

# **The Douglass High School Constitution**

## **Student Government Association**

### **Constitution and By Laws**

#### **Purpose**

The purpose of this organization shall be:

- (1) To foster a spirit of cooperation among students and faculty.
- (2) To promote and encourage activities for the best interest of the school.
- (3) To develop good citizens and leaders through experience in government.
- (4) To provide a means for student expression.
- (5) To encourage student involvement.
- (6) To promote a sense of school pride and community involvement through initiatives designed to foster volunteerism and service.

#### **Membership**

Membership is open to all students of Frederick Douglass High School who meet the requirements as prescribed by the constitution.

#### **Officers**

The officers for The Student Government Association shall be president, first vice-president, second vice-president, secretary, assistant secretary, treasurer, parliamentarian, sergeant at arms, business manager, reporter and advisor to the president (At the president's request.)

### **President**

#### **I. The President shall:**

1. Be a rising senior
2. Have a 3.00 grade point average.
3. Have a clear disciplinary record.
4. Complete and submit an application

#### **II. The Duties of the President:**

1. Preside over meetings.
2. Represent the Student Government Association and the school.
3. Appoint Standing committee chairs.
4. Serve as student representative to the Homecoming.
5. Fill office vacancies by presidential appointment when required
6. Appoint representatives at large no more than 1 per grade level.
7. Appoint an Advisor to the president if he or she desires: this appointment must be made prior to the annual summer session with the school principal.
8. Call emergency meetings.
9. Be an ex-official member of all committees.
10. Preside over Executive board meetings.
11. Preside over elections.
12. Sign certificates and issue decrees.

## **The First Vice-President**

### **I. The First Vice President shall:**

1. Be a rising senior
2. Must have a 3.00 grade point average.
3. Have a clear disciplinary record.
4. Complete and submit an application.

### **II. The Duties of the First Vice-President:**

1. Preside and call meetings if president is absent.
2. Become president if president is removed or leaves office.
3. Serve as student representative to the Homecoming Court if the president is unable, unless a member.
4. Chair the Annual Canned Food Drive / Thanksgiving Basket Committee.
5. Chair Leadership Training Conference Committee.

## **2<sup>nd</sup> Vice-President**

### **I. The 2<sup>nd</sup> Vice – President shall:**

1. Be a freshman
2. Complete and submit an application

### **II. The Duties of 2<sup>nd</sup> Vice –President:**

1. Work closely with the president and first vice – president
2. Work closely with the president and advisor of the freshmen class.
3. Serve on the homecoming steering committee
4. Chair the Spring Social and Secretary's Day Committees.

## **Secretary**

### **I. The Secretary shall:**

1. Be a member of the Student Body the previous school term.
2. Must possess a 2.5 grade point average.
3. May have no more than one disciplinary infraction on record.
4. Complete and submit an application
5. Possess clerical skills.

### **II. The Duties of the Secretary shall:**

1. Record the minutes of all meetings
2. Prepare announcements for intercom/ morning and afternoon announcements
3. Keep the attendance records
4. Assist president in elections and declare the returns.
5. Certify election returns.

6. Keep the membership and attendance roll
7. Serve as student representative to the Homecoming Court if neither the president nor the vice president is unable, unless they are members.
8. Call and preside over meeting in the absence of the president and vice-presidents
9. Sign certificates/ prepare documents for admission to advisor, faculty, staff and administration.
10. Notify members and officers of meetings
11. Chair Bosses Day and Red Ribbon Week Committees.

### **Assistant Secretary**

#### **The Assistant Secretary shall:**

1. Be a member of the Student Body the previous school term.
2. Must possess a 2.50 grade point average.
3. May have no more than one disciplinary infraction on record.
4. Complete and submit an application
5. Possess clerical skills.

