

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Student Government Constitution

EFFECTIVE DATE: July 1, 2002

Preamble

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Provost/Executive VP

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Approved: _____ **Date:** July 1, 2002

President

Preamble

Within the academic community at Southwest Tennessee Community College, it is necessary for some degree of organization for the purpose of unifying and expressing student opinion, protecting student's rights, maintaining an atmosphere of academic freedom, promoting student activities in both social and academic areas, and to communicate with the administration, faculty, and staff of Southwest Tennessee Community College. It is for the pursuit of these goals and for the promotion of the general welfare of the Student Body, that the Student Government Association of Southwest Tennessee Community College establishes this constitution.

ARTICLE I

Name

The Student Body hereby forms an organization to enforce and defend this constitution. The name of this organization shall be the Student Government Association of Southwest Tennessee Community College. Within this document, it may be referred to as “organization” or “SGA”. Southwest Tennessee Community College may be referred to as “Southwest” or the “College”. Every Student enrolled at Southwest Tennessee Community College is a member of the Student Government Association. The Student Government Association and this constitution derive their authority from the consent of the Student Body.

ARTICLE II

Governance

The voice of the Student Government Association of Southwest Tennessee Community College shall be the Executive Committee, who will be empowered to act on behalf of, and represent, the student body in all matters.

ARTICLE III

Purpose

The purpose of the Executive Committee shall be: to promote and maintain an active communication between the administration, faculty, staff and students; to promote student activities and educational programs; to invoke the voice of the students in campus affairs; to provide an environment which shall permit the development of character and intellectual growth; to offer services to the Southwest Tennessee Community College.

ARTICLE IV

Administrative Council

The Executive Committee will elect the Administrative Officers of the SGA. The Administrative Council members are the only Executive Committee members required to attend Administrative Council meetings. This is to allow, and guarantee, autonomy to the Vice-Presidents to make decisions and hold meetings concerning their own Campus or centers and areas of responsibility and present these to the Administrative Council. The members of the Administrative Council must act as Representatives at the Campus or center from which they were elected but they must remain unbiased concerning any particular campus or center when conducting Administrative Council duties. Only the

President and Vice-President of a Campus or the centers have Executive Authority at that Campus or centers.

ARTICLE V
Membership
(Effective July 01, 2003)

Any currently registered full-time student having completed at least one semester, in good standing at the college and having accumulated 12 credit hours at Southwest Tennessee Community College, with a minimum GPA of 2.5, may run in the general election for Representative to the Executive Committee with the approval of the advisors.

ARTICLE VI
Tenure of Office

No student shall be elected to the Student Government Association more than twice. This Article will be open to evaluation annually by the SGA advisors and the Dean of Students.

ARTICLE VII
Right of Suffrage

Any currently registered student of Southwest Tennessee Community College, who holds a valid I.D. card, may vote during the general elections, or in other "special" elections that may be called by the Executive Committee.

ARTICLE VIII
Student Government Advisor(s)

Each main campus and the satellite system will have no less than one SGA Advisor. Each Advisor will be voted on by the SGA of that campus or the centers and will be approved by the Dean of Students for acceptance by the SGA. An Advisor can be a faculty member or staff member.

ARTICLE IX
Dissolution

In the event of dissolution of the SGA, all organizational monies will be placed in a Student Activities Scholarship fund.

ARTICLE X Representation

The number of Executive Committee members will be no more than eighteen, in the following manner.

Section 1: For the main campuses there will be five Executive Committee members and one club representative.

(A main campus is defined as a campus so designated by Southwest Tennessee Community College).

Section 2: Every main campus will have a vice president.

Section 3: For all satellite centers combined, there will be six Executive Committee members.

Section 5: There will be a vice president to represent the satellite centers.

ARTICLE XI Accessibility

The Student Government Association members will have e-mail accounts provided by the College. The e-mail accounts will be published and/or posted throughout the campus. Members will be required to work 75 or hours or more, depending on tuition increases, for the college a semester per Tennessee Board of Regents regulations.

ARTICLE XII Impeachment and Recall

Section 1: A member may be impeached, recalled, or sanctioned.

Section 2: The student body may recall a member. Verifiable signatures from 15% of students registered at the college at the time of this action shall be sufficient.

Section 3: The Executive Committee Members at the college and the student body at the college shall both have the power to present charges against an elected official representing the college to initiate impeachment proceedings. Impeachment requires a four-fifths majority vote of all Executive Committee Members at a college.

Section 4: Reasons for disciplinary action shall be: misappropriation of SGA funds; violation of the student code of conduct; school suspension; GPA below 2.5; failure to carry out duties of the office held; or 3 (three) unexcused absences from meetings or other Executive Committee activities during any semester.

