

**CONSTITUTION OF THE STUDENT GOVERNMENT OF
CORAL REEF SENIOR HIGH SCHOOL**

PREAMBLE

In the best interest of our school and community, and in order to further the development of a knowledgeable representative government that will become better citizens of tomorrow, we the students of Coral Reef Senior High School do assemble these fundamental ideas as the “Constitution of the government of the student body.”

**ARTICLE ONE
NAME**

The name of the organization shall be “The Student Government of Coral Reef Senior High School” shall operate under the sponsorship of Coral Reef Senior High School.

**ARTICLE TWO
PURPOSE**

This organization shall be as follows:

- Sec. 1. To represent the student body in matters requiring representation and deliberation.
- Sec. 2. To promote ideas and activities for the benefit of the student body of Coral Reef Senior High School.
- Sec. 3. To assist in such administrative duties as are designated by the Principal, Student Activities Director and Class Sponsors.
- Sec. 4. To instill in every student the responsibility of representing this school to the best of its ability at all times, and to participate as an individual part of Coral Reef Senior High School.
- Sec. 5. To serve as a liaison agent between the student body of Coral Reef Senior High School, the faculty, the administration, and the home community of the students.
- Sec. 6. To support the rules and regulations of this school.
- Sec. 7. To take any actions necessary to support this constitution

**ARTICLE THREE
MEMBERSHIP**

The membership of this organization shall be as follows:

- Sec. 1. The Student Body
 - A. All students attending Coral Reef Senior High School shall be considered members of this body.
- Sec. 2. The Elective Body
 - A. Representatives of the Freshman, Sophomore, Junior, and Senior classes, along with the elected officers shall compose the governing body of Student Government.

The elected officers are as follows:

1. President
2. Vice- President
3. Secretary
4. Treasurers
5. Project Manager
6. Historian
7. Executive Advisor
8. Event Coordinator
9. Academy Liason

B. If not enough students are interested in running for a position, the Advisors reserve the right to assign a student.

Sec. 3. Sponsor

A. The sponsor of the Student Government shall be any Miami- Dade County Public School employee, selected by the Principal and Activities Director.

B. This individual shall represent the Activities Director at all Student Government meetings and functions.

C. This individual shall inform the organization of all school policies.

Sec. 4. Separation of Powers

A. No student may be a member of more than one governing branch of the Student Government at any one time.

B. Upon election or appointment of a student to a Student Government position, that student must render a resignation from conflicting position.

ARTICLE FOUR

POWERS

The power of this Constitution and the Student Government is delegated to it by the student body and Activities Director. However, the Principal shall reserve the right to veto all matters considered and acted upon by the Student Government.

ARTICLE FIVE

AMENDMENTS

Sec. 1. Any member of the student body may propose an amendment to this constitution and present it to the Elective Body, which will then present it at a Student Government meeting.

Sec. 2. The proposed amendment must receive a two-thirds majority vote of the representatives during the meeting at which it is voted upon.

BY-LAWS

ARTICLE ONE

RULES

Sec. 1. Rules to maintain SGA position

A. You must maintain a 3.0 GPA.

B. You must be willing to stay after school, attend meetings on/off campus, come in on Saturdays, take work home and be responsible for your classwork/home learning at all times.

- C. Candidates cannot have lower than a “B” in any academic class, must have 1’s in effort in all classes and “A” in conduct for all classes
- D. You cannot be on any sort of probation (academic, academy, behavior, attendance, etc). Applicants must not be on probation while holding office. If you are placed on probation for any reason while on SGA, you will have to resign your officer position for the remainder of the year.
- E. Candidates cannot have more than 5 unexcused absences or 10 tardies in the previous school year
- F. You must maintain a respectable social media personal account
- G. You must follow the school uniform policy daily and wear your ID at all times in school events
- H. You must attend all SGA and class meetings

