

# ***STUDENT GOVERNMENT ASSOCIATION CONSTITUTION***

## ***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 students' rights, maintaining an atmosphere of academic freedom, promoting student activities in both social and academic areas, and communicating 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 established 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 is a member of the SGA. The SGA and this constitution derive their authority from the consent of the student body.

## ***ARTICLE II***

### ***Governance***

The voice of the Southwest SGA shall be the Administrative Council, which will be empowered to act on behalf of, and represent the student body in all matters.

## ***ARTICLE III***

### ***Purpose***

The purpose of the Administrative Council 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; and to offer services to Southwest.

## ***ARTICLE IV***

### ***Administrative Council***

The Administrative Council will elect the Executive Committee which consists of the President, Sergeant-at-Arms, three (3) Vice Presidents and a Secretary. The Executive Committee members are the only Administrative Council members required to attend Executive Committee 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. Members of the Administrative Council must act as representatives at the campus or center from which they were elected but must remain unbiased concerning any particular campus or centers when conducting Administrative Council duties. Only the President and Vice President of a campus or the centers have authority at that campus or center.

## ***ARTICLE V***

### ***Membership***

Any currently registered full-time or part-time student having completed at least one (1) semester in good standing at the college and having accumulated at least six (6) credit hours at Southwest, with a minimum GPA of two point five (2.5), may run in the general election for a place on the Executive Committee with the approval of the advisors.

## ***ARTICLE VI***

### ***Tenure of Office***

No student shall be elected to the SGA more than two (2) years. This article will be open to evaluation annually by the SGA advisors and the Vice President for Student Services and Enrollment Management.

A representative may resign or leave SGA at any given time without penalties only if he/she provides proper documentation for: medical, family issues, classes and/or grade point average are in jeopardy or job promotions.

## ***ARTICLE VII***

### ***Right of Suffrage***

Any currently registered student of Southwest who holds a valid ID card may vote during the general elections, or in other "special" elections that may be called by the Administrative Council.

## ***ARTICLE VIII***

### ***Student Government Advisor***

Each main campus and the satellite centers will have no less than one SGA Advisor. Each Advisor will be voted on by the SGA of that campus or center and will be approved by the Vice President for Student Services and Enrollment Management for acceptance by the SGA. An advisor can be a faculty or staff member.

## ***ARTICLE IX***

### ***Dissolution***

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

## ***ARTICLE X***

### ***Representation***

The number of Administrative Council members will be no more than sixteen (16) as follows:

Section 1: For the main campuses there will be five (5) Administrative Council members. (A main campus is defined as a campus so designated by Southwest).

Section 2: Every main campus will have a Vice President.

Section 3: For all satellite centers combined, there will be six (6) Administrative Council members.

Section 4: There will be one (1) Vice President to represent the satellite centers.

## ***ARTICLE XI***

### ***Accessibility***

SGA Administrative Council members will have e-mail accounts provided by the College and e-mail accounts will be published and/or posted throughout the campuses.

## ***ARTICLE XII***

### ***Impeachment and Recall***

Section 1: An Administrative Council member may be impeached, recalled, or sanctioned.

Section 2: The student body may recall an Administrative Council member. Verifiable signatures from fifteen (15) percent of students registered at the College at the time of this action shall be sufficient.

Section 3: The Administrative Council members and the student body shall both have the power to present charges against an elected official representing the College to initiate impeachment proceedings.

Impeachment requires a four-fifths (4/5) majority vote of all Administrative Council members at the College.

Section 4: Reasons for disciplinary action shall be: misappropriation of SGA funds; violation of the student code of conduct; school suspension; GPA below two point five (2.5); failure to carry out duties of the office held; or one (1) un-notified absence from meetings or other Administrative Council activities during any semester.

Section 5: A member 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. The decision will be made at the discretion of the Administrative Council and approved by the Advisor.

