

Student Government Association Constitution

1 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, through this representation, a direct line of communication will always be open from each Student-to-Student Government officers and to staff, faculty, and administration.

2 ARTICLE I NAME, PURPOSE, MEMBERSHIP

2.1 Section 1 Name

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

2.2 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.

2.3 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.

3 ARTICLE II ADMINISTRATIVE DEPARTMENTS

3.1 Section 1 Branches

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

4 ARTICLE III POWERS OF EXECUTIVE BRANCH

4.1 Section 1 Executive Members

All executive powers of the SGA shall be vested in these members: 1 President over both campuses, 1 Vice President over both campuses, Huntsville, 1 Secretary, 1 Assistant Secretary, 1 Public Relations Director, Huntsville 1-Parliamentarian, 1 Campus Liaison Decatur 1, Campus Liaison ACA, and 1 Campus Liaison - Huntsville.

4.2 Section 2 Powers and Duties of the President

- A. Administer and enforce any official SGA operating documents.

- B. Instruct and require reports from executive officers and committee chairs.
- C. Call and preside over bi-monthly meetings of the SGA and the Executive Branch.
- D. Make recommendations for legislation to the Student Senate.
- E. Serve, or appoint a member of the elected body of the SGA to serve on the Discipline Committee and other appropriate institutional committees.
- F. Not holding the Office of President in any other Calhoun Community College club or organizations.
- G. Serve in all other proper and necessary capacities as assigned by the SGA Advisor.
- H. [Keep regular, posted SGA office hours, one \(1\) hour a week Monday - Thursday. \(Not overlapping w/other members approved by the SGA Advisor\)](#)

4.3 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. (The SGA advisor will decide as to which VP would become President).
- C. Appoint committee chairpersons and committee members and make a recommendation for the removal of a committee chairperson or committee member.
- D. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an as-needed basis.
- E. Keep regular, posted SGA office hours, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

4.4 Section 4a Powers and Duties of the Secretary

- A. Record and report the minutes of each meeting of the SGA and the Executive Branch. Minutes uploaded within 24 hours to online portal.
- 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, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

4.5 Section 4b Powers and Duties of the Assistant Secretary

- A. In the absence of the Secretary, assume the powers and duties of the Secretary.
- B. [Keep regular, posted SGA office hours, one \(1\) hour a week Monday - Thursday. \(Not overlapping w/other members approved by the SGA Advisor\)](#)

4.6 Section 5 Powers and Duties of the Campus Liaisons

- A. There shall be three (3) Campus Liaisons, one for each campus (Alabama Center of the Arts, Decatur & Huntsville).
- B. Campus liaison between the SGA and the campus clubs and organizations.
- C. Bi-monthly report to the SGA officers and Advisor as needed.
- D. Keep regular, posted SGA office hours, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

4.7 Section 6 Powers and Duties of the Public Relations Director

- A. There shall be two (2) Public Relations Directors, one for each campus (Decatur & Huntsville).
- B. The Public Relations Directors shall coordinate all communications between the SGA and the Calhoun Community College community in Decatur and Huntsville Campus.
- C. Maintain the SGA Instagram page on a weekly basis

- D. Promoting student events and activities per prospective campus.
- E. Survey Student after major events for reference
- F. Keep regular, posted SGA office hours, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

4.8 Section 7 Powers and Duties of the Parliamentarian

- A. Serve as general interpreter of any official SGA operating documents along with the SGA Constitution, with the power to review and determine the constitutionality (and/or adherence to the above-mentioned documents) of SGA actions
- B. Keep the SGA Constitution updated as it is amended.
- C. Clarify all parliamentary inquiries, constitutional or ethical concerns, and/or procedural questions.
- D. Ensure meetings are conducted by the Robert Rules of Order.
- E. Keep regular, posted SGA office hours, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

5 ARTICLE IV POWERS OF LEGISLATIVE BRANCH

5.1 Section 1 Legislative Members

- A. Up to ten (10) representatives at each campus (Decatur & Huntsville) elected at large from the student body.
- B. One (1) active member of each Calhoun club or organization, elected by the membership of that club.

5.2 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.
- D. Address issues and concerns raised by the student body. Meet with members of the faculty, staff, and administration to address student concerns as needed.
- E. Confirm appointments made by the SGA President and Vice Presidents.
- F. Vote on all applications for SGA recognition from potential student clubs.

