

# UNCSA

## High School Student Government By-Laws

### Article 1 – Name

1. The official name of this organization shall be the UNCSA High School Student Government, abbreviated as S.G. and referred in brief as the Student Government.

### Article 2 – Purpose

The purpose of this organization shall be to:

1. Provide a communication link between the students, faculty, staff, and administration on campus. While actively striving to create a more supportive, professional, and collaborative social environment that benefits all high school students.
2. Support campus/school professional and social events for students.
3. Encourage personal responsibility among high school students towards building their campus community.
4. Encourage students to bring concerns to their grade level S.G. associates or directly to S.G. executives who in turn will address those concerns at the S.G. meetings.
5. Represent students' concerns before the administration and various campus committees and councils to find a permanent resolution.
6. Exemplify a positive standard for students on our campus.
  - a. All our members play a special part in ensuring that constituencies are served efficiently and effectively. As student leaders, it is vital to remain mindful of the fact that fellow students look up to and are watching our behaviors and interactions.
7. Facilitate transparent and student centric governance.
8. Establish that which shall be necessary and proper for carrying into execution the purposes and responsibilities established by the UNCSA High School Student Government By-laws.

### Article 3 – Membership Qualifications

1. All members of the Student Government must be registered full time students of UNCSA's High School Academic Program.
2. All members will apply and be elected by their peers. Once nominated they must meet the Requirements for Office to run for election. There are some circumstances where an officer can be appointed (see Article 3, Sec 8 for details)
  - a. Requirements for Office:
    - i. Must have a minimum of a 3.0 GPA.
    - ii. Has not been on academic probation within the last two semesters.
    - iii. Must never have been found responsible for a Minor (Article 7, Sec. 2 for details) or Major Student Conduct Violation.

3. All members must be in good academic standing as set forth by High School Life, the Academic Administration, and the UNCSEA High School Student Government By-Laws.
4. The S.G. Faculty Advisor(s) will have final discretion regarding membership or retention of membership for any elected position. Please refer to Article 7 of this document for the vacancy and termination process.
5. Spring Elections will be for the role of Student Government President, Vice President, and most sophomore, junior and senior-level positions. These elections will occur within the month of March or early April for the upcoming academic school year. These positions will be filled by current UNCSEA high school students.
6. Fall Elections will be held for high school freshman, junior visual artists, senior drama, and any other unfilled positions. These elections will occur during the month of September with positions being filled by returning and new incoming UNCSEA high school students.
7. All procedures for nominations and elections will be implemented by the S.G. Faculty Advisor(s).
8. The term of office for all S.G. positions will be the duration of the current school year they have been selected to represent. During that time, they will represent all UNCSEA High School students from August until the end of May.
  - a. Regarding newly elected officers during the Spring election cycle:
    - i. If a student is newly elected during the Spring term and receives a Minor (*Article 7, Sec. 2 for details*) or any Major infraction and/or academic violation before their term of office officially begins in August, they will be removed from their position immediately and an alternate will be selected as a replacement by the High School S.G. advisor(s) and approved by the newly elected executive officers.
    - ii. If a student withdraws for any reason before their term of office begins in August an alternate will be selected as a replacement by the High School S.G. advisor(s) and approved by the newly elected executive officers.

#### **Article 4 – Student Government Meetings**

1. The High School Student Government shall hold general meetings twice during every month, and planning meetings twice every month unless a conflict arises within the university's academic or performance calendars.
2. A tentative calendar will be created by the S.G. Faculty Advisor(s) and the President of S.G. to facilitate organization before the start of each new semester.
3. In the case of calendar conflicts the S.G. Faculty Advisor(s) and President of S.G. will dictate the new meeting schedule.

## **Article 5 – S.G. Organization**

1. Executives
  - a. Senior Executives
    - i. President
  - b. Junior Executives
    - i. Vice President and Secretary
  - c. Senior and/or Junior Executive
    - i. Secretary and Public Relations
2. Associates
  - a. Seniors and Juniors Associates
    - i. Senior associates will represent the four arts departments from which their student base is enrolled (Music, Dance, Visual Arts and Drama).
      1. Senior associates will also function at the *UNCSA High School Senior Committee*. The Senior Committee will be directed by the S.G. President.
        - a. This committee will be tasked with selecting a senior gift and planning fundraising events for the senior gift.
        - b. This committee will also work directly with their grade level Residence Life representative to plan senior events for each semester.
      - ii. Junior associates will represent the three primary arts departments from which their student base is enrolled (Music, Dance and Visual Arts).
    - b. Sophomores and Freshman
      - i. Both sophomore and freshman associates will represent the two primary arts departments from which their student base represents (Music and Dance).

