

**BYLAWS OF THE CARROLL COUNTY STUDENT GOVERNMENT ASSOCIATION (CCSGA)
2015-2016**

ARTICLE I: Affiliations and Associations

CCSGA shall be affiliated with the Maryland Association of Student Councils (MASC) and the National Association of Student Councils (NASC)

ARTICLE II: Recognized Member Schools

Section 1. High Schools

The recognized member high schools of CCSGA shall be:

Century High School
Francis Scott Key High School
Liberty High School
Manchester Valley High School
North Carroll High School
South Carroll High School
Westminster High School
Winters Mill High School

Section 2. Middle Schools

The recognized member middle schools of CCSGA shall be:

East Middle School
Mt. Airy Middle School
New Windsor Middle School
North Carroll Middle School
Northwest Middle School
Oklahoma Road Middle School
Shiloh Middle School
Sykesville Middle School
West Middle School

Section 3. Alternative Schools

The recognized alternative schools shall be:

Gateway School and Crossroads Middle School
Carroll County Career and Technology Center

ARTICLE III: Appointed Executive Staff

Section 1. Chief of Staff

Duties as assigned by the President:

- A. Assist the President whenever necessary
- B. Observe staff members
- C. Communicate with staff members
- D. Monitor Staff Member's progress on projects
- E. Work with staff members to develop staff reports.
- F. Correspond with staff members on a frequent basis
- G. Collect staff reports

Section 2. Historian

Duties as assigned by the President:

- A. Take pictures and keep a pictorial history of CCSGA actions and events
- B. Create a CCSGA end of the year PowerPoint and year in review.
- C. Create the General Assembly guiding PowerPoints.
- D. Manage the multimedia presentations during floor actions.

Section 3. Parliamentarian

Duties as assigned by the President:

- A. Advise the president, Executive Board, and General Assembly on matters of parliamentary procedure, and on the provisions of the Constitution and bylaws.
- B. Aid the president in the annual revision of the bylaws.
- C. Aid in the updating of the platform to reflect current student issues.
- D. Maintain records of all legislation introduced at CCSGA Executive Board and General Assembly meetings.
- E. Act as a consultant when regarding issues with the Constitution or bylaws as well as parliamentary procedures according to Robert's Rules of Order,
- F. Screen microphones during open discussion and floor actions.

Section 4. Sergeant at Arms

Duties as assigned by the president:

- A. Keep order during floor actions of the General Assembly and the Executive Board
- B. Assist in the administration of voting and elections
- C. Assist in the execution of workshops at General Assembly meetings
- D. Manage and report on legislative actions from policymakers.
- E. Screen microphones during open discussion and floor actions.

Section 5. Workshop Director

Duties as assigned by the President

- A. Write workshops for the effective training of CCSGA Delegates
- B. Research and update CCSGA on current educational, health, and social initiatives that impact youth.
- C. Work with CCSGA Staff members in order to create effective workshops.
- D. Review submitted workshops for content and offer revisions.
- E. Maintain the workshop database

Section 6. Social Media Coordinator

Duties as assigned by the President

- A. Post the CCSGA roster, CCSGA schedule, and meeting reminders on the CCSGA social media accounts.
- B. Post pictures and videos selected by the Historians (if applicable) on CCSGA social media.
- C. Distribute CCSGA social media information to the general assembly.
- D. Work to raise community awareness of CCSGA through social media.

Section 7. Responsibilities of Staff Members

All staff members shall:

- A. Serve under the direct supervision of the CCSGA President and/or designee
- B. Meet the duties and responsibilities of being an member of the Officer Team, Executive Board member, including attending Executive Board meetings, General Assemblies, and other CCSGA Events
- C. Present reports on their progress at executive board meetings
- D. Present written reports on their progress at the request of the CCSGA President and Chief of Staff
- E. Submit an end of the year report
- F. Assist in the execution of training and workshops

Section 7. The list of positions provided above, alongside their responsibilities, is a recommendation. The duties listed may be altered as needed by the President, and new positions not listed may be added,

as needed, by the President. As such, all sections of Article III, excluding Sections 7 and 8, are not binding.

Section 8. Voting. All appointed staff members shall be afforded one (1) vote as a member of the Officer Team, Executive Board, and General Assembly.

ARTICLE IV: Ex-Officio Staff

Section 1. Appointment All elected and appointed staff members of MASC who attend a CCSGA member school shall be appointed to serve as ex-officio staff for CCSGA

Section 2. Responsibilities of Ex-Officio Staff All ex officio staff shall:

- A. Serve under the direct supervision of the CCSGA President and/or designee while attending CCSGA events
- B. Meet the duties and responsibilities of being an Executive Board member, including attending Executive Board meetings, General Assemblies, and other CCSGA Events
- C. Complete all responsibilities as directed in the CCSGA Constitution and Bylaws
- D. Present reports on their progress at executive board meetings
- E. Present written reports on their progress at the request of the CCSGA President and Chief of Staff
- F. Assist in the execution of training and workshops
- G. Submit an end of the year report

Section 3. Voting Ex-Officio Staff shall not vote, unless serving as a member of their respective school's delegation.

ARTICLE V: Nominations and Election of Officers

Section 1. Frequency of Officer Elections

- A. Elections for CCSGA officers shall be held yearly at the final general assembly of the school year.

