

SGA CONSTITUTION

PREAMBLE

We, the students of Southern West Virginia Community and Technical College, in order to promote the development of ideas, character, and knowledge; to provide for the academic and general welfare of all individuals embodied by this institution, to promote the integrity of this institution and its representatives with respect to the student, faculty, and staff; and with the further realization that an effective and responsible Student Government Association and its participation in the governance of this institution can best accomplish these aims, do hereby adopt this constitution.

NAME

The name of this organization shall be the Student Government Association (SGA) of Southern West Virginia Community and Technical College.

PURPOSE

- A. To furnish an elected body of students to represent the opinions and wishes of the student body.
- B. To help coordinate and maintain a well balanced academic, social, civic, and cultural cocurricular program for the student body.
 - a. By making responsible recommendations concerning proposed student activities in compliance with the goals and policies of Southern West Virginia Community and Technical College and the West Virginia Community and Technical College System.
 - b. By making responsible recommendations concerning the implementation of all SGA approved student activities.
 - c. By making responsible recommendations in matters of difference between student organizations and the faculty, staff, or administration concerning student activities and concerns.
- C. To ensure these purposes are fulfilled while complying with institutional and West Virginia Community and Technical College System policies.

OFFICERS

- A. Officers, Qualifications, and Duties
 - a. Elected Officers: President, Vice-President, Secretary, Treasurer, one Campus Senator from each campus, one Sophomore Representative from each campus, and one Freshman Representative from each campus.
 - b. Appointed Officers: Sergeant-at-Arms, Social Media Specialist, Parliamentarian, and other officers may be appointed by the SGA president as deemed necessary, with the approval of the SGA Advisor and a majority of elected officers.
 - c. Qualifications:

- i. President: Must be a full-time student who has completed at least 12 credit hours when the term of office begins, must maintain full-time status, and have a 2.5 cumulative GPA or better.
- ii. Vice-President: Same as President.
- iii. Secretary and Treasurer: Must enroll each semester as a full-time student, and maintain at least six credit hours of enrollment with a 2.0 or better cumulative GPA.
- iv. Campus Senator: Must enroll each semester as a full-time student, and maintain at least six credit hours of enrollment, with a 2.0 or better cumulative GPA.
- v. Representatives: Must be a student with at least six semester hours of continuous enrollment.
- vi. Student Representative to the Board of Governors: Same as the President. College Representative to the Advisory Council of Students: Same as the President.
- vii. Duties
 1. The President shall be the official representative of the student body , shall prepare the agenda for all matters to come before the SGA at regular meetings, shall appoint all committees and their respective chairperson, shall confer with the SGA advisor on a regular basis, and shall regularly preside at all meetings and perform such other duties as pertinent to the position.
 2. The Vice-President shall assume all responsibilities and powers of the office of president and become the president should a vacancy occur, shall assist in preparing the agenda for all matters to come before the SGA at regular meetings, and shall serve as public relations person for the campus SGA.
 3. The Secretary shall record the minutes of all business meetings, shall record members present and absent at each business meeting, and perform other duties as assigned by the president. The secretary shall provide an official copy of the minutes of each business meeting to the SGA Advisor. The secretary will work with the SGA Advisor to post the minutes to the SGA website. The secretary shall assist in the timely completion and proper retention of all official SGA records.
 4. The Treasurer shall keep all records and accounts pertaining to the financial matters of the SGA by keeping a ledger and updating it

weekly during the semester, shall assist in the timely completion of all official paperwork on file, and shall give a financial report at each meeting.

5. Campus Senators must attend all SGA meetings, they chair the Campus Activity Board on each respective campus, and represent their campus at all SGA activities.
6. The Parliamentarian shall observe and protect the normal use of parliamentary procedure and shall instruct any person who has been called out of order three times in one meeting to leave the meeting.
7. It shall be the privilege of the President to open and close each SGA meeting and other activities with a moment of silence.
8. The Sergeant-At-Arms shall maintain order and decorum at all SGA meetings and shall assist with security matters at SGA events.
9. The Freshmen and Sophomore Representatives are required to attend all regularly scheduled meetings of the SGA and the Campus Activities Board, and shall assist with the planning and implementation of all SGA activities.
10. The committee chairperson shall see that committee functions are carried out and shall make a report at each SGA meeting.

B. Election of Officers

- a. Candidates must submit an official petition before they will be eligible to run for office. The petition shall include the name of the student and offices for which they are candidates.
- b. No campaign literature will be distributed or posted without the prior written approval of the campus office responsible for building and grounds as well as the SGA Advisor. Petitions for office are turned in to the SGA advisor on or before the stated deadline. Any campaign activities which would reflect unfavorably upon Southern, the student body, or the administration thereof shall result in the candidate's petition being declared void and ineligible for any SGA office by the Chief Student Services Officer or his/her designee for a period of one year. Any SGA member shall have the power to challenge, but not make the final decision, on whether or not a platform and the candidate's eligibility is void.
- c. The Chief Student Services Officer or SGA Advisor shall inform the candidates of official duties and the official election procedures before they file petitions of election.

- d. The term of office for all SGA members is from the first day of May to the 30th day of April of the following year, as defined by state statute and/or institutional policy.

