

# Student Government Association Constitution

## PREAMBLE

The purpose of this Student Government Association Constitution is to provide a fair and just system of representation for every student at Calhoun Community College so that, through this representation, a direct line of communication will always be open from each student to Student Government officers and personnel, as well as from those officers and personnel to staff, faculty, and administration. These open lines of communication will foster a high degree of service to students and employees, as well as stimulate appreciation of the privileges and responsibilities of citizenship in a democratic society.

## ARTICLE I NAME, PURPOSE, MEMBERSHIP

### Section 1 Name

The name of this organization shall be the Calhoun Community College Student Government Association, hereinafter referred to as SGA.

### Section 2 Purpose

The purpose of the SGA shall be to serve the college by representing the student body and its concerns by communicating these concerns to the students, faculty, and administrators through representation in the Planning Council and various other college committees.

Furthermore, the purpose of the SGA shall be to present various opportunities for students to participate in educational, social, and cultural experiences not otherwise provided in the curriculum.

### Section 3 Membership

The SGA shall be composed of all currently enrolled students. These students shall be represented by the elected Executive and Legislative branches.

## ARTICLE II ADMINISTRATIVE DEPARTMENTS

### Section 1 Branches

The SGA shall be composed of the Executive and Legislative Branches.

## ARTICLE III POWERS OF EXECUTIVE BRANCH

### Section 1 Executive Members

All executive powers of the SGA shall be vested in these members: President - for Decatur, President - for Huntsville, Vice President - for Decatur, Vice President - for Huntsville, Secretary - Decatur, Secretary - Huntsville, Campus Coordinator - Decatur, and Campus Coordinator - Huntsville.

### Section 2 Powers and Duties of the President

- A. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.
- B. Appoint committee chairpersons and committee members, and make a recommendation for the removal of a committee chairperson or committee member.
- C. Instruct and require reports from executive officers and committee chairs.
- D. Call and preside over bi-monthly meetings of the SGA and the Executive Branch.
- E. Make recommendations for legislation to the Student Senate.
- F. Serve, or appoint a member of the elected body of the SGA to serve on the Discipline Committee and other appropriate institutional committees.
- G. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by the SGA Advisor.
- H. Not holding the Office of President in any other Calhoun Community College club or organizations.
- I. Serve in all other proper and necessary capacities as assigned by the SGA Advisor.

#### Section 3a Powers and Duties of the Vice President

- A. In the absence of the President, assume the powers and duties of the President.
- B. In the event of the President's resignation or removal from office, assume the office of the President until the next regularly scheduled election.
- C. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an as-needed basis.
- D. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by SGA Advisor.

#### Section 4a Powers and Duties of the Secretary

- A. Record and report the minutes of each meeting of the SGA and the Executive Branch.
- B. Submit to the SGA President, SGA Advisor, and Vice President for Student Services, bi-monthly typed written minutes of the SGA and Executive Branch meetings.
- C. Serve as corresponding secretary for the Executive Branch.
- D. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.
- E. Keep regular, posted SGA office hours -two (2) to three (3) hours a week - approved by the SGA Advisor.
- F. Keep the SGA Constitution updated as it is amended.

#### Section 5 Powers and Duties of the Campus Coordinator

- A. Campus liaison between the SGA and the campus clubs and organizations.
- B. Bi-monthly report to the SGA officers and Advisor as needed.
- C. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by the SGA Advisor.

## **ARTICLE IV POWERS OF LEGISLATIVE BRANCH**

#### Section 1 Legislative Members

The legislative powers of the SGA shall be vested in

- Ten (10) representatives at the Decatur campus elected at large from the student body;
- Ten (10) representatives at the Huntsville campus elected at large from the student body;
- One (1) active member of each Calhoun club or organization, elected by the membership of that club.

#### Section 2 POWERS and Duties of the Legislative Branch

- A. Administer and enforce the SGA Constitution.
- B. Propose amendments to the SGA Constitution.
- C. Be responsible for attending all SGA meetings and participating in all SGA activities, unless excused by the SGA Advisor.

## **ARTICLE V QUALIFICATIONS FOR EXECUTIVE AND LEGISLATIVE BRANCHES**

#### Section 1 Qualifications of Executive Branch

- A. Any student running for SGA President must have prior Calhoun SGA experience.
- B. Officers shall be students in good standing taking at least 12 semester hours. Each officer shall maintain a 2.5 or better overall grade point average during his or her term of office.

- C. The Secretary and Campus Coordinator must have demonstrated computer skills.