## **Article 6 – S.G. Duties and Responsibilities**

1. The High School Student Government and Student Body President:
  - a. Director of the High School Student Government and High School Community Meetings.
  - b. Primary representative of the Student Government at administrative, campus committee, and council meetings.
  - c. Representative for the High School Student Body at the Board of Trustees Meetings.
  - d. Delivers a speech to the student body at UNCOSA's Convocation and High School Commencement
  - e. Communicate monthly with the College Student Government Association.
  - f. Ensures the execution of current procedures and newly established reforms created through student advocacy on campus.

2. The High School Student Government and Student Body Vice President:
  - a. Assistant to the President and may act as President in the case of absence or removal.
  - b. Assistant Representative of the Student Government at administrative, campus committee and council meetings.
  - c. Assist in communicating monthly with the College Student Government Association.
  - d. Assistant Director in the execution of current procedures and newly established reforms created through student advocacy on campus.
  - e. Manage officers within Student Government.
3. Secretary:
  - a. Composes notes and attendance from each S.G. meeting and within 48 hours email them to the S.G. President, Faculty Advisor(s), and to the Public Relations Executive. The P.R. Executive will post these notes to the S.G. social media outlets.
  - b. Establish and maintain a working list of student concerns according to those in progress and those completed.
4. Public Relations Executive (P.R. Executive):
  - a. Director of communications between the Student Government and the student community.
  - b. Establish and maintain online communications and update the S.G. board on the 3rd floor of Gray Building bi-monthly
5. Associates of the High School Student Government:
  - a. Represent their respective grade levels and artistic departments at Student Government Meetings.
  - b. Assist in the execution of current procedures and newly established reforms created through student advocacy on campus.
  - c. Assist the P.R. Executive in communicating directly with the student community about student concerns and resolutions to student concerns.

## **Article 7 – Vacancies and Terminations**

1. Vacancies
  - a. If an associate vacancy occurs before the end of the current S.G. term an alternate shall be selected by the S.G. Faculty Advisor from the associate's current academic class. They then must be approved by a two-thirds majority vote within the UNCSEA High School Student Government. Such positions will only be effective for the remaining balance of the term. Nominations and elections for an alternate will be held within thirty days of the vacancy.
  - b. If the office of the President becomes vacant, the Vice President shall assume the position and appoint a replacement from among the members of the High Student Government.

- c. If the office of Vice President becomes vacant, the President shall appoint a replacement from among the members of the Student Government.
  - d. If both the President and Vice President become vacant simultaneously both positions will be selected from the existing S.G. Executives by the student body.
2. Reasons for Termination may include any of the following:
- a. Any action that violates the UNCSA Student Handbook, the High School Academic Integrity Policy, and/or the High School Student Government By-Laws.
  - b. Failure to attend High School Student Government meetings. After three unexcused absences during the current academic year an officer will be placed on probation. After two unexcused absences during the current academic year an executive or associate will be removed from office. Please note any student that misses more than 20 minutes of a planned S.G. meeting will be considered absent from that meeting for attendance purposes. Attendance will be tracked by the Faculty Advisor and documented in the S.G. minutes by the S.G. Secretary.
    - i. An unexcused absence is defined as an absence without extenuating circumstances, and without communicating with the President, Vice President, and Faculty Advisor(s).
  - c. Infractions of the UNCSA Student Code of Conduct.
    - i. If any officer is under investigation for an infraction, another officer may be asked to take over their duties until a final decision has been rendered. This is at the discretion of the High School Student Government Faculty Advisor(s).
    - ii. Any student found responsible for a minor infraction and not in good standing may be immediately terminated from office. If the minor infraction is connected to theft, vandalism, alcohol, drug use, bullying, and/or sexual harassment the student will be immediately terminated from office.
    - iii. A student found responsible for any major infraction will be immediately terminated from office.
  - d. If an elected official's grade point average drops below a 3.0 in any course(s), they will have a four-week recovery period to remedy their academic concerns. If the student is unable after four weeks to maintain a 3.0 average in the course(s) in question, they will be removed from office.
    - i. An academic review of each officer will occur twice a semester (Midterm and Final Semester Grades) during their term of office. This will consist of an email request to the Academic Faculty and Administration.
  - e. An elected official is placed on academic probation in any course and is unable to recover their academic grade within the four-week recovery period.
  - f. An elected official who is in danger of passing due to excessive unexcused absences in any academic course may be removed from office. There will first be a discussion with the student, teachers(s), residence life, and any other party that may have information on the needs of the student in question. Students may be placed on a probation period to ensure academic focus.