C. Vacancies

- a. Representatives: When a vacancy occurs through resignation, impeachment, expulsion, or ineligibility, the SGA President shall appoint an alternate to fill the unexpired term of vacancy. All alternates shall be approved by the SGA in a majority vote.
- b. Officers
 - i. President: Should a vacancy occur in this office, the Vice-President shall forfeit his/her office to assume the office of President.
 - ii. Vice-President: Should a vacancy occur in this office, the Secretary shall forfeit his/her office to fulfill the unexpired term of office.
 - iii. Secretary: Should a vacancy occur in this office, the SGA President shall appoint a replacement from one of the SGA members or an enrolled student to fulfill the unexpired term of office. The new Secretary shall be approved by the SGA by a majority vote.
 - iv. Treasurer: Should a vacancy occur in this office, the SGA President shall appoint a replacement from one of the SGA members or an enrolled student to fulfill the unexpired term of office. The new Treasurer shall be approved by the SGA by a majority vote.
 - v. Appointed Officers: Should a vacancy occur in one of these positions, the SGA President shall appoint an SGA member or an enrolled student to fulfill the unexpired term of office. The new Appointed Officer shall be approved by the SGA by a majority vote.
 - vi. President and Vice-President simultaneously: Should a vacancy occur in both of these positions simultaneously, the Secretary shall fulfill the President's unexpired term of office appoint a new Vice President and Secretary until the next election occurs. The new Vice President and Secretary shall be approved by the SGA by a majority vote.

D. Meetings

- a. There shall be a minimum of one regular meeting of the SGA per month during the months of August, November, December, and January. There shall be a minimum of two regular meetings of the SGA per month during the months of September, October, February, March, and April. Meetings during May, June, and July are at the discretion of the SGA Advisor and the SGA President.
- b. These meetings shall be open to the student body, faculty, staff, and administration, with the President of the SGA recognizing said persons.

- c. The SGA shall hear requests made by any student organization, student, or group of students, employee, or member of the administration and make appropriate recommendations. For the sake of the agenda preparation and other purposes, all requests to be heard must be presented to the SGA President, Vice President, or Secretary at least 24 hours prior to the announced meeting.
 - d. At the beginning of each semester, each SGA member must submit his/her schedule to the SGA Advisor. Meetings shall be arranged based on these schedules and the recommendations of the SGA members. When a scheduled meeting time is decided, it shall be posted for notification of the student body for at least three school days.
 - e. Special meetings may be called by the SGA President, upon request of the SGA Advisor, or upon request of a majority of SGA members. The SGA Advisor shall have at least two days' notice of special meetings.
 - f. A majority of the SGA membership shall constitute a quorum to conduct official business during a properly called SGA meeting. The majority equals 50% of elected members plus one.
 - g. Each member of the SGA shall have one vote except the presiding officer, who may vote only to break a tie. Appointed officers do not vote during official SGA meetings.
 - h. Any member missing two consecutive meetings or a total of three meetings in one semester without a valid excuse as determined by the SGA in consultation with the SGA Advisor will be subject to impeachment proceedings.
- E. Parliamentary Authority
- a. Parliamentary authority shall be based on Robert's Rules of Order.
 - b. Any member of the SGA may be impeached by two-thirds vote of the total student government membership. Such vote will be taken by secret ballot after consideration of a written charge. Impeachment proceedings may be instituted by one-third membership of the SGA. A final vote on the charge may not be called until at least one week after proceedings are instituted.
 - c. Impeachment proceedings shall consist of notification of charges in writing to the member considered for impeachment. The member being considered for impeachment then has a maximum of one week to prepare a statement or tender a resignation. (Any resignations are final, and those who resign may not be reinstated on the SGA that year.) After this designated time period, a final vote for impeachment may be called.
- F. Committees
- a. The Campus Activities Board (CAB) is a standing SGA committee. There shall be one CAB on each campus. The Chief Student Services Officer appoints the

Advisor to each CAB. The sophomore representative, the freshman representative, and all elected and appointed officers from each campus are the members of the CAB.

- b. Special committees may be appointed by the SGA President or SGA Advisor as needed and shall serve at the will of the aforementioned persons.

G. Advisor

- a. The Student Government Advisor to the SGA and the Campus Activities Board Advisors shall be appointed by the Chief Student Services Officer. These appointments are made in writing on, or before the first Monday in May.
- b. The Student Government Advisor and Campus Activities Board Advisors shall represent the administration, faculty, and staff of the college. The Advisors will interpret administrative policies and provide guidance to SGA and CAB members.
- c. All activities of the student body are subject to the approval of the Chief Student Services Officer.

H. Major Functions

- a. All activities shall be under the supervision of the CAB advisor.
 - i. Dates shall be determined by the SGA or CAB. The CAB should work with the campus offices responsible for buildings and grounds for scheduling purposes.
- b. Scheduling Events.
 - i. No social event may be scheduled on the weekend prior to, or during the week of, mid-term and final exams.
 - ii. All social functions shall end no later than 1:00 a.m. with the exception of one event per semester which may end no later than 2:00 a.m. The SGA and the college administration do not permit drugs or alcoholic beverages at any events sponsored by the SGA. Other policies are also enforced by the SGA during these activities. This includes, but is not limited to, the Tobacco Usage Policy and the Use of Alcoholic Beverages Policy.

I. Amendments

- a. A proposed amendment to this constitution must be submitted in writing to the SGA. If approved by two-thirds vote of the SGA, the amendment will be referred by the SGA Advisor to the Chief Student Services Officer and the College President. If approved by the Chief Student Services Officer and the College President, it shall then be posted no fewer than 10 days before being voted on by

the entire student body. This constitution shall then be amended if approved by two-thirds of the voting students.

J. Adoption

- a. This constitution shall be in effect immediately upon approval by the SGA, College President, and ratification by two-thirds vote of the voting students.