Section 2. Election Procedures

- A. All candidates for office shall give a speech before the general assembly not to exceed 5 minutes.
- B. A minimum 15-minute question and answer session shall be held for candidates of each office to answer questions from the General Assembly. For different offices with only a few candidates applying, question and answer sessions may be combined, and if the general assembly fails to produce further questions the session may be ended prematurely.
- C. All voting members of the General Assembly shall cast their votes by secret preferential ballot
- D. In a contested race, the candidate receiving the majority of preferential ballots shall be elected

E. If a candidate is running unopposed, (s)he must receive a two-thirds majority of the votes to be elected

ARTICLE VI: Resignation and Removal of an Appointed Staff Member Procedure:

Section 1. The removal of an appointed staff member may occur due to a failure to fulfill responsibilities, or actions that negatively affect the organization. The removal of an appointed staff member can only occur when a written complaint is filed with the CCSGA President by an Executive Board Member or is filed by the President.

Section 2. The President shall report any formal written complaints to the CCSGA officers. In situations involving a failure to complete staff duties, the officers will, if appropriate, hold a conference with the charged appointed staff member. An improvement plan shall be developed based on the established staff responsibilities. The charged staff member shall have a reasonable, specified probation period, beginning on the date of the conference with the officers to comply with the provisions of the improvement plan. If, after the probation period the charged Staff Member has not successfully complied with the provisions of the improvement plan, he or she will be removed by a 2/3 vote of the officer team.

Section 3. In the event of an ethics violation or a severe behavioral violation within CCSGA, the officers may act immediately on a formal written complaint. Removal will require a 3/4 vote of the CCSGA officer team.

ARTICLE VII: Selection of Nominees for Student Representative on the Carroll County Board of Education

Section 1. Authorization CCSGA shall be authorized to select 1 Junior or Senior to serve as the Student Representative on the Board of Education per Board Policy JIBB

Section 2. Nominations Each public high school in Carroll County Public Schools shall be notified annually that its students may apply for the position of Student Representative on the Carroll County Board of Education.

Section 3. Selection Committee The Student Representative on the Board of Education Selection Committee shall consist of the CCSGA President, Vice President, Second Vice President, Student Representative, Student Representative-Elect, Secretary and appointed staff, excluding any of the aforementioned individuals if they are also candidates for the position.

Section 4. Selection of Finalists The applications of the nominees shall be reviewed by the selection committee. The five top-rated nominees shall be invited to interview. The selection committee shall conduct structured interviews, and three finalists shall be selected. These five nominees shall be selected by the committee following a discussion period through a preferential ballot amongst the committee, where the committee shall rank the applicants in order of preference.

Section 5. Election of the Student Representative-ELECT

A. The three finalists for the office of Student Representative on the Board of Education-ELECT shall give a speech before the general assembly not to exceed 5 minutes.

B. A minimum 15-minute question and answer session shall be held for candidates to answer questions from the General Assembly. If the General Assembly fails to produce further questions after seven minutes the session may be ended prematurely.

- C. All voting members of the General Assembly shall cast their votes by secret preferential ballot
- D. In a contested race, the candidate receiving the majority of preferential ballots shall be elected
- E. If a candidate is running unopposed, (s)he must receive a two-thirds majority of the votes to be elected

ARTICLE VIII: Meeting Procedures

Section 1. The Association shall conduct General Assemblies via Robert's Rules of Order, Newly Revised.

Section 2. The quorum for CCSGA General Assemblies shall be set at 100 members and an advisor.

Section 3. Should a motion be made and carried by affirmation of two-thirds of the General Assembly to nullify Robert's Rules of Order, Newly Revised for that given meeting, then Section 1 will not be applicable to that meeting.

Section 4. Meetings of the CCSGA Executive Board shall not be forced to comply entirely with Robert's Rules of Order, Newly Revised. However, a few key points of Robert's Rules of Order, Newly Revised shall be nonetheless recognized:

- A. The President of the Association shall serve as the Chair of the meeting; keeping the meeting in accordance with the set agenda as needed, but not necessarily constraining the meeting to only discussing topics on the agenda.
- B. The Chair shall call the meeting to order and adjourn it at the appropriate times.
- C. So long as no business is being conducted at the time, a motion may be made by any member of the Executive Board. It may be seconded, objected, debated, amended, and voted upon just as any other motion.

Section 5. Meetings of the Officer Team shall be conducted in the same manner as the Executive Board meetings.

Section 6. The quorum for meetings of the Executive Board shall be 10 members and an advisor, and for meetings of the Officer Team the quorum shall be 3 members and an advisor.

Section 7. The Association recognizes a Good-Faith Exception, whereby should an error be made in the carrying out of Robert's Rules of Order, Newly Revised when it is in effect, assuming the error was minor, unintentional, and does not have a significant impact on the Association, the error, and any Association proceedings accompanying it, are valid.

Section 8. In addition to the points recognized in Robert's Rules of Order, Newly Revised, CCSGA also recognizes a "Point of Clarification", as defined by a purely factual correction allowing for no bias or personal opinion.

Section 9. Should a challenge be brought to an action of the Association on the grounds of unconstitutionality, compliance with the By-Laws, or compliance with Robert's Rules of Order, Newly Revised (when in effect), and this challenge is presented to the advisor of the association as a petition bearing the signature of 20 persons, including 3 members of the CCSGA executive board, then a Council of Revision, comprised of the President, Parliamentarian (if one is available), Vice President, Secretary, Sergeant-at-Arms (if one is available), and the Presidents of four member public schools (two from a high school and two from a middle school, to be determined via a random lottery), shall

determine the legality of the action and, if necessary, nullify it. In order to nullify they must receive a three-fifths majority vote.

ARTICLE IX: Jurisdiction

This document shall be an attachment to the CCSGA Constitution for the duration of its official life but shall be superseded by the Constitution in the event of conflict.

ARTICLE X: Adoption

This document shall take effect upon its approval by a two-thirds vote of the Executive Board. Until an Executive Board meeting can be convened the Carroll County Student Government Association will use this document as the By-Laws.