- g. Continued failure to complete assigned or volunteered tasks without reasonable cause.
  - i. After a meeting of the elected official in question the validity of reasonable cause will be determined by the Faculty Advisor(s). If no reasonable cause is found the incident will be documented. After three documented instances the representative will be removed from office.
- h. All the above concerns must be documented by a UNCOSA staff or faculty member. The documentation of grievances must then be reviewed by the High School Student Government Faculty Advisor(s). If cause is found for removal after the review of the grievances, there will be an official meeting with the student in question. The Dean or Assistant Dean of High School Academics will be notified about the meeting and concerns. The Faculty Advisor(s) will attend and lead this meeting. The student will be allowed to bring a High School Academic Faculty Advocate to this meeting.
  - i. Once this meeting has been convened, if it is shown that the student in question has committed any of the above grievances, then the student will be removed from office without further notice.
  - ii. Any student terminated from an elected position will be ineligible to run for another Student Government position within the next school year's spring election cycle and will be unable to run for an executive office within UNCOSA's High School Student Government in any future elections.

#### **Article 8 – Amending the UNCOSA Student Leadership By-Laws**

1. Authority to amend the UNCOSA High School Student Government by-laws rests with the Faculty Advisor(s) and the currently elected High School Student Government. The Faculty Advisor(s) will be the formal editor(s) of the S.G. by-laws and will have discretion over any edits regarding Membership Qualifications and Reasons for Termination.
2. Any of the above authorities may request an amendment to the by-laws.
3. Once an amendment has been requested a meeting of the above authorities must occur within 30 days.
4. During this meeting a two-thirds majority vote must take place for the amendment to pass.

#### **Article 9 – Administrative Oversight and Accountability:**

1. Since the establishment of the UNCOSA High School Student Government (S.G.) in May of 2014 administrative authority over this organization resides with the High School Academic Faculty Advisor(s) and the High School Academic Program.
  - a. Founding High School Student Body Presidents during the May 2014 transition: S.L.B. President Hannah Davis (2013-14) and the S.G. President Annelise Senkowski (2014-15)

## Appendix I: High School Student Government Campaign and Elections Procedures

### 1. Application Process

- a. Applications will be made available via campus email to all students, posted by the S.G. board on the third floor of Gray building, in the High School Main Office on the third floor of Gray Building, and at the Connector Desk in the High School dorms.
- b. To apply for a position on the High School Student Government (S.G.) you must meet the requirements established in the High School Student Government By-Laws. These requirements will be indicated on the applications provided to students.
- c. To apply for High School Student Government President, you must be a rising senior and have been active in UNCSA's High School Student Government as a member in good standing for at least one full year.
- d. All applicants will be required to commit to be on campus the week before school begins for student leadership training. Anyone elected must attend this training. If a newly elected officer cannot make the training, they will be removed from the position and the candidate with the next highest voting results will take their place. If a student ran unopposed their position will be up for re-election during fall semester.
- e. Applications will be due on the date posted by the High School Faculty Advisor(s). Applications will be returned to the High School Main Office on the third floor of Gray Building and placed in the S.G. Applications folder. Late applications will not be accepted for any reason.

