

College Procedure
Bylaws, Chapter IV/Article I
50.02.01a SGA Constitution (FY22)

A. Preamble

We, the students of Howard Community College (HCC), do hereby initiate this document to provide the vehicle by which the needs of the student body may be addressed. Thus, we hereby declare the creation of a democratic student organization to be the official voice of the students of HCC.

B. Article I - Name

The name of this organization shall be the student government association of Howard Community College, herein referred to as the SGA.

C. Article II - Purpose

The SGA is representative of the student body as a whole. The SGA president shall be the duly elected representative of the student body in all matters. The student body shall consist of all persons currently enrolled in credit courses. The student government must be a democratic, student run unit, representing the views and being a proponent for the needs of the HCC student body. In turn, SGA members, both executive board members and general members, will sit on HCC administrative committees, make statements of policy, oversee all student club organizations, and be involved in the community.

D. Article III - Structure

The SGA shall consist of the executive board, the student senate, the student alumni committee and the general membership, in accordance with Article V. The executive board shall consist of the president, vice president, secretary, treasurer, club liaison, and student alumni chair. Budgeted employees, faculty, and adjunct faculty are prohibited from serving in leadership positions in the student government, such as president, vice president, executive board members, club officers, etc. The Student Senate will consist of a chair, secretary, and individual Senators in accordance with Article III of the Student Senate bylaws.

The SGA shall hold regular meetings no less than twice a month with at least one (1) meeting per semester to include or be held specifically for budget and one (1) meeting per academic year for ratification of executive board appointments. The SGA general membership shall consist of club officers as well as students who attend SGA meetings or lead an SGA sponsored event.

The SGA president may convene or call for meetings involving any SGA matter at the SGA president's discretion. The SGA president is elected by the student body in accordance with Article VI. When possible, the SGA president will select a vice presidential running mate to be elected on the same ballot, in accordance with Article VI. However, when a vice presidential running mate selection is not possible prior to the election, the SGA president will then appoint a vice president, to be approved at the first SGA meeting of the president's term.

All members of the SGA executive board, including the SGA secretary, treasurer, club liaison, and student alumni chair are appointed by the SGA president, and approved by the SGA at the first SGA meeting of the president's term. All terms of office are one-year terms.

E. Article IV - Duties and Responsibilities

1. President

- a. Represents the SGA.
- b. Governs the offices of vice president, secretary, treasurer, club liaison, student alumni chair, and cabinet.
- c. Chairs all SGA regular or budget meetings.
- d. Represents SGA at the Board of Trustees' meetings (or responsible to designate alternate SGA representative).
- e. Represents SGA at the President's Augmented Team (or responsible to designate alternate SGA representative).
- f. Creates ad-hoc committees and appoints chairpersons of same.
- g. Drafts SGA bylaws and resolutions to be further approved by the executive board.
- h. Attends and participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA board.
- i. Appoints student representatives on college-wide search committees and other specified committees in accordance with the Student Senate bylaws.
- j. Devotes at least 10 hours a week to working for the student government.
- k. Represents SGA at all other committees (alternate SGA representatives will be designated by the Student Senate).

2. Vice President

- a. Represents student government association in the event president is unable to perform duties, as delegated by president.
- b. Serves as the Chair of the Student Senate in accordance with the Student Senate bylaws.
- c. Chairs SGA meetings in the absence of president.
- d. Helps draft SGA bylaws and resolutions.
- e. Attends and participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA board. Assumes the position of the SGA president for the remainder of the term in the event that the current president is no longer in office (see Article VI.7). In the event the vice president chooses not to assume the position of SGA president, an election for a new president will occur.
- g. Devotes at least 10 hours a week to working for the student government.

3. Secretary

- a. Helps to inform SGA members and student body as a whole of all SGA meetings.
- b. Takes minutes of all SGA meetings and submits same to president and SGA advisor for approval. Disseminates minutes to club representatives, if so requested.
- c. Types and mails all internal and external SGA correspondence.
- d. Maintains file of official records and archives of all SGA matters in the office of the

- SGA president, under the guidance of the SGA president.
- e. Helps draft SGA bylaws and resolutions.
- f. Attends and participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA board.
- g. Serves as the Secretary of the Student Senate in accordance with the Student Senate bylaws.

