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| <b>Student Government Association Constitution– 7:00:00:03</b> |
| Approval   |
| <b>President’s Council Approved:</b> May 24, 2016              |
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| <b>Responsible Party:</b> Vice President for Student Affairs   |
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**ARTICLE I – NAME**

Section 1. The name of this organization shall be the Student Government Association of Motlow State Community College. This organization shall be designated as the SGA.

**ARTICLE II - PURPOSES**

Section 1. The purposes of this organization shall be:

1. To promote and maintain an active communication between the administration, faculty, and students.
2. To supplement academic goals through the development of appropriate co-curricular programs.
3. To aid in the social adjustment and maturation of students.
4. To provide leadership training and the promotion of democratic action and ideals.
5. To provide a medium for student expression.
6. To directly reflect student needs and interests in the promotion of campus activities.
7. To offer services to the College and community.
8. To develop loyalty and enthusiasm for Motlow State Community College.

**ARTICLE III - FUNCTIONS**

Section 1. The functions of this organization shall be:

1. To serve as student representatives upon any committee designated by the Student Affairs Committee.
2. To recommend and implement activities and programs to improve the morale of the students.
3. To conduct all elections of student officers, to include their own successors and officers of classes for ensuing years.

**ARTICLE IV - MEMBERSHIP**

Section 1. Every registered student of Motlow State Community College shall be a member of the student body and shall enjoy equal rights of suffrage under this government.

Section 2. The branches of the SGA shall consist of a legislative and an executive branch.

## ARTICLE V - EXECUTIVE AND LEGISLATIVE BRANCHES

### Section 1. - Executive

- A. The executive powers of the SGA shall be vested in the President and the Executive Vice Presidents, who will be elected in accordance with Articles VI and VII of this Constitution.
- B. In addition, the Executive Vice President may appoint any of the following: a secretary, a treasurer, a secretary of elections, a secretary of entertainment, a secretary of student government activities, and a secretary of legislative affairs. These positions may be filled by members within or outside the legislative branch.

#### Executive Council or Cabinet

- A. This body may be composed of the Executive Vice President, Secretary, Treasurer, Secretary of Elections, Secretary of Entertainment, Secretary of Student Government Activities, and a Secretary of Legislative Affairs.
- B. Their purpose is to assist in the coordination of the overall activities of the SGA.
- C. These officials, excluding the Executive Vice President, shall serve a term of one calendar year, beginning the fourth Monday in April at the pleasure of the SGA Executive Vice President. If the elections for said elected offices have not been held by that time, they shall assume office as soon thereafter as elections are held, retiring from office the fourth Monday in April of the following year or the day following the election if the elections are held after the fourth Monday in April.

### Section 2. - Legislative

- A. The legislative power of the SGA shall be vested in the senate. The senate on the Moore, McMinnville and Smyrna campuses shall consist of five senators from each class President. The senate at the Fayetteville campus shall consist of three senators from each class. On all campuses, the Executive Vice President shall preside over the senate; the Executive Vice President shall vote only in case of a tie.
- B. Reappointment for each class shall occur annually.
- C. These senators and class officers shall be elected as set out in Articles VI and VII of this constitution.
- D. These officials with the exception of the freshman class President and freshman senators on all campuses shall serve a term of one calendar year beginning the fourth Monday in April. If the election for said officers has not been held, they shall assume office as soon as elections have been held, retiring from office the fourth Monday in April of the following year or the day following the elections if the elections are held after the fourth Monday in April. The Freshman Class President and freshman senators shall retire from office the fourth Monday in April.
- E. The rules outlined in Robert's Rules of Order shall govern the society in all cases to which they are applicable, that is, to which they are not inconsistent with the rules of order of this society.
- F. All SGA meetings shall be open to students, faculty, and administration, with minutes being posted in prominent places. Bills and resolutions must be presented to the Secretary of Legislative Affairs at least 24 hours prior to the time they are brought on the senate floor. Such legislation must be presented by the member of the senate or by petition of one percent of the student body. Legislation presented after the 24-hour time limit must be presented as stated in Robert's Rules of Order.
- G. The powers of the senate shall be as stated in the By-laws.

## ARTICLE VI - QUALIFICATIONS

### Section 1. - Executive Branch

- A. No person shall be eligible to be a candidate for or to serve as SGA President or Executive Vice President unless possessing the following qualifications:
  - 1. An overall academic grade point of at least 2.50 as computed and recorded in the College Office of Admissions and Records.

2. Be registered for a minimum of 12 semester hours.
  3. Must have completed at least 15 semester hours, and at least one year in residence at Motlow State Community College.
  4. Personal behavior remains above reproach and in compliance with the rules and regulations governing student conduct, which are published in the current student handbook.
- B. Failure to meet these academic standards shall call for the office to be vacated.
- C. A candidate may have his/her name placed on the official ballot upon submission of a petition bearing the signatures of at least 50 duly enrolled students. The candidate shall file a statement of qualifications which shall briefly give information concerning the status of the candidate, and his/her activities.