### **Treasurer**

#### **The Treasurer shall:**

1. Be a member of the Student Body the previous school term.
2. Have a 2.5 or better grade point average
3. May have no more than one disciplinary infraction on record.
4. Complete and submit an application

#### **The Duties of the Treasurer:**

1. Collect and keep all money
2. Keep an accurate record of all money collected, spent, or paid out.
3. Issue a financial report at all meetings.
4. Issue a financial report when called for
5. Chair Valentine's Day Committee
6. Chair Finance and Fundraising Committee

#### **The Assistant Treasurer shall:**

1. Be a member of the Student Body the previous school term.
2. Have a 2.5 or better grade point average
3. May have no more than one disciplinary infraction on record.
4. Complete and submit an application

## **Parliamentarian**

### **The Parliamentarian shall:**

1. Be a member of the Student Body the previous school term.
2. Have a 2.5 or better grade point average
3. May have no more than one disciplinary infraction on record.
4. Complete and submit an application

### **The Duties of the Parliamentarian :**

1. Keep law and order
2. Provide answers to Parliamentary questions.
3. Chair the Christmas Toy Drive Committee
4. Chair the Constitution Committee
5. Co - Chair the By-laws Rules and Regulations Committees

## **Sergeant-at Arms**

### **The Sergeant-at Arms shall:**

1. Be a member of the Student Body the previous school term.
2. Have a 2.5 or better grade point average
3. May have no more than one disciplinary infraction on record.
4. Complete and submit an application

### **The Duties of the Sergeant-at Arms:**

1. Assist the parliamentarian in the keeping of order
2. Be the doorkeeper during the meetings
3. Announce visitors to the meetings
4. Co - Chair the By-laws Rules and Regulations Committees
5. Co – chair the election committee.

## **Business Manager**

### **The Business Manager shall:**

1. Be a member of the Student Body the previous school term.
2. Have a 2.5 or better grade point average
3. May have no more than one disciplinary infraction on record.
4. Complete and submit an application

### **The Duties of the Business Manager:**

1. Preside over all business transactions related to SGA.
2. Co – chair all fundraising activities.
3. Chair Volunteer Week Committee.
4. Operate the school store.

## **Reporter**

### **The Reporter shall :**

1. Be a member of the Student Body the previous school term.
2. Have a 2.5 or better grade point average
3. May have no more than one disciplinary infraction on record.
4. Complete and submit an application

### **The Duties of the Reporter:**

1. Notify school newspaper, APS Media and local publications of Student Government Activities.
2. Assist the business with advertisement of SGA Activities and functions
3. Shall be an active member of all standing committees.

## **By-Laws**

### **Article I**

#### **Name:**

The Student Government Association of Frederick Douglass High School.

#### **OBJECTIVES**

The objective shall be First of all to Develop Leaders By Way Of Service, Dedication and Support of Our Constituents, School and Community. Secondly to develop leaders to Serve, Represent and Govern at the Local, State, National and International Levels.

### **Article II**

#### **Membership**

**Section 1** The membership shall be limited to students of Frederick Douglass High School.

**Section 2** Each homeroom shall elect or select two representatives.

**Section 3** Inauguration ceremony will be held during the month of September.

**Section 4** Any officer desiring to resign from the Student Government Association must submit his/ her resignation in writing to the secretary. The secretary will present it to the Executive boards at its regular meeting.

**Section 5** ANY OFFICER OR MEMBER MAY BE REMOVED FROM OFFICE FOR FAILING TO PERFORM DUTIES AND RESPONSABILITIES, VIOLATION OF SCHOOL RULES AND REGULATIONS, APS SYSTEM CODE OF CONDUCT OR FAILURE TO ATTEND 3 CONSECUTIVE MEETINGS WITHOUT JUST CAUSE OR NOTIFICATION.

### **Article III**

#### **Elections**

**Section 1** Elections for of officers for the Student Government Association Executive Board, Student Leadership Boards, Grade level representatives to the Homecoming Court, Mr. and Miss Frederick Douglass High School shall be held the second week in May unless conflicts arise with testing or the Atlanta Public Schools or the Frederick Douglass High School Calendar of events.

**Section 2** The First Vice President to the Student Government Association, Freshman Class Officers, Homeroom Representatives and Representatives to the Homecoming Court shall be elected the second week in September.

**Section 3** All other elections shall be held as prescribed by their sections of this constitution.

### **Organization**

**Section 1** The officers for The Student Government Association shall be president, first vice-president, second vice-president, secretary, treasurer, parliamentarian, sergeant at arms, business manager, reporter and advisor to the president.

