

School of the Arts **Student Government Association**

Constitution and By-Laws

Preamble and Mission

We the students of the School of the Arts, in order to bring students together, to improve student life, and to represent student interests before the student body, the school staff, and the Rochester community, do ordain and establish this Constitution and By-Laws of the School of the Arts Student Government Association (SOTA SGA).

This document was presented by SGA President Edward J. Valle and ratified by the School of the Arts Student Government Association Full Assembly by unanimous vote on June 2, 2005.

This document was presented by SGA President Edward J. Valle and approved by the School of the Arts School-Based Planning Team on June 14, 2005.

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Article I. Officers

The Student Government Association (SGA) shall be governed by four elected officers (elected as described in Article II) with the assistance of a faculty SGA Advisor.

Section 1.01 President

The president's responsibilities include setting the agenda for SGA meetings, running SGA meetings, and acting as the primary spokesperson for the SGA, including representing students at meetings of the School-Based Planning Team.

Section 1.02 Vice-President

The vice-president's responsibilities include substituting for the president in case of absence, and assisting the president in carrying out his/her responsibilities, including representing students at meetings of the School-Based Planning Team.

Section 1.03 Treasurer

The treasurer's responsibilities include handling SGA monies, monitoring and reporting on the status of the SGA bank account (with the Senior School Secretary to the Principal), and coordinating fundraising efforts.

Section 1.04 Secretary

The secretary's responsibilities include recording minutes of SGA meetings, taking attendance at SGA meetings, and arranging (with the SGA Advisor) for distribution of minutes.

Section 1.05 SGA Advisor

The SGA advisor is a SOTA faculty member whose responsibilities include providing advice to the SGA officers, providing input at SGA meetings, and facilitating communication with school faculty and staff.

Article II. Election of Officers

Section 2.01 Officer Election

The Election Committee (see Article V) will conduct elections in May of every year to select officers for the following school year. Students who are running for election should not be active participants on this committee beyond the initial setting up of an election calendar. This committee will set the rules for campaigning.

Section 2.02 Candidate Eligibility

- (a) SGA Officer candidates must have a minimum GPA of 2.5, minimum attendance of 85%, and must be in grades 9, 10, or 11.
- (b) The SGA Advisor will be responsible for establishing candidate eligibility.

Section 2.03 Election procedures

- (a) SGA Officer candidates must attend an informational meeting about election rules (unless special arrangements are made with the current SGA Secretary), and must complete a form indicating interest in a particular office. This meeting must take place at least 3 days prior to the start of campaigning.
- (b) The SGA will set dates for campaigning. Campaigning will last for no more than one week. The final day of campaigning should include a public candidates' forum for students to hear the various candidates.
- (c) Voting will be conducted by members of the election committee on the one or two days following the campaign period. Each office will be won by the candidate with the most votes in that office category.

Article III. SGA Representatives

Section 3.01 *Representation*

Each grade, 9 through 12, shall be represented by 5 Representatives and 5 Alternates.

Section 3.02 *Selection of Representatives*

- (a) The Election Committee (see Article V) shall oversee the selection of Representatives and Alternates in September of each year. The Committee shall designate a sign-up period for students interested in representing their grade.
- (b) If five or less students sign up from a particular grade, those students will become the Representatives for that grade. Alternates shall be recruited by those Representatives as needed.
- (c) If more than five students sign up, their names will be placed on a ballot distributed to all students in that grade. Students in that grade will vote for up to five names on that ballot. The five candidates receiving the most votes will be the Representatives for that grade. The next five candidates in rank order will be the Alternates. If additional Alternates are needed, they shall be recruited by the Representatives as needed.

Article IV. Meetings and Attendance

Section 4.01 *Scheduled Meetings of SGA Full Assembly*

The Full Assembly of SGA shall meet two times per month as scheduled on a calendar to be created by the SGA officers in September of each year. Additional committee meetings will take place as needed. The announcement of meetings is the responsibility of the SGA Officers with the help of the Communication Committee.

