

Somerset College Preparatory Academy
Student Government Association Constitution
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Member: Florida Association of Student Councils, District V

Constitution Reviews and Revisions

Established May 2019
Revised April 2020
Revised March 23, 2021
Revised February 2, 2022
Revised March 12, 2025

Preamble

We, the Somerset College Preparatory Academy Student Government, ordain and establish this constitution for the purpose of promoting constructive student activities and keeping a positive relationship with the student body, community, and our faculty and staff.

Article I: Name

The organization shall be known as the Somerset College Preparatory Academy Student Government Association and henceforth be referred to as Student Government.

Article II: Purpose

1. The purposes of Student Government shall be:
 - 1.1. To serve as a link between the student body, faculty/staff, and community.
 - 1.2. To encourage and promote student leadership.
 - 1.3. To support, promote, coordinate, and oversee student activities.
 - 1.4. To promote school pride and spirit.

Article III: Membership

1. The members of this organization shall consist of elected officers and representatives as well as an advisor and co-advisor, if needed or applicable.
2. All elected Student Government members and officers must enroll in the Leadership Development Class in either the Fall or Spring semester of their year of service.
 - 2.1. An elected officer may get a waiver from this requirement should a Dual Enrollment or Advanced Placement course meet at the same time as the Leadership Class.
3. All Representatives shall maintain a minimum cumulative of at least 2.5 GPA to serve in Student Government.
 - 3.1. Some specific positions may require a higher GPA to run for office. Please see Article V for more information regarding this topic.
4. All representatives must have a conduct grade of three (3) in all classes.
5. If a member accumulates more than three (3) unexcused absences from SGA meetings or Leadership Class per marking period, they will forfeit their voting privileges per the demerit specifications in Article X.
6. All representatives must serve on a standing committee and an appointed committee, if assigned.
7. Each member's grade for the Leadership Class will be determined through projects, assignments, and participation.

Article IV: Elections

1. An annual school-wide election will be held to elect officers and representatives for the following year. The Advisor will decide the exact dates of this election.
 - 1.1. Should there be any open positions at the start of a school year, the Advisor will hold special elections to fill these positions at that time.
2. All candidates for office must have the requirements stated in Article III.
3. Disqualification:
 - 3.1. If any procedures are not followed as stated in the campaign packet, a candidate will be disqualified.
4. Equal Voter Support:
 - 4.1. If a tie between two candidates occurs, a runoff vote will be conducted between the tied representatives.
 - 4.1.1. When a second tie between two officer candidates for a position occurs, the candidates will present a speech to the SGA members and the SGA members will select a winning candidate.
 - 4.1.2. If an elected officer must give up his or her representative position, the replacement candidate will come from the candidate who placed second or a special election may be run.
5. If an elected position is running unopposed, the Advisor may nominate a candidate to run should s/he wish to do so.

Article V: Officers and Positions

1. The Executive Board consists of the following in ranking order: Advisor, President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian.
2. Qualifications and Duties of all officer positions are below:
 - 2.1. President
 - 2.1.1. The President must be a senior with at least one year of experience in any position on Somerset College Preparatory Academy Student Government during his/her high school career.
 - 2.1.1.1. The one year of experience must be or include the year prior to running for Presidential office.
 - 2.1.2. The President must have and maintain a cumulative 3.0 GPA as well as 3s and 4s in conduct.
 - 2.1.3. The President will preside over Student Government meetings using parliamentary procedure.
 - 2.1.4. The President will oversee all committees and shall see that they function in a productive manner and ensure that they produce one Project of the Year book.
 - 2.1.5. The President has the power to appoint any special committees.
 - 2.1.6. The President must coordinate with the Executive Board members to complete the Medallion Council notebook.

