



## Atlanta Adventist Academy Student Association Job Descriptions

Constitution draft 2019-2020

### **Article I: Purpose**

The AAA Student Association was created by the Administration for the purpose of leadership, service, and promoting the general welfare of the student body. They are to support and promote the spirit, policies, and activities of Atlanta Adventist Academy. SA is to lead the student body through service. It is SA's responsibility to make the AAA school year enjoyable for all who attend. This includes distant campuses as well as metro campuses, and goes beyond the scheduled SA events. SA is a creative organization that is here to enhance the *daily* life of students.

#### **Powers granted to the Student Association include:**

- I. The power to create and coordinate committees to promote student activities.
- II. The power to conduct elections for Student Association leaders.
- III. The power to schedule, conduct, terminate, and call meetings. In the event that a quorum is not present, SA cannot vote for, or against anything unless mandated by the Administration.
- IV. The power to plan and coordinate activities for students, whether scheduled by the Administration or not. However, activities are subject to the approval or disapproval of the Administration.
- V. The power to maintain and spend from an assigned budget for necessary purposes attributed to the student body of AAA.
- VI. The power to carry out fund-raising activities to support the Student Association.
- VII. The power to consult with administrators about concerns pertinent to the student body in the hopes of coming to an agreement that mutually benefits the school as a whole. This includes proposals to the necessary committees in the Administration.
- VIII. The AAA Student Association is subject to the Administration and can in no way oppose or otherwise show discontent with the Administration or its decisions.

## **Article II: Responsibilities, Qualifications, Expectations, and Term of Office**

### **Section I: Offices and Responsibilities**

The AAA Student Association is composed of the following offices. The President, Vice-President, Social Vice, Religious Vice, Public Relations, Secretary, Treasurer, Distance Campus Representative, and Parliamentarian. Each SA officer is expected to participate fully in SA events, to contribute to the mission of SA, to display a Christ-like attitude, and to support SA whether or not they agree with what has been voted by SA President and should be announced prior to the beginning of the school year.

#### **President**

- I. The chief officer of the AAA Student Association.
- II. Schedules and directs meetings.
- III. Oversees the proceedings of SA to ensure optimal efficiency.
- IV. Acts as the representative of the Student Association to the student body and administration.
- V. Can call for an emergency vote on issues that must be decided before the next meeting.
- VI. Actively participates in executing planned events and delegating work/power to necessary persons to accomplish the presented tasks.
- VII. Delegates committees within SA to work on bylaws, constitutions, missions...etc and actively participates in the process of updating the before mentioned.

#### **Vice President**

- I. Is the acting president in his/her absence. (refer to above)
- II. Coordinates annual election proceedings.
- III. Works alongside the president in refining and updating SA government (bylaws, constitution, mission...etc.) as necessary.
- IV. Shall perform other duties as may be assigned by the President.
- V. Actively participates in executing planned events.
- VI. Is responsible for organizing and coordinating the meeting with the class representatives and brings concerns to the rest of the S.A. Officers.

#### **Social Vice**

- I. Plans and coordinates events.
- II. Organizes and implements decorating teams at events.

- III. Finds potential event venues.
- IV. Communicates with potential venues and reports that information to the president.
- V. Presents gathered event information and ideas in a meeting after approval from the president.
- VI. Shall perform other duties as may be assigned by the President.
- VII. Actively participates in executing planned events.

#### **Spiritual Vice - Campus Ministries Leader**

- I. Works closely with the Chaplain to organize spiritually enriching activities including spiritual retreats, chapels, and other programs.
- II. Responsible for reporting the campus ministry plans at SA meetings and to the president.
- III. Helps campus ministries and SA coordinate on related events.
- IV. Helps plan chapels.
- V. Responsible for organizing a minimum of two community service activities in which students can participate. (One each semester).
- VI. Shall perform other duties as may be assigned by the President.
- VII. Actively participates in executing planned events.

#### **Public Relations/Media Coordinator**

- I. The delegated spokesperson between the student body and SA.
- II. Responsible for gathering information, requests, and the suggestions of their students and accurately reporting such information at SA meetings.
- III. Responsible for creating announcements, posters, and other forms of media for advertising and communicating SA information and events.
- IV. Shall perform other duties as may be assigned by the President.
- V. Actively participates in executing planned events.
- VI. Collect and write articles for the marketing director.

#### **Secretary**

- I. Shall keep all records, including records of SA bylaws and minutes from all SA meetings.
- II. Is responsible for sending meeting minutes out to all SA officers by the end of the day that the meeting takes place.
- III. Ensures that all SA officers have copies of the SA bylaws and other necessary pieces of information that pertain to SA.
- IV. Responsible for storing and passing on the progress made by the AAA SA in the year, which they were in office.