Section 6: A sanction requires a two-thirds (2/3) majority vote of all the members of the Administrative Council. A six (6)-member committee formed of the Executive Committee will determine the extent of the sanctions.

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

## ***ARTICLE XIII***

### ***Meetings***

Section 1: An SGA meeting will be held two (2) times each month during the fall and spring semesters. The advisors will determine these meetings.

Section 2: Executive Committee meetings will be held each month during the fall and spring semesters.

Section 3: General meetings will be held during the fall and spring 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: Regular meetings will be held on the first and third Wednesday of each month at 2 p.m. at alternating locations. All general meetings must be announced at least one (1) week in advance. Any special called meeting requires at least forty-eight (48) hours' notice. Cancellation of any meeting requires forty-eight (48) hours notification unless there are extenuating and unusual circumstances.

Section 6: The Administrative Council members are expected to attend all of their respective regularly scheduled meetings. Members must attend seventy (70) percent of the meetings or risk being dropped from the Administrative Council. If any Administrative Council member has three (3) consecutive absences, disciplinary actions will be administered.

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

Section 8: A quorum consists of fifty (50) percent plus one (1) of the voting members of the Administrative Council who are required to be in attendance. A simple majority consists of fifty (50) percent plus one (1) of the members present.

Section 9: An agenda is required for all meetings. The agenda will be e-mailed to all members who are to attend said meeting no less than five (5) 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: All SGA minutes will be posted on the SGA web page five (5) days after the meeting and approved by the Administrative Council.

Section 11: If for any reason a member cannot attend a meeting, the member must contact two (2) of the following: Advisor, President, Sergeant at Arms, Vice President or the Secretary. This is to ensure accountability.

Section 12: For any topic under discussion, the speaker on the floor has two minutes to speak.

## ***ARTICLE XIV***

### ***General Qualifications of Members of the Executive Committee***

All members of the Administrative Council Committee must have completed one (1) semester at Southwest, have a cumulative grade point average of two point five (2.5), be in good standing with the College and be currently enrolled in a minimum of six (6) hours at the College. A member will be placed on probationary status by the Executive Committee, if a member is not in good standing with the College during their term or if their grade point average falls below two point five (2.5).

## ***ARTICLE XV***

### ***Executive Privilege***

The SGA President and Vice Presidents 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 members of the SGA will have their job performance evaluated at least two (2) times a year. The evaluation results will be made available to the President of the College, the Vice President of Student Services and Enrollment Management, the SGA Advisors, the student body on the SGA web-site, and all SGA members.

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

## ***ARTICLE XVII***

### ***Vacancies***

Should the Office of President become vacant, the position will be opened to Vice Presidents. If more than one (1) Vice President is interested, there shall be a vote by the Administrative Council. If none of the Vice Presidents are interested in the Office of President, the position will be opened to all members of the Administrative Council and its sub-committees. If more than one (1) member is interested, there shall be a vote by the Administrative Council 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 (1) month of the office being vacated, the SGA 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 five (5) full-time or part-time students with a GPA of two point five (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 than three (3) weeks before any election.

#### **Traffic Appeals Committee:**

The Traffic Appeals Committee shall:

- Review Traffic Appeals on a weekly basis.
- Appeals must be completed each week.
- Make fair-minded rulings.
- Consist of one (1) member appointed by each Vice President and two (2) students from the student body appointed by the Advisor to that Vice President.
- Follow the appeals procedures established by Southwest Policy.

#### **Angel Tree Committee:**

The Angel Tree Committee shall:

- Consist of one (1) Chair person or Co-Chairs elected by SGA.
- The Chair person/Co-Chairs will work with the point of contact at the local adopted school selected by Southwest Tennessee Community College Student Activities Advisors.
- The Chair person/Co-Chairs may form a sub-committee of SGA volunteers to assist in the process.

