

Constitution of the Student Government Association at MAST Academy 2025-2026

Article I: Name

Section 1. The name of this organization shall be abbreviated as SGA, standing for Student Government Association.

Article II: Objectives and Activities

Section 1. The Objectives of this club shall be:

- a. Improve campus morale and Mako spirit.
- b. Help students identify campus resources.
- c. Promote a positive relationship among students, faculty, staff, and administration.
- d. Increase student awareness of campus opportunities and students' involvement.

Section 2. The activities of this organization shall be in accord with its objectives.

- a. Activities include fund-raising and non-profit school-wide activities.
- b. Activities which provide income and revenue shall be for the purposes of school wide activities and the enhancements of school related items or activities.
- c. Activities should keep and improve Mako Spirit.

Article III: Membership

Section 1. Membership shall be limited to students in grades 6-12.

Section 2. Membership shall include only those students who hold a GPA high enough to be a member of this school. If on academic or behavioral probation, membership can be revoked.

Section 3. The SGA President must have attended MAST Academy for at least one full school year and be in 11th or 12th grade. The SGA President must have one-year prior experience within SGA. The Senior Class President must have attended MAST Academy for at least one full school year and have one-year prior experience within SGA, or a MAST Club Board. SGA Cabinet Members (other than President) must be in 10th, 11th, or 12th grade.

Section 4: Membership is dependent on satisfactory attendance and grades. Students with 10 absences excused or unexcused or 20 tardies excused or unexcused shall be subject to removal from their position.

Section 5: Membership is dependent upon participation and attendance at all SGA Meetings. Only 2 total meeting absences are permitted per school year.

Section 6: Every student applying for a position must submit a candidate application within the application time.

Article IV: Officers

Section 1. Officer positions for this organization shall include: President, Vice-President, Secretary, Treasurer, Historian, and Master at Arms, Cambridge Liaison, and Maritime Liaison, as these apply to the officers of high school cabinets. Middle School Cabinets will have two representatives per grade level.

Section 2. Each officer shall be a member in good standing. This includes participation in most SGA fundraising activities, school spirit activities, and attending meetings. Officers who do not abide by this will be subject to removal.

Section 3: Each officer has different responsibilities, which need to be carried out by the individual. Failure to complete assigned tasks to the best of their abilities will result in removal from their positions. Members must consider the best interests of the student body on all academic, extracurricular, and social issues. Together, the cabinet holds the power to set the culture and expectations for the school year. Abuse or neglect of this responsibility will be grounds for removal. Refer to Article VII.

Section 4: SGA exists to represent the MAST Academy student body and act as a liaison between all members of the MAST Community. When deciding to take on this role, please be mindful of the great responsibilities, leadership skills, and diligence which come with the prestige of being a leader amongst your peers.

Responsibilities of each officer are not limited to the items listed below:

All Officers:

- Represent all members of the MAST Student Body ethically and responsibly. • Maintain your personal academic and extracurricular affairs in line with the expectations set forth by MAST Academy.
- Attend all SGA related meetings and organized activities.

SGA President:

- Oversee all members of the SGA Cabinet as well as class cabinets while collaborating to meet common goals.

Revised 3/5/2025

- The president is responsible for overseeing and managing all SGA projects conducted in the school year. A detailed plan must be submitted to the sponsor and Activities Director annually prior to the start of the school year.
- Facilitates the Actions of the MAST Academy Student Government Association • Schedules all board and general SGA meetings for the school year.
- Responsible for meeting with assigned club officer presidents to gather information about ongoing club activities. This information gathered is to be distributed to the student body weekly.

SGA Vice President:

- When the President is absent, they assume responsibilities that the President carries. • Responsible for meeting with assigned club officer presidents to gather information about ongoing club activities. This information gathered is to be distributed to the student body weekly.
- Collaborates specifically with the treasurer to ensure fundraising goals are created and met for the school year.
- Prepares weekly updates to be distributed to all SGA Members and the MAST Community.
- Responsible for assisting the middle school students in creating their annual calendar of events. A calendar including all meeting and event dates is due the second week of September each school year.

SGA Secretary:

- Responsible for recording meeting minutes, meeting attendance and event notes. All recorded documents must be transcribed and placed in the club binder and club website.
- Responsible for ensuring all communications regarding projects and events are distributed to the cabinet and the student body.
- Responsible for assisting the President to distribute weekly communications regarding SGA and club happenings.
- Responsible for ensuring all club requirements are being met and documents are in order in the club binder /website.

