

# *Greater Boston Academy Student Association Constitution*

## **PREAMBLE**

We, the members of the Greater Boston Academy Student Association, in order to promote a community characterized by justice, integrity, kindness and Christian development and also to develop a sense of shared expectations, respect, diplomacy, equal rights, and responsibilities, do hereby ordain and establish this constitution.

## **ARTICLE I**

### **Section 1: Name**

In order to reflect the character, function, and purpose of the organization of our school, the name shall be the Greater Boston Academy Student Association.

### **Section 2: Membership**

The membership of Greater Boston Academy's Student Association consists of:

1. All students
2. The Student Association advisor
3. The Spiritual Committee advisor/Chaplain

## **ARTICLE II**

### **Section 1: Purpose**

All members of the Student Association 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 through a system of democratic governance.

### **Section 2: Scope**

The Student Association recognizes the following areas as beyond their scope for action:

1. Standards of the Seventh-day Adventist Church
2. State and federal laws
3. Allotment of school funds
4. Administrative, teacher and staff evaluation
5. Classroom procedures and curriculum
6. School board mandates

## ARTICLE III

### ORGANIZATION

#### Section 1: Function of the Student Association Executive Council

The Student Association executive council has the responsibility to act as the voice of the student body, to represent the feelings, opinions, and interests of the students, to plan and implement social and spiritual activities in the school, to operate the Student Association email account, and to represent the student body to the principal, faculty, and the community. The executive council meetings shall be called by the president and/or the advisor of the Student Association.

#### Section 2: Executive Council Membership

The membership of Greater Boston Academy's Student Association executive council consists of:

1. President
2. Social Vice President
3. Spiritual Vice President
4. Secretary/Treasurer
5. Public Relations Officer
6. Class Representatives
7. Association Advisor

#### Section 3: Executive Council Meeting

1. The Student Association executive council shall meet once a week, calendar permitting, and as necessary.
2. A person wishing to place an item on the executive council meeting agenda must contact the president, secretary/treasurer, or advisor.
3. A simple majority (a vote of more than 50% in agreement) is required for an action to be passed by the members of the executive council unless otherwise specified in the constitution.
4. The executive council meetings are open unless designated as closed (members only) by the president or advisor.
5. Minutes of the executive council meeting shall be recorded and posted by the secretary/treasurer when deemed necessary by the president or advisor.
6. In order to hold an executive council meeting the president, the advisor, and at least three other members of the executive council must be present.

#### **Section 4: Student Association Assembly**

1. Student Association assemblies will provide the opportunity for the executive council to present general information, issues of concern, and/or to serve as social and spiritual gatherings of the whole association.
2. Student Association assemblies shall be held once a month, calendar permitting, and as necessary.
3. Agenda items must be approved by the executive council before the assembly.
4. The agenda will be posted at least on the very morning of the assembly.
5. A simple majority is required for an action to be passed by the members of the association unless otherwise specified in the constitution.
6. Nonmembers may speak to agenda items.
7. All Student Association members have voting privileges.
8. An orderly meeting is the responsibility of all members of the association.

#### **Section 5: Spiritual Committee**

1. The Spiritual Committee shall work in conjunction with the executive council in the planning and implementation of spiritual activities and events within the school.
2. The committee shall meet once a month, calendar permitting, and as necessary.
3. Permanent members include the spiritual vice president, the spiritual committee advisor/chaplain, and the class pastors.
4. The spiritual vice president shall serve as committee chair.
5. The spiritual vice president may name up to two more members to the committee as seen fit by the spiritual committee advisor/chaplain.
6. A simple majority vote by the executive council is needed for the appointed personnel to become official members of the committee.

#### **Section 6: Community Service Committee**

1. The Community Service Committee is responsible for the planning and implementation of community service projects.
2. The committee shall meet at least once a quarter, and as necessary.
3. Permanent members include the spiritual vice president and the spiritual committee advisor/chaplain
4. The spiritual vice president assumes the role of committee chair.
5. The spiritual vice president may name up to six more members to the committee as seen fit by the spiritual committee advisor/chaplain.
6. A simple majority vote by the executive council is needed for the appointed personnel to become official members of the committee.