### 2. Campaign rules and regulations

- a. Students may not announce or begin campaigning until applications have been officially reviewed and all candidates have received an official email from the High School Student Government Advisor(s). This official email will contain the dates in which campaigning may take place and the regulations that will govern those campaigns. If any student announces or begins campaigning without prior approval, they will be immediately removed from the election.
- b. General Guidelines:
  - i. Libelous or slanderous campaigning is not permitted. Candidates must be respectful of all other candidates, all students, faculty, and staff during this process.
  - ii. No person may personally or through an agent intimidate, harass, use, or threaten the use of force, violence, or restraint to compel or induce any person to vote, abstain from voting, or vote or abstain from voting for a particular candidate.
  - iii. No campaigning may take place at or within view of any polling location during polling hours on the election days. Nor may any campaign materials be present or in view at a polling location during polling hours.
  - iv. When posting ads for campaigns all candidates must...
    1. use painters tape
    2. use the pickle stamp from the Connector desk
    3. not post on wood surfaces, on any windows, in emergency stairwells, or elevators
  - v. High School Residence Life and High School Academics will have discretion over the use of school supplies for campaigns and the number of posters posted on campus.
  - vi. Violations of these rules may result in penalties of up to ten (10) percent of votes received or removal from the election process, this will be at the discretion of the High School S.G. Faculty Advisor(s).

### 3. Campaign Debates: President and Vice President

- a. Debates for the Presidential (Spring) and Vice-Presidential (Fall) candidates will be scheduled for the Connector during the spring and fall election cycles. To ensure fairness, the debates will be run by the High School S.G. Faculty Advisor(s).

### 4. S.G. Elections:

- a. Elections during both the fall and spring semesters will be scheduled to take place via UNCSA Qualtrics to ensure that all students have access to voting during election season.

## **Appendix II: Roles of Executive Officers and Communication Protocols**

### **The Role of the President and Executives:**

The High School President's role (and S.G. Executives) on the larger campus are to represent High School Students at various campus meetings. From these meetings the S.G. President (or Executive) takes information they receive and brings back to the S.G. Meetings. It is within this larger body of officers that decisions are made and with the high school faculty advisors' final approval that those decisions are communicated. No one officer makes any decision on campus without these much-needed discussions among their peers and with the high school faculty advisor.

### **Officer Communication:**

When a high school student government is contacted for any reason, officers must contact the High School S.G. Faculty Advisor. Conversely, when officers contact anyone regarding high school events and concerns, correspondence should first come to the high school faculty advisor. After that initial contact via email the high school faculty advisor will discuss with the officer the best course of action. The officer, after communicating with the high school faculty advisor, will present this to their S.G. officers and start a discussion with the entire high school governing body.

High School S.G. has the freedom in planning events and developing possible solutions to student concerns. However, all those events and decisions must be finalized by the high school faculty advisor. If any communication involves high school student representation on campus, the high school faculty advisor will make those decisions and navigate everyone's academic and arts schedules to ensure that S.G. will have representation at those events. This process is a necessary part of how the high school student government organization works and communicates.

### **High School Student Government Presidential and Executive Priorities:**

1. Communication with High School Advisor and Officers
2. High School Student Concerns (S.G. Meetings and other avenues)
3. Complete Monthly Executive To-Do List (Proactive and Accountable)
4. At all Campus and S.G. Meetings (Be the listener; Be solution based)
5. Manage Associates (Weekly Check-ins)
6. Communication with the larger campus (once a month communication; defined by S.G. Officers)

### **High School Student Government and Campus:**

When concerns arise that deal with the larger campus the high school faculty advisor will counsel the officers on their options for handling the concern. In most cases the officers will be asked to volunteer in pairs to communicate by email with an official on campus. These email communications should first be reviewed by the high school faculty advisor before official communication begins. The high school faculty advisor must be copied on all these communications. If the High School Student Government (S.G.) is unable to resolve the concern, they will reset and look for other avenues to create a possible solution. Those avenues include first speaking with the high school dean and admin for formal advice on the situation, second speaking with college S.G.A. to assess if they may be able to assist with the particular concern, and lastly some concerns may need to be tabled for a later date.



### Appendix III: Tentative Goals Calendar

This calendar of events will be adjusted at a planning meeting during the beginning of each school year by the S.G. Executives and Associates. During this planning meeting a two-thirds majority vote must take place.

