

## SGA Application Rules and Guidelines

### In order to run for office, you must:

- Be in good academic standing for the current quarter (CANNOT have a D or F in any class)
- Have and maintain at least a 2.5 GPA if running for any Class Representative
- Have and maintain at least a 2.75 GPA if running for House Representative for any House, Senior Class Treasurer or Senior Class Secretary
- Have and maintain a 3.0 GPA if running for Parliamentarian, Historian, Senior Class President, and Senior Class Vice President
  - Senior Class President and Vice President Must also have been a member of SGA for at least 1 year as a High School student
- Have NO more than 2 detentions this school year by the application's due date, and NO office referrals on file for any level of offense at any point during the current school year.
- Have two teachers other than the SGA sponsor recommend you
  - House Representative MUST ALSO get the approval of the House Head
- Wait until the sponsor approves your application before you can start campaigning
  - A slide will be put on the announcements regarding this information. It is YOUR responsibility to check the announcements for it.

\*If you do not meet these requirements, you cannot and will not be approved.

### Once you are approved to run...

#### You can:

- Make a **POWERPOINT (not GOOGLE SLIDES)** slide for the announcements and send it to the sponsor for approval (Once approved, it will be added to the announcements for you. If corrections are needed, you must fix and resend. If you send your announcement in without approval, you may be pulled from the ballot.)
- Hand out goodies.
- Hand out flyers. Must be approved by Mrs. Butler first.
- Hang any posters or flyers on the walls. Must be approved by Mrs. Butler first. **This MUST be hung with your OWN BLUE PAINTER'S TAPE. Anyone who hangs with duct tape or anything else, may be pulled from the ballot.**
- Remove all signs by the end of the voting day or you're disqualified

#### You cannot:

- Make fun of or trash talk an opponent
- Trash, damage, destroy, or remove campaign property from anyone else running for office
- Buy votes
- Hang posters with anything but blue painter's tape
- Send a slide in to the announcements on your own (it will be sent for you).

\*If you do any of the previously listed "cannots" your approval will be revoked immediately, and your name will not appear on the ballot on Election Day.

