

Student Government Association
at South Texas College

Constitution

Established: Summer 2009

Preamble

The Student Government Association at South Texas College is the representative organization for the student body at South Texas College. The Student Government Association at South Texas College provides a forum for open discussion of matters affecting students at South Texas College.

Article I - Name

The name of this organization will be the Student Government Association at South Texas College or SGA@STC. No other name shall be used in the advertisement or representation of the organization.

Article II - Purpose

The SGA@STC promotes the general welfare of the student body by serving as an advocate for student issues and presenting the student perspective to College administration, faculty and College committees.

Article III - Affiliations

The SGA@STC is a member of the American Student Association of Community Colleges (ASACC) and American Student Government Association (ASGA).

Article IV - Eligibility and Election

Section 1: Eligibility

Students who wish to participate in the SGA@STC must be currently enrolled at South Texas College at least one-half (½) time (6 hours in Fall/Spring, 3 hours in Summer) and possess a minimum cumulative grade point average of 2.5. Students attending their first semester at South Texas College are exempt from the grade point average requirement.

Each campus has its own SGA@STC. To be eligible for that campus' SGA@STC the student must be attending at least one class on that campus.

All members (Officers and Senators) must be able to attend scheduled SGA@STC meetings and events and be able to fulfill the responsibilities of their office.

Membership and the rights and privileges of membership shall not be in any way denied or restricted on the basis of race, color, national origin, religion, sex, age, veteran status, disability, sexual preference, or any other criteria except for such qualifications for office as shall be provided for by this Constitution.

Section 2: Election

All prospective SGA@STC members must submit a completed *SGA@STC Application* to their campus Student Activities Office.

Representative positions are granted automatically and immediately upon successful completion of the *SGA@STC Application* and meeting eligibility criteria.

The Department of Student Life will establish guidelines and procedures for the election of Officers and Senators.

- Officer and Senator positions are elected once each year at the beginning of the Fall Semester.
- Application deadlines and specific election information are determined by the Department of Student Life.

The term of office for all Officers, Senators and representatives is from the time they are elected or appointed until August 31 of that same academic year, provided that the student maintains eligibility as stated in Article IV, Section 1 of this document.

Officers, Senators and representatives may be removed from office or from the SGA@STC through procedures outlined in Article XI of this document.

Article V - Offices and Duties

Section 1: Officer Positions

Officers are voting members, elected according to the procedures outlined in Article IV of this document.

Individual Campus Officer positions consist of the following:

- Campus President
- Campus Vice-President
- Campus Secretary
- Campus Parliamentarian
- Campus Historian

Section 2: Senate Positions

Senators are voting members, elected according to the procedures outlined in Article IV of this document. There are 10 Senate positions available at each campus.

Eligibility requirements for Senator are outlined in Article IV of this document.

Section 3: Representative Positions

Representatives are non-voting and non-elected members of the SGA@STC. There are an unlimited number of Representative positions available at each campus.

Eligibility requirements for Representative are outlined in Article IV of this document.

Section 4: Officer, Senator and Representative Authority and Responsibilities

- The Campus President shall have the following authority and responsibilities:
 - Call all regular and special meetings.
 - Develop the agenda for all regular and special meetings.
 - Preside over all meetings.
 - Appoint all standing and special committees.
 - Fill vacant officer positions by appointment.
 - Represent the SGA@STC as needed, both on and off campus.
 - Consult regularly with the SGA@STC Advisor(s) on all current concerns and activities.
 - Serve on the SGA@STC Executive Board.
 - Ensure all provisions of this Constitution are faithfully implemented and followed.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@STC at regular and special meetings.
 - Exercise the right to vote in the event there is a tie at any regular or special SGA@STC meeting.

- The Campus Vice-President shall have the following authority and responsibilities:
 - Assist the President in his/her duties.
 - Assume all powers of the President in his/her absence or when so directed by the President.
 - Represent the SGA@STC as needed, both on and off campus.
 - Serve on the SGA@STC Executive Board.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@STC at regular and special meetings.
 - Exercise the right to vote at all regular and special SGA@STC meetings.

- The Campus Secretary shall have the following authority and responsibilities:
 - Maintain written records (minutes) of meetings.
 - Keep minutes and other documentation filed accurately.
 - Maintain official membership roll.
 - Prepare general correspondence including meeting agenda, letters and memos, and send out notices of meetings.
 - Have this Constitution, a list of committees with their members, the official membership roll, and the current meeting agenda available at each meeting.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@STC at regular and special meetings.
 - Exercise the right to vote at all regular and special SGA@STC meetings.

- The Campus Parliamentarian shall have the following authority and responsibilities:
 - Provide advice regarding parliamentary procedure to the Campus President, Officers and Senators during meetings.
 - Inform the President of errors in parliamentary procedure.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@STC at regular and special meetings.
 - Exercise the right to vote at all regular and special SGA@STC meetings.

- The Campus Historian shall have the following authority and responsibilities:
 - Maintain Campus SGA@STC web site.
 - Post minutes from meetings and meeting schedule on SGA@STC web site.
 - Maintain photos and other records other than those kept by the Campus Secretary.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@STC at regular and special meetings.
 - Exercise the right to vote at all regular and special SGA@STC meetings.

- The Campus Senator shall have the following authority and responsibilities:
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@STC at regular and special meetings.
 - Participate in discussion on matters that are presented at regular and special meetings.
 - Provide support during SGA@STC activities.
 - Exercise the right to vote at all regular and special SGA@STC meetings.