- V. Shall perform other duties as may be assigned by the President.
- VI. Actively participates in executing planned events.

#### **Treasurer**

- I. Responsible for the accounting and distribution of all SA funds.
- II. Should manage the SA fund; propose the SA budget; and get approval for SA expenditures.
- III. Should present a summary of the current SA fund and budget in each meeting unless there has been no change since the last presentation of the budget.
- IV. Is responsible for sending money to distant campuses as may be necessary for some SA events.
- V. Is responsible for organizing how SA will collect money if the need arises.
- VI. Is responsible for organizing the method of selling tickets to SA events.
- VII. Actively participates in executing planned events.
- VIII. Shall perform other duties as may be assigned by the President.

#### **Distance Campus Representative**

- I. Responsible for communicating with the president about any and all difficulties that distance campuses may encounter in relation to SA events.
- II. Must communicate with other distance campuses to relay SA related information to the appropriate persons.
- III. Helps distant campuses coordinate in attending and/or participating in SA events.
- IV. Actively participates in executing planned events.
- V. Shall perform other duties as may be assigned by the President.
- VI. (Because this is a new office, the description may change over time.)

#### **Parliamentarian**

- I. Responsible for keeping order during meetings.
- II. Make sure that the meetings stay on topic and remain efficient.
- III. Helps police rules that have been voted on by the SA. This includes rules that are voted on for SA events. This excludes rules which administration and faculty are responsible for enforcing.
- IV. Should speak to the president or faculty about concerns regarding efficiency, adherence to the bylaws, and other SA related issues.
- V. Actively participates in executing planned events.
- VI. Shall perform other duties as may be assigned by the President.

## **Section II: Class Representatives**

Each class may elect class representatives as delegates to the Student Association. However, class representatives do not have to be elected. SA presidents are to decide whether or not classes will elect representatives prior to the beginning of the school year for which they will be in office. However, their decision can be overturned by a vote from SA or an Administrative prerogative. The decision will be left to the Administration in the event that the elected President does not decide in the time allotted.

## **Section III: Qualifications and Expectations**

- I. Must be a student at AAA for a minimum of one semester at the time of elections.
- II. SA officers may not be freshmen during their term in office.
- III. Distant campus students may not run for any SA office other than distant campus representative. Metro Atlanta students are not allowed to run for the distant campus representative office.
- IV. Students must not have any major discipline issues during the school year in which elections are held.
- V. Officers may be placed on probation, if not fulfilling the duties and responsibilities of the assigned office for a specified period decided by the Administration and the President or Vice President of the Student Association. Further measures may be taken if there is no improvement. All issues of this matter are strictly subject to Administrative review and action.
- VI. SA Officers are required to attend every meeting.
- VII. SA Officers are required to participate in most AAA activities and all SA activities.
- VIII. Must maintain a 3.0 GPA or higher.

## **Section IV: Term of Office**

- I. The term of office is one school year beginning the same month in which the school year they were elected for begins and ending with the last day of that school year.
- II. Students are permitted multiple terms in office, so long as they are elected to that office each year by the student body.

### **Article III: Elections**

AAA Student Association office nominations will be fulfilled by self-nomination. A sign up sheet or any other effective manner may be used to self-nominate for each office. Students intending to run must sign up at least two weeks before elections. In the event that an office has no nominations, the Administration may seek students and ask them to run for office. The elections should proceed in the following manner:

- I. Student Association elections must be held in the last chapel/assembly of April. In the event that school is canceled on that day, the elections will happen on the following chapel/assembly. In the event that neither of these days are options, an online election may be held.
- II. Seniors are not permitted to vote.
- III. For an online election,  $\frac{2}{3}$  of the eligible student body must vote for it to be official.
- IV. Students are required to give a speech to the student body before the vote. The speech should outline their general intentions for office and/or why the student body should vote for them.
- V. If there is no time for speeches, students running for office must submit a short essay outlining their general intentions for office and/or why the student body should vote for them.
- VI. If possible, students running for SA should notify the Administration of whether or not they will return to AAA the following year prior to elections.
- VII. In the event that elected officers do not return to school, nominations and elections will be held as soon as possible to fill the vacant position.
- VIII. Officers elected for the following year are responsible for attending all SA meetings held for the remainder of the year. This being before their term officially starts. The purpose being that they learn from the previous Student Association. This is to promote a smooth transition between Student Associations throughout the years.