- 2.1.7. The President must be able to give speeches and feel comfortable working with adults, including the Advisor and all school administrators.
- 2.1.8. The President must be available to devote at least one hour of their time each week during lunch, as well as be available during breaks.
- 2.1.9. The President must take charge of any task given and assist the advisor whenever necessary.
- 2.1.10. The President may chair a committee of his/her choice or may preside over all committees.
- 2.1.11. The President must attend all FASC President meetings.
- 2.1.12. To run for Presidential office, a candidate must have at least 75 volunteer hours recorded with the school.
- 2.1.13. To run for Presidential office, a candidate must run alone and may not run with a co-officer.
- 2.2. Vice President
 - 2.2.1. The Vice President must be a senior with at least one year of experience in any position on Somerset College Preparatory Academy Student Government during his/her high school career.
 - 2.2.2. The Vice President must have and maintain at least a cumulative 3.0 GPA as well as have 3s and 4s in conduct.
 - 2.2.3. The Vice President shall preside over all meetings in the President's absence.
 - 2.2.4. The Vice President must be available to devote at least one hour of their time during lunch each week as well as be available during breaks.
 - 2.2.5. The Vice President must coordinate with the Executive Board members to complete the Medallion Council notebook.
 - 2.2.6. To run for Vice Presidential office, a candidate must have at least 75 volunteer hours recorded with the school.
 - 2.2.7. To run for Vice Presidential office, a candidate must run alone and may not run with a co-officer.
- 2.3. Treasurer
 - 2.3.1. The Treasurer must be a Senior with at least one year of experience in any position on Somerset College Preparatory Academy Student Government during his/her high school career.
 - 2.3.2. The Treasurer must have and maintain at least a cumulative 3.0 GPA as well as have 3s and 4s in conduct.
 - 2.3.2.1. The Treasurer must have all As and Bs in any and all math, economics, and financial literacy classes, including dual enrollment courses.

- 2.3.3. The Treasurer shall keep accurate records of all receipts and expenses of the Student Government.
- 2.3.4. The Treasurer will give weekly financial reports to the Student Government.
- 2.3.5. The Treasurer must organize and monitor fundraising projects as well as record participation and give a grade for all fundraisers based on a rubric.
- 2.3.6. The Treasurer must be able to keep an accurate and up-to-date ledger.
- 2.3.7. The Treasurer must be available to devote at least one hour of their time during lunch each week as well as be available during breaks.
- 2.3.8. To run for the Treasurer office, a candidate must have at least 75 volunteer hours recorded with the school.
- 2.4. Secretary
 - 2.4.1. The Secretary must be a Senior.
 - 2.4.2. The Secretary must have and maintain at least a cumulative 3.0 GPA as well as have 3s and 4s in conduct.
 - 2.4.2.1. The Secretary must have all As and Bs in all English and Reading classes (if applicable), including dual enrollment courses.
 - 2.4.3. The Secretary must be available to devote at least one hour of their time during lunch each week as well as be available during breaks.
 - 2.4.4. The Secretary shall work with the Executive Board to assign all medallion reports.
 - 2.4.4.1. The Secretary shall take the lead to complete the Medallion Book for the FASC State Conference.
 - 2.4.5. The Secretary must provide and update the calendar of events for all members.
 - 2.4.5.1. The calendar should be digital and accessible to all SGA members.
 - 2.4.6. The Secretary must provide agendas for all sessions, whether they be in Parliamentary Procedure or not and will work with the Parliamentarian and Executive Board to create all agendas.
 - 2.4.7. The Secretary shall record all minutes, files, and will be responsible for all written records of the Student Government, which will be given to the Advisor.
- 2.5. Parliamentarian
 - 2.5.1. The Advisor will appoint the Parliamentarian based on a passing score of the parliamentarian test with at least 75% correct answers.
 - 2.5.1.1. To sit for the test, the Parliamentarian must be in grades 10, 11, or 12 and complete an application.

- 2.5.2. The Parliamentarian must have and maintain at least a cumulative 3.0 GPA as well as have 3s and 4s in conduct.
- 2.5.3. The Parliamentarian must have at least one year of experience in any position on Somerset College Preparatory Academy Student Government during his/her high school career.
- 2.5.4. The Parliamentarian must coordinate the Parliamentary Procedures Competition Committee for District and State competition.
- 2.5.5. The Parliamentarian must attend either the District or State rally.
 - 2.5.5.1. In the absence of the Parliamentarian at one of the rallies the Parliamentarian shall appoint another officer to lead the Parliamentary Procedures Committee into Competition.
- 2.5.6. The Parliamentarian will clarify and provide information pertaining to parliamentary procedure and will work to review and edit all meeting agendas before being presented.
- 2.5.7. The Parliamentarian will maintain and update the Student Government Constitution and organize a constitutional review each year.
- 2.5.8. To run for Parliamentary office, a candidate must run alone and may not run with a co-officer.
- 2.6. Historian
 - 2.6.1. To run for office, the Historian must be in grades 10, 11, or 12.
 - 2.6.2. The Historian must have and maintain at least a cumulative 3.0 GPA as well as have 3s and 4s in conduct.
 - 2.6.3. The Historian will keep, record, and document activities sponsored by the Student Government and must be able to delegate to other members when not able to attend events.
 - 2.6.3.1. The Historian must be able to attend each event at least one time depending on the duration of the event. The Advisor has the right to increase or decrease this requirement as seen fit for the event.
 - 2.6.4. The Historian will be in charge of upkeep of the Student Government's social media accounts.
 - 2.6.4.1. The Historian must post at least one new post a week.
 - 2.6.4.2. The Historian must also ensure that the Advisor and President have access to all social media accounts at all times.
 - 2.6.5. The Historian will produce and submit a scrapbook of all Student Government activities for the district competition.
- 2.7. Graphic Designer
 - 2.7.1. The Graphic Designer must be in grades 10, 11, or 12.

