

# Appendix D

## STUDENT GOVERNMENT ASSOCIATION

### Constitution and Bylaws

#### Constitution

##### **Preamble**

We, the students of Brunswick Community College, in order to establish better communications, relationships, and understanding among students, faculty, staff, and trustees to better the College community in leadership, citizenship, responsible conduct, do ordain and establish this Constitution of the Student Government Association for the students of Brunswick Community College.

##### **Article I: Name/Mascot/Objective**

1. The name of this organization shall be known as the Student Government Association of Brunswick Community College.
2. The mascot adopted shall be the Dolphin.
3. The objectives of the Student Government Association are:
  - a. To promote the welfare of the students.
  - b. To advise and work with the administration in the improvement of student life.
  - c. To establish an annual budget and plan activities with the collected Activity Fee.

##### **Article II: Membership**

Membership shall be open to every full-time and part-time curriculum student who pays the student activity fee and shall extend to these individuals the privilege of participating in all activities sponsored by the Student Government Association.

##### **Article III: Executive Council Authority and Composition**

The executive powers of the student body shall be vested in the Executive Council, composed of the student body President, Vice President, Secretary, Treasurer, Public Information Officer, and Parliamentarian, each of whom shall be elected by a simple majority of members of the Association, voting in a general election held annually in the fall semester each year. Students may hold office for a maximum of two years.

- A. The requirement for being elected to an executive office and holding that office throughout the term shall be as follows:
  1. Be a full-time curriculum student or enrolled and completing the last semester of a degree, diploma, or certificate program.
  2. At all times throughout the term be in good standing with the College both academically and otherwise.
  3. Must maintain an overall 2.5 grade point average.
- B. The terms of office for all executive officers shall be one year, beginning July 1 and ending with graduation of the next calendar year.

##### **Article IV: Student Senate**

The Student Senate officers shall consist of two representatives from each curriculum, one acting and one alternate. Voting in each curriculum shall be by simple majority.

The requirements for being elected a Student Senator and holding the office throughout the term shall be as follows:

- A. Enroll in a minimum of 9 credit hours.
- B. At all times, be in good standing with the College, both academically and otherwise.
- C. Maintain an overall 2.25 grade point average.

#### **Article V. Meetings of the Association**

- A. Regular Meetings - Executive Council shall schedule a time and place for regular meetings.
- B. Senate Meetings - The Student Senate shall hold one regular meeting each month.

#### **Article VI. Amendment**

The Senate, whenever necessary, shall propose amendments of the Constitution. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments will rest with the SGA Executive Council and Vice President of Student Affairs or appropriate administrator.

#### **Article VII. Ratification**

The Constitution and amendments to it shall be adopted upon approval by two-thirds vote of the Student Senate. These adoptions are subject to approval of the Vice President of Student Affairs or appropriate administrator.

### **Bylaws**

#### **Article I: Purpose of the SGA Bylaws**

The Bylaws are the working rules of the SGA and are subject to change by approval of the Student Senate. Two-thirds majority is required to change the Bylaws. The Bylaws must not conflict with the Constitution of the SGA.

#### **Article II: Amendments**

The Senate, whenever necessary, shall propose amendments of the Bylaws. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments rests with the Vice President of Student Affairs or appropriate administrator and SGA Executive Council.

#### **Article III: Ratification**

The Bylaws and amendments to it shall be adopted upon approval by a two-thirds vote of the Student Senate. The adoptions are subject to the approval of the Vice President of Student Affairs or appropriate administrator and the SGA Executive Council.

#### **Article IV: Quorum**

A quorum shall consist of two-thirds of the Student Senate membership to vote on issues or motions.

### **Article V: Duties of the Office of President**

- A. Administer and uphold the Constitution of the Association.
- B. Support suggested student activities and to encourage support by Student Government Association representatives.
- C. Chair all meetings as stated in Roberts Rules of Order, Newly Revised.
- D. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- E. Authenticate by one's signature, when necessary, all acts, orders, and proceedings of the assembly.
- F. Be the official representative of the students of Brunswick Community College on all occasions and functions wherein participation is required.
- G. Serve as a non-voting member of the Board of Trustees of Brunswick Community College.
- H. Be the official spokesperson for the SGA.
- I. Know one's rights and the rights of the SGA.