Section 5: A member so removed may be required to return to the College any compensation received for services rendered to the SGA for the semester in which this action takes place.

Section 6: A sanction requires a 2/3rds majority vote of all the members of the Executive Committee. A five-member committee formed from the Executive Committee will determine the extent of the sanctions.

Section 7: A member of the Administrative Council may be removed from their office by a 3/4ths majority of the Executive Committee.

ARTICLE XIII

Meetings

Section 1: At least two full Executive Committee meetings will be held during the spring and fall semesters. Three Executive Community meetings will be held during the summer as determined by the SGA President.

Section 2: Administrative Council meetings will be held regularly during the spring, summer, and fall semesters as determined by the SGA President and Vice-Presidents.

Section 3: General Campus Executive Committee meetings will be held regularly during the spring, summer, and fall semesters as determined by the SGA Vice-Presidents at their respective locations.

Section 4: Special meetings may be called by the President, at the request of the College Administration, or by the Vice-Presidents at their respective locations.

Section 5: The regular meeting time will be established at the first SGA meeting of each semester. All general meetings must be announced at least one week in advance. Any special called meeting requires at least 48 hours notice. Cancellation of any meeting requires 48 hour notification unless there are extenuating and unusual circumstances.

Section 6: The Executive Committee members are expected to attend all of their respective regularly scheduled meetings. Members must attend 70% of the meetings or risk being dropped from the Executive Committee.

Section 7: The Executive Committee meetings will be open to all members of the student body, but only Executive Committee members will have voting privileges. However, the President will grant speaking privileges to non-Executive Committee members.

Section 8: A quorum consists of 50 percent + 1 of the voting members of the Executive Committee who are required to be in attendance. A simple majority consists of 50 percent + 1 of the members present.

Section 9: An agenda is required for all meetings. The agenda will be e-mailed to all members that are to attend said meeting no less than 3 days before the meeting is to take place. In the case of an emergency meeting, the agenda will be e-mailed as soon as possible.

Section 10: If for any reason a member cannot attend any meeting, the member must contact 2 of the following: president, vice-president or the sergeant at arms'. This is to insure accountability.

ARTICLE XIV

General Qualifications of Members of the Executive Committee

All members of the Executive Committee must have completed one (1) semester at Southwest Tennessee Community College, have a cumulative Grade Point Average of 2.5, be in Good Standing with the College and be currently enrolled as a full time (12 or more hours) student at the College. If a member during their term becomes not in Good Standing with the College or if their Grade Point Average falls below 2.5 they will be placed in a probationary status by the Executive Committee. Unless they are the appointed Clubs Representative, they will not have any duties other than attending meetings. All members are required to complete 75 work hours or more, depending on tuition increases for the College each semester, per Tennessee Board of Regents policy. A member in a probationary status cannot serve on the Administrative Council or hold any office.

ARTICLE XV

Executive Privilege

The SGA president and a vice president have the authority to make sound and well-calculated decisions without the vote of the SGA. This authority does not include expenditures of SGA funds.

ARTICLE XVI

Evaluation of SGA Members

All the members of the SGA will have their job performance evaluated at least twice a semester. The evaluation result will be made available to the student body, all SGA members, the SGA advisors, and the President of the college.

Section 1- The SGA President will be evaluated by the SGA advisors.

ARTICLE XVII

Vacancies

Should the office of President become vacant; the position is initially opened to the Vice Presidents.

If more than one Vice President is interested then there shall be a vote by the Administrative Council to fill the position.

If none of the Vice Presidents are interested in the office of President, the position will be opened to all members of the Executive Committee and its sub-committees.

If more than one member is interested then there shall be a vote by the Executive Committee to fill the position.

If no members meeting the qualifications are interested, the position will be opened to all members of the student body meeting the qualifications for the position. The persons interested will submit a petition just as though they were entering a general election.

Vacancies occurring in the offices of the Administrative Council will be filled by nominations and a vote held by the Executive Committee.

If the office is not filled by this procedure within one month of the office being vacated then the President shall appoint a replacement, subject to a simple majority approval by the Executive Committee.