4. Treasurer

- a. Advises presiding officer and/or committee chairperson on questions of budget or appropriations in the transacting of SGA business.
- b. Informs SGA general membership on the status of SGA budget at all regular SGA meetings.
- d. Conducts SGA financial transactions with the HCC finance office. SGA funding procedures must comply with college policies and procedures governing budgets. In the event funds remain in the SGA budget at the end of the fiscal year, these funds will be carried forward to the next fiscal year SGA budget.
- e. Maintains file of financial records and archives of all SGA matters in the office of the SGA president, under the guidance of the SGA president.
- f. Oversees monthly budget reports.
- g. Helps draft SGA bylaws and resolutions.
- h. Manages the finances of all SGA committees including the Student Senate.
- i. Attends and participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA executive board.

5. Club Liaison

- a. Serves as SGA representative for all club matters and concerns.
- b. Works with the SGA president and vice president to ensure that any questions or concerns brought forth by a student organization are addressed, including but not limited to event proposal procedures and club funding requirements.
- c. Ensures that all student organizations receive information about club funding requirements at the beginning of each semester.
- d. Helps draft SGA bylaws and resolutions.
- e. Attends and participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA executive board.
- f. Devotes at least 10 hours a week to working for the student government.

6. Student Alumni Chair

- a. Works with current HCC students and HCC alumni to inform, engage, and build relationships between the two groups.
- b. Helps draft SGA constitution amendments, bylaws and resolutions.
- c. Attends and participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA executive board.

F. Article V - Academic Standing and Course Load

1. All executive board members of the SGA and secretary of the Student Senate shall have a minimum cumulative and semester grade point average (GPA) of **2.5** and shall have completed at least six (6) credit hours prior to assuming office. All executive board members of the SGA and the secretary of the Student Senate shall also maintain

satisfactory academic progress.

2. All executive board members of the SGA, secretary of the Student Senate, and members of the Student Senate shall be enrolled in and maintain throughout the term of office a minimum course load of six (6) credit hours.
3. All executive board members of the SGA, the secretary of the Student Senate, members of the Student Senate, and club officers may use the following appeal process if they are removed from office for not meeting academic and credit hour requirements:
 - a. An appeal must be submitted within two weeks of notification.
 - b. An appeal form must be completed that includes their reason(s) for not meeting the requirements and any accompanying documentation.
 - c. An appeals committee will be convened by the director of student life and will consist of a minimum of three (3) but no more than five (5) members. A representative from the SGA, student newspaper, and student program board must be included on the committee.
 - d. The student will appear before the appeals committee to explain the reasons for not meeting the requirements along with a plan with how they will balance their academic and organizational obligations.
 - e. The appeals committee will deliberate and determine if the appeal will be granted.
 - f. Appeals to the decision of the committee must be submitted via the non-academic complaint procedure 50.02.04.
4. General members of the SGA must have a minimum course load of three (3) credit hours.

G. Article VI - Election of the President and Vice President

1. An election committee of at least four (4) but no more than six (6) people will be appointed by the SGA president, working closely with the director of student life, no later than eight (8) weeks prior to the end of the spring semester to formalize and create election proceedings in the student body for the office of SGA president.
2. A student interested in running for SGA president should select a vice presidential running mate as part of the SGA president's ticket, when possible.
3. If only one candidate is interested in running for SGA president, the candidate will be required to prepare a candidate platform to be submitted to the student body who will vote to approve or disapprove the candidate. If the presidential candidate has selected a vice presidential running mate, the running mate must submit a candidate platform that will be approved or disapproved by the student body.
4. Duties and responsibilities of the SGA president and vice president must be made public to the student body for interested candidates.

5. Academic standing and course load requirements must be made public to the student body for interested candidates.
6. The election committee must determine campaign and election guidelines and publicize them to the student body for interested candidates.
7. Interested candidates for the office of SGA president must prepare a speech to be delivered to the student body.
8. An election will be held no later than four (4) weeks prior to the end of spring semester. Election activities will include campaigning, a debate, and voting by the student body according to the SGA Election Code and Campaigning Guidelines.
9. The SGA president and vice president serve for a maximum of two one-year terms.
10. The SGA president shall chair the election committee, unless the SGA president is running for a second term, in which case another executive board member who is not involved in running shall chair the committee.
11. Any reported conflict of interest related to the selection of the election committee and the election/campaign guidelines should be reported to the director of student life at least three weeks prior to the said election. All other election disputes should be immediately reported to the director of student life. The director will work with the election committee to determine a resolution.
12. Any violations of the SGA Elections guidelines may result in automatic disqualification from the election. In addition, a violation of the Student Code of Conduct may result in disciplinary action.
13. All students who are currently enrolled in at least three (3) credits in the spring semester may vote in said election.

