

# SAN JACINTO COLLEGE

## STUDENT GOVERNMENT ASSOCIATION

### CONSTITUTION AND BY-LAWS

#### Article I – Name & Definitions

##### Section 1: Name

We, the students at San Jacinto College, unite to form an organization that shall be named Student Government Association at San Jacinto College- North.

##### Section 2: Definitions

References in this Constitution and By-Laws to “Student Government Association” or “SGA” shall refer to the Student Government Association at San Jacinto College, as set forth in Section 1 above.

##### Section 3: Compliance

This Constitution is the fundamental guide for the Student Government Association. When in conflict, the Constitution takes precedence over all other recognized fundamental texts of the Student Government Association. This Student Government Association, its officers, representatives, advisors, and members shall recognize, observe, and be bound by the provisions of the Constitution and By-Laws of the Student Government Association and the interpretations rendered by the Student Government Association Executive Board, the resolutions, decisions and directives of the Executive Board or officers of the Student Government Association, when made in conformity with the authority granted by the Constitution and By-Laws of the Student Government Association, and the resolutions adopted and policies established by the general assembly at meetings.

#### Article II – Purpose

##### Section 1: Representation of Students

- A. The present constitution hereby establishes the SGA as the primary representative body for the students attending San Jacinto College. When an action is taken by the SGA, the action is taken in the name of all the students attending San Jacinto College.
- B. Therefore, it is the responsibility of all students attending San Jacinto College to understand the processes set forth by the present Constitution. It is the Constitution that guides the SGA as they represent the student body; these processes are described in the subsequent articles.

##### Section 2: Purpose

- A. 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.
- B. To provide an environment which encourages social interaction among members of the campus community (students, faculty, staff, and administration) and where ideas can be expressed freely through student interaction.

- C. To enhance academic, social, and cultural growth on campus, while providing opportunities for students to develop their leadership potential.
- D. To promote interest and involvement in campus activities, community service, and co-curricular programs, and assist in the development and implementation of co-curricular activities which acknowledge the diverse interests and needs of the student body.
- E. To provide avenues for solving problems in on-campus situations and improving campus life in general.

## Article III – Membership

### Section 1: Minimum Requirements

- A. Membership shall be open to all currently enrolled students (either full or part time) at San Jacinto College who have no expulsions or out of school suspensions, except as provided in Section 1C.
- B. It is the aim of the SGA to build solidarity among the student body. Therefore, the SGA actively opposes bigotry and discrimination on and off campus. No student eligible for membership in the SGA shall be refused membership or discriminated against because of race, religion, ethnicity, nationality, immigration status, gender, sexual orientation or identity, disability or political affiliation.
- C. Members shall be removed if placed on school-wide disciplinary probation.

### Section 2: General Membership

- A. General Members must meet all of the minimum requirements stated above in Section 1.
- B. General Members have the right to attend any general assembly meetings, to vote at such meetings, and to serve on committees.

### Section 3: Active Membership

- A. Active Members must meet all of the minimum requirements stated above in Section 1, as well as attend 2/3 of all SGA events and meetings each 16-week semester. Active membership may also be conferred by majority vote of the Executive Board.
- B. Active Members have all the rights of General Members, as well as the privilege of being able to serve as a committee chair.

### Section 4: Additional Requirements & Responsibilities

A representative from each student organization is required to attend at least four (4) general assembly meetings per semester. This section will be enforced by the Student Engagement & Activities office.

## Article IV – Executive Board

### Section 1: Officers

- A. The Executive Board of the SGA shall consist of the President, Vice President, Secretary, Treasurer, and Parliamentarian.
- B. All members of the executive board must meet the minimum requirements outlined in Article III Section 1.
- C. All members of the executive board, while in office, must maintain a 2.5 cumulative GPA.

- D. All members of the executive board, while in office, shall meet the following requirements regarding participation:
  - i. Participate in 90% of all General Assembly and Executive Board meetings
  - ii. Participate in 90% of all SGA College-wide council meetings
  - iii. Participate in and attend TJCSGA Region V conferences and TJCSGA State Convention
  - iv. Participate in 90% of all scheduled meetings for college committees or task forces, if appointed to do so
  - v. Participate in at least one student leadership workshop each semester
  - vi. Participate in at least one volunteer project each semester that is organized by the Student Engagement & Activities office
- E. Any absence from an SGA function that would cause an officer to fall below the requirements listed in Section 1D must be submitted in writing and approved by the remaining SGA officers and advisors at least 7 days in advance, when possible.
- F. All members of the executive board, while in office, shall have the following duties:
  - i. Maintain order during all SGA meetings and events
  - ii. Assist with election and voting procedures
  - iii. Work in cooperation with the entire executive board to ensure that the procedures of both the Constitution and Parliamentary Procedure are upheld
  - iv. Maintain and update pertinent files and documents with the Student Engagement & Activities office
  - v. Maintain and endorse strong communication amongst board members
  - vi. Maintain the SGA office, including the ordering of office supplies
  - vii. Hold office hours for 2 hours each week, to be available for interaction with constituents within the campus community
- G. In addition to the general duties and responsibilities listed in Section 1, each member of the executive board shall have specific duties outlined in Sections 2 through 6.

