

Constitution of the Student Government Association
of
Harding Academy Memphis

Article One

The name of this organization shall be the Student Government Association (SGA) of Harding Academy Memphis.

Article Two
Purpose

- Section 1. The purpose of this organization shall be to promote the spirit of Christ in the attitudes, thoughts, words and deeds of each student through service.
- Section 2. This organization shall provide a forum for student opinion and serve as a spokesperson for the whole student body; shall help promote school spirit and pride.

Article Three
Source of Power

- Section 1. All power of the Student Government Association is derived from the Administration and the right to revoke any and all said powers is reserved to the Administration.
- Section 2. The presence of at least one faculty member is necessary to legalize any business conducted under the authority of this Constitution.

Article Four
Membership

- Section 1. The Student Government Association shall consist of Executive Officers and Class Officers.
- Section 2. The Executive Officers shall be a President, Vice-President, Secretary, and Treasurer.
- Section 3. Executive Officers shall serve one year beginning at such time the election results become official.
- Section 4. The Class Officers shall consist of no more than five (5) per grade in grades nine (9) through twelve (12).
- Section 5. No class shall have no more than five (5) voting class officers.

Article Five
Executive Officer Eligibility

- Section 1. The President must have attended this school one (1) year prior to seeking the office and must be a senior during the term of office.
- Section 2. All other Executive Officers shall have attended this school one (1) year prior to the term of office.

- Section 3. To be eligible for any office other than President, a candidate must be at least a freshman at the time the office is sought.
- Section 4. The Executive Officers shall be exemplary in conduct and must have a grade point average of B- or better (a 7 or better on the 12 point scale) for work attempted in high school (grades 9-12).
- Section 5. All candidates are subject to review by the Vice-President of Secondary Education, the Dean of Students, and the Faculty Advisors.
- Section 6. All candidates must submit the signatures of fifty (50) of their peers to the Faculty Advisors at least one week before Campaign Week begins or on a date designated by the Faculty Advisors.
- Section 7. Announcements of candidacy and petitions shall be submitted to the Faculty Advisors for review by the Vice-President of Secondary Education, the Dean of Students, and the Faculty Advisors at least one week before Campaign Week begins or on a date designated by the Faculty Advisors. The candidates' names will then be added to the ballot under the office of their choice as stated on the petition.

Article Six
Class Officer Eligibility

- Section 1. A Class Officer must have attended this school one (1) year prior to seeking the office.
- Section 2. The Class Officers shall be exemplary in conduct and must have a grade point average of B- or better (a 7 or better on the 12 point scale) for work attempted in high school (grades 9-12).
- Section 3. All candidates are subject to review by the Vice-President of Secondary Education, the Dean of Students, and the Head Class Sponsor.
- Section 4. Announcements of candidacy shall be submitted to the Head Class Sponsor for review by the Vice-President of Secondary Education, the Dean of Students, and the class sponsors at least one week before Election Day or on a date designated by the Head Sponsors. The candidates' names will then be added to the ballot.

Article Seven
Election of Executive Officers

- Section 1. A week shall be chosen in the spring of each year by the Faculty Advisors and the Vice-President of Secondary Education for Election Week. Announcements of candidacy and petitions shall be posted to the faculty and students after review by the Vice-President of Secondary Education, the Dean of Students, and the Faculty Advisors at least one week before Election Week begins or on a date designated by the Faculty Advisors.
- Section 2. Campaigns shall be conducted Monday through Wednesday on Election week. Speeches shall be given by each candidate for office on Thursday of Election Week during a special assembly.
- Section 3. The election shall be conducted by secret ballot and shall not be conducted during any class time.

- Section 4. Ballots shall be counted by the Faculty Advisors and shall be verified by the Vice-President of Secondary Education.
- Section 5. A majority of votes cast is sufficient for election. Should no candidate receive a majority vote, a run-off shall be held between the top two (2) candidates on Friday of Election Week.
- Section 6. Students in grades 9-11 shall be eligible to vote for the Executive Officers.

Article Eight
Election of Class Officers

- Section 1. A day shall be chosen in the spring of each year by the SGA, Head Class Sponsors, and the Vice-President of Secondary Education for election. Announcements of candidacy shall be posted to the faculty and students after review by the Vice-President of Secondary Education, the Dean of Students, and the Head Class Sponsors at least one week before Election Day or on a date designated by the Head Class Sponsors.
- Section 2. Election shall be conducted by secret ballot and shall not be conducted during any class time.
- Section 3. Ballots shall be counted by the Class Sponsors and shall be verified by the Head Class Sponsor.
- Section 4. A majority of votes cast is sufficient for election.
- Section 5. Students in each grade, 7-11, shall be eligible to vote on the class officer ballot corresponding to their current grade.

Article Nine
Executive Officer Duties

- Section 1. The President shall be the chief executive and shall preside at all meetings of the SGA and of the Executive Officers; shall enforce, uphold, and defend this document and its regulations; shall be faithful in carrying out the purpose of this organization. Attendance is required at the SGA Summer Planning Retreat.
- Section 2. The Vice President shall assist the President in all matters beneficial to the school, and shall preside over meetings in absence of the President. Attendance is required at the SGA Summer Planning Retreat.
- Section 3. The Secretary shall keep all minutes of the SGA meetings, shall furnish the President with a copy of all unfinished business before each meeting; shall carry on all correspondence and keep accurate records of attendance; shall compile and distribute the SGA Planning Yearbook to all members at the Summer Planning Retreat. Attendance is required at the SGA Summer Planning Retreat.
- Section 4. The Treasurer shall keep all financial records and be prepared to report the financial condition of the SGA funds at any meeting and on special request of the administration and sponsors; shall meet regularly with the sponsors to keep track of SGA finances. Attendance is required at the SGA Summer Planning Retreat.

