



Student Government Association Constitution

Preamble

We, the students of BridgeValley Community & Technical College (BVCTC), in order to develop more responsible leadership and citizenship; promote cooperation between the student body, faculty, and staff; encourage student activities; create school spirit; and aid in the growth and the development of the community college, do hereby ordain and establish this constitution for the Student Government Association (SGA).

Article I - Name and Representatives

Section 1. The name of the organization shall be the BridgeValley Student Government Association.

Section 2. Representatives shall include all BridgeValley and WIN Academy degree-seeking students. BridgeValley Community and Technical College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, national origin, sex, disability, age, veteran status, religion, sexual orientation, gender identity, or genetic information as required by applicable laws and regulations. Inquiries regarding compliance may be directed to the Office of Human Resources or the Title IX Coordinator.

Article II – Purposes

The purposes of the SGA shall be the following:

- A. to plan, promote and execute student activities in an effort to stimulate student involvement and a feeling of unity among the students, faculty and staff of the college.
- B. to recognize and assist BVCTC student organizations and provide them financial support when available.
- C. to express student opinions on policies, and to initiate college-wide discussion on student issues.
- D. to organize and assist with campus activities, boards and committees.
- E. to assist in maintaining a budget for all student activities accounts.
- F. to attend all SGA events and events that are chosen by the Dean of Students and the Office of Student Life at the beginning of each academic year. These may include but are not limited to New Student Orientation, Family Nights, Christmas parades, Student Leadership Banquet, and graduation.
- G. to schedule bi-weekly SGA Leadership Team meetings.
- H. To schedule bi-weekly SGA Executive Cabinet meetings.

Article III - Qualifications for Voting Members

Section 1. SGA executive board members must have a minimum institutional grade point average of 2.5 and maintain enrollment in at least twelve (12) credit hours. Unless otherwise specified in the SGA Constitution.

Section 2. Student organization representatives must meet the minimum GPA and enrollment requirements of their respective organizations.

Section 3. SGA senators must have a minimum institutional grade point average of 2.0.

Section 4. Any student who has had a recorded violation of the student code of conduct is ineligible to serve as a voting representative, applicable for appeal.

Article IV – Executive Board Membership and Duties

Section 1. Executive Board Membership

The Executive Board shall consist of the President, Vice President, Chief of Staff, Senate Speaker, and Senate Clerk.

Section 2. General Duties of the Executive Board

The duties of the Executive Board are as follows:

- A. to communicate student views on academic and student life issues with the college administration.
- B. to consider any proposal made by a student at Senate meetings or SGA Leadership Cabinet meetings and to forward such to the proper administrative authority.
- C. to meet at the discretion of the SGA President when events dictate the necessity of a special meeting.
- D. to encourage awareness of student rights and responsibilities.
- E. to review concerns of individuals and student organizations and refer them to the entire SGA for deliberation or to the appropriate college administrators.
- F. to oversee SGA activities as assigned.
- G. To attend all SGA Leadership Meetings and SGA Executive Meetings.

Section 3. Duties of the President

The President shall have the following duties:

- A. To serve as the Board of Governors (BOG) Representative.
- B. To serve as the WV State Advisory Council of Students Representative.
- A. C. To chair the SGA Leadership Cabinet meetings.
- B. D. To hold eight (8) office hours per week.
- C. E. To be elected by the Student Body.
- D. F. To report to the Director of Student Life.
- E. G. To vote in the event of a tie during Executive Board or Leadership Cabinet meetings.
- F. H. To make appointments as required to campus committees and ad-hoc committees, subject to approval by the SGA Leadership Cabinet.
- G. I. To call special elections as required.
- H. J. To encourage verbal participation of all members at meetings.
- I. And duties as assigned by the Dean of Students and Advisor.

Section 4. Duties of the Vice President

The Vice President shall have the following duties:

- A. To serve as President Pro Tempore.
- B. To serve as Faculty Senate Representative.
- C. To serve as President of the Senate, attending all meetings.
- D. Tie vote in the Senate.
- E. To provide oversight of the SGA Budget.
- F. To hold eight (8) office hours per week.
- G. To be elected by the Student Body.
- H. To report to the Advisor and the SGA President.
- I. To assume the office of President in the case of a vacancy in the office of President.
- J. To oversee Senate documentation and the training of the Senate.
- K. And duties as assigned by the Dean of Students, Advisor, and the SGA President.