6 ARTICLE V QUALIFICATIONS FOR EXECUTIVE AND LEGISLATIVE BRANCHES

6.1 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 3.0 or better overall grade point average during his or her term of office.
- C. The Secretary and Campus Liaison must have demonstrated computer skills.
- D. The Public Relations Director must have demonstrated social media skills

6.2 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 First-year students desiring to run for election shall do so, based on high school grades.

7 ARTICLE VI ELECTIONS AND SUCCESSION

7.1 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 3.0 (officers) 2.5 (senator) grade point average verified by the sponsor.

7.2 Section 2 Election of Legislative Branch

- A. Up to eight senators of the SGA from the Decatur and Huntsville campus shall be elected and installed to assume office during the month of September.
- B. Any qualified student may be placed on the official ballot by submitting an application to the SGA Advisor fourteen (14) days prior to the election with a 3.0 (officers) 2.5 (senator) grade point average verified by the sponsor.

7.3 Section 3 Election Procedures

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

7.4 Section 4 Succession

- A. The President shall be succeeded by the Vice President of the student body appointed by the SGA Advisor.
- B. The Vice President shall be succeeded by nominations from the executive board to be voted on by the SGA Body.
- C. All other vacancies for officers shall be filled by election within the SGA 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 [is not](#) 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.

8 ARTICLE VII CONTINUITY OF SERVICE

8.1 Section 1 Executive & Legislative 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 prior to the meeting unless](#) a reasonable emergency occurs. 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.

8.2 Section 2: Impeachment

- A. Any SGA officer may bring to the Parliamentarian a petition for the impeachment of an SGA officer.
- B. The Parliamentarian must then immediately call a closed meeting with the SGA Advisor (exclude all Senators and Executive Cabinet Members), who will review the petition, and then either dismiss the complaint or issue articles of impeachment (that is declare that there is sufficient evidence to try the defendant).
- C. The trial will be held in a joint session of the Senate and Executive Cabinet, presided over by the Parliamentarian in his/her capacity as High Justice. The High Justice will determine the length each side has to present its arguments.
- D. An SGA Officer can only be impeached for certain offenses worthy of removal from office, specifically:
 - a. Failure to perform the duties of their office as outlined by the Constitution and any office SGA operating documents.
 - b. Corruption (including but not limited to stealing or embezzling SGA funds, using SGA position to gain unfair perks and benefits, accepting bribes in exchange for special favors, using SGA offices, resources, and/or personnel for personal gain).
 - c. Abuse of Power: Gravely and/or repeatedly exceeding the constitutionally outlined power or misusing the powers in ways not intended to circumvent or supersede the proper division of powers, normal legislative and deliberative process.
 - d. Specifically in the case of Recall, gross [ignorance](#), or willful disregard of the interests, wishes, and concerns of one's constituents resulting in a failure to represent the interests of said constituents may be subject recall.

9 ARTICLE VIII OATH OF OFFICE

9.1 Section 1 Oath of Office

- A. 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.

9.2 Section 2 Upholding Oath of Office

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

10 ARTICLE IX MEETINGS

10.1 Section 1 General Sessions

- A. Bi-monthly meetings will be held virtually (or otherwise stated) on the 1st or 3rd Thursday at 2 pm and committee meetings will be held as needed.

10.2 Section 2 Special Meetings

- A. Special meetings shall be called when deemed necessary.

11 ARTICLE X RULES OF ORDER

- A. 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 consistent with the by-laws and any special rules of order the SGA may adopt.

12 ARTICLE XI CONSTITUTIONAL AMENDMENTS

12.1 Section 1 Amendments

- A. Any member of the SGA can propose an amendment or revision of the Official SGA operating documents to a meeting.
- B. The Senate must then send the proposal for amendment or revision to the Parliamentarian for discussion, drafting, and final recommendation for approval.
- C. If the amendment or revision is of the By-laws, then following parliamentary approval (The Parliamentarian have no say in whether they personally like the amendment, their only authority over the proposed amendment is to make sure it is constitutional, and the language is correct. If the Parliamentarian rejects a proposed amendment, his or her decision may be appealed through the SGA Advisor or Vice President of Student Services) it must be approved by a three-fifths majority of the Senate and Executive Cabinet or by separate votes of each branch by two-thirds majority.
- D. This amendment or revision must be published on the Calhoun Community College website.

12.2 Section 2 Quorum

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

12.3 Effective 9/22

NOTE: Each SGA member will be required to serve on committees; which include some but are not limited to what is listed below:

Fall Festival, Student Success Committee Focus Group, Administrative Planning Council, Food/Hospitality Committee, Disciplinary Committee, Spring Festival, Blood [Drives](#), and other Committees as assigned.

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