### **Article VI: Duties of the Office of Vice President**

- A. To assist the President in any way necessary.
- B. To fulfill the duties of the President in case of illness or absence of the President.
- C. To take the office of President and to carry out the duties of the office for the remainder of the term in the event the President resigns or is unable to complete one's term.

### **Article VII: Duties of the Office of Secretary**

- A. Keep a record (minutes of all the proceedings) of the meetings, both regular and special, of the organization.
- B. Keep on file all committee reports and to keep a list of all existing committees and their members.
- C. Keep the organization's official membership roll and to call the roll at meetings.
- D. Make the minutes and records available to members upon request.
- E. Notify officers, committee members, and delegates of their election or appointment.
- F. Sign all certified copies of acts of the SGA.
- G. Maintain record book(s) in which the minutes are entered and to have the current record book(s) on hand at every meeting.
- H. Send out to the membership a notice of each meeting, known as the "Call of the Meeting," and to conduct the general correspondence which is not a function proper to other offices or to other committees.
- I. Prepare prior to each meeting an order of business for the use of the presiding officer, showing their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.
- J. In the absence of the President and Vice President, call the meeting to order and preside until the election of a Chairman Pro Tem, which should take place immediately.

### **Article VIII: Duties of the Office of Treasurer**

- A. To keep an accurate record of financial actions of the Student Government Association based on financial reports prepared monthly by the Business Office of Brunswick Community College.
- B. To prepare and submit to the Student Government Association an annual financial report.

### **Article IX: Duties of the Office of Parliamentarian**

- A. Be a key consultant in the preparation for a meeting or convention and be well engaged in advance.
- B. Serve as the principal advisor to the President, the officers, and the committee chair regarding management of the meeting as it relates to actual business.
- C. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- D. Assist the President in chairing the meeting according to Robert's Rules of Order, Newly Revised.

### **Article X: Duties of the Public Information Officer**

- A. Serve as a member of the Senate and is responsible for the maintenance of SGA bulletin boards.
- B. Coordinate publicity for all SGA activities.
- C. Responsible for all SGA public relations.
- D. Manage SGA social media accounts with the support of other SGA representatives and appropriate BCC staff

### **Article XI: Duties of the Student Senate**

- A. Recommend rules and procedures necessary and proper to promote the general welfare of the student body.
- B. Hold one regular meeting each month.
- C. Attend meetings, both regular and special.
- D. Take on the responsibilities as Chairman on special appointed committees.
- E. Report back to the students in their curriculums what has taken place in the meetings.
- F. Elect a President and Vice President to fulfill the regular term, in the event both are unable to carry out their duties to the extent that they were expected.
- G. Make special reports on committees that were assigned to them by the President.
- H. Remove and replace any chairperson or member who is found guilty of unethical actions, reasons, or conduct.

### **Article XII: Motions**

- A. Motions are to be made in accordance with regulations stated in Robert's Rules of Order, Newly Revised.
- B. Motions are to be presented in writing.
- C. Motions may be oral with the consensus of the Senate.

### **Article XIII: Committees**

- A. The President is to be an ex-officio member to all committees.
- B. A representative of the SGA will serve on the following committees of the College:
  - 1. Institutional Effectiveness Team
  - 2. Marketing Committee
  - 3. Athletics Committee
  - 4. Odell Williamson Auditorium Advisory Committee

- C. Committees are to be appointed by the President.
- D. The President will appoint someone to the position of chairperson and appoint committee members.
- E. The President may pass appointment of committee members to chairs.

#### **Article XIV: Petitions**

- A. The Student Government Association is under no obligation to recognize petitions
- B. Petitions may be presented in the form of suggestions and through each curriculum Senator in the form of motions.