Section 5. Duties of the Chief of Staff

The Chief of Staff shall have the following duties:

- A. To serve as the SGA Communications Director.
- B. To serve as Secretary for the Executive Board, and the duties that apply.
- C. To serve as Secretary for the SGA Leadership Cabinet.
- D. To act as the Executive Operations Manager.
- E. To hold eight (8) office hours per week.
- F. To be appointed by the SGA President
- G. To report to the Advisor and the SGA President.
- H. And duties as assigned by the Dean of Students, Advisor, and the SGA President.

Section 6. Duties of the Senate Speaker

The Senate Speaker shall have the following duties:

- A. To preside over Senate Sessions, ensuring proper parliamentary procedure.
- B. To enforce Senate Order.
- C. To manage debate during Senate Sessions.
- D. To announce votes during Senate Sessions.
- E. To oversee Senate Engagement Surveys.
- F. To oversee the Senate Schedule.
- G. To hold four (4) office hours per week.
- H. To be appointed by the SGA President.
- I. To report to the Advisor and Vice President
- J. And duties as assigned by the Dean of Students, Advisor, and the SGA President.

Section 7. Duties of the Senate Clerk

The Senate Clerk shall have the following duties:

- A. To serve as Secretary for the Senate.
- B. To maintain Senate Records.
- C. To conduct Roll Call at the opening of each Senate meeting.

- D. To serve as Senate Parliamentarian.
- E. To act as the Senate Operations Manager, and the duties that apply.
- F. To hold four (4) office hours per week.
- G. To be appointed by the SGA President.
- I. To report to the Advisor and Senate Speaker
- J. And duties as assigned by the Dean of Students, Advisor, and the SGA President.

Article V – Senate

Section 1. Senate Structure and Oversight

The Senate shall be a student board under the SGA, chaired by the Senate Speaker, SGA Vice President is the President of the Senate and will represent the SGA Executive Cabinet, and advised by the Office of Student Life.

Section 2. General Duties of the Senate

The Senate shall have the following duties:

- A. to establish and maintain rapport with the students, to listen to student concerns, and to refer students with questions to the appropriate administrator.
- B. to act as a liaison between various academic departments and the SGA Executive board.
- C. to provide assistance with SGA and Office of Student Life programming on and off campus.
- D. To attend all SGA Senate meetings.

Section 3. Senate Membership

The Senate shall include two (2) student representatives per academic division and two (2) representatives from WIN Academy. These representatives shall be elected by the student body of their respective academic division or WIN Academy. If positions remain vacant after the fall elections student representatives may be appointed by the SGA Vice President. Membership shall be regardless of age, race, color, sex, nationality, religion, political belief, or sexual preference.

Section 5. The Senate will abide by the Senate Bylaws.

Article VI – Leadership Team Membership and Duties

Section 1. Membership of the SGA Leadership Cabinet

The SGA Leadership Cabinet shall consist of the SGA President, Vice President, Chief of Staff, Senate Speaker, Senate Clerk, and one (1) designated representative from each registered student organization at BridgeValley Community and Technical College (BVCTC). Each registered student organization must appoint its SGA Representative by the second SGA Leadership Cabinet meeting of the academic year. Notification should be sent to the Office of Student Life as soon as a representative is selected.

Section 2. Attendance and Voting Rights

Student organization representatives are required to attend all bi-weekly SGA Leadership Cabinet meetings, either in person, virtually, or by proxy, to maintain active benefits. These representatives shall have full voting rights at the Leadership Cabinet meetings. A proxy can be any currently enrolled member

of the student organization, selected by the designated SGA Representative, who shall possess the same voting rights as the representative at the Leadership Cabinet meetings. Failure to meet attendance requirements will result in cumulative consequences as outlined in the *BridgeValley CTC Student Organization Handbook* regarding SGA Mini-Grant eligibility.

Special accommodations may be made at the discretion of the SGA President.

Section 3. Eligibility for SGA Mini-Grant Funding

The awarding of SGA Mini-Grant funds to student organizations is contingent upon maintaining active status and consistent attendance at SGA Leadership Cabinet meetings by the student organization's representative or proxy, as detailed in the *BridgeValley CTC Student Organization Handbook*.

