



*CONSTITUTION*

*Of*

*The Student Government Association*

*Of*

*John Tyler Community College*

The Student Government Association of John Tyler Community College was formed to encourage an active role in college life and activities. The Student Government Association (SGA) provides each student with a voice in student affairs. Students are a member of SGA when they are enrolled in courses.

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### **Preamble**

The purpose of the Student Government Association of John Tyler Community College shall be to further the best interests of the students of the College by establishing channels of student-faculty-administration communication, the development and promotion of campus and college activities, encouraging participation in campus and college life, and developing student engagement within the college and community. Through participation in the Student Government Association, students are provided with input and a voice in the collective governance of the College.

### **Article I - Official Name**

The name of this organization shall be the Student Government Association of John Tyler Community College hereafter referred to as SGA.

### **Article II – Membership**

The membership of SGA shall incorporate all students currently enrolled in courses at John Tyler Community College. These members shall elect student representatives as voting members of the Executive Committee. The Executive Committee consists of the SGA President, Vice President, Secretary, Treasurer and Communications Coordinator. The Student Senate shall consist of one representative from all official student clubs and organizations. Representatives will be called Senators and are expected to attend all scheduled SGA meetings.

### **Article III – Composition**

The Student Government shall consist of an Executive Committee and a Student Senate.

#### ***Section 1: Officers of the Executive Committee***

- A. The executive branch of the SGA shall be vested in the Executive Committee which shall consist of a President, Vice President, Secretary, Treasurer, and Communications Coordinator. These positions will be elected annually by the students of John Tyler Community College.
  
- B. The SGA President shall have the following duties:
  - 1. To call and preside over all meetings of the Student Senate.
  - 2. **To uphold and execute the constitution**
  - 3. To serve as a liaison to the college and the student body as official representative of the SGA
  - 4. Liaison to the Student Activities Coordinator
  - 5. To vote when a tiebreaking vote is required

C. The SGA Vice President shall have the following duties:

1. To execute the duties of the President in his/her absence
2. Fills in for the Secretary in his/her absence
3. Work with the President and Treasurer to prepare the calendar and budget
4. Assists the President with preparing the meeting agenda
5. Has a voting right when not fulfilling the duties of the President

D. The SGA Secretary shall have the following duties:

1. Record and publish the minutes from all Student Senate meetings
2. Record minutes of all Executive Committee meetings
3. Take attendance at all SGA meetings
4. Assist with maintaining all SGA and student club files and documents
5. Maintain accurate contact information on SGA members, faculty advisors, and student clubs
6. Maintain club contact page and on-line forms
7. Has a voting right in the Student Senate

E. The SGA Treasurer shall have the following duties:

1. Oversees SGA expenses and revenues in conjunction with Students Activities Coordinator
2. Maintains an accurate and detailed financial record in an Excel file of all SGA expenses and club expenses
3. Prepares the financial proposals for the budget meetings
4. **Collects receipts and copies of withdrawals from accounts and deposits**
5. Works with the President and Vice President to create calendar and budget
6. Has a voting right in the Student Senate

F. The SGA Communications Coordinator shall have the following duties:

1. Keep the student body informed of events, fundraisers, and service projects.
2. Assist with managing and maintaining the Student Government website
3. Manage and monitor social media pages (FB group pages) for SGA and student clubs
4. Work with the Student Activities Coordinator to proof and edit student club flyers and media
5. Has a voting right in the Student Senate

### ***Section 2: The Executive Committee***

A. The Executive Committee shall have the following duties:

1. Serve in an advisory capacity on matters affecting the campus student body

2. Make recommendations to College leadership on matters affecting the campus student body after the approval of the Student Senate
3. Upon invitation, to attend administration or faculty meetings when student affairs are under consideration

### ***Section 3: The Student Senate***

- A. The Student Senate shall have the following duties:
  1. Meet at least once a month during the regular school year and whenever necessary during the summer semester
  2. Ratify, by a two-thirds vote, all appointments made by the SGA President
  3. Override the veto of the SGA President by a two-thirds vote
  4. Formulate and adopt rules, standards, and regulations pursuant to the constitution, which shall pertain to student affairs of the campuses
  5. Evaluate and approve the budget of the SGA
  6. Draw up its own by-laws in accordance with the constitution
  
- B. The Student Senate shall conduct business only when a quorum of the SGA has been achieved. A quorum is established when two-thirds (2/3) of the membership is in attendance (this can be voting and non-voting membership). Proxy votes are acceptable, they will not be included in establishing a quorum. **A Proxy vote shall be submitted via email to the President or Student Activities Coordinator and it shall be brought up at the meeting where the Representative is absent.**

### ***Section 4: Student Clubs and Organizations***

- A. A student club is defined as a John Tyler Community College recognized group with at least six current and active students and a full-time faculty or staff advisor approved by the Office of Student Activities.
- B. A student organization is defined as a recognized group with ties to a national organization (i.e. Phi Theta Kappa and Phi Beta Lambda.)
- C. Any group of students wishing to form a College-recognized student club or organization should submit the Application for Student Club/Organization form to the Office of Student Activities.
  1. Only current John Tyler Community College students may start a club or organization.
  2. Upon receipt of the Application for Student Club/Organization form, students will be given instructions to complete a constitution, purpose of club/organization, and staff/faculty guidelines.
- D. Upon satisfactory completion of these requirements and approval of the Office of Student Activities, the club/organization will be required to present its constitution to the Student Senate for a vote and two-thirds (2/3) approval.
- E. A representative from within the club/organization must be elected to the student senate and will be responsible for attending **6 out of 8** student senate meetings to maintain club/organization active status.
- F. Clubs/organizations are encouraged to meet at least six times a year, including participation in Student Activities and College events.

