

## **Procedure 10.0603**

### **Student Government Association Constitution Procedure**

#### **Preamble**

We, the students of Beaufort County Community College, in order to foster a spirit of cooperation among students, staff, and faculty; to coordinate and regulate student activities; to maintain a high standard for the college by upholding high standards of personal conduct; to promote and encourage activities for the best interests of the college; and to develop good citizens through experience in government; do hereby establish this constitution for the Student Government of Beaufort County Community College.

#### **Article I — Name**

This organization shall be named the Student Government Association of Beaufort County Community College. The membership shall consist of all enrolled curriculum students.

#### **Article II — Purpose**

The purpose of the Student Government Association shall be to promote good citizenship throughout the college. To plan and initiate, with the advice of the SGA Advisor, activities sponsored by the Student Government Association. It shall be the purpose of this organization also to stimulate interest in college life both on campus and in the community.

#### **Article III — Membership**

The Student Government Association shall be composed of seven executive council members, one representative, and an alternate from each club/organization recognized or chartered by the SGA. One representative and an alternate from each curriculum are members, too. The faculty head from each curriculum shall submit the names of the representatives to the SGA Advisor by the second full week of classes in the fall semester. It is up to the faculty head to notify the SGA Advisor of any changes.

#### **Article IV — Membership Qualifications of the Student Government Association**

##### **Section I. Qualifications for all Executive Council Officers**

In order for a student to hold an Executive Office in the SGA, he/she must maintain a 2.5 grade point average each semester and maintain full-time status.

Freshman representatives must be full-time students and have a 2.5 overall grade point average at the end of fall semester.

##### **Section II. Qualifications for Club or Curriculum Representatives**

Each club or curriculum representative who is a returning representative must have a minimum 2.5 grade point average, be a full-time student at the time of election, must maintain the GPA and full-time status during their tenure. Club representatives who are freshmen must have a minimum 2.5 GPA after fall semester and must maintain that minimum GPA and full-time status.

**Article V — Meetings**

Meeting of the Student Government Association may be called by the President at any time or upon request of the student body or by two-thirds of the Student Government Association. The number of meetings is not hereby specified; however, they shall be scheduled on the second and/or fourth Tuesdays of each month at 12:00 PM. The Student Government meeting shall be open to all students. Groups wishing to present business before the SGA should present a written notice of their business to the President or Secretary. This to be done by Thursday of the week before the meeting they wish to attend. The Secretary will then schedule said business on the agenda for the next meeting.

**Article VI — Officers**

**Section I. Executive Council**

The Officers of the Student Government Association shall be as follows:

President	Treasurer	Special Populations Chairperson
Vice President	Historian	
Secretary	Parliamentarian	

**Section II. The specific duties of the Executive Council officers shall be as follows:**

- A. President- It shall be the duty of the President to preside at all SGA meetings and to appoint chairperson to various committees to provide cooperation between the student body and the SGA. The President shall also serve as a non-voting member on the Board of Trustees.
- B. Vice President – It shall be the duty of the Vice President to assume the duties of the President in his/her absence. He/she will supervise all elections and assist the President in fulfilling the executive functions of the SGA.
- C. Secretary – It shall be the duty of the Secretary to attend all meetings and to keep accurate minutes. He/she shall serve as Recording Secretary and Corresponding Secretary. The Secretary will also work with the SGA President to form their agenda for the next meeting. In addition, the secretary is required to have minutes typed and distributed to the executive officers and SGA expenditures of SGA advisor within four class days following each meeting.
- D. Treasurer – It shall be the duty of the Treasurer to handle, with assistance of the SGA advisor, all financial affairs concerning the SGA. The Treasurer will report expenditures to the student body at each meeting as necessary. The SGA Advisor will sign all authorizations for the funds with the approval of the Vice President of Student Services.
- E. Parliamentarian – It shall be the duty of the Parliamentarian to maintain parliamentary order at the Student Government Association meetings. It shall be his/her responsibility to have a workable knowledge of Robert’s Rules of Order.

