

Fox Chapel Area High School Student Government Constitution

(Revised: 1/28/2019)

Preamble

All members of the school community should have a meaningful voice in determining the policies of the school, in promoting a positive school climate and in shaping the future of the school. All students and staff regardless of gender, religion, color, socioeconomic status or creed should have the opportunity to be involved in the school's Student Government. The Student Government should be based on democratic principles. The Student Government will also promote leadership by training students in the principles of leadership. We the students and staff of Fox Chapel Area High School assembled in Congress do establish the Student Government.

Definitions

Municipality – Aspinwall, Blawnox, Fox Chapel, Indiana, O'Hara, or Sharpsburg

DSA – Director of Student Activities/Government

SBP – Student Body President

SBVP – Student Body Vice President

SBT – Student Body Treasurer

SBS – Student Body Secretary

SBMT -- Site Based Management Team is a group of teachers, parents, staff and administrators, which acts as an advisory and decision-making body for school-level decisions

Standing Committee – Permanent committee

Caucus – Members of the House and Senate with a common interest

Quorum – Number needed to be present to hold a vote – one half of the House and one half of the Senate (established at the discretion of the SBP)

Article 1

Legislative Branch

Section 1. All legislative powers shall be vested in the Student Congress, which shall consist of a Senate and a House of Representatives.

Section 2. The House of Representatives shall be composed of members chosen from every homeroom (QRT). The QRT teacher will run representative elections.

House members must maintain a 2.0 QPA, have excellent attendance, be punctual, be a student of academic integrity and reside in their designated QRT. When the student's QRT changes, a new election will be held and supervised by the QRT teacher. Each QRT may have ONE representative only—despite how many grades are in the QRT. A back up representative may be chosen but will not serve as a voting member of the student government.

No representative shall be a member of the executive branch. All representatives must be present and active in either a class caucus or a standing committee. **Active is defined by attending at least one meeting per month for either the class caucus or a committee of the representative's choosing. If meetings are not attended on a regular basis, the House member may be removed from office at the discretion of the DSA and executive branch.**

It shall be the duty of The House to consider such matters of homeroom and class interest as presented by students.

Representatives shall participate in specified activities for the good of the school government.

Section 3. The Senate shall be composed of four Senators from each of the six (6) municipalities that make up the Fox Chapel Area student population. Each municipality will have one senator from each grade level. Members of their grade and municipality will elect senators yearly.

Senators must maintain a 2.0 Q.P.A, be a student of academic integrity and reside in their designated municipality.

No Senator shall be a member of the executive branch. All senators must be present and active in either a class caucus or a standing committee. **Active is defined by attending at least one meeting per month for either the class caucus or a committee of the Senator choosing. If meetings are not attended on a regular basis, the Senator may be removed from office at the discretion of the DSA and executive branch..**

It shall be the duty of the Senate to consider such matters of municipal and student interest as presented by students and communities.

The Senate shall participate in specified activities for the good of the school government.

Senate Election Procedures:

1. Elections will be held according to the school calendar.
2. Students may self-nominate or be nominated by a peer or a faculty member (as per nomination form requirements).
3. Senators shall be elected by a plurality of votes cast by grade level and municipality.
4. All voting shall be done by voluntary, secret ballot, either via secured online site or in paper form.
5. No Campaign buttons or pins shall be permitted.
6. T-shirts may be used for Senate campaigns. But not passed out during classes from 7:55 am to 2:25pm during the week prior to and on election day.
7. All campaign Social Media use must be made a public and open.
8. No student may hold more than one office at a time.
9. All Senators, barring extraordinary circumstances as determined by the DSA, must reside in the student government QRT.

Section 4. The Director of Student Activities/Government (DSA) will govern the times, places and manners of holding yearly elections. The Student Congress (a joint session of the House and Senate) will meet monthly as designated on the school calendar. The Student Body President can call special sessions of both the House and Senate (DSA must be notified in order to authorize the meeting).