Article Ten
Class Officer Duties

- Section 1. Class officers have the duty to represent their class at all SGA meetings.
- Section 2. Class officers have the duty to report SGA business back to their class.
- Section 3. Class officers in grades 9-12 are required to attend the SGA Summer Planning Retreat.
- Section 4. Class officers will follow the guidelines set by their Head Sponsor to organize and promote any class specific projects not governed by the SGA.
- Section 5. Class Officers are required to attend all meetings called by their Head Class Sponsor.

Article Eleven Meetings

- Section 1. There shall be a Student Government Association meeting at least once a month.
- Section 2. A quorum to conduct business shall consist of three-fourths (3/4) of the Student Government Association and a Faculty Advisor.
- Section 3. Special meetings of the Student Government Association may be called by the Vice-President of Secondary Education or Faculty Advisor.
- Section 4. All business must be passed by a majority vote of those present at the meeting. Each member of the Student Government Association shall have one (1) vote.
- Section 5. Meetings shall be conducted using Robert's Rules of Order as a guide.

Article Twelve Impeachment for Executive Officers

- Section 1. Executive Officers failing to perform properly the duties of office may be removed from office by the Vice-President of Secondary Education and the Student Government Association faculty advisors.
- Section 2. Executive Officers with three (3) unexcused absences from Student Government Association meetings during a term of office shall be removed from office by the Faculty Advisors.
- Section 3. Executive Officers once removed from office shall be henceforth disqualified from holding any other office position in the Student Government Association for the remainder of the current academic school year.
- Section 4. If the office of President is vacated for any reason, the Vice-President shall assume the Presidency.
- Section 5. Any other Executive Office that is vacated shall be appointed by the Vice-President of Secondary Education, the Student Government Association faculty advisors, and the Head Class Sponsors. The Senior Class President is not eligible for these positions.

Article Thirteen Impeachment for Class Officers

- Section 1. Any or all of the following will be grounds for removing a class officer from office.
 - A. Failure to keep up grades

- B. Neglect of required duties
 - C. Inability to hold office
 - D. Poor meeting attendance
 - E. Disruption of class officer meetings
 - F. Disrespect to the Administration, Faculty, and Staff
- Section 2. The Head Class Sponsor is authorized to remove a class officer from their elected duties and then appoint a replacement.
- Section 3. Once a class officer has been removed from office, he or she may not hold another elected office in SGA for the remainder of the school year.

Article Fourteen Powers

- Section 1. All legislative powers are hereby granted and vested in the Student Government Association.

Article Fifteen Amendments

- Section 1. An amendment to this Constitution must be proposed in a Student Government Association meeting and presented in writing to the Secretary, Faculty Advisors, and to the Vice-President of Secondary Education.
- Section 2. An amendment to this Constitution must be passed by a two-thirds (2/3) vote of the Student Government Association at two (2) meetings.
- Section 3. An amendment must then be submitted formally to the assembled student body and must be ratified by a two-thirds (2/3) vote of the student body.

Article Sixteen Ratification

This Constitution shall become operative immediately after having been ratified by the Student Government Association and the student body.

By-Laws

Article One Annual Projects

- Section 1. The annual projects organized and carried out by the SGA members are, but not limited to, the following:
- A. Summer Planning Retreat
 - B. New Student Party
 - C. Big Brother, Big Sister Day
 - D. Spiritual Theme for the school year

- E. Chapel Kick-Off Week
- F. Spiritual Emphasis Week
- G. See You At The Pole
- H. Homecoming Week Activities
 - I. Sr. High Retreat
 - J. King and Queen of Hearts Week
- K. Campus Ministry other than chapels
- L. Penny Wars (monetary service project)
- M. Executive Officer Elections

- Section 2. Each SGA member shall chair or co-chair at least one project committee if the number of needed committees permits.
- Section 3. Each SGA member will be a member of at least 3 committees if the number of needed committees permits and will assist the committee chair and co-chair in completing the projects.
- Section 4. Each project committee will meet to plan and organize their event and make a full report to the SGA at the next regularly scheduled SGA meeting.
- Section 5. Each project committee chair is responsible for contacting the appropriate administrators, faculty, and staff for the permissions and the necessary building rooms and equipment needed to fulfill the completion requirements of their project.
- Section 6. Each committee member is responsible for keeping all project planning notes accurate and up-to-date in the SGA Planning Yearbook.
- Section 7. Each committee will evaluate the success of their completed project and make written recommendations in the SGA Planning Yearbook for the next year's committee.
- Section 8. The SGA Planning Yearbooks will be passed on to the next year's SGA members as a guide for project planning.

Article Two The Planning Yearbook

The Planning Yearbook should contain, but will not be limited to, the following information:

- A. Title page
- B. Letter from the Executive Officers to the SGA members
- C. Address, email, and phone list page for SGA members, faculty advisors, and head class sponsors
- D. Monthly calendar pages, June through May
- E. List of past homecoming themes, 1976 through the most recent
- F. SGA Summer Planning Retreat schedule
- G. A "To Do" page for each project

- H. SGA Constitution and By-Laws
- I. December “Mini Planning Session” page