SGA Treasurer:

- Responsible for all the money transactions. This includes bake sales, fundraisers and any activity which requires an exchange of money in person or online via OSP.

- Responsible for timely deposits of money collected.
- Responsible for completion of Operating Reports as they relate to the SGA Cabinet.
- Responsible for scheduling and organizing the student treasurer training as well as posting relevant information on the SGA website.
- Responsible for assisting with all student treasurers' training regarding money collection procedures.
- Responsible for creating the annual budget for the school year as well as providing a monthly financial report.

SGA Historian:

- Responsible for creating all event communications and flyers regarding SGA related events.
- Responsible for the management of all SGA related social media accounts. • Responsible for collaborating with the SGA Secretary to ensure all ongoing events and opportunities are being shared with the MAST Community.
- Responsible for documenting all SGA Activities and events via video clips or photographs. Weekly and monthly visual updates are to be distributed to the MAST Community as well as posted on the school website.

SGA Master at Arms:

- Participate in the No Place for Hate committee and schedule all related activities for the school year.
- Work towards ensuring all requirements are met to continue our designation as a "No Place for Hate".
- Assist with promoting all "Values Matter" activities as well as all SGA Related community service projects for the school year.
- Responsible for providing weekly community service opportunities to be distributed to the student body.

SGA Cambridge Liaison:

- Responsible for communicating with the Cambridge program and gathering feedback and insight about events/activities/fundraisers/deadlines
- Keeps track of total Cambridge participation in events/activities/fundraisers/deadlines • Works with the Cambridge Liaisons of each grade to ensure there is adequate participation and communication.

Revised 3/5/2025

- Works with SGA Cambridge liaison and all grade-level liaisons to ensure participation in all events.
- Works with SGA Cambridge Liaison and 9th grade liaisons to plan freshman-specific mixers to increase unity in their grade.

SGA Maritime Liaison:

- Responsible for communicating with the Maritime program and gathering feedback and insight about events/activities/fundraisers/deadlines.
- Keeps track of total Maritime participation in events/activities/fundraisers/deadlines
- Works with the Maritime Liaisons of each grade to ensure there is adequate participation and communication.
- Works with SGA Cambridge liaison and all grade-level liaisons to ensure participation in all events.
- Works with SGA Cambridge Liaison and 9th grade liaisons to plan freshman-specific mixers to increase unity in their grade.

Class Presidents:

- Oversee all members of the Class Cabinet while collaborating to meet common goals. • The president is responsible for overseeing and managing all class projects conducted in the school year. A detailed plan must be submitted to the sponsor and Activities Director annually prior to the start of the school year.
- Schedules monthly class cabinet meetings for the school year.
- Responsible for organizing and meeting with class members along with the class cabinet to gather information about ongoing or future activities.
- Responsible for gathering information and feedback from their grade level regarding class specific events and activities.
- Responsible for ensuring communication to class members is being delivered in a timely fashion via the designated platforms.
- Responsible for gathering contact information for each class member that will be used for the purposes of class communication.

Class Vice President:

- When the President is absent, they assume responsibilities that the President carries. • Responsible for assisting in the disbursement of communication to the class members. • Collaborates specifically with the treasurer to ensure fundraising goals are created and met for the school year.

Revised 3/5/2025

- Prepares weekly updates regarding their grade level. Updates are to be sent to the SGA Vice President for disbursement within the MAST Community.

Class Secretary:

- Responsible for recording meeting minutes, meeting attendance and event notes. All recorded documents must be transcribed and placed in the club binder and club website.
- Responsible for ensuring all club requirements are being met and documents are in order in the club binder /website.
- Responsible for ensuring all communications regarding projects and events are posted and distributed to the class members.
- Responsible for assisting the Vice President to gather and prepare weekly updates regarding class happenings.
- Responsible for assisting in the gathering of contact information for each class member.

Class Treasurer:

- Responsible for all the money transactions. This includes bake sales, fundraisers and any activity which requires an exchange of money in person or online via OSP. Responsible for timely deposits of money collected.
- Responsible for completion of Operating Reports as they relate to the class.
- Responsible for attending the student treasure training as well as training their class cabinet on fundraising procedures.
- Responsible for creating the annual budget for the school year as well as providing a monthly financial report.

Class Historian:

- Responsible for creating all event communications and flyers regarding class related events.
- Responsible for the management of all class related social media accounts.
- Responsible for collaborating with the cabinet to ensure all ongoing events and opportunities are being shared with class members.
- Responsible for documenting all class Activities and events via video clips or photographs. Weekly and monthly visual updates are to be distributed to the class as well as posted on the school website.