**Section 2** The officers shall be elected by secret ballot and shall serve one year or until successors are elected.

A. The position of Advisor to the President shall be determined by the president. An election or approval of the body is not required. The position may only be held by a junior or senior who meets the requirements to serve as a sub cabinet officer.  
(i.e., secretary, treasurer, etc.)

**Section 3** No officer shall hold more than one office at a time.

**Section 4** The Student Leadership Boards shall be composed of the president, vice – president, secretary, treasurer, parliamentarian, business manager, reporter and president of each class, freshman, and sophomore, junior and senior.

## **Article IV**

### **Meetings**

**Section 1** The regular meeting for the Student Government Association shall be held on the second Wednesday of each month.

**Section 2** Special or emergency meetings shall be called by the SGA Advisor, president, the first Vice-president if the president is absent or removed, the secretary if the President and first vice-presidents are absent or removed.

**Section 3** The regular scheduled meeting of the Members of the Student Leadership Board shall be determined by the Class Advisors and or Class president for their respective classes. Time and location shall be advertised via the intercom system and or verbally or written via the class secretary.

**Section 4** Monthly meetings of The Student Government Association and the Student Leadership Board with the principal shall be deemed by the principal.

**Section 5 Summer Session:** The Leadership Board upon election shall meet in a summer session with the principal in July or August to plan a calendar of events and full agenda for the SGA for the forthcoming year. The date, time and location of said meeting shall be determined by the principal.

**Section 6** Quorum shall be two-third majority of the active members.

## **Article V**

### **Executive Board**

**Section 1** The officers of the Student Government Association shall comprise the Executive Board.

**Section 2** The duties of the Executive Board shall be:

1. Supervise the affair of the Student Government Association and the Student Leadership
2. Fix the time and place of meetings
3. Shall make recommendations to the members
4. Perform such other duties as are specified by the By-laws

**Section 3** The board shall meet the first Wednesday of each month from September to June.

**Section 4** Special meeting of the board can be called by the President, or two-thirds vote of active membership.

## **Article VI**

### **Committees**

**Section 1** The president shall appoint all committees and the chairman's unless otherwise stated in the By-laws.

- A. Committees shall function under the rules and regulations of Roberts Rules of Order.
- B. Committees shall serve for such a time as deemed necessary or until the objective of the committee has been completed.



## **Section 2**

Standing committees shall be:

Stop The Violence Summit

Youth Leadership Conference

Instillation of Officers

Community Service

Programs and Activities (All in school, annual professional nationally observed days, weeks and months)

Finance

Constitution and By - Laws

Canned Food / Thanksgiving Baskets

Toy Drive

## **Article VII**

### **Meetings and Order**

Parliamentary authority for all meetings executive, regular and committee shall be conducted under Robert's Rules of Order.

## **Article VIII**

### **Amendment of By-laws**

The by-laws of this constitution may be amended at any regular meeting of the Student Government Association by a two-third vote of the active membership.

## **Article IX**

### **Rules and Regulations**

**Section 1** Atlanta Public Schools and The Frederick Douglass High School Rules and Regulations shall be adhered to at all times.

**Section 2** Each officer and member shall lead by example.

**Section 3** Violation of any school or system rules and regulations shall result in removal from office and or membership. Removal shall not be limited to these violations only.

- A. Failure to maintain Grades
- B. Being disrespectful to any adult
- C. Being suspended
- D. Lying
- E. Stealing
- F. Cheating
- G. Cutting Class
- H. Failure to follow the directions of any adult.

- I. Absent for two consecutive meetings or three meetings within the year without notice to the secretary and or president.
- J. Failure to maintain the required grade point average.
- K. Failure to carry yourself in a respectful manner.
- L. Fighting

## **Article X**

### **Community Service:**

**Section 1** It shall be the duty of each member to participate, support and provide community service when called upon.

**Section 2** Invitations from organizations, groups and committees shall be honored to the best of the ability of all active student government and student leadership members.