Section 4. Student Organization Recognition and Structure

To maintain recognized status and be eligible for SGA Mini-Grant funding, student organizations must:

- A. Have a BVCTC faculty or staff advisor who has completed the annual Advisor Training.
- B. Maintain at least five (5) currently enrolled student members.
- C. Hold meetings at least once a month.
- D. Have a President and elected officers.
- E. Participate in Club Rush each semester.
- F. Submit an updated Student Organization Chartering Form and current constitution annually by October 1st.
- G. Notify the Office of Student Life within one week of any changes to the organization's advisor, constitution, or bylaws.

Section 5. Financial Management and Reporting

Student organizations are required to maintain an accurate and regularly updated Organization Ledger, located in their individual organization's Microsoft Teams channel, recording all income and expenses. This ledger must be reviewed regularly by the organization's advisor. Following each funded activity or event, the organization must submit an After-Action Review (AAR) via Microsoft Forms within two weeks to the Office of Student Life. Failure to submit an AAR may result in ineligibility for future Mini-Grants.

Section 6. Maintenance of Records

Student organizations shall be responsible for keeping accurate records of their club meetings minutes. An updated roster of all club members, along with the current constitution, must be submitted annually via the Student Organization Chartering Form to the Office of Student Life to maintain recognized status.

Article VII – State Advisory Council of Student Representative Qualifications and Duties

Section 1. The representative to the State Advisory Council of Students (SACS) shall be the SGA President.

Section 2. In addition to their duties as an executive officer, the representative to the SACS shall have the following duties:

- A. to represent BVCTC at all regular and special meetings of the SACS, in person or by telephone.

- B. to report back to the SGA relevant SACS discussions and activities.

Article VIII - Line of Succession & Vacancies

Section 1. Vacancy in the Office of President

In the event of a vacancy in the office of President, the order of succession shall be as follows:

- A. The Vice President shall assume the office of President.
- B. In the event the Vice President is unable or unwilling to assume the office of President, the Chief of Staff shall temporarily assume the duties of the President until a special election can be held, or a new President is appointed by the SGA Leadership Cabinet from within the Executive Board.
- C. If no eligible candidate fills the vacancy through succession or appointment, a special election shall be called by the Director of Student Life.

Section 2. Vacancy in the Office of Vice President

In the event of a vacancy in the office of Vice President, the order of succession shall be as follows:

- A. The Senate Speaker shall assume the office of Vice President
- B. In the event the Senate Speaker is unable or unwilling to assume the office of Vice President, the Chief of Staff shall temporarily assume the duties of the Vice President until a special election can be held, or a new Vice President is appointed by the SGA Leadership Cabinet from within the Executive Board.
- C. If no eligible candidate fills the vacancy through succession or appointment, a special election shall be called by the SGA President.

Section 3. Vacancy in the Office of Chief of Staff

In the event of a vacancy in the Chief of Staff position, the SGA President will recommend a candidate from within the full SGA body to the SGA Executive Board for approval. If no qualified candidate is approved by the Executive Board, a special election shall be called by the SGA President.

Section 4. Vacancy in Appointed Executive Board Positions

In the event of a vacancy in the appointed positions of Senate Speaker or Senate Clerk, the SGA President will recommend a candidate from the SGA Senate to the SGA Executive Board for approval to fill the vacancy.

Section 5. General Vacancies at Semester Commencement

In the event of a vacancy in any position at the beginning of a semester, a special election shall be held to fill those vacancies, unless otherwise stated in this constitution.

Section 6. Vacancy in a Senator Position

In the event of a vacancy in a Senator position after an election, the SGA Vice President will recommend a candidate to the Director of Student Life and SGA President for approval.

Article IX - Elections

Section 1. SGA officers and senators will be elected by the student body prior to the end of April for the following academic year.

- A. A student may run for only one position in any given election.
- B. The term runs from May 1 to May 30 the following year.
- C. Student must be anticipating to attend both the fall and spring semesters of the year their term is held

- D. Any student running for office agrees to participate in mandatory leadership training when applicable.

Section 2. Eligibility

- A. **Students that are not considered an early college student or dual enrollment student, that meet all qualifications for office can run for SGA Executive Cabinet**
- B. **All students who meet all qualifications for office can run for SGA Senate.**

Section 3. After the April election has been held the institutional GPA requirements that may prevent first-time freshman from running for office are waived. In special cases, for first-time freshman (e.g., High School Equivalency) the Dean of Students may waive the requirement entirely. This allows all first-time freshman with no prior college experience to run for a position within the SGA cabinet or senate. This only applies to first-time freshmen.