# SGA Positions Descriptions

**IF you are elected as an SGA officer, you must follow the guidelines for the position as follows:**

Role	Responsibilities
<b>Senior Class President</b>	<ul style="list-style-type: none"> <li>• Maintain 3.0 GPA</li> <li>• Maintain highest standard of integrity and ethics</li> <li>• Work closely with the VP and Secretary to create agendas</li> <li>• Assist sponsor with Remind text blasts</li> <li>• Lead all official SGA meetings</li> <li>• Discuss with VP and secretary what to put on the agenda</li> <li>• Network with other school organization leaders and faculty/staff</li> <li>• Serve as liaison by initiating contact with student body</li> <li>• Promote SGA sponsored activities in multiple ways</li> </ul>
<b>Senior Class Vice President</b>	<ul style="list-style-type: none"> <li>• Maintain 3.0 GPA</li> <li>• Attend/preside over SGA meetings</li> <li>• Maintain highest standard of integrity and ethics</li> <li>• Work closely with the President</li> <li>• Sign up for Remind text blasts</li> <li>• Discuss/make agenda with President and Secretary</li> <li>• Assist Secretary with any duties necessary</li> <li>• Assist advisor with paperwork associated with SGA and formal school procedures</li> <li>• Replace the president if he/she is unable to fulfill duties</li> <li>• Promote SGA sponsored activities in multiple ways</li> </ul>
<b>Senior Class Secretary</b>	<ul style="list-style-type: none"> <li>• Maintain 2.75 GPA</li> <li>• Have good typing skills and/or penmanship to record meetings and create agenda</li> <li>• Attend all meetings</li> <li>• Maintain highest standard of integrity and ethics</li> <li>• Sign up for Remind text blasts</li> <li>• Record minutes and keep them available to all members and sponsor</li> <li>• Assist with paperwork associated with SGA</li> <li>• Assist President and VP in creating agenda</li> <li>• Keep clear and organized SGA records</li> <li>• Promote SGA sponsored activities in multiple ways</li> <li>• Replace the VP if he/she is unable to fulfill duties</li> </ul>
<b>Senior Class Treasurer</b>	<ul style="list-style-type: none"> <li>• Maintain 2.75 GPA</li> <li>• Be able to count money and perform basic mathematical functions</li> <li>• Attend all meetings</li> <li>• Maintain highest standard of integrity and ethics</li> <li>• Sign up for Remind text blasts</li> <li>• Assist sponsor in counting and recording money from fundraisers and writing receipts</li> <li>• Keep an on-going budget chart and record all incoming and outgoing funds</li> <li>• During any sales activity, be available to help handle money</li> <li>• Promote SGA sponsored activities in multiple ways</li> <li>• Replace the Secretary if he/she is unable to fulfill duties</li> <li>• Assist the President, Vice President, and Secretary in creating the weekly agenda.</li> </ul>
<b>Class Representative</b>	<ul style="list-style-type: none"> <li>• Maintain 2.5 GPA</li> <li>• Attend all meetings</li> <li>• Maintain highest standard of integrity and ethics</li> <li>• Sign up for Remind text blasts</li> <li>• Promote SGA sponsored activities in multiple ways</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist other officers wherever needed</li> <li>• Replace the Treasurer/Historian/Parliamentarian if he/she is unable to fulfill duties</li> <li>• SENIOR REPRESENTATIVE - Attend all Senior Committee and Prom Committee Meetings and liaison between the organizations</li> </ul>
<b>House Representative</b> <b>(9<sup>th</sup> – 12<sup>th</sup> graders)</b>	<ul style="list-style-type: none"> <li>• Maintain 2.75 GPA</li> <li>• Attend all meetings</li> <li>• Maintain highest standard of integrity and ethics</li> <li>• Sign up for Remind text blasts</li> <li>• Takes lead on House related events</li> <li>• Coordinates with House head and keeps him/her in the loop with SGA/House related activities</li> <li>• Helps design House Merchandise</li> </ul>
<b>Parliamentarian</b> <b>(10-12<sup>th</sup> grader)</b>	<ul style="list-style-type: none"> <li>• Maintain a 3.0 GPA</li> <li>• Attend all SGA meetings</li> <li>• Maintain highest standard of integrity and ethics</li> <li>• Sign up for Remind text blasts</li> <li>• Study and uphold parliamentary procedure</li> <li>• Work with President, Vice-President, and Secretary to create agendas</li> <li>• Compete at district and state competitions in the Parliamentary Procedures Contest and prepare other teammates for this competition</li> <li>• Promote SGA sponsored activities in multiple ways</li> </ul>
<b>Historian</b> <b>(10-12<sup>th</sup> grader)</b>	<ul style="list-style-type: none"> <li>• Maintain a 3.0 GPA</li> <li>• Attend all SGA meetings</li> <li>• Maintain highest standard of integrity and ethics</li> <li>• Sign up for Remind text blasts</li> <li>• Take pictures of all SGA activities</li> <li>• Monitor and post on social media page(s) (if approved by admin)</li> <li>• Work alongside members making scrapbooks and providing access to pictures of events</li> <li>• Promote SGA sponsored activities in multiple ways</li> <li>• Share all photos to yearbook club/sponsor</li> </ul>

Once elected, within SGA, we will be divided into specific committees to manage the MAJOR planning of all SGA sponsored events throughout the year. You will be allowed (to some extent) to decide which committee you would like to be on.

- President is not on a committee unless he/she wants to be.
  - Committees are:
    - School Spirit
    - Fundraising and Citizenship
    - School Service and Faculty & Staff Relations
    - Membership and Community Service
    - Environmental Concerns, Health & Safety, and the State Project
  - Committees will be divided in that each committee must have at least ONE SGA member from each grade level on the committee. Seniors get to pick their committee first by rank and then Juniors will get to select their committee by seniority (those who have been in SGA the longest get to select their committee first; if more than one member has been in SGA the same amount of time, then selection will be given based on interest or alphabetically by last name), then Sophomores, then Freshmen, and then the Middle School Reps.