Section 5. Each Congressperson shall have one vote. For a bill to be passed, a Quorum is needed in both houses, and a majority of both houses must approve. The Student Body Secretary will keep all minutes of the session and record all votes. A voice vote or a roll call vote can be used at the discretion of SBP through a motion on the floor.

Section 6. A Senate or House member may be removed from office for failure to attend 2 (two) meetings (Joint Session and/or Caucus/Committee) without just cause, failure to carry out duties, failure to maintain 2.0 QPA, failure to follow school handbook code of conduct or to maintain academic integrity. Behavior unbecoming of a student government official will also be grounds for removal.

If a Congressperson is in violation of any of the above he or she will be removed from office pending an appeal process. A committee consisting of an administrator, DSA, class sponsor and homeroom teacher or school counselor will hear student appeals.

Section 7. Additional leadership positions that are available which do not conflict with separation of powers include: a standing committee chairperson or secretary, and any class caucus position. **In order to be elected as a**

chairperson of a committee or caucus, the student must be a representative or Senator.

Section 8. Procedures of the Joint Session will follow Robert's Rules of Order. General guidelines include:

1. The sessions will be run by the SBP, who will follow an agenda. Debate may be limited, but all representatives and senators have a voice in session.
2. Any student, teacher, community or staff member suggest agenda items to be discussed at the Joint Session.
3. When a vote is called for, a voice or roll call vote may occur.
4. All congressional records will be kept by the SBS and will be made available for all to read.

Section 9

Vacant Senate positions will be filled by appointment by a committee consisting of an administrator, DSA, class sponsor and homeroom teacher or school counselor.

Vacant Representative positions will be filled by a special election conducted in each respective homeroom, and overseen by the homeroom teacher.

Article II

Executive Branch

Section 1

Qualifications and Terms of Office

Officers shall serve for a one-year term. Candidates must be entering their junior or senior year to run for Student Body Executive Officer. Candidates must meet and maintain a cumulative grade standard of 2.0 and exhibit exemplary behavior including punctuality and observation of all school rules.

No student who has been suspended or reprimanded for serious misconduct (as determined by high school administration) may run for office.

Only students currently enrolled at FCAHS may run for office.

Section 2

Duties

Student Body President - Official Representative of the Student Body

The President must preside over all joint sessions of the Senate and House as well as executive cabinet meetings. The President is expected to meet with the DSA daily. The President is responsible for meeting with the administration when necessary to seek approval for student activities and for bills that have passed at joint sessions. The President can call emergency meetings of the Senate if necessary. Finally, the President is accountable for ensuring that other members fulfill their duties in office.

Student Body Vice President – Assistant to the President

The Vice President must assume the duties of the SBP when he/she is not available or is unable to fulfill the duties of President. The SBVP must assist the SBP in executing all of his/her duties. The SBVP is expected to assist the DSA with club week planning, club approval process and communicating with all club sponsors/lead students throughout the school year.

Student Body Treasurer –

The Treasurer's responsibility is to oversee and execute all financial transactions of all school clubs and activities and keep accurate financial records, all of which must be retained in the SAO. The Treasurer may not be the President or Treasurer of any other club or publication unless approved by SGA DSA. The SBT should meet with the Student Activities Treasurer to be sure all paperwork is completed and all regulations are being met and should communicate with all club sponsors regarding financial items of interest to the student government. The SBT must complete all purchase orders and check requests as well as their documentation, ensure that all papers needed for the process are printed and stocked and signed if need be, and deliver all checks to parties that requested them. The SBT should be available for the training of all class and club treasurer's as necessary.

Student Body Secretary -

The Secretary is responsible for maintaining all records, posting meeting dates and announcements, taking minutes at meetings and distributing minutes in a timely manner to appropriate parties. The SBS should prepare and distribute minutes and attendance records of all joint sessions at the discretion of the executive branch and take roll to keep a record of all people in attendance. the SBS shall keep a record of all class senators-and homeroom representatives and a record of all votes by student government, be it House or Senate. The Secretary is ultimately responsible for all communication in any form.