Section 2. - Legislative Branch

- A. Sophomores. No person shall be eligible to be elected to the office of sophomore class senator on any campus unless possessing the following qualifications:
1. An overall academic grade point average of at least 2.25 as computed and recorded in the Office of Admissions and Records.
  2. Be registered for a minimum of 12 semester hours.
  3. A candidate must be a member of the class (based on college hour classification requirements) for which he/she is seeking office at least one semester of the term he/she will be serving, excluding the semester of the election and the summer semester.
  4. Senators must be enrolled in a majority of their classes at the campus they represent.
  5. Personal behavior remains above reproach and in compliance with the rules and regulations governing student conduct, which are published in the current student handbook.
- B. Freshmen. No freshman shall be eligible to run for the office of Freshman Class Senator on any campus or Class President unless possessing the following qualifications:
1. Be registered for a minimum of 12 semester hours.
  2. Be able to present proof that he/she will be a member of the freshman class at least two semesters following the election, including the semester in which the elections are held.
  3. Senators must be enrolled in a majority of their classes at the campus they represent.
  4. Personal behavior remains above reproach and in compliance with the rules and regulations governing student conduct, which are published in the current student handbook.
- C. All candidates for senate on any campus and Class President may have their names placed on the official ballot upon submission to the Secretary of Elections a petition bearing the signatures of at least 25 duly enrolled students of their respective classes. The candidate shall file a statement of qualifications which shall briefly give information concerning the status of the candidate. Candidates for senate offices must be enrolled in a major portion of their classes at the respective campus at which the office is being sought.
- D. Once elected, all senators on any campus and the Freshman Class President shall be enrolled for a minimum of 12 semester hours per semester and should maintain at least a 2.25 overall academic grade point average during their term of office. Failure to meet these academic standards shall call for the seat to be vacated.

Section 3. - A student cannot be a candidate for more than one such elected office under this constitution at any one election. In the event that a student is mistakenly qualified for more than one office, the Secretary of Elections shall require such student to elect in writing which of the offices he/she will seek.

Section 4. - A "write-in" candidate may qualify for election, provided the provisions of the above sections related to qualifications are satisfied.

## ARTICLE VII - DUTIES

### Section 1.

- A. The SGA President's duties shall be:
1. Serving as a liaison between the four campuses; visiting each campus at least once a semester
  2. Collaborating with the SGA on each campus to schedule appropriate activities and to ensure communication.
  3. Presiding over all SGA general meetings involving all campuses; voting in case of a tie in any such meeting.
  4. Making official all ordinances of the entire student body.
  5. Acquiring reports from the Secretary of SGA at each campus.
  6. Serving as an ex-officio member of all SGA Committees.
  7. Presiding over such meetings of the student body as designated by the administration of Motlow State Community College.
  8. Dedicating a minimum of two hours per week to SGA office hours, business and/or correspondence with SGA advisor in order to soundly manage the semester's activities.
  9. Performing all duties necessary and proper to ensure the functioning of Student Government.
- B. The SGA Executive Vice President shall:
1. Preside over all SGA meetings at the campus where elected.
  2. Appoint all cabinet members with two-thirds (2/3) approval of the legislative branch.
  3. Make official all ordinances of the student body at the campus where elected.
  4. Preside over such meetings of the student body as designated by the SGA President or the administration of Motlow State Community College.
  5. Vote in the event of a tie at the campus where elected.
  6. Serve as a member of the Executive cabinet.
  7. Serve as President of the senate.
  8. Communicate on a regular basis with the SGA President.
  9. Dedicate a minimum of two hours per week to SGA office hours, business and/or correspondence with SGA advisor in order to soundly manage the semester's activities.
- C. The SGA Secretary (appointed position) shall:
1. Keep a record of minutes of each meeting and each special meeting and secure a copy for the Dean of Students for Student Affairs.
  2. Keep a record of the SGA membership and call the roll at each meeting.
  3. Post all SGA notices authorized by the President and the members.
  4. Serve as Secretary for the SGA.
  5. Compile and maintain a history of the SGA of Motlow State Community College.
  6. Administer all correspondence necessary for proper business functions of the organization.
  7. Perform any other clerical duties the SGA members shall determine.
- D. The SGA Treasurer (appointed position) shall:
1. Maintain accurate financial records.
  2. Make financial deposits of all funds of the SGA.
  3. Submit financial records.
  4. Serve as a voting member of the SGA.
- E. The SGA Senate shall:
1. Enact, by a majority vote, by-laws of the Constitution.
  2. Propose by two-thirds (2/3) vote of members, amendments to this Constitution which shall be presented to the student body for approval or rejection.
  3. Confirm or reject all appointments made by the Executive Vice President with a two-thirds (2/3) vote.

4. Hear and consider any petition submitted to it which shall have the signatures of 50 members of the student body of the current semester.
5. Consider impeachment and removal policies for elected or appointed officials.
6. Assist the Executive cabinet in fulfilling their duties.
7. Enact any legislature or resolution which is appropriate.

