San Jacinto College – Central Campus

Student Government Association

Constitution

Updated January 2016

Article I. San Jacinto College Central Student Government Association (SJCCSGA)

The present constitution hereby establishes the SJCCSGA as the primary representative body for the students attending San Jacinto College Central Campus. The Constitution is the fundamental guide for the SJCCSGA. When in conflict, the Constitution takes precedence over all other recognized Fundamental Texts of the SJCCSGA.

Article II. Representation of Students by the SJCCSGA

The SJCC SGA is responsible for the representation of the study body that attends San Jacinto College Central. When an action is taken by the SJCSGA, the action is taken in the name of all the students attending San Jacinto College Central Campus.

Therefore, it is the responsibility of all students attending San Jacinto College Central Campus to understand the processes set forth by the present Constitution. It is the Constitution that guides the SJCCSGA as they represent the student body; these processes are described in the subsequent articles.

Article III. Purposes, Goals, and Objectives

Section 1: To serve as a liaison between the administration and the student body regarding issues affecting general student life, student organizations, and the diverse needs of the student population.

Section 2: To provide opportunities for all members of the student population to become involved in campus activities, community service, and co-curricular programs.

Section 3: To assist in the development and implementation of co-curricular activities which acknowledge the diverse interest and needs of the student body.

Section 4: To provide leadership development opportunities for solving problems in on-campus situations.

Section 5: To promote interest and involvement in campus activities including special events, as well as improving campus life in general.

Section 6: To promote options that encourage social interaction among members of the campus community (students, faculty, staff, and administration.)

Article IV. Membership

Section 1: Minimum Requirements
a. The Student Government Association shall consist of the entire student body. In addition, representation from each student organization is required at least 4 times a semester.
b. SGA has an open membership policy. Any currently enrolled student in good standing with the college that is interested and willing to participate in the organization may be a member. There are no dues for this organization.
c. Members may consist of full or part time students at San Jacinto College Central Campus. Members must have at least a 2.9 grade point average (GPA).
d. All officers are required to maintain a minimum cumulative GPA of 2.5 while in office. Any officer placed on Academic Probation or Disciplinary Probation (per the SJCC Code of Conduct) during their term will be removed from office immediately.
e. Members will be removed from the SGA if their cumulative GPA falls below a 2.0, or if they are placed on Disciplinary Probation per the SJCC Code of Conduct.

Section 2: General Membership

a. Standards for General Membership includes meeting all the minimum requirements listed above.
b. Benefits of General Membership are as followed:
   - Attending meetings
   - Ability to vote
   - Serving on committees

Section 3: Active Membership

A. Standards for Active Membership include meeting all the minimum requirements above, as well as attending 2/3 of all SJCCSGA events and meetings each 16 week semester (Fall & Spring semesters). Active Membership may also be conferred by vote of the Executive Board.

B. Benefits of Active Membership are as followed:
   - All of the previous benefits listed under General Membership
   - Serving as committee chairs
   - Travelling with the Executive Board
   - Running for office
   - Ability to act as a representative of the SJCCSGA when necessary.

Article V. Executive Board

Section 1: The President shall act as followed:
A. Preside over both the General Assembly and Executive Board meetings.
B. Oversee and direct all organization activities.
C. Delegate authority to and inspire the involvement of all organization members.
D. Serve as an official representative of the student body to the San Jacinto College Central Administration.
E. Advise and consult with a(n) SGA Advisor concerning the activities of SGA.
F. Appoint all committees not otherwise designated.
G. Appoint students to fill vacant positions in the SGA with the approval of the Executive Board. The general assembly may overturn the President’s appointments with a 2/3 vote.
H. Develop the agenda for both Executive Board and emergency meetings (if necessary).
I. Serve as ex-officio (non-voting) member of all SGA committees. The President may appoint other Executive Board members to fill in this position if needed.
J. Maintain order during all SGA meetings and events.
K. Assist with election and voting procedures.
L. Work in cooperation with the Executive Board to ensure that both the Constitution and Parliamentary Procedures are upheld.
M. Maintain and update files and the notebook of Student Life pertaining to the position.
N. Assist in the training of the incoming Executive Board.
O. Maintain and endorse strong communication amongst board members.
P. Maintain the SGA office including the ordering of office supplies.