- 2.7.1.1. The Graphic Designer must attach an SGA Shirt Design with their application.
 - 2.7.2. The Graphic Designer must have and maintain at least a cumulative 3.0 GPA as well as have 3s and 4s in conduct.
 - 2.7.2.1. The Graphic Designer must have all As and Bs in all art related courses including dual enrollment if applicable.
 - 2.7.2.2. The Graphic Designer must have all As and Bs in all technology related courses including dual enrollment courses if applicable.
 - 2.7.2.3. The Graphic Designer must have access to a drawing application and be familiar with the Canva application.
 - 2.7.2.4. The Graphic Designer must design the year's SGA shirts, assist the Historian with social media posts, assist as needed with POY books, assist with any other artistic duties that may arise, and must coordinate the Technology project for the District and State competition.
 - 2.7.2.5. The Graphic Designer must work well with the Technology Department at Somerset College Preparatory Academy
 - 2.7.3. The Graphic Designer will be responsible for creating and refining all Student Government Morning Announcement slides to ensure consistency and clarity.
 - 2.7.3.1. The Graphic Designer must submit the completed slides to the designated recipient for inclusion in the morning announcements.
- 2.8. Class Representative
 - 2.8.1. To serve as a Class Representative of any class, a student must have a 2.5 GPA or higher.
 - 2.8.2. Class Representatives will serve on a committee.
 - 2.8.3. Class Representatives will work to represent his/her class in all SGA meetings.
 - 2.8.4. Class Representatives must promote SGA events, assist other officers where needed.
 - 2.8.5. The Senior Class Representative must replace the Treasurer, Historian, or Parliamentarian as needed.
 - 2.8.5.1. The Senior Class Representative must be a member of the Parliamentary Procedures Committee to learn procedure when replacing the Parliamentarian.
 - 2.8.5.2. If more than one of these offices need replacing, the replacement may come from the Junior or Sophomore Class Representatives.
- 2.9. House Representative

- 2.9.1. To serve as a House Representative, a student must be in high school and have a 2.75 GPA.
 - 2.9.1.1. House Representatives must attach one shirt and one hoodie design with their application.
- 2.9.2. House Representatives must take lead and be present at all House Games.
- 2.9.3. House Representatives must coordinate with the House Head as needed.
- 2.9.4. House Representatives must design all House Merchandise.
- 2.9.5. To run for House Representative office, a candidate must run alone and may not run with a co-officer.

Article VI: Chairmen

- 1. The Senior Board members (excluding the Advisor) must each be on a different committee and take the chair position on that committee.
 - 1.1. The Executive Board shall appoint a Chairman to fill any committee that may not have an Executive Board member on it.
- 2. Each Chairman is responsible for the completion of a Project of the Year book for their committee though all committee members will work on the book.

Article VII: Parliamentary Procedure

The parliamentary authority of the Student Government shall be the newest edition of Robert's Rules of Order. All official meetings shall be held in this fashion unless otherwise stated in the constitution.

Article VIII: Meetings

- 1. All members must speak with their guidance counselor to attempt to get the Leadership Development Course on their schedule.
- 2. In semesters where the Leadership Development Course is in session, Student Government will meet once every other week after school.
 - 2.1. The meeting dates and rotations may change depending on early release dates and/or emergency closures of school.
- 3. In semesters where the Leadership Development Course is not in session or the majority of students in Student Government cannot fit the class into their schedule, Student Government will meet weekly after school.
- 4. The after school meeting day of the week is decided on by the Advisor.

Article IX: By-laws

- 1. The quorum of official Student Government meetings shall be a majority of all current members.