## **Section 7: Fairness Committee**

1. The Fairness Committee is empowered to interpret the constitution.
2. The committee shall meet as necessary.
3. The Fairness Committee may recommend to the Student Association that the executive council meeting agenda be suspended to deal with irregular situations.
4. Issues of a personal nature in the Fairness Committee are to be kept confidential.
5. Permanent members include the Principal, President, Secretary/Treasurer, two rotating association members, one faculty member, and the Association advisor.
6. The rotating association members shall be voted into the committee following such procedure:
  - a. Members will be voted into the committee depending on the alphabetical order (A to Z) of the name of the core group leader to which group they are assigned.
  - b. The first two core groups will each send their own representative to the committee.
  - c. They shall choose their fairness committee representative by secret ballot.
  - d. The winning candidate shall have the most votes of all the candidates.
  - e. This same procedure will occur for the next two consecutive groups when it is necessary for the committee to meet again.
7. **Fairness issues:**
  - a. Fairness issues are those issues which relate to the policies, procedures, and environment of school life which are not beyond the scope of the community as outlined in Article II, Section 2.
  - b. In order to address a fairness issue the following process should be followed:
    - 1.) Speak to the individual(s) first, if possible.
    - 2.) If the difference cannot be resolved between the parties involved, the plaintiff should advise the individual(s) of his intent to meet with the Fairness Committee.
    - 3.) The plaintiff must contact the principal, president, secretary/treasurer, or advisor of the Student Association, of the situation and request a meeting of the Fairness Committee.
    - 4.) If any of the involved parties are dissatisfied with the Fairness Committee action they may request that the general issue be placed on the agenda for a student association assembly.
    - 5.) The Fairness Committee may recommend disciplinary action to the principal.

## **Section 8: “Student of the Month” Committee**

1. The “Student of the Month” Committee shall work in conjunction with the executive council in determining the “Student of the Month” for the months of August/September, October, November/December, January, February, March, April, May/June.
2. Permanent members include the Public Relations Officer, the class representatives, and the Association advisor.
3. The public relations officer assumes the role of committee chair.
4. The committee shall meet as necessary to accomplish the task of formulating a list containing one nominee for the award from each class based upon:
  - a. Excellence or commendable improvement in academics
  - b. Reaching an important milestone or achievement
  - c. A special show of good character during or throughout the month.
  - d. An act of kindness or courtesy throughout the month that stood out
  - e. Commendable participation or leadership in community activities, or in the promotion of school spirit
  - f. Other valid reason along those lines
5. Nominees for the award from each class shall be presented, with grounds for nomination, by the committee during an executive council meeting.
6. The president, social vice president, spiritual vice president, secretary/treasurer, public relations officer, and association advisor shall vote by secret ballot.
7. The winning nominee shall have the most votes of all the nominees.
8. In the event of a tie, a run-off vote will be conducted.

## ARTICLE IV

### STUDENT ASSOCIATION OFFICERS

#### Section 1: Election Process

All elections shall be monitored by the Student Association advisor.

1. Elections shall be held no later than ten school days before graduation.
2. **Prerequisites:**
  - a. After clearance from the registrar for grade point average, citizenship, and attendance, the presidential and vice-presidential candidates will submit a petition to be on the ballot with signatures of 25% of the association members.
  - b. After clearance from the registrar for grade point average, citizenship, and attendance, the secretary/treasurer and public relations officer candidates will submit a petition to be on the ballot with signatures of 15% of the association members.
  - c. Student Association members may sign as many petitions as they choose.
3. Each class should select a representative following class election procedure.
4. An opportunity for speeches and presentation of platform shall be provided at an association assembly at least three days prior to the election and no sooner than seven days after the election date is announced.
5. Voting will be conducted by secret ballot.
6. Ballots will be retained by the advisor for one week after the election; a recount may be requested in writing to the Student Association advisor within three school days after the election.
7. The winning candidate shall have the most votes of all the candidates.
8. In the event of a tie, a run-off vote will be conducted.
9. No absentee ballots will be granted unless prearranged with the association advisor.
10. Elections become official when the officers are sworn into office.