## **Article XI**

### **Homecoming Elections**

#### **Round One and Two Application, Grade and Disciplinary Records Clearance**

- Mr. and Miss Frederick Douglass High School and Grade Level Queens and Kings, Shall be held the second week in May unless conflicts arise with testing or the Atlanta Public Schools or Frederick Douglass High School Calendar of events.
- Must have a grade point average of 3.0 or above verified by the grade level counselor and/or registrar.
- All Candidates must be in good ethical standing and representation of Frederick Douglass High School in and out of school. ( i.e. Facebook, Snapchat, Twitter, Instagram, etc.)  
Candidates must have no suspensions in the current or previous school year of the office seeking or held, other than uniform violations, which will be reviewed by the administration.
- NO CANDIDATE King or Queen May succeed himself or herself. (i.e. Miss Freshman cannot be Miss Sophomore the Following Year.) Former Mr. and Miss Junior Class may vie for the title of Mr. and Miss Frederick Douglass High School the Senior Year.
- Must have good school attendance.
- Junior fees must be paid before running for Mr. /Miss Frederick Douglass High School and Mr. and Miss Senior Class. The same shall be true for all senior candidates for class office.
- Grade Level officers, or Grade Level King or Queen must be clear of all class fees. (If Applicable)
- Must have parental consent. If eligible, parents must attend an interest meeting and agree to election terms in writing.

- Candidates' parents/guardians must assume all financial responsibility while campaigning and during elected term.
- Candidates will not be reimbursed money for campaign items if not qualified.
- Candidates must be qualified before spending money.
- All campaigning will start following the mandatory meeting with parents.
- No candidate bashing while campaigning (no tampering with opponents campaigning material, no verbal abuse in campaign).
- No campaigning items may be displayed around school without authorization from The SGA Advisor and Election Committee.
- Candidates are responsible for monitoring and distributing campaign items and clean up.
- Campaigning will last for three days
- All campaigning materials must be removed by 5:00pm on the Wednesday prior to elections. No campaigning is to be done after this time.
- Failure to perform duties and responsibilities for elected positions and any violation of school rules, regulations, and policies will result in removal from position.
- The violation of any of the fore mentioned rules, regulations or guidelines shall lead to candidates' disqualification from the election!

### **Round Three Interviews:**

- The selection or interview committee shall be composed of former titleholders.
- The rational is to avoid criticisms of biasness and prejudice on behalf of those making the decision of who advances. This way the committee is totally impartial and is composed of a variety of former titleholders, ages and experiences.
- The top five contestants with the highest composite scores will advance to the next round.
- All candidates regardless of advancement or not shall be notified of the judges decision via letter as soon as the results are known.
- All score sheets and forms shall be held in the school vault for a period of sixty days for review.

### **Round Four: Candidates Forum**

- In lieu of grade level assemblies, candidates will be allowed to state a scripted video statement of the office that they are seeking. The videos will be on FDHS website. The videos will be available for viewing in the media center, cafeteria, parent center and advisement.

### **Round Five: Elections**

- Elections shall be held electronically during advisement or lunch.
- The candidates with the popular vote shall be deemed elected.

- The election results shall be certified by the election committee and reported to the principal.
- Upon the confirmation the results shall be announced.

### **Clubs, Organizations and Auxiliary Representation to the Homecoming Court**

- The selection of club, organization and auxiliary representatives to the homecoming court shall be left to the advisor and their constitution, rules regulations and guidelines.
- All names of Clubs, Organizations and Auxiliary Representation to the Homecoming Court shall be submitted to the homecoming committee no later than the third Friday in August.

### **Homecoming**

- The date, place and time of homecoming shall be determined by the Athletic Director with approval of the principal.
- The Homecoming Committees shall Be:
  1. Coronation
  2. Coronation Ushers
  3. Royal Brunch
  4. Attire
  5. Flowers
  6. Decorations
  7. Parade
  8. Program (Typing/Printing)
  9. Coronation Ball
  10. Royal Pep Session
  11. Video/ Camera Production
  12. Celebration Publicity
  13. Half –Time Transportation
  14. Alumni Social
- Homecoming Committee Chairperson shall be appointed by the principal.
- Homecoming Committee Members shall be upon a voluntary basis.
- Homecoming Committees shall convene and submit a budget within one week of selection.
- Homecoming Committees shall serve until the homecoming activities are complete.