



## **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 regardless of age, race, color, sex, nationality, religion, political belief or sexual preference. Voting members include the five executive board members, ten senators, and one representative from each student organization recognized by the college.

### **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 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 meetings on a semester basis to accommodate student schedules.

### **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 six credit hours.

**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.** The Executive Board shall consist of the President, Vice President, Public Relations Executive, Recording Secretary, Treasurer.

**Section 2.** 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 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.

**Section 3.** The President shall have the following duties:

- A. to call and preside over SGA Executive meetings and SGA Leadership meetings as chair.
- B. to serve as the student representative to the BVCTC Board of Governors, attending all regular and special meetings and reporting BOG activities to the SGA.
- C. to make appointments to the SGA Secretary and Treasurer vacancies, subject to approval by the SGA Cabinet.
- D. to act as a liaison between the SGA and faculty, staff, and administrators, and in this capacity attend all required meetings.
- E. to vote in event of a tie.
- F. to call special elections as required.
- G. to encourage verbal participation of all members at the meetings.
- H. to make appointments to campus committees, subject to approval by SGA Cabinet.
- I. to make appointments to ad-hoc committees as required.
- J. to hold ten office hours per week.

**Section 4.** The Vice President shall have the following duties:

- A. prepare all agendas for the SGA Executive meetings and SGA Leadership meetings.
- B. to oversee the Public Relations Executive, Secretary, and Treasurer duties and to report back to the President.
- C. to assume the office of President in the case of a vacancy in the office of President.
- D. to schedule, call and preside over the SGA Senate meetings as chair.
- E. to oversee Senate documentation.
- F. to oversee the training of the Senate.
- G. to hold eight office hours per week.

**Section 5.** The Public Relations Executive shall have the following duties:

- A. to schedule all SGA Executive meetings and SGA Leadership meetings.
- B. to assist in creating Student Organization marketing material as needed.
- C. to market upcoming SGA and student organization events.
- D. to oversee the SGA email and all SGA social media activity.
- E. to hold eight office hours per week.

**Section 6.** The Recording Secretary shall have the following duties:

- A. to record the proceedings of all meetings.
- B. to call roll at the opening of each meeting and keep a record of attendance.
- C. to serve as parliamentarian.
- D. to submit the minutes within five days of the meeting to the SGA Vice President and SGA Advisors.
- E. to correspond with other individuals and organizations as necessary.
- F. to hold four office hours per week.

**Section 7.** The Treasurer shall have the following duties:

- A. to assist in maintaining an accurate record of all transactions of SGA funds.
- B. to provide a financial report at each meeting.
- C. to assist in collecting proceeds from activities, maintain accurate accounting of such, and ensure deposits in the SGA account for reuse or donation to a charity.
- D. to hold four office hours per week.

## **Article V – Senate**

**Section 1.** The Senate shall be a student board under SGA, chaired by the Vice President, and advised by the Office of Student Life.

**Section 2.** 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.** The Senate shall include two student representatives per academic division and WIN Academy: regardless of age, race, color, sex, nationality, religion, political belief, or sexual preference.

**Section 4.** A Senator shall be elected as a representative for their academic divisions by the student body of that particular academic division.

- A. A Senator from WIN Academy shall be elected as a representative for WIN Academy by the student body of WIN Academy.

**Section 5.** The Senate will abide by the Senate Bylaws and elect the named officers from the Bylaws.

**Section 6.** The President pro Tempore of the Senate shall be an elected officer of the Senate who takes over the duties of the Vice President when needed. They shall also keep the SGA Executive Team informed of the status of the Senate when asked for updates.

#### **Article VI – Leadership Team Membership and Duties**

**Section 1.** Each registered student organization at BVCTC must appoint one member as its SGA Representative by the second SGA meeting of the academic year. Notification should be sent to the SGA Advisors as soon as a representative is selected.

**Section 2.** Student organization representatives are required to attend bi-monthly Leadership Team meetings in person or by proxy. These representatives have full voting rights at the general meetings.

- A. A proxy can be any member of the Student Organization selected by the Student Organization Representative, who shall have voting rights at the general meetings.

**Section 3.** The awarding of funds to student organizations is determined in part by the number of SGA Leadership Team meetings attended by the student organization representative or proxy.

**Section 4.** Student organizations must have a President and elected officers in order to be a club and be eligible for funding from SGA.

**Section 5.** Student Organizations shall take club meetings minutes and submit a copy into SGA at the end of the academic year.

**Section 6.** Student organizations shall send in a roster of all club members by the end of each semester.

#### **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 a member of the SGA Executive board, appointed by the SGA President and approved by the SGA Executive Board.

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

- A. Vice President
- B. Public Relations Executive
- C. Secretary
- D. Treasurer
- E. A special election shall be called by the Advisor if no one fills the vacancy

**Section 2.** In the event of a vacancy in the office of Vice President, the order of succession shall be as follows:

- A. President pro Tempore of the Senate
- B. Public Relations Executive
- C. Secretary
- D. Treasurer
- E. A special election shall be called by the SGA President if no one fills the vacancy

**Section 3.** In the event of a vacancy in the Public Relations Executive position, the order of succession shall be as follows:

- A. The SGA President will recommend a candidate from within SGA to the SGA Executive Board for approval.
- B. A special election shall be called by the SGA President if no one fills the vacancy.

**Section 4.** In the event of a vacancy in either the Secretary or Treasurer positions the SGA President will recommend a candidate to the SGA Executive Board for approval.

**Section 5.** 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.** In the event of a vacancy in a Senator position after an election, the SGA Vice President will recommend a candidate to the SGA Advisors 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. Any student running for office agrees to participate in mandatory leadership training when applicable.

**Section 2.** After the April election has been held the institutional GPA requirements that may prevent first-time freshman from running for office are waived. Instead, the high school graduation GPA will be considered. 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 3.** 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 SGA advisors.
- 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.** Amendments to this constitution may be proposed by any student at a regularly scheduled meeting of the SGA and voted upon at the next meeting. A two-thirds majority of the students at the meeting must pass the motion to have the proposed amendment placed on the ballot.

**Section 2.** Voting can be held during a regularly scheduled SGA Leadership meeting, regular election, or a special election may be called.

**Section 3.** Notice of a vote on the proposed amendment(s) shall be given at least five days in advance.

**Section 4.** A simple majority vote shall be needed to adopt any and all amendments.

**Section 5.** Unless specified to the contrary, passed amendments shall become effective immediately.

### **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 SGA advisors.

**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 SGA advisors 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 SGA advisors.