H. Article VII - Appointment of the Student Government Association

The SGA shall consist of the executive board, a minimum of one (1) representative from each approved HCC club or student organization, and any enrolled student.

Any enrolled student who satisfies the guidelines laid out in Articles III and V is eligible for membership if the student attends SGA meetings or leads SGA sponsored events. The Student Senate shall consist of the senate chair, secretary, and individual senators. Budgeted employees, faculty, and adjunct faculty are prohibited from serving in leadership positions in the student government, such as president, vice president, executive board members, club officers, student senators, etc.

I. Article VIII – Dismissal

1. The SGA president may only be removed from “office” with cause by a 70 percent vote of the SGA in accordance with Articles III and V at an official SGA meeting, overseen by another executive board member besides the president.

2. Before said meeting can happen, a complaint must be brought forward at an SGA meeting, at which time the director of student life may appoint a dismissal committee of no more than five (5) people and no less than three (3) people to determine whether there is significant cause for removal. This determination must be made by the next meeting, at which time, with committee approval, a vote for dismissal may be called. Appeals to the decision should be submitted in writing to the vice president of student services.
3. Other executive board members may be dismissed by the SGA president only, with majority vote of the entire executive board. Other SGA members may be dismissed by the SGA president without ratification.
4. The student code of conduct and Article V override Article VIII.

J. Article IX - Function

1. The student government represents the student body in all college decisions. The student government sends representatives to committee meetings, whenever possible, in accordance with the Student Senate bylaws.
2. Club oversight includes, but is not limited to the following:
 - a. Organizing club rush;
 - b. Maintaining and encourage continuous communication with clubs and other student organizations;
 - c. Coordinating a club meeting roster, which includes each club's meeting time and location of each club's meetings;
 - d. Approving club event proposals for on- and off-campus events;
 - e. Acting as liaison between clubs and college personnel;
 - f. Determining club funding procedures; and
 - g. Selecting club-of-the-year award and student choice awards recipients.
3. Student Leader Retreats - Some members of the SGA, particularly executive board members, should attend at least two leadership development retreats/seminars, one in the fall and one in the spring semester. In addition, executive board members may be required to attempt to recruit additional students to attend these retreats.
4. Office Hours - The SGA president will post a schedule of office hours for each semester. The use of the SGA office during the fall and spring semesters shall be limited to executive board members, unless the SGA president grants exception.
5. Community Service - The SGA shall be active in the community through projects created and executed by the executive board in conjunction with the director of student life. These activities may include, but are not limited to, blood drives, online/virtual activities, etc. The extent to which the SGA is active in the community shall be determined by the executive board in conjunction with the interest and demand of the student body.

K. Article X – Referendum

Any member of the student body may call for a referendum to rescind any decision of the SGA. A petition with the signatures of 10 percent of the student body calling for a referendum on the particular issue must be submitted to the director of student life, to be reviewed with the executive board of the SGA.

Appeals to the decision of the executive board of the SGA can be submitted in writing to the vice president of student services.

L. Article XI - Membership in Student Organizations

Any member of the SGA executive board may not serve as an officer of any other approved HCC club or student organization while in office but may join as a member. Any other SGA members not part of the executive board may join and serve as an officer of other approved HCC clubs or student organizations.

M. Article XII – Advisor

1. The SGA advisor is the director of student life or the SGA advisor's designee.
2. The advisor's duties shall be the following:
 - a. Consult frequently with SGA officers including regular check-ins regarding academic success and mental health.
 - b. Ensure that the SGA is functioning within the rules and guidelines of the SGA constitution.
 - c. Serve as a resource for students in terms of gaining materials, rooms, etc.
 - d. Offer guidance and feedback when queried.
3. The director of student life and the executive board will work in a spirit of cooperation. In instances where further review of a situation occurs, the vice president of student services will render a decision.

N. Article XIII – Amendments/Bylaws

Amendments to the SGA constitution may be proposed at any time by executive board members in consultation with the SGA advisor and approved by the SGA by popular vote at an SGA meeting. Once amendments have been approved by the SGA, they must be approved by the vice president of student services and college council.

SGA bylaws may be proposed at any time by executive board members and approved by the SGA by popular vote at an SGA meeting. Bylaws shall be used to determine SGA policy and procedure, so long as they do not violate any part of the SGA constitution. The executive board shall make decisions regarding the constitutionality of bylaws, with a majority vote determining validity.