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F. Historian - - It shall be the duty of the Historian to keep accurate records of all activities performed by the SGA.

G. Special Populations Chairperson – It shall be the duty of the Special Populations Chairperson to represent the needs and concerns of student, and those who have special needs.

### **Section III. Absences**

Any Executive Officer absent for two (2) or more consecutive meetings can be asked to resign. This decision will be made by the SGA Advisor and/or the Vice President of Student Services.

### **Section IV. Election of Appointment Representatives**

The chartered clubs and organizations shall elect their representatives. The club advisor shall submit the names of the SGA representatives by the second week of classes in fall semester.

Representatives will also be elected/selected by curriculum lead instructors to ensure representation from all students. The Representatives will meet the same qualification.

## **Article VII — Committees**

### **Section I.**

The chairperson of standing committees shall be appointed by the President, with approval of the association. The committee members are appointed by the Chairperson of each committee.

### **Section II.**

The Committee chairperson and committee members shall be appointed within one week of that committee forming.

## **Article VIII — Temporary Appointments**

Chairpersons of various temporary committees necessary for only a short time shall be appointed by the President of the SGA, subject to the association's approval. Chairpersons of temporary committees shall appoint the members of their committee from the student body.

## **Article IX — Absences of Representatives**

Attendance at SGA meeting of designated representatives is required. If an appointee does not attend, the absence will be charged to the SGA representative.

Any member absent for more than two (2) meetings per semester will be dismissed. The organization or curriculum advisor shall be notified of the dismissal within (2) class days and a new representative shall be appointed.

## **Article X — Elections**

### **Section I. Election Procedure**

Elections for officers will take place the last Tuesday and Wednesday in April, spring semester. Requirements for office will be read at the March general meeting. Students from each club or curriculum will have an opportunity to run for SGA executive office.

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Students desiring to run have been enrolled the previous semester and have earned a minimum 2.5 GPA from Beaufort County Community College. Letters of Intent to run for SGA office are turned in by the first Tuesday in April to the SGA Advisor.

Election of SGA Executive Council will take place by vote of the student body the last Tuesday and Wednesday in April. The Vice-president will be responsible for elections. New officers are installed at the May general meeting. Any offices not filled are filled by a majority vote of SGA representatives and alternates at the first fall general meeting.

### **Section II. Procedures for Replacement of President**

In the event the President, after being elected, cannot serve his/her term, the Vice-President shall become the President. Then one member of the SGA Executive Council will have the opportunity to move to the Vice-President position. Any member moving from Executive Council position to another will maintain their previous requirements until a replacement is found for their previous position.

### **Section III. Procedures for replacement of any office in the Executive Council**

If any office in the Executive Council shall become vacant, other than that of the President, the position shall be filled by the Executive Council by a unanimous vote. If a unanimous vote is not achieved, an election will be held among the active Student Government Association members electing from the body an active member to office during the next meeting of the Student Government Association.

### **Section IV. Temporary Replacements**

If any office in the Executive Council becomes vacant, then the advisor reserves the right to appoint a temporary replacement to the office until the office can be filled by a permanent replacement.

### **Article XI — Tuition Assistance**

SGA officers may receive a stipend at the end of each semester they serve as executive officers if they participate in 90% of scheduled meetings and events. Officers must maintain full-time status and meet the academic requirements as stated in Article IV, Section I.

### **Article XII — Amendments**

Amendments to the constitution may be proposed by members of the SGA or by ten (10) members of the student body. The proposed amendment shall be read at two (2) meetings of the SGA, with copies distributed to all members in attendance. The amendment shall be voted on after the second reading and will be ratified, if approved, by a two-thirds majority vote of the quorum present.

SGA Constitution revised Spring, 2012

Adopted Fall, 2012

## Procedure

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Employee and Student Input Policy](#)

### History

**Senior Staff Review/Approval Dates:** *7/1/2015*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*