

## **Preamble**

**W**e the students of Plainview-Old Bethpage John F. Kennedy High School do hereby establish a representative Student Government to ensure student rights, protect student privileges, and define student responsibilities; in so doing, we dedicate our government to the wellbeing of the student body.

## **Article I: Structure**

**SECTION 1:** The Plainview-Old Bethpage John F. Kennedy High School Student Government operates under a representative system. The wishes of the students are conveyed by elected representatives in the Student Council, which is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school administration, staff and parents for the benefit of the school and its students.

**SECTION 2:** Each class elects its own representatives that consist of a President, Vice President, Treasurer, Secretary, and a Public Relations Secretary. In order to run for class office, the student must participate in at least one of the various school events, whether it be at Homecoming, Battle of the Classes, or setting up for Junior Gala. Voting procedure for these positions are detailed in III.3. Senior class president is required to have one year of Student Government grade Board experience. Should there be no experienced candidate, outside members may run with proper approval.

**SECTION 3:** The entire student body elects an Executive Board, consisting of a President, a Vice President, a Treasurer, a Secretary, a Public Relations Secretary, and a Board of Education Representative. To run for an executive role, prior Student Government experience is required: one school year as a grade representative or one school year on a grade committee. If no experienced members choose to run for executive board, members who have previously ran for positions will be allowed to apply. Should no previous candidates be interested, candidates without student government experience will be considered, with administrative approval. Only juniors and seniors may hold a position on the Executive Board. The process is continued in III.2.

### **SECTION 4: Responsibilities**

- *President:* Expected to give grade reports at Student Government Association (SGA) meetings and attend Site Based meetings. Leader of the class or executive board.

Expected to run all Student Government meetings. Represents their respective Board at community events.

- *Vice President*: Assumes all duties and responsibilities of the President during the President's absence. Acts as a liaison between committees and the Student Council.
- *Treasurer*: Required to manage the finances of the Board. Completes all check requests and deposit slips and oversees fundraising. Executive Treasurer works with the advisor and administration regarding district allocations. Completes the annual financial report at the end of the year summarizing the grade's finances.
- *Secretary*: Required to take the official minutes of every SGA meeting. Takes and keeps attendance at all student government activities.
- *Public Relations Secretary*: In charge of communicating with the student body through announcements and social media. Responsible for all correspondence, including the distribution of any student government materials, agendas, minutes, and advertisements.
- *Board of Education Representative* (executive only): The chief representative of the student body to the Board of Education. They must attend all meetings with the Board of Education and report back to the Executive Board while also briefing the Board of Education on the current status of the student body, including, but not limited to events, achievements and activities of the high school student body.
- Responsibilities extend beyond the listed requirements; all officers must carry out responsibilities deemed necessary and proper by the Student Government as a whole throughout the year.

**SECTION 5:** *Term of Office*: A Student Government Officer shall serve a one-year term on the Board (the course of one full school year). Upon the completion of an officer's term, elections will be held to award new positions. Positions held during one school year are not guaranteed to carry over into subsequent school years. Officers are expected to carry out their designated responsibilities as members of the Student Government Board.

**SECTION 6:** If the grade advisor does not sign off on a student's eligibility to run for office, they may not run for any position in the Student Government.

## **Article II: Meetings**

**SECTION 1:** Full SGA meetings must be held at a minimum of twice a month. Throughout the school year, each month there shall be one meeting open to representatives from other clubs in the building.

**SECTION 2:** All grade representatives, including the executive board, must have attend 75% of meetings each semester, or they risk impeachment. Members of student government are expected to remain in attendance during the entire meeting.

**SECTION 3:** During the full SGA meetings, the President of each grade is required to give a grade report and the Board of Education Representative must give a monthly report from meetings with the Board of Education.

**SECTION 4:** The executive board is in charge of setting agendas for full SGA meetings and what needs to be discussed.

## **Article III: Elections**

**SECTION 1:** Elections will take place annually in May or June, with an informational meeting held prior to inform potential candidates of the procedures and responsibilities of holding office. All candidates running for office must attend one of the scheduled meetings.

**SECTION 2:** Rising juniors and seniors are eligible to run for Executive office. All candidates running for a position on the Executive Board are expected to give a speech to the freshmen, sophomore, and junior classes. The entire school votes for the Executive Board; each student selects one candidate per position.

**SECTION 3:** Each candidate may run for an individual position on their class Board. They are required to give a live speech or videotape a speech for their respective grade members. Members of each grade will vote for one person per position. After the five positions are selected, the remaining candidates not selected for office will be awarded the opportunity to apply for committees including, but not limited to battle, charities, Homecoming, or community service. Once those applications are received, the new grade Board will open the application process for others students in their grade to apply for committee positions upon the advisor and Board's approval. The committees are created to give students the opportunity to get involved and receive a year of experience in Student Government, allowing them to run in the future.

**SECTION 4:** It is up to building administration and the Executive Board when to hold freshmen elections, however they will be at the beginning of their first semester.

**SECTION 5:** In order to run for a Board position, the student is responsible for obtaining a signature of endorsement from the grade advisor and the Student Government advisor. The advisors are signing off in support of the candidate to run, indicating active involvement from the student in school events. If the advisor(s) does not sign this form, the student may not be allowed to run for a position. The final decision on whether or not a student may run for a position rests with the Student Government advisors and building administration. Reasons why students may not be approved include, but are not limited to failing to meet the requirements of their current duties, not being a positive member of the school community, poor attendance in related student government activities and past disciplinary actions.

## **Article IV: Removals of Office**

**SECTION 1:** If a representative fails to attend 75% of the meetings/responsibilities per semester, a meeting with administration is called upon the advisor's discretion. If a student is removed from office they may not run the following year.

**SECTION 2:** If one fails to adhere to school rules and the student Code of Conduct, their duties as a school representative will be taken away. A suspension will result in immediate impeachment without the need of approval from the rest of Student Government.

**SECTION 3:** If a grade Board or advisor feels a person should be impeached, there must be a meeting among the grade advisor and the Executive Board to effectively determine if the person should be removed from office. There must be a substantial claim for impeachment to be valid; there needs to be evidence any attendance or behavior issues, or documentation of that person being uncooperative in some way. If it passes a simple majority vote, administration will have the final word on whether or not to remove that officer from the Council.

**SECTION 4:** Administration at any time may take away job titles from student elected officers for any reason they deem proper.

## **Article V: Amendment Process**

This constitution can be amended every three years and if amended, must pass in a vote by the entire Student Government with a simple Majority. If failed, it will go to building administration for an override approval. If overridden or approved by the Student Government, the new constitution will come into effect the following year. If not, the existing constitution will remain in effect until the next school year. The Constitution must be made available to the student body for 10 days before going into effect, which may be at the beginning of the Constitution's first year. The new constitution will take place 10 days into the start of the new school year, if approved.