BY-LAWS
ARTICLE ONE
ROLES

Sec. 1. The Officers and their duties

A. President:

- 1. To preside at all general and cabinet Student Government meetings.
- 2. To be responsible for all actions and decisions of this council.
- 3. To preside at all class events.
- 4. To represent Coral Reef Senior High School and the Student Government in an official way at any outside activity.
- 5. To educate and enforce all rules and regulations on the SGA Constitution
- 6. Communicate with all members
- 7. Communicate with administration
- 8. Communicate with CRTV Live
- 9. Coordinate Pep Rallies
- 10. Coordinate Junior Ring Ceremony, Honor Cord and Graduation Ceremony with Activities Director
- 11. Assist with Magnet Fair
- 12. Assist with all Class meetings
- 13. Assist with all Homecoming events
- 14. Help coordinate Leadership conference
- 15. Coordinate attendance for DSGA meetings
- 16. Attend all EESAC Meetings (SGA President only)

B. Vice-President:

- 1. To preside at all occasions in the absence of the President.
- 2. To be responsible for creating a monthly calendar of events (in Activities Office, social media, and potential bulletin boards, etc.)
- 3. Help promote school spirit and school athletic involvement
- 4. Assist with Club Day
- 5. Assist with College Fair
- 6. Assist with Awards Assembly
- 7. Plans monthly appreciation for teachers, administration, & staff.
- 8. Assist with Holiday events and Teacher Appreciation week
- 9. Sends thank you notes to all those who help with Student Council activities.

10. In charge of Bulletin Boards being updated every couple of months. Seniors should be updated each month
11. Assist with Women Leaders Breakfast

C. Secretary:

1. To keep records of all meetings of this organization, all reports of committees, and all official documents.
2. To maintain a record of membership and attendance.
3. To notify members of all meetings
4. To conduct all correspondence of this organization
5. To be responsible for acknowledging birthdays of Student Council members at monthly meetings and monthly calendar
6. Maintain the SGA binder
7. Take notes of each SGA and Class events and submit Event form in binder
8. To ensure that all clubs have scheduled their meetings and turn in their paperwork
9. Coordinate with Athletics office to help promote teams and upcoming games
10. Check in with Activities office weekly for any needs or updates

D. Treasurer:

1. To be responsible for all financial transactions of the Student Government.
2. Coordinate collection of money for class sponsored sales
3. Assist with treasurer paperwork – fundraiser form, operating report, etc.
4. Count money after each collection
5. Research fundraisers
6. Promote magazine sales fundraiser
7. Promote class shirt sales
8. Attend all EESAC meetings (SGA Treasurers only- take turn)
9. Organize and maintain Senior Parking Lot sales and binder

Sec. 2. The Cabinet Members and their duties

A. Project Manager:

- To publicize all Student Government activities, through posters & CRTV 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 and other Spirit promoting events throughout the year
- Help with Assistant Principals, Counselor and Secretary Appreciation week
- Keep the storage room organized
- Maintain College Acceptance Board

B. 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.
- Edit videos for school events
- 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.)

C. Executive Advisor:

- To oversee community service hours
- To coordinate Events with SGA and Faculty .
- To coordinate all Student Government Service projects.
- Plans and coordinates all United Way-sponsored drives and events
- Keep account of officer attendance and attendance forms in binder
- Help Ms Gilman with College and scholarship information for Seniors
- Assist with Graduation planning

D. SGA Liaison

- To serve as a liaison between PTSA & SGA
- To serve as liaison between Academies and SGA
- Serve as Liaison between Athletics and SGA
- Attends all PTSA meetings.
- To assist in recruiting parent volunteers throughout the year.
- To communicate with SGA in reference to PTSA events.
- Liaison between SGA and Administration
- Communicate with CAP advisor for college information and updates

E. 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
- Promote Spirit Week
- Promote Senior Week
- Help with First week of school events
- Help with Lunch events – 1st Friday of each month

I have read the Coral Reef Student Government and agree to the rules and regulations outlined.

Name _____ Date _____

ID _____ Grade _____

Position _____

Signature _____