## **ARTICLE VIII – ELECTIONS**

### Section 1. - Voters

- A. All students who are officially enrolled at Motlow State Community College shall be eligible to vote.
- B. In order to vote in any election at Motlow State Community College, each student may be required to present his/her Motlow State Community College identification card.

### Section 2. - Regulations

- A. All elected officials must receive a simple majority.
- B. The position of SGA President and Freshman President will be elected by voters at all campuses. All other elected positions will be elected at the respective campus.

### Section 3. - Vacancies

- A. The SGA President shall fill all vacancies in the positions of Executive Vice President by appointment which shall be subject to two-thirds (2/3) approval of the SGA Senate.
- B. The Executive Vice President shall fill all vacancies by appointment subject to two-thirds (2/3) approval of SGA members at the respective campus.
- C. In case of a vacancy in the office of the President, it shall be filled by the SGA Executive Vice President at the respective campus.

## **ARTICLE IX - MEETINGS**

Section 1. - SGA members, including both major and minor officials, shall meet at least twice a month. The dates for meetings shall be decided by a majority vote of the members.

## **ARTICLE X – AMENDMENT AND BY-LAWS**

Section 1. - The President of Motlow State Community College and/or his/her designee are given authority by state legislation and the Tennessee Board of Regents (TBR) to review and revise this constitution and by-laws to preserve the integrity of the institution and its educational environment.

Section 2. - Amendments and by-laws shall be submitted by two-thirds (2/3) approval of the SGA Senate at all campuses or by petition signed by twenty-five per cent (25%) of the current student body.

Section 3. - All proposed amendments and by-laws shall be approved by two-thirds (2/3) vote of the Senate or by referendum vote of the student body before being inserted as part of this Constitution.

Section 4. - All amendments and by-laws shall be proposed in writing one month prior to consideration.

## BYLAWS

### ARTICLE I – ATTENDANCE AT SGA MEETINGS

Section 1. - All elected and/or appointed members shall be allowed no more than two unexcused absences per semester.

Section 2. - Proper notification of an absence 24 hours prior to a meeting shall be considered excused.

Section 3. – If any elected and/or appointed member as defined in Section 1 shall have more than two unexcused absences in any one semester a written reprimand from the SGA advisor will be forthcoming. The position held by the member shall be declared vacant after one unexcused absence following the reprimand.

### ARTICLE II – REMOVAL OF OFFICERS

Section 1. – Impeachment

- A. As student leaders, elected and appointed members of the SGA are required to exemplify the highest standards of ethics and conduct.
- B. A member may be removed from office for failure to meet qualifications and/or duties for holding their position.
- C. All officials of the SGA shall be subject to impeachment.
- D. Impeachable offences shall include, but are not limited to:
  1. Neglect of duty; disregarding the responsibilities of office.
  2. Unexcused absences from meetings as stated in Article 1 of the by-laws.
  3. Public, verbal, or physical attacks on others.
  4. Obstruction of the orderly process of SGA meetings and hearings.
  5. Misrepresentation of the SGA.
  6. Misuse of the authority of the SGA office.
  7. Willful violation of the SGA constitution or by-laws.
  8. Any violation of institutional policies, which are outlined in the student handbook.

Section 2. - Impeachment Procedures

- A. Any student, faculty, staff or administrator of Motlow State Community College may present to the Senate an article of impeachment against any elected or appointed member of the SGA.
- B. The Senate may hear the complaint and vote to schedule an impeachment hearing within two weeks of the date of the complaint OR vote to dismiss the article of impeachment for lack of sufficient cause to further consider the complaint.
- C. The Secretary/treasurer of the SGA must notify in writing the member against whom the complaint has been brought of the reason for complaint and the date, time and place of the scheduled impeachment hearing.
- D. The impeachment hearing must be chaired by a student who is not a voting member of the SGA and is appointed by the SGA advisor.
- E. The complainant must present evidence of or witness(es) to the alleged impeachable offense during the impeachment hearing.
- F. The SGA member against whom the impeachable offense has been brought should be given reasonable opportunity to refute the allegations(s) of an impeachable offense.
- G. Members of the Senate may raise reasonable questions with the complainant or the member against whom the complaint has been brought.
- H. Final impeachment decision requires two-thirds (2/3) vote of the Senate, excluding the vote of the member against whom the complaint has been brought.

### **ARTICLE III – SGA MEETINGS**

Section 1. - Any student of the College may be heard at the meeting of the SGA upon a submission of a request to the presiding officer of the meeting prior to the meeting.

Section 2. - Any student of the College may be heard at a meeting of the SGA at the request of the presiding officer, or any voting member of the SGA, seeking information or the opinion of the student.

Section 3. - A quorum shall consist of the majority of the SGA members, and this rule shall apply even under those circumstances requiring a two-third (2/3) majority vote by the members.

Section 4. - Special or called meetings of the SGA may be held at any time upon call of the Executive Vice President. He/she shall be required to call a meeting whenever three voting members of the SGA shall request it. Notice of all special or called meetings must be given to all members at least 24 hours before meeting.

Section 5. - A general assembly of all SGA officials shall be held once each semester at a site to be designated by the SGA President in consultation with the Executive Vice Presidents.