Section 3

Impeachable actions:

Removal of any Student Government officer by a panel of the DSA and a school counselor may be for any one of the following reasons:

1. Non-fulfillment of duties and obligations of the office.
2. Failure to exhibit leadership and/or model student behavior
3. Abuse of power and or privileges of Student Body government and/or FC regulations.
4. More than two unexcused absences at Joint Sessions will result in automatic removal of any officer.
5. Failure to maintain a cumulative grade point average of 2.0.
6. A committee consisting of an Administrator, DSA, class sponsor and homeroom teacher or school counselor will hear student appeals.

Section 4

Election Procedures:

1. Elections will be held according to the school calendar.
2. Students may self-nominate or be nominated by a peer or faculty member (as per nomination form requirements).
3. Student Body Officers shall be elected by a plurality of votes cast.
4. Nominees will complete voter's guide questionnaire.
5. Only persons currently enrolled in grades 9-11 at FCAHS may vote in the student body government elections.
6. All voting shall be done by voluntary, secret ballot, either paper or online.
7. Executive Branch candidates may not hand out informational campaign, which is limited to flyers, platforms, etc (no magnets, pens, buttons, or candy) during classes from 7:55 am to 2:25pm during the week prior to and on election day.
8. Each candidate may post up to 20 campaign flyers around the school.
9. Each candidate will have an opportunity to tape a speech. The speeches will be posted to the school's website and on each class schoology page.
10. All campaign Social Media use must be made a public and open.
11. No person may hold more than one office at one time.
12. Candidates may run for a senate position in addition to a Student Body Officer. If the candidate wins the Student Body election, he/she will forfeit his/her senate position.

13. Candidates for President and Vice President may, at the concurrence of all candidates for those offices, combine into a single SBP-SBVP ticket.
14. No candidate should be a president of a major club at Fox Chapel Area High School. A major club is defined by an enrollment of at least 50 active members.

Section 5

Replacement of Impeached Student Body Officers

With the removal of the Student Body President, the Vice President will assume the duties and title of Student Body President. The newly vacant SBVP position will be filled by the runner up in the election for Student Body President. SB Secretary and SB Treasurer will be replaced by the same process as the SBVP.

Article III

Amendment Process

Proposals to the Constitution require 2/3 vote of Senate and House or 200 students of FCAHS to sign a petition requesting an amendment.

Ratification of proposed amendments requires 3/4 of both houses and the majority of the faculty approval.

Article IV

Standing Committees

Section 1 - Purpose

The purpose of the standing committees is to consider all legislation as directed by the SBP, complete all tasks/duties as listed in section 3 and bring all new ideas to the joint session for full vote.

Section 2 – Standing Committees

There shall be at least three standing committees, which contain members from both the House of Representatives and Senate as well as any interested student from the school population. Each standing committee will have a

committee sponsor. The standing committees shall perform tasks as directed by the SBP or DSA. The standing committees shall meet as needed, prior to and after the monthly Joint Session to work on any issues brought to the committee. Senators and Representatives will submit a list of committees on which they would like to serve. The Executive branch and the DSA will make appointments to the various committees, if the need arises.

Section 3 Committee Duties and Responsibilities

A. Social Committee:

- Homecoming - pick theme, organize dance, sell tickets, promote the event, etc.
- Telethon and/or seasonal Dance- chaperones, thank-you notes to parents and teachers, pick dates at the beginning of the year, select DJ, students to work door
- Prom—pick theme, organize dance, sell tickets, promote the event, etc.
- E-mail DSA within 24 hours all committee activity and any items that need to be voted on by full House and Senate.

B. Community Outreach Committee:

- Participation in the Senior Citizen Luncheons
- Organizing and staffing the Blood Drive(s.)
- Decorating the VA Hospital
- Service opportunities
- Helping with the Foxes Burrow
- E-mail DSA within 24 hours of all committee activity and any items that need to be voted on by full House and Senate.

Section 4 Committee Leadership

Leadership in Committees will include Committee Chairperson and Committee Secretary. The election of these leadership positions will occur in committees and will be limited to one-year terms (no term limits).