- The Chair person/Co-Chairs will make bi-weekly reports to the SGA President.
- The Chair person/ Co-Chairs are responsible for ALL planning and organizing for this committee that is associated with this position (i.e. pick-up and drop-off of gifts, the number of students that needs sponsors at the local adopted school, gift wrapping, collecting of any donations, etc.).
- The Chair person/ Co-Chairs will keep the President informed of any changes that was not addressed during the bi-weekly meeting report via email.

#### **Talent Show Committee:**

The Talent Show Committee:

- Consist of one (1) Chair person or Co-Chairs elected by SGA.
- The Chair person/Co-Chairs will be responsible for ALL planning and organizing of the Annual Talent show ( i.e. booking participants for the Talent show (Current Students ONLY), the order of service, Music-band or DJ, microphones, sound system checks etc.
- The Chair person/Co-Chairs may form a sub-committee of SGA volunteers to assist in the process.
- Sub-committees are responsible for completing all tasks assigned or volunteered for.
- The Talent Show is an ANNUAL SGA sponsored event and it will alternate between the two (2) Main Campuses (Macon on the EVEN years and Union on the ODD years).
- Must have at least one (1) full dress rehearsal one (1) week prior to the Annual SGA Talent Show.
- The Chair person/Co-Chairs will make bi-weekly reports to the SGA President.
- The Chair person/Co-Chairs will keep the President informed of any changes that was not addressed during the bi-weekly meeting report via email.

#### **Scholarship Committee:**

The SGA Textbook Scholarship Committee shall:

- Be committed and dedicated in making sure that ALL manners of the scholarship are complete for the fiscal year.
- Be comprised of a subcommittee board of SGA volunteers containing: one (1) committee chair, co-chair, and treasurer elected by SGA.
- If criterion needs to be amended, the proposed amendment must first be approved by a majority vote of the current SGA members.
- Review scholarship applications along with select members of scholarship committee in order to select scholarship recipient(s).
- Select scholarship recipient(s).
- Ensure monies are raised in a timely manner and placed in fund for scholarship recipient(s).
- Create, propose, and ensure fundraising ideas/activities are in place for the scholarship.
- The Chair person/Co-Chairs will make bi-weekly reports to the SGA President.
- The Chair person/Co-Chairs will keep the President informed of any changes that was not addressed during the bi-weekly meetings report via email.

### ***ARTICLE XIX***

#### ***Compensation***

All SGA members will be required to work twenty-five (25) hours per month to receive stipend check each month.

### ***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 Administrative Council, and with the signature approval of the proper College authorities.

Section 2–Enactment of the Provisions. Upon ratification of this Constitution by the Administrative Council, all articles of this Constitution shall be binding upon the SGA of Southwest and on all organizations established by that organization.

Section 3–Amendment Provisions. Amendments to this document, after the first day of July each year will require a four-fifths (4/5) majority of all members of the Administrative Council.

## ***ARTICLE XXI***

### ***Disciplinary Actions***

The following disciplinary actions will take place if any member of the Administrative Council is in non-compliance with the SGA constitution, approved minutes, policies and/or rules set up by the SGA of Southwest. Each counseling session will include: the Counselee, Vice-President, President, and/or Advisor(s).

1. The first violation will be disciplined verbally (documented) by the Vice President of their campus, the President of the SGA, and the Advisor(s).
2. The second violation will be written. The violator will be asked to come to a meeting with their campus Advisor, the President, and the Vice President of their campus. During this meeting the violator will be counseled and given a written warning.
3. The third violation constitutes the possibility of being relieved of duties from the Administrative Council position by a four-fifths (4/5) majority vote of the Administrative Council. If relieved of duties by the Administrative Council there will not be an appearance in front of the Executive Committee. If a member is not relieved of their duties by the Administrative Council by four-fifths (4/5) majority vote, the Administrative Council member shall then appear before the Executive Committee. The Executive Committee will then determine if the member shall remain on the Administrative Council or be relieved of duties from the administrative Council by a majority vote.

