

FTS SGA Syllabus and Officer/Class Duties

Classroom Policies for this year:

1. NO CELL PHONES or MOBILE DEVICES IN CLASS unless directed by the teacher,
2. No laptops to be used unless directed by the teacher.
3. Students will keep a notebook consisting of 5 parts
 - a- Daily leadership reflection
 - b- FTS SGA Constitution and By-laws
 - c- Agendas and Minutes of all meetings
 - d- 12 Leadership Magazine reviews per semester (12 in 18 weeks! Pace yourself!!)
 - e- NASC Certified Student Leader Materials (doesn't apply to non-honors students unless YOU want to complete the program.)

Student Body President

Establish all agendas for bi-monthly meetings posting them 24 hours prior to a meeting, including on SGA bulletin board. Call other meetings as needed.

-Bring the class to order each day and make all necessary announcements.

Prepare all announcements to be heard over the school PA or TV announcements.

Provide a vision for the 2010-11 school year for SGA

Coordinate at least one school-wide movie night.

Coordinate the SGA fall leadership retreat

Student Body Vice President

Prepare a "leadership moment" for each council meeting. Please move beyond "quotes"

Chair the Student Forum. It must meet at least once a month.

Assist the President in all areas.

Bring the class to order in the President's absence.

Student Body Secretary

Prepare and publish minutes of every council meeting within 24 hours after the meeting has adjourned. Make sure they are posted on the SGA bulletin board.

Coordinate with all class secretaries and the historian to change the bulletin board in the cafeteria hallway each month. Board should be updated once a month.

Prepare announcements to be sent to the journalism class for the *Saturday Extra*.

Student Body Treasurer

Work with the advisor and the school bookkeeper to prepare all financial reports for the SGA.

Be responsible for insuring there is a "bank" for each fund-raiser that involves ticket sales

Keep all receipts, bills and invoices as a back-up record for the council. It is your responsibility to make sure that copies of these items are made.

Student Body Historian

Assist with the SGA bulletin board

Prepare a portfolio to be submitted one month prior to the NCASC convention. (usually in Feb) and one for NASC Gold Council of Excellence.

Prepare and present a scrapbook or slideshow of the year's activities by the SGA end of year picnic.

Create a social media presence with twitter, Facebook, etc. Keep it updated!

Student Body Parliamentarian

Conduct all SGA elections.

Assist in keeping order at council meetings and as directed by the President or the advisor.

Prepare work details for all council events. (ex- set up, clean up, taking \$\$, selling concessions).

Keep track of each member's work hours and report directly to the advisor.

CCSC Representative

Attend all meetings of the CCSC. Prepare council's CCSC Service Project proposal by September meeting.

Be prepared to host a meeting if FTS SGA is scheduled to do so.

Coordinate Literacy Project with elementary schools

SIT Representatives

Attend ALL SIT meetings and serve as an advocate for student concerns at each meeting. Be prepared to discuss with SGA issues discussed or to be discussed at these meetings.

Senior Class Officers

- Conduct Senior Class business

Plan the Homecoming Dance and class float.

Plan Valentine's Day activities

Plan holiday party (all seniors on SGA)

Junior Class Officers

Conduct Junior Class business

Plan Coming Home Week

Conduct the voting for Homecoming King and Queen

Plan end of year gathering

Plan class float for Homecoming

Sophomore Class Officers

Plan Mr. FTS

Coordinate the Spirit Rock in terms of scheduling who gets to paint it.

Plan class float for Homecoming

Conduct the voting for Mr. and Miss Bulldog

Freshman Class Officers

Plan the class float for Homecoming

Coordinate Teacher Appreciation Week

Plan Student Leadership Week activities

All council members are to attend *every* SGA event with the exception of CCSC meetings and some NCASC stuff. Because of the size of our council (43 members) and the semester

set up this year, we may begin having 3 nightly business meetings per semester. Remember, you are on SGA all year, but many of you only get one semester in the class! Those meeting dates will be announced in advance if needed.

We also have our SGA Fall Retreat on Friday, September 15 beginning at 6 PM. More details to follow. I

Failure to attend an SGA event without PRIOR notice and approval of the President and Advisor may result in a lowered grade. IT CAN ONLY HAPPEN WITH YOU THERE! Consistent absences may result in dismissal from SGA

Other Academic Expectations for the Leadership Class

1. All members will prepare a series of speeches and topical activities throughout the year.
2. All members will work with a small group to develop icebreaker, team-building and skill-building activities during the year.
3. All members will attend the FTS SGA training camp in September.
4. All Honors credit students must complete the Certified Student Leader program through NASC. Check out their website www.nasc.org for more info.
5. Working in teams, Honors students will plan events for the year of an educational, morale or service nature.

I HAVE READ AND UNDERSTAND THE EXPECTATIONS AND REQUIREMENTS FOR THE THE LEADERSHIP CLASS THIS YEAR. MY SIGNATURE INDICATES MY COMMITMENT TO BE IN ATTENDANCE (OR IF A PARENT TO HAVE MY CHILD IN ATTENDANCE) AT SGA EVENTS IN THE EVENING AND ON WEEKENDS.

Parent _____ Date _____

Cell Phone # _____

Email Address _____

Student _____ - Date _____

Cell Phone # _____

Email Address _____

PLEASE CONTINUE TO NEXT PAGE FOR SOCIAL MEDIA CONTRACT. THANK YOU!

Terry Sanford High School Student Government Participation Contract

The signatures of student and parent/guardian below acknowledge the following:

The member has received the SGA Info Sheet for 2017-2018 and is aware of the guidelines, deadlines, and requirements of membership on the FTS SGA.

The member can commit to the duties of representation, including but not limited to attendance at meetings and active participation in all SGA events for the duration of the 2016-2017 school year.

The member will represent Terry Sanford High School both in school and also within the community in a manner consistent with academic and personal honor and integrity, and acknowledges that failure to do so may result in removal from SGA.

Terry Sanford High School Student Government Social Media Policy & Waiver

FTS SGA recognizes, encourages and supports its student-representatives' rights to freedom of speech, expression and association, including the use of social media. Social media applies, without limitation, to any web-based and mobile technologies, in use now or developed in the future, that enables individuals or entities to disseminate or receive information, communicate, or otherwise interact. FTS SGA believes that student-representatives are role models, and their use of social media should conform to standards consistent with ethical and honorable student conduct. Please remember that everything you post is public information, and derogatory, defamatory and otherwise inappropriate social media commentary will result in removal from student government office or representation.

Proper social media conduct will include language and discussion that

- Truthfully and respectfully represents FTS administration, staff, and students
- Upholds ethical standards of conduct
 - No hate speech, slander, or personal attacks
 - No swearing, pornography, or lewd speech
 - No threats, bullying, or abuse
- Members will not be shown engaging in illegal activities of ANY kind including ANY evidence of drug or alcohol use.

My signature below confirms that I have read and understand this policy and understand that this waiver serves as my warning, and that failure to comply with this policy will result in immediate disciplinary action.

Student signature _____

Parent signature _____ Date _____