dismissal. The probationary period is at the discretion of the Student Government sponsor/Activities Director.

#### Section 2

If actions do not improve and/or any more offenses occur, the member on probation will be revoked of his/her position as a leader and/or removed from the organization.

#### Section 3

Any finding of guilt referred to the administration involving stealing, cheating or plagiarism will result in the immediate removal from their officer position and will not be allowed to run for a position the following year.

#### Section 4

If any member of Student Council is sent to SCSJ, a Student Success Center or is referred to the Administration for any disciplinary action, they are subject to Probation or immediate dismissal.

#### Section 5

Any member found posting inappropriate social media posts or pictures, or commenting in a negative or inappropriate manner on social media will be placed on probation or immediate dismissal.