Section 2: The Vice President shall act as followed:

A. Assist the president in the execution of their duties.
B. Assume the responsibilities of the President in the case of removal or resignation and succeed to that office if it becomes vacant. The Vice President is to take over the President’s duties if they are absent during official business.
C. Oversee all committees and meet regularly with the Committee Chairs.
D. Work with the Treasurer to ensure that all programs are reviewed and implemented.
E. Issue a General Report at every meeting for both the General Assembly and the Executive Board.
F. Supervise program implementation and evaluation.
G. Maintain any alterations made to the Constitution via Amendments and other constitutional revisions.
H. Serve on campus committees as appointed by the President.
I. Assist the President in maintaining order during all SGA meetings and events.
J. Assist in election and voting procedures.
K. Work in cooperation with the Executive Board to ensure that both the Constitution and Parliamentary Procedures are upheld.
L. Maintain and update files and the notebook of Student Life pertaining to the position.
M. Assist in the training of the incoming Executive Board.
N. Maintain and endorse strong communication amongst board members.
O. Maintain the SGA office including the ordering of office supplies.

Section 3: The Treasurer shall act as followed:
A. Assist the President in the execution of their duties.
B. Assume the duties and responsibilities of the President in the case of the Vice President is unable to assume the duties of the President.
C. Oversee and supervise the work of the Secretary and Publicist position.
D. Oversee all campus events associated with the SGA.
E. Review programs and new program proposals.
F. Supervise program planning and finances.
G. Prepare and monitor annual budget for the organization.
H. Conduct the financial affairs and maintain an accurate financial record of the SGA in accordance with the Constitution, the financial procedures of the Office of Student Life, and SJCC.
I. Submit budget proposals to the proper administrator or advisor when necessary.
J. Issue a Financial Affairs Report at every meeting of SGA and Executive Board.
K. Maintain the financial records and archives of the SGA at SJCC.
L. Maintain order during all SGA meetings and events.
M. Assist with election and voting procedures.
N. Work in cooperation with the Executive Board to ensure that both the Constitution and Parliamentary Procedures are upheld.
O. Maintain and update files and the notebook of Student Life pertaining to the position.
P. Assist in the training and of the incoming Executive Board.
Q. Maintain and endorse strong communication amongst board members.
R. Maintain the SGA office including the ordering of office supplies.

Section 4: The Secretary shall act as followed:
A. Assist the Treasurer in the execution of their duties.
B. Record the minutes of all meetings of the SGA including meetings of the Executive Board.
C. Submit the minutes to Student Life and present them to the General Assembly.
D. Handle all official correspondence of the SGA.
E. Ensure that meeting and locations have been reserved and properly set up for meetings.
F. Be responsible for the maintenance of all attendance records and the enforcement of the attendance at all meetings.
G. Maintain the SGA office including the ordering of office supplies.
H. Work in cooperation with the Executive Board to promote student attendance at all meetings.
I. Maintain order during all SGA meetings and events.
J. Assist with election and voting procedures.
K. Work in cooperation with the entire Executive Board to ensure that the procedures of both the Constitution and Parliamentary Procedure are upheld.
L. Maintain and endorse strong communication amongst board members.
M. Maintain the SGA office including the ordering of office supplies.

Section 5: The Publicist shall act as followed:

A. Serve as a Liaison between the SGA and other student organizations on campus.
B. Be Responsible for informing all students of all SGA events by coordinating all publicity and promotion including notification of news media, flyers, posters, etc.
C. Keep a visual record of all activities.
D. Attend all major SGA events. In the case where the Publicist cannot attend an event, prior notification to another SGA officer is required in order for someone to cover the event for them.
E. Organize and maintain the timeliness of all SGA bulletin boards, displays, and web pages.
F. Maintain order during all SGA meetings and events.
G. Assist with election and voting procedures.
H. Work in cooperation with the entire Executive Board to ensure that the procedures of both the Constitution and Parliamentary Procedure are upheld.
I. Maintain and endorse strong communication amongst board members.
J. Maintain the SGA office including the ordering of office supplies.

Section 6: The Advisor shall act as followed:

A. Attend all SGA Executive Board and General Meetings.
B. The Advisor is appointed by both the Executive Board and the Office of Student Life at SJCC.
C. Responsible for settling all disputes pertaining to Parliamentary Procedure and the Constitution of SGA.
D. Certify eligibility of officers.
E. Sign all monetary transitions as approved by the Executive Board.
F. Serve as an ex-officio (non-voting) member.
G. Ensure that all officers are within their Constitutional Power.
H. An Advisor may be removed by a 2/3 vote.
Section 8: Removal of Office

- Any Executive Board member may be removed from office if he/she demonstrates that they are not fulfilling the duties of the office for which they were elected or appointed.
  
  A. Persons subject to removal may appeal to the Executive Board within 10 days of written notification of pending impeachment.
  
  B. Executive Board members who were elected into the position may only be removed by a 2/3 vote from the General Assembly.
  
  C. Executive Board members who were appointed to the position can be removed by a majority vote of the remaining Executive Board.
  
  D. Person(s) removed by the Executive Board may appeal to the General Assembly where Executive removal may be overturned by a 2/3 vote.