## ***ARTICLE XXII***

### ***Bylaws***

The SGA 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 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 SGA of Southwest, and on all organizations established by that organization.

Section 3– Amendment Provisions. Amendments to any Bylaw will require a four-fifths (4/5) majority vote of all members of the Administrative Council.

### ***I***

#### ***General duties of Members of the Executive***

##### ***Committee:***

Check and respond to all e-mail messages consistently and in a timely manner. Electronic mail will be checked no less than once every day excluding weekends and holidays. If a problem arises with a member's e-mail account, it is to be reported to the President, Sergeant at Arms, Vice President, or Secretary 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 who 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 (1) of the Vice Presidents before taking any action that may obligate the SGA.
7. Shall be fair to both the Students, 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. Shall have the power to call Administrative Council, full Executive Committee members, and special SGA meetings.
2. Shall preside at all meetings of the Administrative Council, the college wide Executive Committee, and all special SGA meetings.
3. Shall serve as an 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. Shall make himself/herself available to the student body.
5. Shall not serve as a representative at the Campus that elected them to the position of representative.
6. Shall 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. Shall carry out the administrative functions of the Executive Committee members.
8. Shall have the power to call special elections to fill vacant positions.
9. Shall have the power, in conjunction with the advisors to the SGA, to appoint members of the Student Election Commission. All budget money spent must be approved and signed by President and Advisor.
10. Shall appoint the Sergeant-at-Arms who will become a member of the Administrative Council.
11. Shall attend all meetings and participate in the Tennessee Board of Regents (TBR) SGA President's Council.
12. Shall insure all campus Vice Presidents are having regular meetings through the submission of the campus meeting minutes.
13. Shall meet with the Vice President for Student Services and Enrollment Management once a semester.
14. Shall not vote in Executive Committee or Administrative Council meetings except in the case of a tie.

**Sergeant-at-Arms' Duties:**

1. Shall assist the President of the SGA.
2. Shall make himself/herself available to the student body.
3. Shall serve 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 and advisors.
5. Shall function as the President, in the President's absence, to preside over meetings and exercise the President's authority to cast a tie-breaking vote.
6. Shall act as President if the President cannot fulfill the duties of his/her office for any reason until position is filled.
7. Shall perform other duties assigned by the SGA President.

**Vice Presidents' Duties:**

1. Only the Vice Presidents shall have executive authority over the areas to which they were elected.
2. Shall assist the President in all matters of business of the Administrative Council.
3. Shall appoint members to the SGA Committees, and shall receive frequent reports from committee members.
4. Shall by position sit on certain standing committees of the College and aid in College committee assignments.
5. Shall appoint a traffic appeals person for his/her area.
6. Shall make himself/herself available to the student body.
7. Shall perform additional duties assigned by the President.
8. Shall attend with the President at least one meeting of the Tennessee Board of Regents. A member of the Administrative Council may be sent to represent the President at these meetings if the President cannot attend.
9. Shall preside at Executive Committee and special SGA meetings at their respective areas.

**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. Shall 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.
8. Shall have agenda approved and e-mailed to all members three days before business meetings.
9. Shall print and distribute agenda to members at the meetings.
10. Shall supply newspaper staff and webmaster with a copy of the SGA minutes to be posted on the SGA Web page.

#### ***IV***

##### ***Student Government Advisor Guidelines***

1. An advisor should have a working knowledge of Southwest and TBR organizations. As part of the advisor's duties, he/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/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:
  - attending formal functions staged or held by the SGA.
  - developing a rapport with the membership of the SGA, especially the officers.
  - keeping abreast of current developments in the particular areas served by the SGA.
  - working with Southwest officials to inform the SGA of Tennessee Board of Regents and Southwest policies, procedures and decisions that affect the functioning of the SGA.
4. An advisor should acquire a working knowledge of Tennessee Board of Regents 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 Tennessee Board of Regents policies.
6. 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.