## Section 2: President

The President's duties shall include the following:

- A. Preside over all General Assembly and Executive Board Meetings
- B. 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.
- C. Serve as primary liaison between the SGA and the College Administration.
- D. Serve on College committees as assigned.
- E. Prepare meeting agendas.
- F. Other duties as needed to maintain organization operations.

## Section 3: Vice President

The Vice President's duties shall include the following:

- A. Assume the duties and responsibilities of the President, in the case of absence, resignation, or removal. In the event that the office of President becomes vacant, the Vice President shall be appointed President.
- B. Supervise and serve on SGA committees, as appointed by the President.
- C. Supervise program implementation and evaluation, and work with the Treasurer to ensure that all programs are reviewed and implemented.
- D. Other duties as needed to maintain organization operations.

## Section 4: Secretary

The Secretary's duties shall include the following:

- A. Record the minutes of all General Assembly meetings
- B. Keep complete records of the actions of the organization
- C. Provide, at every General Assembly meeting, a written copy of the minutes of the previous General Assembly meeting.
- D. Record attendance at all General Assembly meetings and maintain a ledger of attendance.
- E. Promote SGA meetings and events through all of the SGA's existing social media accounts, and establish the SGA's presence on new or unused social media networks.
- F. Promote SGA meetings and events through different forms of media, including but not limited to: flyers, bulletin board postings, displays, TV, blogs, etc.
- G. Reach out to the student body on behalf of the SGA, and serve as a liaison between the SGA and other student organizations on campus.
- H. Other duties as needed to maintain organization operations.

## Section 5: Treasurer

The Treasurer's duties shall include the following:

- A. Keep track of all transactions within the budget of the SGA
- B. Maintain complete and accurate financial records
- C. Present a report at each Executive Board meeting, regarding the funds of the SGA
- D. Present a report to the General Assembly once per month, regarding the funds of the SGA
- E. Organize and preside over all SGA fundraisers and donation events,
- F. Supervise program planning and finances, and review programs and new program proposals
- G. Other duties as needed to maintain organization operations.

## Section 6: Parliamentarian

The Parliamentarian's duties shall include the following:

- A. Enact, maintain, and enforce an agreed upon parliamentary procedure with which to conduct SGA meetings.
- B. Ensure that officers maintain and uphold the Constitution
- C. Oversee all election proceedings.
- D. Other duties as needed to maintain organization operations.

# ARTICLE V – Removal from Office

## Section 1: Behavior Warranting Removal

Any member of the Executive Board may be removed from office in the case of conduct detrimental to the organization or failure to fulfill the duties of office. This includes violations of the San Jacinto College Student Code of Conduct.

## Section 2: Removal of Office

The process for an officer of the Executive Board to be removed by the General Assembly is as follows:

- A. A written grievance is submitted to the Secretary or Parliamentarian and the Advisor.
- B. Notice is given to the officer in question within 48 hours.
- C. A general assembly meeting or special session to address the grievance will be held within 10 days.

- D. The grievance will be read to those in attendance and the officer in question will have the ability to respond and make a statement.
- E. A secret ballot vote will be held; a two thirds (2/3) majority vote from the General Assembly is required for removal.
- F. Removal decision is effective immediately.

## Article VI – Elections

### Section 1: Election Process

- A. Candidates for each office shall be nominated by application during the month of April in the announced timeframe.
- B. Candidates enrollment and GPA qualifications will be verified by the Advisor
- C. Candidates shall be elected by a secret ballot vote, with the results being announced at the final SGA General Meeting during the spring semester.
- D. If a candidate is unopposed, they will win by acclamation.
- E. A simple majority of all votes cast shall be necessary for election to any office.
- F. If no candidate receives a majority of votes cast, a run-off election shall be held. In the case of a tie in a run-off election, the winner shall be chosen by the current Executive Officers.
- G. Oath of Office shall be taken by the newly elected officers, before the conclusion of the General Assembly meeting of the semester.

### Section 2: Previously Impeached Candidates

Any person who has been elected and involuntarily removed from office for misconduct, probation, or failure to fulfill official duties is indefinitely suspended from being reelected to any office, until approved by the current President and SGA Advisor(s).

### Section 3: Oath of Office

- A. The primary Advisor shall administer the Oath of Office to newly elected and/or newly appointed Executive Board officers at the first General Assembly meeting following the election meeting.
- B. The Oath of Office shall be as follows:  
“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 San Jacinto College Student Code of Conduct.”