#### Section 2: General Requirements and Duties

##### **The Student Association Officers**

1. Set a Christian example.
2. Abide by the constitution.
3. Unite and promote school spirit.
4. Sponsor social and spiritual activities for the community.
5. Attend all meetings where the membership is held
6. Maintain a balance between association incomes and expenses.

### **Section 3: Specific Duties and Requirements**

#### **A. President:**

1. Chairs Executive Council meetings, Fairness Committee meetings, and Student Association assemblies.
2. Serves as a representative of the community when such representation may be necessary.
3. Insures the planning and the implementation of social and spiritual functions of the school.
4. Assumes the role of procedural advisor.
5. **Requirements:**
  - a. Must have at least a grade point average of 2.5 from the last full semester and maintain this grade point average throughout his/her term of office.
  - b. Must have and maintain good citizenship throughout his/her term of office.
  - c. Must maintain good attendance as specified in the school handbook.
  - d. Must have been a member of the executive council for at least a semester.
  - e. Must be a junior or a senior.

#### **B. Social Vice President:**

1. Works with the Student Association in planning and implementing social activities in the school.
2. Assumes the responsibility of the president in the absence of the president.
3. Has the power to name and chair special social committees in charge of specific social events. [Committees may not contain more than ten members. Simple majority vote by the executive council is needed for the appointed personnel to become official members of the committee]
4. Assumes the role of sergeant-at-arms at executive council meetings and student association assemblies.
5. Chairs Student Association clubs.
6. Works with the executive council in leading out in Student Association fundraising activities.
7. **Requirements:**
  - a. Must have at least a grade point average of 2.0 from the last full semester and maintain this grade point average throughout his/her term of office.
  - b. Must have and maintain good citizenship throughout his/her term of office.
  - c. Must maintain good attendance as specified in the school handbook.

### **C. Spiritual Vice President:**

1. Works with the Student Association in planning and implementing spiritual activities.
2. Chairs the spiritual committee.
3. Plans prayer and worships for Student Association activities.
4. Chairs the community service committee.
5. **Requirements:**
  - a. Must have at least a grade point average of 2.0 from the last full semester and maintain this grade point average throughout his/her term of office.
  - b. Must have and maintain good citizenship throughout his/her term of office.
  - c. Must maintain good attendance as specified in the school handbook.

### **D. Public Relations Officer:**

1. In charge of all the forms of publicity for the Student Association.
2. In charge of submitting morning announcements.
3. Serves as the Student Association liaison to the Panther Pause staff.
4. Manager of the Student Association email account.
5. Assumes the responsibility of emailing Student Association members of events, updates, and for other purposes.
6. Assumes the role of “school spirit coordinator.”
7. Chairs the “Student of the Month” committee.
8. Carries out the duties of the secretary/treasurer in the absence of the secretary/treasurer.
9. **Requirements:**
  - a. Must have at least a grade point average of 2.0 from the last full semester and maintain this grade point average throughout his/her term of office.
  - b. Must have and maintain good citizenship throughout his/her term of office.
  - c. Must maintain good attendance as specified in the school handbook.

**E. Secretary/Treasurer:**

1. Records minutes of executive council meetings, and Fairness Committee meetings.
2. Posts minutes of executive council meetings when deemed necessary by the president or association advisor.
3. Maintains permanent membership on the Fairness Committee.
4. Maintains a written record of all financial transactions.
5. Works with the school business administrator to prepare a monthly financial statement and reports to the executive council and the whole Student Association.
6. Carries on Student Association correspondence and communication.
7. Serves as agenda coordinator.
8. Carries out the duties of the public relations officer in the absence of the public relations officer.
9. **Requirements:**
  - a. Must have at least a grade point average of 2.0 from the last full semester and maintain this grade point average throughout his/her term of office.
  - b. Must have and maintain good citizenship throughout his/her term of office.
  - c. Must maintain good attendance as specified in the school handbook.