ARTICLE XVIII

Standing Committees

Student Election Commission:

The Student Election Commission (SEC) Shall:

- Operate independently of the SGA
- Be supervised and directed by the Office of Student Activities
- Be composed of 5 (five) full-time students with a GPA of 2.5, appointed by the SGA Advisors
- Select a chairperson
- No SEC member shall be allowed to run for office in the SGA while serving on the SEC unless he/she resigns officially from the SEC by forwarding a letter of resignation to the Coordinator(s) of Student Activities
- The SEC shall be seated no less that 3 (three) weeks before any election

Treasury Committee:

The Treasury Committee Shall:

- Do business on a weekly basis

- Is responsible for the equitable distribution of SGA funds for clubs and functions
- Consist of the Treasure and one representative from each Campus, and one representative from the Satellite Centers selected by the Vice Presidents

Traffic Appeals Committee:

The Traffic Appeals Committee Shall:

- Review Traffic Appeals on a weekly basis
- Establish appeal-hearing processes at the beginning of the semester at each location
- Make fair-minded rulings
- Consist of one member appointed by each Vice-President and two students from the student body appointed by the Advisor to that Vice-President
- Follow the appeals procedures established by "Southwest" policy

ARTICLE XIX Compensation

Compensation for Executive Committee Members shall consist of:

- Full tuition in time to register for classes each semester
- \$300.00 for books and general supplies
 - This amount is subject to review annually, or as needed, for determination of adequacy for the Members. The proper College Administrator may approve increases on a per case basis

ARTICLE XX Ratification and Enactment of the Constitution

Section 1- Ratification Requirements. This Constitution shall be considered ratified by a vote of a simple majority of the Executive Committee of the SGA, and with the signature approval of the proper college authorities.

Section 2- Enactment of the Provisions. Upon ratification of this Constitution by the Executive Committee, all articles of this Constitution shall be binding upon the Student Government Association of Southwest Tennessee Community College and all organizations established by that organization.

Section 3- Amendment Provisions. Amendments to this document, after the 1st day of July each year will require a four-fifths majority of all members of the Executive Committee.

ARTICLE XXI

Bylaws

The Student Government Association may create Bylaws to elaborate on rules and procedures in addition to those set forth in this Constitution. However, in cases where the Bylaws conflict with this Constitution, this Constitution shall prevail.

Section 1- Ratification Requirements. Bylaws shall be considered ratified with the vote of a simple majority of the Executive Committee of the SGA of Southwest Tennessee Community College and with approval of the proper college authorities.

Section 2- Enactment of the Provisions. Upon ratification of these bylaws by the Executive Committee they shall be binding upon the Student Government Association of Southwest Tennessee Community College and all organizations established by that organization.

Section 3- Amendment Provisions. Amendments to any bylaw will require a four-fifths majority vote of all members of the Executive Committee.

I

General duties of Members of the Executive Committee:

All e-mail accounts will be checked consistently and responded to in a timely manner. Electronic mail will be checked no less than once every two days excluding weekends and holidays. If a problem arises with a member's e-mail account, it is to be reported to the President, Vice-President, or Sergeant at Arms as soon as possible.

II

A Representative elected to the Executive Committee:

1. Shall maintain the dignity and integrity of the office in all matters relating to the business of the SGA and "Southwest".
2. Shall maintain a neat and professional appearance when representing the SGA.
3. Shall make themselves available to the members of the student body that they represent. Those that cannot or do not will be required to maintain regular scheduled office hours as assigned at their represented campus.
4. Shall post and publish current contact information on the bulletin boards, the college student newspaper, and the SGA and "Southwest" web sites.
5. Shall do their best to view all situations brought to them from the perspective of all parties involved before taking any action.

6. Shall seek the advice of one of the Vice-Presidents before taking any action that may obligate the SGA.
7. Shall be fair to both the students and "Southwest", and take all circumstances into account.

III

Duties and Responsibilities of Officers

All officers of the SGA shall abide by the following duties and responsibilities.

President's Duties:

1. Include having the power to call Administrative Council, Full Executive Committee, and special Student Government Association meetings
2. Include presiding at all meetings of the Administrative Council, College wide Executive Committee, and all special Student Government Association meetings
3. Include serving as ex-officio member on all committees, and shall be able to vote on all committees business only in the case of a tie vote
4. Include making himself/herself available to the student body
5. Include not serving as a Representative at the Campus that elected them to the position of Representative
6. Include by position sit on certain standing committees of the College including, but not limited to, the College Council and the Strategic Planning Committee and shall fill by appointment positions on other committees of the College
7. Include carrying out the administrative functions of the Executive Committee
8. Include serving as Treasurer and is Chair of the Treasury Committee
9. Include having the power to call special elections to fill vacant positions
10. Include having the power, in conjunction with the Advisors to the SGA, to appoint members of the Student Election Commission
11. Include appointing the Sergeant-at-Arms
12. Include attending all meetings and participate in the TBR SGA President's Council

13. Include insuring all campus Vice Presidents are having regular meetings through the submission of the campus meeting minutes
14. Include meeting with the President of the college twice a semester
15. Include not voting in Executive Committee or Administrative Council meetings except in the case of a tie
16. Include serving as chairperson of the Treasury Committee

Vice President's Duties:

1. Only the Vice President's shall have executive authority over the areas they were elected
2. Shall assist the president in all matters of business of the Administrative Council
3. Shall appoint an assistant secretary
4. Shall appoint members to SGA Committees, and shall receive frequent reports from committee members
5. Shall by position sit on certain standing committees of the College and aid in College committee assignments
6. Shall appoint a Traffic Appeals person for his/her area
7. Shall appoint a Treasury Committee member
8. Shall make himself/herself available to the student body
9. Shall perform additional duties assigned by the President
10. Shall attend with the President at least one meeting of the TBR - SGA President's Council and may be sent to represent the President at these meetings in the case the President cannot attend
11. Shall preside at Executive Committee and special Student Government Association meetings at their respective areas

Executive Secretary's Duties:

1. Shall be responsible to the President
2. Shall notify Administrative Council members of called or regularly scheduled meetings; conduct roll call, record minutes, prepare and distribute minutes to all Administrative Council members, advisors, and the Office of Student Activities
3. Shall provide secretarial services for the Administrative Council
4. Maintain all permanent SGA records; keep and post attendance records for all members and officers within twenty-four hours of each meeting
5. Shall make himself/herself available to the student body
6. Shall perform other duties required or assigned by the SGA President
7. Shall supply the Sergeant at Arms the attendance records of any meetings

Assistant Secretary's Duties:

1. Shall be responsible to the Vice President at his/her area, and perform general secretarial duties as outlined by the Vice President
2. Shall maintain contact with Vice President and Executive Secretary
3. Shall make himself/herself available to the student body
4. Shall perform other duties as assigned by the SGA President
5. Shall supply the Sergeant at Arms the attendance records of any meetings

Treasure's Duties:

1. Shall maintain an accurate record of all activity expenditures sponsored by SGA
2. Shall work with the advisors on SGA expenditures and fund allocation
3. Shall be responsible for fundraising expenditures and collections
4. Shall seek the advice and help of the advisors regarding use of SGA monies
5. Shall make himself/herself available to the student body

6. Shall make financial reports at meetings
7. Shall perform other duties assigned by the SGA president
8. Treasure's report will be audited every year by 2 SGA members and the advisors

SGA Webmaster:

1. Shall maintain communications between the college webmaster, student newspaper and Student Government Association
2. Shall make himself/herself available to the student body
3. Shall perform other duties as assigned by the SGA president

Club Representative's Duties:

1. Shall establish and maintain effective communications channels between Student Organizations and the Administrative Council of the SGA
2. Shall make himself/herself available to the student body
3. Shall perform other duties assigned by the SGA President

Sergeant at Arms' Duties:

1. Shall assist the President of the Student Government Association
2. Shall make himself/herself available to the student body
3. Serves as Parliamentarian to arbitrate, in accordance with Robert's Rules of Order, any procedural disputes arising from any meeting of Members
4. Shall keep the records of member attendance at meetings. The records will be made available to the President and Vice-Presidents
5. Shall function as the President, in the President's absence, to preside over meetings and exercise the Presidents authority to cast a tie-breaking vote

6. Shall act as President if the President cannot fulfill the duties of their office for any reason until position is filled
7. Shall perform other duties assigned by the SGA president

IV

Student Government Advisor Guidelines

1. An advisor should have a working knowledge of the "Southwest" and TBR organizations. As part of the advisor's duties, he or she should have a clear understanding of the role of the Student Activities department in coordinating the SGA programming and activities.
2. In carrying out the role of advisor, he or she should have an interest in the SGA. The advisor should also have an interest in the growth and development of the SGA membership.
3. An advisor should be committed to serving the needs of the SGA and its members by but not limited to:
 - a) Attending formal functions staged or held by the SGA
 - b) Developing a rapport with the membership of the SGA, especially the officers
 - c) Keeping abreast of current developments in the particular areas served by the SGA
 - d) Working with "Southwest" officials to inform the SGA of TBR and "Southwest" policies, procedures, and decisions that affect the functioning of the SGA.
4. An advisor should acquire a working knowledge of TBR policies and guidelines as they relate to fund-raising, fund accounting, and fund disbursement as outlined in TBR and "Southwest" business policies and guidelines. The advisor should then assist with the financial duties associated with the SGA by counseling and assisting officers, by reviewing financial statements and accounts, and by assisting with "Southwest" procedures designed to safeguard funds.
5. An advisor should attempt to assist in the planning of all social and formal functions, whether on or off campus; the advisor shall routinely appear at planned social functions. Advisors should, in aiding the SGA in planning events, maintain consistency with all "Southwest" and TBR policies.
7. An advisor should encourage the development of initiative and leadership within the SGA, should assist the officials of the SGA in identifying potential officers and leaders within the SGA, and should serve as a resource person for the SGA.