2. Overnight Trips:
 - 2.1. Member(s) leaving hotel room after curfew or Member(s) being in an unassigned room without adult supervision will face the following consequences:
 - 2.1.1. Immediate dismissal of the student from the event and Student Government.
 - 2.1.2. If expenses have already been handled for any previously arranged trips, the member must pay for these expenses.
 - 2.1.3. Disciplinary action taken by the school may also apply.
3. If a member is placed on academic probation, they will not be permitted to participate in any Student Government sanctioned events.
4. If a member is placed on behavioral probation, they will be dismissed from Student Government.
5. In the event of a member receiving a “2” in conduct on a report card, that member will be required to have a weekly progress report signed by all teachers and perform one (1) hour of community service weekly, per conduct grade until the grade is improved.
6. In the event of a member receiving a “1” in conduct on a report card, that member will be required to have a weekly progress report signed by all teachers and perform two (2) hours of community service weekly, per conduct grade until the grade is improved.
7. In the event of a member receiving a “D” on a report card, that member will be required to have weekly progress reports for the next quarter signed by all teachers, lose the right to vote for the next quarter, and be subject to dismissal from Student Government.
8. In the event of a member receiving an “F” on a report card and/or transcript, that member will be dismissed from Student Government.
9. In the event a member receives one disciplinary referral, that member shall be dismissed from Student Government.
10. In the event a member receives a detention, that member shall perform five (5) hours of community service for Class Council that do not count towards the student’s total volunteer hours for any purpose.
11. All members of Student Government are required to attend 80% of meetings held each quarter.
 - 11.1. Excused absences include illness, family emergencies, sports games, and dual enrollment final exams.
 - 11.2. Excused absences do NOT include not having transportation, sports practices, dual enrollment classes, work, or doctor appointments (these should be made on other days of the week).

- 11.2.1. Members that schedule a dual enrollment class for the time of a Student Government Association meeting will be subject to removal from Student Government.
 - 11.2.2. Members who participate in a sports team must obtain prior approval from their coach to miss a portion of or the entirety of a Wednesday practice to attend meetings.
- 11.3. All absences must be communicated to the Advisor or another member of the executive board in writing prior to 11:45 AM the day of the meeting.
- 11.4. Members who miss 20% or more of meetings each quarter will be placed on a probationary status for the remainder of that quarter AND the following quarter.
 - 11.4.1. Probationary status includes not being able to participate in Student Government events for free, not being able to vote, and loss of other Student Government perks.
 - 11.4.2. If a student qualifies for probationary status for a second time in a school year, he/she is removed from office.
- 12. Any student removed from office or any student who steps down from office must sit out for the remainder of that school year before he/she can run for office again.

Article X: Demerit System

- 1. SGA holds a high expectation of its members. In order to uphold and express these expectations, there is a disciplinary Demerit system that is applicable to all members of SGA. Demerits will be distributed as a result of:
 - 1.1. Speaking out of turn during a meeting - This offense specifically is voted on by fellow SGA members.
 - 1.2. Being unfocused during a meeting (Phone usage, sleeping, etc.)
 - 1.3. Unexcused absences/ Untimely notice of an excused absence
 - 1.3.1. Absences must be expressed to the sponsor or an Executive Board of SGA before 11:45 AM the day of the meeting.
 - 1.4. Not fulfilling position descriptions
 - 1.5. Reception of an office detention.
- 2. SGA members will receive (1) Demerit per offense.
- 3. There is a Discipline Matrix for the Demerit system that escalates as follows:
 - 3.1. Revocation of voting privilege for (1) SGA meeting (3 Demerit)
 - 3.2. Suspension from (1) after-school meeting (5 Demerits)

- 3.3. Forbidden from attending SGA club-only events including, but not limited to the Induction Ceremony and Winter Party (8 Demerits)
- 3.4. Dismissal from SGA (10 Demerits)

Article XI: Impeachment or Removal from Office

- 1. If a member breaches any of the rules set by the Student Government during their term, their punishment shall be determined by the Executive board and/or Advisor.
- 2. In the event a member receives a suspension from school, that member shall immediately be removed from the Student Government.
- 3. In the event an officer needs to be replaced, the replacement shall be approved by the Advisor if deemed necessary.
 - 3.1. The Advisor shall determine if the vacant position will then be filled by someone else or if that position will remain unfilled for the remainder of the school year.

Article XII: Procedural Rules

- 1. The chair, if he/she desires, may replace the period of debate after a main motion with three questions to the author of the motion from other members.
- 2. Special committees shall only be required to report when deemed necessary.