## Article IV: History

This section of the SA Constitution is to be added to each year by each AAA Student Association. It is the responsibility of the President, Vice President, and Secretary to keep this up-to-date. Information should include the school year, the SA Officer names, main activities, and any other pertinent information.

### Entry 1

- I. **School Year (Term):** 2010-2011
- II. **SA Officers:**
  - a. **President** - Dillan Forsey
  - b. **Vice President** - David Harris
  - c. **Social Vice** - David Mancao
  - d. **Religious Vice** - Diana Garcia
  - e. **Public Relations** - Saehim Lee
  - f. **Secretary** - Samantha Williams
  - g. **Treasurer** - Ashley Jacobs
  - h. **Distant Campus Representative** - Arthur Harper
  - i. **Parliamentarian** - Reyna Goodridge
- III. **Main Activities:**
  - a. **Ice Breaker** - Pool party at Scott Thurman's house in Marietta.
  - b. **Fall Party** - Uncle Shuck's corn maze. Then hotdogs and a movie back at Duluth campus.
  - c. **Christmas Dinner** - Semi-formal event at Scott Thurmant's house. Meal and then Secret Santa type game.
  - d. **Spirit Week 1st Semester**
  - e. **Ice Breaker** - Junk Scramble at Duluth Gym. Seniors won.
  - f. **SA Winter Banquet** - Masquerade party at the Duluth gym
  - g. **Spirit Week 2nd Semester**
  - h. **Field Day**

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JMontenegro - 8/1/2019

### Entry 2

- I. **School Year (Term):** 2018-2019
- II. **SA Officers:**
  - a. **President** - Steven Lam
  - b. **Vice President** - Kayli Chang
  - c. **Social Vice** - Cameron Richards
  - d. **Religious Vice** - Uccitly Caballero
  - e. **Public Relations/Distance Campus Representative** - Demarce Swaby
  - f. **Secretary** - Jamie Fegarido
  - g. **Treasurer** - Khaliah Patton

- h. **Media Coordinator** - Danielle Holland

**III. Main Activities:**

- a. **Ice Breaker** - 1st day of school after lunch.
- b. **Fall Party** - Cancelled due to lack of funds.
- c. **Christmas Party** - At downtown.
- d. **Spirit Week 1st Semester**
- e. **Ice Breaker** - Junk Scramble at Duluth Gym.
- f. **SA Spring Banquet** - Under the Stars at Peachtree City venue
- g. **Spirit Week 2nd Semester**
- h. **Field Day**

**Entry 3**

**I. School Year (Term): 2019-2020**

**II. SA Officers:**

- a. **President** - Kayli Chang
- b. **Vice President** - Sue San Kwon
- c. **Social Vice** - Jamie Fegarido
- d. **Religious Vice** - Cameron Richards
- e. **Public Relations/Media Coordinator** - Jared Stewart
- f. **Secretary** - Anh Dang
- g. **Treasurer** - Linh Nguyen
- h. **Distance Campus Representative** - Suna Jung

**III. Main Activities:**

- a. **Ice Breaker** - 1st day of school/ lunch and games
- b. **Fall Party** - At Duluth with Aubraelle Porter
- c. **Christmas Party** - At Atlantic Station
- d. **Spirit Week 1st Semester - set**
- e. **Ice Breaker** - Junk Scramble at Duluth Gym
- f. **SA Spring Banquet** - Cancelled - *COVID-19*
- g. **Spirit Week 2nd Semester** - April 20-24 - ONLINE
- h. **Field Day** - Cancelled

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**Entry 4**

**IV. School Year (Term): 2020-2021**

**V. SA Officers:**

- i. **President** - Sue San Kwon
- j. **Vice President** - Jamie Fegarido
- k. **Social Vice** - Maddy Elias
- l. **Religious Vice** - Jared Lewis
- m. **Public Relations/Media Coordinator** - Frank Lizardo
- n. **Secretary** - Jenny Lun
- o. **Treasurer** - Alyssa Bullon
- p. **Distance Campus Representative** - Erianna Anderson



**VI. Main Activities:**

- i. **T-Shirt Design** - Approve design by June 26
- j. **IceBreaker**\_ 1st day of school/ lunch and games - August 10-11
- k. **Fall Party** - October 25
- l. **Christmas Party** - December 6
- m. **Spirit Week 1st Semester** - September 21-25
- n. **Ice Breaker (2nd Semester)** - Junk Scramble at Duluth Gym
- o. **SA Spring Banquet** - April 11
- p. **Spirit Week 2nd Semester** - March 1-5
- q. **Field Day - FOOD** April 8