Class Master at Arms:

- Responsible for representing their grade level in the No Place for Hate committee and assisting in all related activities for the school year.
- Responsible for assisting in the coordination of all "Values Matter" activities they relate to their

grade level.

- Responsible for gathering and providing weekly community service opportunities that may be beneficial to the class members.

Class Cambridge Liaison:

- Responsible for communicating with those in Cambridge and gathering feedback and insight about events/activities/fundraisers/deadlines.
- Keeps track of total Cambridge participation in events/activities/fundraisers/deadlines • Works with Class Maritime liaison to ensure participation in all grade-level events.

Class Maritime Liaison:

- Responsible for communicating with those in Maritime and gathering feedback and insight about events/activities/fundraisers/deadlines.
- Keeps track of total Maritime participation in events/activities/fundraisers/deadlines • Works with Class Cambridge liaison to ensure participation in all grade-level events.

Article V: Election of Officers

Section 1. Each officer will be able to have the opportunity to be elected to their positions. They must go through the application process and meet all requirements of membership.

Section 2. If there is an open position after elections then said position will carry over to the following school year for the following school year, if said position is still vacant the position will be filled based on the decision of the sponsor and administration.

Section 3. A simple majority vote will constitute an election to office.

Section 4. Students must complete the application form by the requested date, and upload all required and requested information.

Section 5. The election of the SGA President and Vice President will follow a two-step process. First, the student body will vote to determine the top candidates for each position. The two candidates with the highest votes for each role will then advance to the final selection stage. In this stage, a committee consisting of a School Administrator, the SGA Club Sponsor, the newly elected Presidents of the 10th and 11th grade, a Middle School Class Sponsor, along with the current SGA President and Vice President, will conduct interviews and appoint the final officeholders. Each committee member will have one vote, totaling seven votes. The candidates with the majority committee votes will be appointed. The remainder of the Student Government Cabinet will be interviewed and then appointed by a committee made up of the newly elected Student

Government President and Vice President, along with the previous Student Government President and the Club Sponsor. There will be 3 votes in the appointment process: one for the Student Government President, one for the Student Government Vice President, and one shared between the previous Student Government President and the Club Sponsor.

Section 6. Appointed positions will go through the same application process as the rest of Student Government and no late applications will be accepted. In instances where there is no candidate opposition or nobody running, these positions will be filled at the discretion of the Club Sponsor and Administration. This has been decided to prevent students from influencing election results.

Article VI: Meetings

Section 1. The club shall hold regular scheduled mandatory monthly meetings at such time and place as shall be determined by the club with the approval of the school administration at the beginning of each school year. An additional meeting will be scheduled as necessary and will not count towards the meeting attendance requirements.

Section 2. It is at the discretion of each grade level to schedule meetings designated for discussion of their own grade level activities.

Section 3. Separate and individual meetings shall be held in agreement with sponsor and other clubs as to cease any possibility of conflict.

Section 4. It is the duty of the Secretaries to record the attendance/absence of each member in their cabinet and a summary of what each meeting was discussed. Meeting minutes shall be distributed to cabinet members and placed in the club folder within 24 hours.

Article VII: Removal Proceeding

Section 1. Proceedings for the removal of any officer or representatives for failure to attend scheduled meetings (absences), failure to represent their group properly and fairly, failure to carry out his/her duties, or for any other actions which are detrimental to the welfare of the school can be initiated by the club sponsor.

Section 2. Students who miss 3 mandatory meetings will automatically be removed from the office. Students will only be excused for medical reasons, doctors' appointments, field trips and if taking a proctored test.

Section 3. All those in favor of the removal of the member have the right to state their case in favor or against impeachment.

Revised 3/5/2025

Section 4. Removal shall happen with a majority vote by the officers and club sponsor.

Section 5. If the President is removed, then the Vice-President shall take his/her position. To fill the empty position, the interested party shall state his/her interest and the position shall be considered and voted upon by SGA officers and administration.

Section 6. All cabinet members of SGA must enroll in the leadership class (*or have received a waiver*), and members not fulfilling their allocated duties on their own time will be removed.

Article VIII: Amendments

Section 1. Amendments to this constitution shall be adopted by two-thirds vote of the members present at the regular membership meeting. Proposed amendment will be proposed at the meeting before the vote to adopt the amendment happens. The proposed amendment must be published either by being read out loud or by its distribution in writing.