#### Section 2 Qualifications for Legislative Branch

- A. All senators of the student body shall be students in good standing taking at least 9 semester hours. Each senator shall maintain a 2.5 or better overall grade point average during his or her term of office.
- B. First semester freshmen desiring to run for election shall do so, on the basis of high school grades.

### ARTICLE VI ELECTIONS AND SUCCESSION

#### Section 1 Election of Executive Branch

- A. All officers and two (2) senators of the SGA shall be elected and installed to assume office during the month of March.
- B. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor an application fourteen (14) days prior to the election with a 2.5 grade point average verified by the appropriate Admissions Clerk.

#### Section 2 Election of Legislative Branch

- A. Eight senators of the SGA from the Decatur campus shall be elected and installed to assume office during the month of September.
- B. Eight senators of the SGA from the Huntsville campus shall be elected and installed to assume office during the month of September
- C. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor.

#### Section 3 Election Procedures

- A. All elections shall be by secret ballot.
- B. Election winners will be notified by the SGA Advisor.

#### Section 4 Succession

- A. The President shall be succeeded by the Vice President of the student body.
- B. The Vice President shall be succeeded by nominations from the executive board to be voted on by the SGA.
- C. All other vacancies of officers shall be filled by election within the governing body by 2/3 vote of the members present. (See Article XI, Section 2.)
- D. All senatorial vacancies shall be filled by the candidate with the next highest vote in the prior election. If the quorum of the original members isn't met, nominations will be taken from the floor and elected by a 2/3 vote. (See Article XI, Section 2.)
- E. If there is a quorum of the original members, then no new senators will be elected after the fall semester.

### ARTICLE VII CONTINUITY OF SERVICE

#### Section 1 Executive Branch

- A. An Executive member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
- B. An executive member of the SGA will be removed from office for failure to uphold the oath of office.
- C. Any disciplinary action taken against an executive member of the SGA by the Discipline Committee may be deemed just cause for removal from office.
- D. An executive member of the SGA nominated for removal from office shall have the right to be informed in advance and be present at the meeting for the purpose of defending himself/herself.
- E. Without a vote of the Senate, an executive member of the SGA will be removed from office for failure to attend

meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor or Vice President of Student Services.

- F. Legislative members can remove a committee chair or co-chair by a majority vote upon a recommendation from the SGA President or the SGA Advisor.
- G. If a legislative member is removed, he/she must be replaced within two (2) weeks.

#### Section 2 Legislative Branch

- A. A legislative member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
- B. A legislative member of the SGA will be removed from office for failure to uphold the oath of office.
- C. A senator will be removed from office without a vote of the senate for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor.
- D. Any disciplinary action taken against a legislative member of the SGA by the Discipline Committee will be deemed just cause for removal from office.
- E. A legislative member of the SGA nominated for removal from office shall have the right to be present at the meeting for the purpose of defending himself/herself.

### **ARTICLE VIII OATH OF OFFICE**

#### Section 1 Oath of Office

I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the SGA Constitution of Calhoun Community College.

#### Section 2 Upholding Oath of Office

Any elected or appointed officer shall uphold the oath of office or shall be dismissed from the SGA.

### **ARTICLE IX MEETINGS**

#### Section 1 General Sessions

Bi-monthly meetings will be held in the MSA room 120, Decatur campus, and in the SGA Office on the Huntsville campus, room 315.

#### Section 2 Executive Meetings

The Executive Branch of the SGA shall meet twice a month for the purpose of planning.

#### Section 3 Special Meetings

Special meetings shall be called when deemed necessary.

### **ARTICLE X RULES OF ORDER**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SGA in all cases in which these rules are not inconsistent with the by-laws and any special rules of order the SGA may adopt.

### **ARTICLE XI CONSTITUTIONAL AMENDMENTS**

## Section 1 Amendments

- A. An amendment to the SGA Constitution may be proposed during a regular meeting by any SGA member.
- B. After review by an appointed committee, amendments to the SGA Constitution must be ratified by 3/4 of the active, elected membership.

## Section 2 Quorum

A quorum shall be defined as 3/4 of the active, elected membership; a quorum must be present to vote on ANY official business.

Effective 10/00

NOTE: Each SGA member will be required to serve on committees; which include some listed below:

*Fall Fest*  
*Halloween Costume Contest*  
*Student Success Committee Focus Group*  
*Administrative Planning Council*  
*Food/Hospitality*  
*Disciplinary*  
*Spring Fest*  
*Blood Drive*