**F. Class Representatives (one per class):**

1. Represents his/her class in the Student Association.
2. Brings information to and from the class.
3. Maintains permanent membership on the "Student of the Month" committee.
4. **Requirements:** (See class officer requirements in school handbook)

## ARTICLE V

### IMPEACHMENT

**Note:** Elected Student Association officers are subject to impeachment for failure to perform duty.

- A. When a petition with a majority of the Student Association members has been received by the executive council, the president shall declare a moratorium on all meetings of the executive council. A period of one week shall pass before the association shall meet. The president of the Student Association or the principal or his/her designate shall act as the chairman. The initiators of the petition shall then present their case in a single speech of not more than five minutes after which the speaker must yield to questions. The accused shall be allowed a period of time to present his/her defense. If the accused is unable to defend himself/herself, he/she may designate a replacement. A simple majority as defined is required for impeachment by secret ballot.
- B. The school administration has the right to remove an individual from office for disciplinary reasons.
- C. The position of a member of the executive council (excluding that of the advisor) may be challenged by a member of the student body if such an association member misses four executive council meetings in succession without legitimate excuse. In such case, as deemed necessary by the advisor and president, a two-third-executive council vote towards the replacement of the officer shall result in the loss of office and elections shall take place to fill the vacancy.

## ARTICLE VI

### RATIFICATION

A ratification of this constitution and any amendment thereto shall require a period of voter education followed by separate votes by the student body and the professional staff. If both bodies accept the document by simple majority, ratification is achieved. If either or both reject the document then ratification is not achieved.

## **ARTICLE VII**

### **AMENDMENT**

The following is an outline of the procedure for amending this constitution:

1. The initiator(s) must present in person a written copy of the amendment to the Student Association executive council for discussion.
2. A Student Association assembly will be held for the presentation and discussion of the amendment.
3. A copy of the amendment must be distributed to all students and faculty prior to the Student Association assembly.
4. At least one week must pass before the next Student Association assembly will take place and the vote be taken.
5. The amendment must pass by simple majority.
6. If an amendment is passed it is then added on to the end of this document and obsolete statements in origin, if any, shall have one single line crossed through them.

## **ARTICLE VIII**

### **VACANCIES**

A vacancy in the Student Association caused by impeachment, administrative suspension, or voluntary withdrawal shall be filled by the regular election process as outlined in Article IV, Section I. However, until the election process is complete, such actions shall take place:

1. If the president is unable to complete his/her term, the social vice president becomes the interim president until a successor is voted into office.
2. If the social vice president or the spiritual vice president is unable to complete his/her term, the president assumes their duty until a successor is voted into office.
3. If the public relations officer is unable to complete his/her term, the secretary/treasurer assumes their duty until a successor is voted into office.
4. If the secretary/treasurer is unable to complete his/her term, the public relations officer assumes their duty until a successor is voted into office.
5. If a class representative is unable to complete his/her term, the respective class must elect a replacement.

## **ARTICLE IX**

### **VETO**

The principal is invested with the power of veto. Following the veto a written rationale as to the purpose of the veto shall be posted within one week of the executive council and/or the Student Association assembly.

. The Student Association may override the veto according to the following steps:

1. A written statement of objection to the veto must be presented to the Fairness Committee within one week from the posting of the veto.
2. The written objection to the veto shall be posted and put on the agenda for the next Student Association assembly.
3. Both parties shall present their rationales at the Student Association meeting and after a vote to end discussion, faculty and students shall vote by secret ballot.
4. Veto override is achieved only if two-thirds of the faculty, excluding the principal, supports the override, and two-thirds of the student body as a whole supports the override.

### **Oath of Office** **For Student Association Officers**

I hereby promise that I will uphold the constitution of the Greater Boston Academy Student Association to the best of my abilities. I will serve to the best interests of all association members and will dedicate myself to my work diligently. To this I hereby promise.

### **Adoption of this Constitution**

The adoption of this constitution makes null and void all previous constitutions and amendments, which have been used before the adoption of this document.

### **Date of the Adoption of this Constitution**

**May 19, 2006**