# SGA Bylaws

- By turning in the proper paperwork to run for SGA office, you are complying with everything under these bylaws and position descriptions.
  - These will be made available to all candidates through the SGA sponsor and should be a part of the application packet.
- Once elected, members will be required to attend **80%** of all meetings held each quarter.
  - If a member has an excused absence, then it will not count as an absence
    - The excuse must be communicated **prior** to the absence in person, by email, or Remind message.
    - An excused absence from SGA meetings includes but are not limited to:
      - An excused absence from school (excuse on file)
      - Attending another SCPA function
      - A Doctor's appointment (though these should be scheduled on days other than meeting days if possible)
  - Meeting dates are at the discretion of the sponsor and senior leadership. Be mindful of this when scheduling Dual Enrollment classes.
- If you miss **more than 20%** of meetings each quarter, then you can be placed on a probationary period.
  - If you miss two meetings after your probationary period ends, then you can be dismissed from SGA.
  - The probationary period will last two weeks, and it involves the direct barring from specific SGA perks and jobs (this includes wearing your SGA t-shirt, free participation in events, etc.)
- SGA members are required to help run **specified** SGA sponsored school events.
  - If members do not participate in more than **the specified list** of events/fundraisers, then they can be put on probation (see end of document for list of events).
  - This includes selling tickets, creating slides, promoting events, etc.
- The official officers of SGA come from the senior class election.
- New bylaws must be voted on by all SGA members with a majority of 75% **or** an advisor override.
- SGA Members **MUST** maintain grades and attendance at school and **cannot get an office referral during the year of service**.
  - If an SGA member obtains a D or an F in any class for one quarter, he/she will be put on probation.
    - This includes DE classes.
    - If the member qualifies for SGA academic probation a second time in a school year, he/she is dismissed from office.
  - SGA members must be in attendance for classes. Members cannot miss more than 10 meetings for a class period, he/she will be on probation.
- **If an SGA member obtains an office referral that leads to disciplinary action, he/she will be removed from office effective immediately.**

- If an SGA member is put on SGA probation (not Academic or Behavior) for any reason, he/she MUST adhere to the following:
  - Weekly grade and/or behavior checks for the next 4 weeks (This will include DE classes)
  - Cannot wear his/her SGA shirt for 4 weeks
  - Cannot participate in SGA related events (may still sell tickets, promote events, but cannot attend the event as an SGA rep)
  - At the end of the 4-week period, if member is in satisfactory standing, he/she may be removed from probation or the probation may be extended if progress has been made. If he/she is not in good standing, he/she may be removed from office.
- Effective date for these bylaws is March 23, 2021.
- Updated bylaws and position descriptions is February 9, 2022.

### **Required SGA Activities for ALL SGA Members (regardless of title)**

1. Homecoming
  - a. Selling Homecoming Tickets
  - b. Decorating the evening before and/or morning of the homecoming dance for at least 3 hours
  - c. Attending Homecoming
  - d. Cleaning up after the Homecoming Dance
2. Selling any and all grams (Valentines Day Grams)
3. Participating in EVERY day of Spirit Week Dress down
  - a. This includes Color Wars Days
4. Attending at least ONE home Volleyball Game and actively cheering on our Spartan teams
  - a. If you are on the team, you are exempt.
5. Attending at least ONE home Basketball Game and actively cheering on our Spartan teams
  - a. If you are on the team, you are exempt.
6. Field Day
  - a. Selling Field Day Tickets
  - b. Attending Field Day (helping throughout the day setting up, cleaning up, organizing events, whatever needs to be done)
7. House Games
  - a. Attending and participating in all House Games – House Representatives
  - b. Attending and participating in at least TWO House Games – ALL members
  - c. Wearing your house shirt or color on House Games Days – ALL members
8. Work on at least ONE Project of the Year entry or one other competition category for district/states that coincides with the committee you are on in SGA
  - a. This does not include the Talent Show competition.