## **Article IV – Elections**

**Section 1:** The election of the SGA President, Vice President, Secretary, Treasurer, and Communications Coordinator shall take place in the fall semester.

**Section 2:** Application deadline to apply for office is September 29<sup>th</sup>. Official candidates will be announced on October 2<sup>nd</sup> by the office of student activities. The submission of all candidate campaign materials to be distributed to the student body is due on October 5<sup>th</sup>. Candidates are allowed to campaign from October 6<sup>th</sup> – October 23<sup>rd</sup>. Election Day will be held on Tuesday October 24<sup>th</sup>. Winners will be announced by October 27<sup>th</sup>. The first SGA meeting will take place on November 3<sup>rd</sup>.

**Section 3:** To be placed on the ballot for SGA President, a candidate must be enrolled in a minimum of six credits fall and spring semester, maintain at least a 2.5 cumulative grade point average (GPA), be in good standing with the college, and have previously attended John Tyler Community College for at least one semester.

**Section 4:** To be placed on the ballot for SGA Vice President a candidate must be enrolled in at least six credits, maintain at least a 2.5 cumulative grade point average (GPA), be in good standing with the college, and have no more than 18 college credits.

**Section 5:** To be placed on the ballot for SGA Secretary, Treasurer, or Communications Coordinator, a candidate must be enrolled in at least six credits, maintain at least a 2.5 cumulative grade point average (GPA) and be in good standing with the college.

**Section 6:** Candidates for SGA Executive Committee cannot run for multiple offices simultaneously.

**Section 7:** A senate member can fill in for an executive member during the Summer following graduation of said executive member. The interim executive member is not required to run in the fall elections. The President's position should be held by the previous Vice President.

**Section 8:** In the event of an SGA executive branch member's spontaneous absence during the fall or spring semester, an SGA vote will be held to elect an interim executive member from the Senate until the next fall elections. This does not include the Presidential position since the Vice President should assume the role. Please also refer to Article VII Sections 1 and 3.

## **Article V – Rules of Order and Voting**

**Section 1:** Robert's Rules of Order shall serve as the parliamentary authority in all procedural matters before the Student Senate and SGA Executive Committee meetings.

**Section 2:** If there are not enough Senate members in attendance of a meeting to fulfill the two-thirds majority vote by the finalized date set by the club, the Executive branch will then take it upon themselves to approve or deny the request

**Section 3:** Club representatives shall bring a budget report (to be written in an Excel Workbook) during the voting of their club's event. This is to only be done if the vote is a monetary request over the club's allocated funds.

#### **Article VI – Amendments**

**Section 1:** Amendments to this constitution may be proposed by any Student Senate member or by ten percent of the college student body.

**Section 2:** Proposed amendments shall be tabled for a period of two weeks, during which time the proposed amendment shall be posted.

**Section 3:** Following the tabling period, the proposed amendment must be approved by two-thirds (2/3) vote of the Student Senate, and approval of the Student Activities Coordinator.

#### **Article VII – Vacancy of Office**

**Section 1:** Should the office of the SGA President become vacant, the SGA Vice President shall become President for the remainder of the unexpired term. The Vice President may appoint a current Senator as a Vice President pro-tempore with the ability to carry on any duties of the Vice President. If the Vice President declines the SGA President position a special election **from the Senate** will take place to fill the SGA President's remainder of the term.

**Section 2:** Should a student club and organization representative (i.e. Senator) position on the Student Senate become vacant, the student club and/or organization shall within its organization select another member to serve out the remainder of the unexpired term.

**Section 3:** Should an office of the SGA Executive Committee member, excluding the SGA President, become vacant, the SGA shall appoint another qualified student **from the Senate** to serve out the remainder of the unexpired term. The appointment must be confirmed by the Student Senate by a two-thirds (2/3) vote.

#### **Article VIII – Removal from the Student Government Association**

**Section 1:** An SGA member shall be removed from office if he or she fails to adhere to the SGA attendance policy; fails to meet the standards of their position, is placed on academic probation or suspension; withdraws from the college or does not register for classes (exception – enrollment is not required during the summer term); or fails to register for or maintain the required academic load and grade point average.

**Section 2:** If the SGA President is removed from office as a result of the policies from Article VIII, Section 1, the Vice President shall assume the position of President. See Article VII, Section 1.

**Section 3:** If any member of the Executive Branch other than the President must relinquish office prior to the expiration of his/her of office due to Article VIII, Section 1, the SGA Executive Committee shall appoint another qualified student. See Article VII, Section 3.

**Section 4:** If any member of the Senate or officer of a student club/organization must relinquish office prior to the expiration of his/her office, the club/organization, under supervision of the staff/faculty advisor, shall reelect this position.