Section 4. In the event of a Special Election, they shall be held during the academic year of the current SGA Executive Board.

- A. There shall only be one Special Election per semester (Two overall for the academic year), unless otherwise stated in this constitution.

Article X - Meetings

Section 1. The SGA Executive Board will meet at least bi-weekly.

Section 2. The SGA Leadership Team shall meet at least twice monthly at a prescribed time and location throughout the academic year. All meetings are open to the student body, faculty, staff, and administration.

Section 3. The Senate shall meet at least once monthly at a prescribed time and location throughout the academic year. All meetings are open to the student body, faculty, staff, and administration.

Section 4. Two-thirds of the designated number of SGA members shall constitute a quorum for the purpose of conducting business.

Article XI – Right to Petition

Section 1. All students have the right to appeal to the SGA Executive Board for action by presenting a written statement of petition signed by one-third of the total number of the student body.

Article XII – Impeachment/Dismissal

Section 1. The following shall constitute grounds for impeachment:

- A. Violation of the Student Code of Conduct.
- B. Misuse of Office.
- C. Failure to perform the duties of one's office.
- D. Failure to attend mandatory leadership training and required meetings.

Section 2. The following are grounds for dismissal:

- A. Failure to attend mandatory leadership training and required meetings.
- B. Excessive absences of the SGA meetings as determined by the Director of Student Life.
- C. Failure to perform the duties of one's office.
- D. Committing to a meeting and/or activity and failing to attend without proper notification.

Section 3. The following is the method for starting the Impeachment Proceedings:

- A. *See the SGA Bylaws Article IV Section 1*

Section 4. The following is the procedure for Impeachment Proceedings:

- A. *See the SGA Bylaws Article IV Section 2*

Article XIII - Amendments

Section 1. Student-Initiated Amendments

Amendments to this constitution may be proposed by any student at a regularly scheduled meeting of the SGA Leadership Cabinet. The proposed amendment shall be voted upon at the subsequent regularly scheduled SGA Leadership Cabinet meeting. A two-thirds (2/3) majority vote of the students present at that meeting is required to pass the motion to have the proposed amendment placed on the ballot.

Section 2. Voting Procedures for Amendments

Voting on proposed amendment(s) can be held during a regularly scheduled SGA Leadership Cabinet meeting, during a regular SGA election, or a special election may be called for this purpose.

Section 3. Notice of Vote

Notice of a vote on the proposed amendment(s) shall be given at least five (5) days in advance of the scheduled vote.

Section 4. Adoption of Amendments

A simple majority vote shall be needed to adopt any and all amendments.

Section 5. Effective Date

Unless specified to the contrary within the amendment, passed amendments shall become effective immediately upon adoption.

Section 6. Institutional and Structural Amendments

Amendments to this Constitution, particularly those concerning significant structural changes to the SGA or its relationship with the college administration, may also be proposed by the Office of Student Life. Such proposals shall be presented to the SGA Executive Board for review and discussion. During periods when the SGA Leadership Cabinet is not in session (e.g., summer break), these proposals may be reviewed and provisionally approved by the SGA Executive Board with a two-thirds (2/3) majority vote, provided the urgency of the matter necessitates immediate action. All such provisionally approved amendments must be presented for final ratification by the full SGA Leadership Cabinet at its first regularly scheduled meeting upon reconvening, also requiring a two-thirds (2/3) majority vote for adoption. This process ensures the SGA Constitution remains adaptable to the evolving needs of the college while maintaining appropriate student input and ultimate ratification by the broader student leadership.

Article XIV - Definition and Interpretation

Section 1. All definitions and interpretations of the articles of this constitution shall be determined by the SGA Executive Board members and the Office of Student Life .

Section 2. In the event of the articles of this constitution not specifying certain definitions, interpretations, or matters, the SGA Executive Board members and the Office of Student Life shall use previously approved constitutions.

Section 3. In the event of a constitutional crisis during either Summer or Winter Break, all definitions, interpretations, and decisions of the articles of this constitution shall be determined by the Office of Student Life