Article XIII: SGA Member Requirements

- 1. All SGA members shall serve on an SGA committee. Committees are specified below and their purpose is to divide the major planning and responsibilities of each event. Members may still assist with other committees, but the grade for the Leadership class comes from the work on the committee.
 - 1.1. Members will get to select their committees with priority given in the following order: seniors, juniors, sophomores, freshmen, 8th grade, 7th grade, then 6th grade. Committees shall be evenly staffed, with at least one representative from each grade level when possible to ensure balanced participation.
 - 1.2. The President can decide to serve on a committee or can act as overseer for all committees.
 - 1.3. Committees are as follows
 - 1.3.1. Committee 1 - School Spirit
 - 1.3.2. Committee 2 - Fundraising and Citizenship
 - 1.3.3. Committee 3 - School Service And Faculty & Staff Relations
 - 1.3.4. Committee 4 - Membership Motivation and Community Service
 - 1.3.5. Committee 5 - Health & Safety and Environmental Concerns
 - 1.3.6. Special Committees are created as needed.

2. All SGA members must work on and attend the following events
 - 2.1. Homecoming Dance
 - 2.1.1. Selling tickets
 - 2.1.2. Decorating and/or setting up and/or cleaning up for a total of 3 hours
 - 2.1.3. Attending the dance
 - 2.2. Participating in EVERY day of Spirit Week Dress Down and all other special dress down days such as Holiday Wear, Pink Out for Breast Cancer Awareness, etc.
 - 2.2.1. This will also be a graded assignment for those in the Leadership Class when they happen.
 - 2.2.2. This includes all spirit weeks if SGA is the main host.
 - 2.3. Participating in all House Color War days
 - 2.4. Field Day
 - 2.4.1. Selling tickets
 - 2.4.2. Attending field day
 - 2.4.2.1. Helping throughout the day, setting up, cleaning, organizing, etc. they day of
 - 2.5. House Games
 - 2.5.1. House Representatives must attend and participate in all house games.
 - 2.5.2. All other SGA members must attend and participate in at least 2 house games throughout the year.
 - 2.6. Work on at least one Project of the Year entry book or one of the other competition categories for district and/state, NOT including the talent show.
3. Members are encouraged, but not required, to join Special Committees.
 - 3.1. Members in special committees must participate in planning and executing the project of their special committee.
 - 3.2. Special Committee heads may choose to hold an additional lunch or afterschool meeting.
 - 3.2.1. If members are unable to attend an additional lunch or afterschool meeting they must report their absence to the committee head in a timely manner.
 - 3.2.2. An unexcused absence from an additional lunch or afterschool meeting will serve as an unexcused absence within the disciplinary matrix.
 - 3.2.3. An absence from an additional lunch meeting must be reported at least one hour before the start of lunch.
 - 3.2.4. An absence from an afterschool meeting must be notified before 11:45 A.M.

- 3.3. Special Committees include but are not limited to:
 - 3.3.1. Parliamentary Procedures
 - 3.3.1.1. Members must attend at least one of the District or State Rallies.
 - 3.3.1.2. All members are subject to compete in the District or State competition.
 - 3.3.2. Technology Project
 - 3.3.3. Homecoming
 - 3.3.4. Field Day
 - 3.3.5. Teacher Appreciation Week
 - 3.3.6. Talent Show
 - 3.3.7. Student Government Elections

SGA Application and Rules and Guidelines

1. Be in good academic standing for the current school year (CANNOT have a D or F in any class)
2. Have and maintain at least a 2.5 GPA if running for any Class Representative
3. Have and maintain at least a 2.75 GPA if running for House Representative for any House, Senior Class Treasurer or Senior Class Secretary
4. Have and maintain a 3.0 GPA if running for Parliamentarian, Historian, Senior Class President, and Senior Class Vice President
 - 4.1. Senior Class President and Vice President must also have been a member of SGA for at least 1 year as a High School student
 - 4.1.1. Senior Class President must have been a member the year prior to running for President.
 - 4.2. Candidates for Senior Class President or Vice President, when running in a contested election, will be required to deliver a speech during lunch at least one week prior to the election. The speech will be open to all senior class members, recorded, and posted on official school social media platforms and message boards.
5. Have attended one or more Student Government interest meetings before applying for any position.
6. 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.
7. Have two (2) teachers, other than the SGA advisor, recommend you
 - 7.1. House Representative MUST ALSO get the approval of the House Head.
8. Wait until the advisor approves your application before you can start campaigning

- 8.1. A slide will be put on the announcements regarding this information or an email will be sent. It is YOUR responsibility to check the announcements and your school email for information.

*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 advisor 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 that are approved by the advisor.
- Hand out flyers that are approved by the advisor first.
- Hang any posters or flyers on the walls. Must be approved by the advisor 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 into 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.