Article VI – Committees

The President may appoint a Committee Chair from a member with Active Membership. This individual shall lead an event or project for specific needs. The Committee Chair will usually be selected from those members volunteering for leadership roles. The make-up of each committee will consist of members appointed by the Chair and approved by the Executive Board at an Executive Board meeting.

Section 1: The Committee Chair shall act as followed:

A. Be responsible for an effective and complete execution of the committee’s goals and responsibilities.

A. Delegate responsibilities and objectives to the members of the committee including the appointment of other committee positions with the approval of the Executive Board.

B. Coordinate all the planning and activities of the committee.

C. Inform and familiarize all members of the committee with the Constitution of the SJCCSGA.

D. Submit oral and written reports on the activities of the committee at every meeting. A written event evaluation report is to be given to the Vice President no later than two weeks after the completion of the event.

E. Meet weekly with the Vice President to discuss the committee.

F. Maintain and update files and/or notebook pertaining to the position, project, or event to be submitted to the Executive Board.

Article VII – Meetings

Section 1: The SGA shall have regular meetings at least three times a month. Place and time is to be determined by the SGA Executive Board and Advisors.
A. Officer attendance at all regular meetings is mandatory. The President or the Vice President must be notified two days prior to the absence or they may be considered for removal.
B. The President may call a special meeting with the approval of the Executive Board. Two class days must be given to members.
C. The President may temporarily suspend the prior notice provisions on matters arising unexpectedly that have such a nature as to require immediate resolution. The Executive Board may make recommendations to the president for such suspension.

Section 2: Executive Board meetings must be held prior to the regular meetings at a date and time agreed upon by the current Executive Board.

A. Recommend legislative and policy matters to the SGA.
B. Carry out designated executive functions.
C. Review and allocate money necessary to conduct SGA business.
   a. Usage of the SGA checking account must have the approval of the Executive Board and an Advisor with signature authority.

Article VIII – Election Process

Section 1: Elections shall be held no later than the last class day of September.

A. Nominations from the floor for each office will be made at a regular SGA meeting.
B. Voting will be by secret ballot unless no opposition is present.
C. A simple majority of all votes cast shall be necessary for elections to any office.
D. A run-off election shall be held in the case that no candidate receives the majority of votes cast. The President will choose a winner in the case of a tie in a run-off election.

Section 2: Any person that has been elected and involuntarily been removed from that office by misconduct or probation is indefinitely suspended from being re-elected to any office until approved by the Advisor of SGA.

A. The term of office for SGA officers shall be one school year consisting of a Fall and Spring Semester.

Section 3: Oath of Office:

The primary advisor shall administer the “Oath of Office” to the newly appointed Officer at the first SGA meeting following the elections.

A. “I (state your name) do solemnly swear, or affirm that I shall faithfully execute the duties and responsibilities entrusted to me by virtue of my office and shall, to the best of my ability, preserve,
protect, and enforce the Constitution of the SGA and the Student Handbook of SJCC.”

Section 4: Vacancies

A. In the event of a vacancy in the Office of the President, the Vice President shall assume that office for the remainder of the Presidential Term. If the office of the Vice President shall happen to be vacant, or other circumstances prevent the Vice President from assuming the role of the President, the Treasurer shall assume the Office of the President for the remainder of the term.

B. All other vacancies created in elected offices shall be filled by appointment of the President with a 2/3 vote from the Current Executive Board. This individual must have the same constitutional qualifications as the originally elected officers.

C. Offices vacated for internship or co-op shall be filled for the duration of the absence in accordance with Article VIII.

Article IX – General Maintenance

Section 1: The SGA shall at no time initiate any activity that will disrupt the normal functioning of SJCC.

Section 2: The SGA shall at no time violate the Constitution of the SGA at SJCC, nor shall it supersede the mandate of intent of the Administration of SJCC.

Article X – Amendments and Revision of the Constitution

Section 1: This Constitution shall be amended by a 2/3 vote of the members at the General Assembly.

Section 2: Any proposed amendment shall be brought by an active member via a motion and in a typed format. This individual must provide a physical copy for all members to review that are present at the SGA meeting or by a petition of no less than 500 signatures.

Article XI – Robert’s Rules of Order

Section 1: The SGA shall operate under the most current edition of Robert’s Rules of Order except when they conflict with the Constitution of the SGA, in which case the Constitution takes precedence.

Article XII – Ratification

Section 1: This Constitution shall become effective immediately upon ratification by a simple majority vote of general members present in the meeting.
“This Constitution was ratified on ____________________________”

President’s Signature _______________________________________

Advisor’s Signature__________________________________________

Typed and Submitted by_______________________________________