- The Campus Representative shall have the following authority and responsibilities:
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@STC at regular and special meetings.
 - Participate in discussion on matters that are presented at regular and special meetings.
 - Provide support during SGA@STC activities.

Section 4: Executive Board

The SGA@STC Executive Board membership consists of the Campus Presidents and Vice-Presidents.

The purpose of the Executive Board is as follows:

- Facilitate communication between each campus SGA@STC.
- Represent each individual campus SGA@STC regarding district-wide issues.
- Represent South Texas College and the students of South Texas College at College-sponsored, community, and related events.

The Executive Board has no formal power over each individual campus SGA@STC.

Executive Board members rotate chairing Executive Board meetings according to a schedule developed by the Associate Dean of Student Life.

Article VI - Meetings

Section 1: Frequency

Campus SGA@STC meetings will be held on a minimum of, but not limited to, a weekly basis and member attendance is mandatory.

Executive Board SGA@STC meetings will be held every two weeks and member attendance is mandatory.

Standing and Special Committee meetings will be held as necessary.

Section 2: Establishment of Quorum

A quorum shall consist of a simple majority of the officers. The Advisor must be present to meet quorum.

Section 3: Rules of Order

The rules contained in the current edition of Roberts Rules of Order, The Modern Edition, shall govern the SGA@STC in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the SGA@STC may adopt.

Article VII - Advisor Appointment and Duties

Section 1: Advisor Appointment

SGA@STC Advisors are appointed by the Associate Dean of Student Life.

Section 2: Advisor Duties

- The SGA@STC Campus Advisor shall have the following authority and responsibilities:
 - Provide guidance for students to properly fill their roles in the SGA@STC.
 - Attend all meetings and activities.
 - Serve as a resource to the SGA@STC regarding South Texas College policies and procedures.
 - Advise the SGA@STC regarding financial matters and ensure that adequate accounting procedures are established and followed.
 - Deposit all money received in the Campus SGA@STC account.
 - Prepare a financial report for all regular meetings.
 - Call special meetings to discuss an unusual situation or opportunity.

- The SGA@STC Executive Board Advisor shall have the following authority and responsibilities:
 - Provide oversight to Campus Advisors.
 - Serve as liaison between SGA@STC and College Administration.
 - Provide guidance for students to properly fill their roles in the SGA@STC.
 - Attend all Executive Board meetings and activities.
 - Serve as a resource to the SGA@STC Executive Board regarding South Texas College policies and procedures.
 - Advise the SGA@STC Executive Board regarding financial matters.
 - Call special meetings to discuss an unusual situation or opportunity.

Article VIII - Committees

Standing and special committees are appointed by the Campus President and meet as necessary.

Only Officers and Senators may chair committees.

Article IX - Communication

SGA@STC members represent the concerns of students at South Texas College, and not personal agendas. All communication to students, faculty, College administration and College committees must be approved by majority vote at a regular or special SGA@STC meeting.

Section 1: Students

SGA@STC members are expected to interact with students regularly to identify key issues and concerns and present these issues and concerns to the SGA@STC at regular and special meetings.

Surveys may be used to obtain student input. Surveys must be reviewed and approved by the College Office of Research & Analytical Services. Petitions are not an approved method of surveying students.

Section 2: College Administration

SGA@STC members must follow appropriate protocol when proposing issues to College administration. All communication to College administration must be in writing and forwarded through the Associate Dean of Student Life.

SGA@STC Executive Board members are expected to meet with the Vice-President for Student Affairs once each semester. The Vice-President for Student Affairs will determine the time and location for the meeting.

Section 3: College Faculty

SGA@STC members must follow appropriate protocol when proposing issues to College faculty. All communication to College faculty must be in writing and forwarded through the Associate Dean of Student Life.

Section 4: College Committees

SGA@STC members are encouraged to serve on College committees. All requests to serve on College committees will be forwarded to the appropriate committee chair by the Associate Dean of Student Life.

Article X - Resignation

Any member of the SGA@STC who wishes to resign must inform the SGA@STC Campus President or Campus Advisor in writing.

The resigning member shall be held accountable for his/her actions prior to resignation.

Following the resignation of an Officer, the Campus President is responsible for filling the vacant position by appointment.

Should the Campus President resign, the Campus Vice-President shall immediately assume the position of Campus President.

Article XI - Disciplinary Action

All SGA@STC members are expected to abide by the South Texas College Student Code of Conduct and the articles of this Constitution or face disciplinary action by the Associate Dean of Student Life. Disciplinary action may include removal from office, removal from the SGA@STC, or other sanctions outlined in the Student Code of Conduct.

Should a SGA@STC Officer not fulfill the responsibilities of their office, they may be removed from that office by two-thirds (2/3) majority vote of a quorum present at a special meeting called for that purpose.

Article XII - Constitutional Amendments

Section 1: Amendment Process

Any South Texas College student may introduce proposed amendments to this Constitution. The amendment must be presented in writing.

Section 2: Ratification

Acceptance by two-thirds ($\frac{2}{3}$) majority vote of a quorum present at any regular or special SGA@STC Executive Board meeting and approval by the Associate Dean of Student Life shall be necessary for adopting an amendment to this constitution. All legislation properly enacted thereafter shall become effective and shall replace all previous provisions.