Section 4.02 *Attendance*

- (a) SGA Representatives and Officers should attend all meetings of the SGA Full Assembly. The SGA Secretary is responsible for recording attendance.
- (b) A SGA Representative should notify the SGA Secretary when he/she cannot attend a Full Assembly meeting. A SGA Officer should notify another officer or the SGA Advisor when he/she cannot attend a Full Assembly meeting.

- (c) SGA Representatives that miss two meetings without notifying the SGA Secretary will be contacted by a SGA Officer. Following that contact, if the SGA Representative misses an additional meeting without notifying the SGA Secretary, that Representative will be replaced permanently with a SGA Alternate.
- (d) SGA Officers that miss two meetings without notifying another Officer or the SGA Advisor will be contacted by the SGA Advisor. Following that contact, if the SGA Officer misses an additional meeting without notifying another Officer or the SGA Advisor, that Officer will be replaced permanently by a representative appointed by the SGA President with the approval of a majority vote of the Full Assembly.

Section 4.03 SGA Full Assembly Agenda.

Meeting agendas shall be set by the SGA President. Representatives or Officers may add to the agenda at the start of the meeting. The Agenda will include approval of the agenda, approval of minutes, a Treasurer's Report, Committee Reports, any other relevant items, and an opportunity to introduce new business.

Section 4.04 SGA Full Assembly Discussion and Voting

Discussion and voting at meetings shall be moderated by the President. Votes may be voice votes or hand counts as deemed appropriate by the President. A hand count may be requested by any Representative or Officer.

Article V. Committees

Section 5.01 Responsibility of Committees

The business of SGA shall be conducted by committees. These committees will meet separately from the Full Assembly and will report to the Full Assembly regularly.

Section 5.02 Committee Members and Chairpersons

Any student in grades 9 through 12 may be a member of a SGA Committee. The Chairperson or Co-Chairpersons of a SGA Committee must be Representatives or Officers of the SGA. The Chairperson or Co-Chairpersons shall be selected by the SGA President.

Section 5.03 Standing Committees

The Election Committee, Fundraising Committee, Communication Committee, Recycling Committee, and Student Concerns Committee are all Standing

Committees of the SGA. These Standing Committees may form *ad hoc* sub-committees as needed.

Section 5.04 *Ad Hoc Committees*

Committees may be proposed by any member of the Full Assembly. The formation of a new committee requires a majority vote of the Full Assembly.

Article VI. Communication

Section 6.01 *Meeting Minutes*

- (a) Minutes will be kept for all Full Assembly meetings by the SGA Secretary. If the Secretary cannot attend, the responsibility of taking minutes will be delegated by the SGA President.
- (b) Minutes will be kept for all committee meetings by a person delegated by the Chairperson of the committee. These minutes will be submitted to either the SGA Secretary or the SGA Advisor for editing and distribution.
- (c) The SGA Secretary will, with the assistance of the SGA Advisor, edit and publish the minutes of meetings and distribute these to school staff through staff email and to SGA members at the subsequent SGA Full Assembly.
- (d) The SGA Secretary will also post minutes on a designated SGA bulletin board.

Section 6.02 *Communication with Students*

The SGA Officers and the Communication Committee will be responsible for disseminating information about SGA events and issues as well as polling the student body about SGA events and issues.

Article VII. Amending the SGA Constitution and By-Laws

Amendments to this Constitution and By-Laws may be proposed by any SGA Officer or Representative. A majority vote is required to officially introduce an amendment at the SGA Full Assembly meeting. The subsequent SGA Full Assembly meeting must ratify an amendment with a two-thirds majority.

Article VIII. Ratification

This Constitution shall be ratified by a majority vote of SGA Representatives and Officers and by the approval of the School-Based Planning Team.

Honor Code Amendment

- Ratified: June 5, 2017 (6-0)

- Student Government Association (SGA) Candidates and Officers are to be held to the student code of conduct expectations and the highest standards of student behavior. All students involved in SGA activities serve as representatives of the student body as well as the entire school community. It is the expectation that Officers and Candidates serve as positive ambassadors for School of the Arts.
- In the event of any allegation(s) of deviation from the code of conduct or improper conduct, SGA Advisors will investigate allegations and consult with necessary parties.
- SGA Advisors have the right to consult with school administration to determine student eligibility to remain as a candidate or active member of SGA Office.