### Section 4: Vacancies

- A. In the event of a vacancy in the office of President, the Vice President shall assume the office for the remainder of the term of office. In the event of a vacancy in the offices of both President and Vice President, or if other circumstances prevent the Vice President from assuming the office of President, the Secretary shall assume the office of President for the remainder of the term.
- B. All other vacancies in the Executive Board shall be filled by appointment of the President with a majority vote from the remaining Executive Board. The appointee must meet all the requirements and be able to execute all the duties outlined in Article IV.

### Section 5: Additional Information

- A. The term of office for officers of the SGA Executive Board shall be one school year, consisting of one Fall semester and one Spring semester.
- B. Elections must be held no later than the last class day of September.

## ARTICLE VII – Meetings

### Section 1: General Assembly Meetings

- A. Meetings shall adhere to the following structure:
  - I. Call to Order
  - II. Approval of Minutes
  - III. Additions to the Agenda
  - IV. Officer Reports
  - V. Unfinished Business
  - VI. New Business
  - VII. Announcements
  - VIII. Last Orders
  - IX. Adjournment
- B. Meetings shall operate under the most current edition of Robert’s Rules of Order. In cases where Robert’s Rules of Order conflict with the Constitution, the Constitution takes precedence.
- C. Meetings shall occur at least once per month during the fall and spring semesters, at a time and location determined by the current Executive Board and Advisor(s).
- D. Quorum shall consist of no less than five (5) members of the General Assembly, and there can be no quorum if the Executive Board does not have a Chair and a Secretary. When there is no quorum, official business cannot take place.

### Section 2: Executive Board Meetings

- A. Executive Board meetings must be held prior to each General Assembly meeting.
- B. The exact time, location, and duration of Executive Board meetings shall be agreed upon by the current Executive Board.
- C. The purpose of the Executive Board meeting is as follows:
  - i. Carry out executive functions
  - ii. Prepare for the General Assembly meeting
  - iii. Review and allocate resources and funds necessary to implement SGA programs and conduct SGA business

## ARTICLE VIII – Committees

### Section 1: Reform Committee

The duties, responsibilities, and composition of the Reform Committee are outlined in Article IX.

### Section 2: Executive Council

- A. This committee is comprised of all officers on all Executive Boards, across all campuses.
- B. The purpose of the Executive Council is as follows:
  - i. Carry out executive functions which affect all campuses
  - ii. Review and conduct SGA business which affects all campuses
  - iii. Attend TJCSGA Region V conferences and TJCSGA State Convention

### **Section 3: Special Committees**

Special Committees shall be appointed as required for specific functions and/or needs. These committees shall be dissolved once their report is final.

## **ARTICLE IX – Amendments**

### **Section 1: Reform Committee**

The Executive Board, at the first Council Meeting of every semester, may each select one officer to serve on a standing Reform Committee. This committee shall be responsible for coordinating the process for all amendments and revisions of this document.

### **Section 2: Proposing Amendments**

For an amendment to be reviewed and processed by the Reform Committee, it must be proposed at a Executive Council Meeting by an individual campus via its Executive Board.

### **Section 3: Amendment Text**

The Reform Committee shall be responsible for writing or rewriting the language of the amendment. The amendment text shall include the text of the proposed amendment, clearly indicating the portion or portions of this document to be amended, specifying any existing language that is to be deleted or replaced. Proposed new articles or sections shall be identified as such.

### **Section 4: Submitting Amendments**

The Reform Committee shall be responsible for sending the proposed amendment language to the President of each campus, who shall distribute the language of the amendment to their membership at their next General Assembly meeting.

### **Section 5: Review by General Assembly**

The General Assembly of each campus shall have 10 days, from the day their Executive Board received the amendment, to review it and submit any proposed changes to the language back to their Executive Board, at which time the Executive Board shall forward all proposed changes to the Reform Committee.

### **Section 6: Adoption of Final Language**

The Reform Committee may then adopt the final language of the amendment and submit it to the President of each campus, who shall distribute the amendment to membership at their next General Assembly meeting.

### **Section 7: Voting**

The amendment shall be voted on by the General Assembly of each campus, no later than 14 days after the final amendment language was received.

### **Section 8: Publication**

The Reform Committee is responsible for gathering the results of the votes, publishing the result of each campus vote as well as the cumulative result of all votes, and making the applicable modifications to this document.

### **Section 9: Two Thirds Majority**

An amendment shall require a two thirds majority of the total votes cast to pass.

### Section 10: Complete Rewrites

If, for any reason, this constitution needs to be completely rewritten or replaced, it shall be the responsibility of the Reform Committee to do so.

## ARTICLE X – Ratification

### Section 1:

This Constitution shall become effective immediately upon ratification by a simple majority vote of the General Assemblies of all campuses.

“This Constitution was ratified on April 27, 2018”.