#### 1. 1<sup>st</sup> Semester

- a. August
  - i. Officer training (Off Campus: Cookout and S.G. Planning Event)
  - ii. Calendar review and set for first semester
  - iii. Orientation and Market Place (Photo Booth and the Pickle)
- b. September
  - i. Early S.G. Event (Ex: Bonfire)
  - ii. Plans for High School Spirit Week
  - iii. Elections for remaining positions
  - iv. Possible: Town Hall Meeting/Real Talk (snacks provided)
- c. October
  - i. Spirit Week and Parents Weekend
  - ii. Plans for possible S.G. Halloween Event and/or Student Lock-in
- d. November
  - i. Town Hall Meeting/Real Talk (snacks provided)
  - ii. Off Campus Retreat planned with Residence Life (Ex: Bowling, Escape Room, Putt-Putt, etc.)
- e. December
  - i. Intensive Arts and Nutcracker (Relaxation Events)

#### 2. 2<sup>nd</sup> Semester

- a. January
  - i. Reset for New Semester
  - ii. Calendar reviewed and set for second semester
  - iii. The Senior Committee finalizes all plans (Examples: T-shirts, Trips, Kona Ice Truck, etc.)
- b. February
  - i. Possible: Town Hall Meeting/Real Talk (snacks provided)
- c. March
  - i. Planning for Upcoming Spirit Week
  - ii. Senior T-Shirts Sold (Machine Gun Graphics based locally is our current vendor)
- d. April
  - i. Campaigns and Elections
  - ii. Final Town Hall Meeting/Real Talk (snacks provided)
  - iii. Student Climate Survey (Qualtrics)
    - i. Off Campus Retreat planned with Residence Life (Ex: Bowling, Escape Room, Putt-Putt, etc.)
- e. May
  - i. Senior Gift Purchased
  - ii. Reflections/Strategy meeting for next school year (new and old officers)
  - iii. Cloze Arts (assist CREW with events)

## Appendix IV: The Budget for High School Student Government Events

1. **Total Budget:** approximately \$1750 from High School Residence Life/High School Student Fees
  - a. **Officer T-Shirts:** Sixteen shirts and shipping (estimated total of \$400)
  - b. **S.G. Sponsored Bonfire:** two events per year (estimated total of \$200)
    - i. Supply List per event (supplies to these events are first come, first served):
      1. Twenty-four small bottles or cans of water, Gatorade, and/or soda
      2. Four bags of marshmallows
      3. Snacks: four boxes of granola/fruit bars or mini bags of chips
      4. \*Firewood gathered through donations or provided by Faculty Advisor(s)
  - c. **Town Hall Meetings:** four events per year (estimated total of \$200)
    - i. Supply List per event (supplies for these events are first come, first served):
      1. One large container of cheddar flavored Goldfish crackers
      2. Two large bags of M&Ms
      3. Two large bags of Potato Chips
      4. Three packs of juice boxes (Ex: Capri Sun)
      5. One pack of plastic plates
  - d. **Spirit Week 'Pie In the Face' Events:** two events per year (estimated total of \$100)
    - i. Supply List per event (supplies for these events are based on two participants per event):
      1. One disposable pie tin package (comes in packs of two)
      2. Two large cans of Reddi Whip
      3. Two large containers of Cool Whip
      4. Two ponchos or large trash bags
  - e. **Ultimate Frisbee/Kickball Spirit Week Events:** two events per year (estimated total of \$300)
    - i. Supply List per event (supplies dependent on the number of participants):
      1. Twelve to twenty-four bottles of water
      2. Twelve to twenty-four small bottles of Gatorade
      3. Snacks: six to eight boxes of granola/fruit bars or mini bags of chips
  - f. **Officer Retreats:** Twenty people per event with three events per year (estimated total of \$550)
    - i. An itemized budget per event will be reported to the Office of Student Engagement before purchasing
      1. Officer Training Retreat on Campus (UNCSCA Library, prior to the start of the Fall Semester)
      2. Fall Officer Off Campus Retreat (Bowling)
      3. Spring Officer Off Campus Retreat (TBA)
  - g. **Extended Van or Minibus Use:** two events per year (\*paid through H.S. Res. Life)
  - h. **Gift to Senior Officers:** Six or Seven Senior Officers (\*paid by the High School S.G. Faculty Advisor(s))