#### **Article XV: Impeachment**

- A. The Student Senate shall have the power to try all impeachments.
- B. The SGA President shall have the power of veto over impeachments.
- C. Grounds for impeachment are as follows:
  - 1. Actions unbecoming of a student at BCC.
  - 2. If an Executive Officer or Senator is negligent of one's SGA duties and responsibilities.
  - 3. Failure to comply with any part of the Constitution or Bylaws of this organization.
  - 4. Any SGA member Senator/Executive Council missing more than three (3) meetings without just cause will be subject to impeachments

#### **Article XVI: Parliamentary Authority**

- A. The main parliamentary authority of the Student Government Association shall be Robert's Rules of Order, Newly Revised.
- B. Other parliamentary authorities shall include:
  - 1. The Bylaws of the Student Government Association.
  - 2. Person(s) knowledgeable of parliamentary procedures.

#### **Article XVII: Visitors**

Visitors will be allowed to attend Student Government Association meetings. They will be allowed only to observe. Visitors cannot participate in discussion, debate, or voting unless on special occasions when they are recognized by the Chair.

#### **Article XVIII: Minutes**

- A. Minutes are to be filed in the SGA files.
- B. Minutes are to be typed and distributed within three school days after the meeting.
- C. Minutes are to be distributed to Senate, one copy per person.
- D. Minutes are to be posted on the student bulletin boards.

#### **Article XIX: Student Senate Meetings**

- A. Meetings are to be held monthly.
- B. The Student Senate meetings shall be conducted according to the parliamentary procedures outlined in Robert's Rules of Order, Newly Revised.

- C. A quorum shall consist of a majority of Student Senate membership.
- D. To vote on issues, two-thirds majority of the Student Senate membership must be present

### **Article XX: Executive Council Authority**

- A. To dismiss any Senator who has missed three meetings without cause.
- B. To have the power to veto any measure passed by the Senate.

### **Article XXI: Statement of Nondiscrimination**

It is the policy of Brunswick Community College that membership in student organizations is open to all eligible students in accordance with the Constitution and/or Bylaws of the various student organizations. Membership is open to all students without regard to race, religion, color, national origin, gender, gender expression, age, political affiliation, genetic information, sexual orientation, or disability.

### **Article XXII: Amendment in Absence of Executive Team**

If it is not possible for the SGA to meet in its full working capacity, at least 50% of the Senate Body shall constitute the two-thirds as required by the Constitution and Bylaws.

### **Article XXIII: Vacancies**

#### **A. Senators**

If a Senator resigns or is impeached, the vacancy will be posted for seven school days. If there are no applications, the program advisor may select a student from the curriculum. If more than one applies, the Senator will be selected by the Senators and the Executive Council.

#### **B. Executive Officers**

If there is a vacancy in an Executive office, the SGA Advisor and current executive officers shall have the power to appoint a new officer. Vacancies may occur automatically under the following conditions:

1. Failure to register as a student (except during summer semesters).
2. Voluntary withdrawal from the College.
3. Suspension from the College.
4. Student not in good standing or who has had poor conduct with the SGA and the College.
5. Written resignation
  - a. A written resignation goes into effect immediately.

### **Article XXIV: Purchase Orders**

Before a requisition goes through the Business Office, it must be signed by the SGA Advisor and Vice President of Student Affairs or assigned administrator. All purchase orders must be approved by the SGA President and/or Senate Body including amounts and purpose of purchase and be reflected in the minutes of the meeting.

### **Article XXV: BCC Board Meetings**

The SGA President will attend all BCC Board Meetings. Other members are invited to attend any Board Meeting unless it is an Executive Board closed session.

### **Article XXVI: Oath of Officers**

The Oath shall take place at the first meeting after the elections in the spring semester. The Oath of office shall be as follows:

I pledge to uphold the SGA Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and administration of Brunswick Community College.

I pledge to be fair in all my endeavors and to promote good will for Brunswick Community College.

I pledge to be fair in all my responsibilities of my office, to the best of my ability and to promote harmony among all segments of the student body.

The Oath shall be administered by the Vice President of Academic and Student Affairs or the President of the College.

### **Article XXVII: Chartering**

The Brunswick Community College Student Government Association must approve the Charter of every club or organization on the campus.