The Chairperson

- Runs meetings
- Introduces committee actions to the floor
- Fields questions from the floor
- Must be a member of the Senate or Homeroom (QRT) Representative

The Secretary

- Records minutes at all meetings
- Submits to Committee Sponsor and DSA within 24 hours following each standing committee meeting.

Removal as a Committee Leader will occur from failure to uphold duties and responsibilities. May retain original Senate or House status, and may still be a member of the committee.

If a Committee leader is in violation of any of the above he or she will be removed from office pending an appeal process. A committee consisting of an administrator, DSA, class sponsor and homeroom teacher or school counselor will hear student appeals.

Article V

Class Caucuses

Section 1 The Purpose

Caucuses will discuss matters of each class and plan/implement Homecoming activities.

Section 2 Class Caucus Responsibilities

Senior Class Caucus Responsibilities

- **MONTHLY MEETINGS:**
 - Old Business and New Business
 - Team Building, Tolerance or Leadership Activities
 - Minutes submitted within 24 hours of meeting to DSA
- **HOMEcoming**
 - Skits
- **Miscellaneous**
 - Senior Class Gift
 - Class T-shirt
 - Senior BBQ planning

Junior Class Caucus Responsibilities

- **MONTHLY MEETINGS:**
 - Old Business and New Business
 - Working Meetings
 - Team Building, Tolerance or Leadership Activities
 - Minutes submitted within 24 hours following the meeting to DSA
- **HOMECOMING**
 - Skits

Sophomore Class Caucus Responsibilities

- **MONTHLY MEETINGS:**
 - Old Business and New Business,
 - Working Meetings,
 - Team Building, Tolerance or Leadership Activities,
 - Minutes submitted within 24 hours following the meeting to-DSA
- **HOMECOMING**
 - Skits
- **POWDER PUFF**
 - Tickets – sales and booth coverage
 - Advertising
 - Concession stand

Freshman Class Caucus Responsibilities

- **MONTHLY MEETINGS:**
 - Old Business and New Business,
 - Working Meetings,
 - Team Building, Tolerance or Leadership Activities,
 - Minutes submitted within 24 hours following the meeting with DSA
- **HOMECOMING**
 - Skits
- **FUNDRAISERS**

Section 3 Caucus Leadership

Each Caucus will elect from within the caucus a Caucus Chairperson, Secretary and Treasurer. Caucus leaders cannot hold any other executive office in Student Government. Sponsor will coordinate and run elections.

Chairperson

- Run the caucus meetings
- Act as ambassador for the class
- Create agenda for the caucus meetings with the Class Sponsor
- Must be a Senator or Homeroom (QRT) Representative

Caucus Secretary

- Record minutes at all meetings
- Submit meeting minutes and agenda items to Caucus Sponsor and DSA within 24 hours following each caucus meeting
- Tally and record caucus votes

Caucus Treasurer

- Be responsible for deposits and check requests.
- Coordinate Caucus Fundraiser
- Request start up monies from Student Activities Treasurer at least 3 days in advance of the event.

Removal of a Caucus Leadership title will occur from failure to uphold duties and responsibilities. Student may retain original Senate or House status.

If a Caucus leader is in violation of any of the above, he or she will be removed from office pending an appeal process. A committee consisting of an administrator, DSA, caucus sponsor and homeroom teacher or school counselor will hear student appeals.

Rights and Responsibilities

RIGHTS:

We the students of Fox Chapel Area High School have the right to:

1. Teach and learn from each other
2. Express our opinions and ideas in a mature and responsible way, freely and peaceably in speech and/or in writing
3. Be treated with respect and dignity
4. Be free from physical, verbal and non-verbal harassment

RESPONSIBILITIES:

We the students of Fox Chapel Area High School shall:

1. Show respect and consideration to all peers, teachers, staff and administration
2. Abide by all laws be they building, district, community, state and federal
3. Demonstrate responsible behavior that models appropriate action for student body.
4. Develop leadership skills and abilities and model these for peers and other officers