**STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

**Butler Community College**

**PREAMBLE**

The Student Government Association (SGA) will serve to stimulate student engagement in purposeful co-curricular experiences, events, and activities. The SGA will make positive contributions on behalf of the student body at Butler Community College at all BCC learning sites and throughout the community at large.

**ARTICLE I NAME, PURPOSE, MEMBERSHIP**

**Section 1. Name**

The name of this organization shall be the Butler Community College Student Government Association, hereinafter referred to as SGA.

**Section 2. Purpose**

The purpose of the SGA shall be to serve the college by representing the student body and its concerns by communicating these concerns to the students, faculty, and administrators.

Additionally, SGA shall sponsor and coordinate various opportunities for students to participate in educational, social, service, and cultural experiences not otherwise provided in the curriculum.

**Section 3. Membership**

The SGA shall be composed of all currently enrolled students. These students shall be represented by the elected Executive branch and Activity Coordinators.

**ARTICLE II ADMINISTRATIVE DEPARTMENTS**

**Section 1. Branches**

The SGA shall be composed of the Executive and Coordinator Branches.

**ARTICLE III POWERS OF EXECUTIVE BRANCH**

**Section 1. Executive Members**

All executive powers of the SGA shall be vested in these members: President, Vice President Secretary/Treasurer.

**Section 1a. Powers and Duties of the President**

A. Represent SGA in Executive Council Meetings and Board of Trustees meetings when deemed necessary by the SGA Advisors.

B. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.

C. Appoint committee chairpersons and committee members and make a recommendation for the removal of a committee chairperson or committee member.

D. Instruct and require reports from executive officers and committee chairs.

E. Call and preside over bi-monthly meetings of the SGA and the Executive Branch as well as all Executive and Special meetings (See Article IX).

F. Make recommendations for legislation to the Coordinators.

G. Serve or appoint a member of the elected body of the SGA to serve, on the Discipline Committee, Student Activities Advisory Committee, and other appropriate institutional committees.

H. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an "as needed" basis.

I. Oversee public relations (i.e. advertise, promote, and communicate SGA activities and meetings).

J. Keep regular, posted SGA office hours – ten (10) hours a week - approved by SGA Advisors.

K. Attend all open sessions, Executive, and Special meetings (See Article IX).

**Section 2b. Powers and Duties of the Vice President**

A. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.

B. Serve as the president officer pro tempore in the absence of the President and perform such other duties as required.

C. In the event of permanent disability or resignation causing permanent vacancy of the office of the President, the Vice President of each respective campus will assume the position of the President including all its powers and duties.

D. Assist the President in coordinating the objectives of all committees in an effort to achieve the aims of the SGA and Student Senate.

E. Oversee student surveys conducted by the Coordinators.

F. Serve on Senate teams as appointed by the President.

G. Attend institutional team meetings as appointed by the SGA Advisor and President.

H. Keep regular, posted SGA office hours – ten (10) hours a week - approved by SGA Advisors.

**Section 3. Powers and Duties of the Secretary/Treasurer**

A. Record and report the minutes of each meeting of the SGA and the Executive Branch.

B. Submit to the SGA President and SGA Advisors typed minutes of the SGA and Executive Branch meetings.

C. Serve as corresponding secretary for the Executive Branch.

D. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.

E. Work with the SGA President and Advisors to manage all financial transactions.

F. Request purchase orders to be processed by SGA Advisors for expenditure.

G. Submit a report of expenditures to the SGA Executive Branch at the end of each semester.

H. Keep regular, posted SGA office hours – ten (10) hours a week – approved by the SGA Advisors.

I. Attend all open sessions, Executive, and Special meetings (See Article IX).

J. Keep the SGA Constitution updated as it is amended.

**ARTICLE IV POWERS OF the Coordinator**

**Section 1. Coordinators**

The Coordinators will be selected through an interview process by outgoing executive officers and SGA advisors. Four activity coordinators will be selected for the campus and two activity coordinators will be selected for the BOA campus.

**Section 2. Powers and Duties of the Coordinator**

A. Administer and enforce the SGA Constitution.

B. Propose amendments to the SGA Constitution.

C. Be responsible for attending all SGA meetings and participating in 90% of SGA activities, unless excused by the SGA Advisors.

D. Submit a report ‘as necessary’ regarding the activities or events held by their student organization.

E. Serve in all other proper and necessary capacities as assigned by the SGA President and/or Advisor(s).

F. Responsible for promoting SGA activities and events by creating flyers, posting on social media, and communicating with students and staff.

G. Responsible for creating, advertising, and completing one survey per semester, as seen fit by the SGA Vice-President and/or Advisor.

H. Keep regular, posted SGA office hours- (10) hours a week – approved by the SGA Advisor(s).

**ARTICLE V QUALIFICATIONS FOR EXECUTIVE BRANCH AND COORDINATORS**

**Section 1. Qualifications of Executive Branch**

A. Any student running for SGA President must have prior Butler CC experience.

B. Officers shall be students in good standing taking at least 12 semester hours. Each officer shall maintain a 2.0 or better overall grade point average during their term of office.

C. The Vice Presidents and Secretary/Treasurer Officer must be students in good standing taking at least 12 semester hours. Each officer shall maintain a 2.0 or better overall grade point average during their term of office. The Secretary/Treasurer must have demonstrated computer skills.

**Section 2. Qualifications for Coordinators**

A. All coordinators of the student body shall be students in good standing taking at least 12 semester hours. Each senator shall maintain a 2.0 or better overall grade point average during their term of office.

B. First semester freshmen desiring to hold office shall do so, based on high school grades.

**ARTICLE VI ELECTIONS AND SUCCESSION**

**Section 1. Applying for SGA**

A. Any qualified student may apply for a SGA position who has a 2.0 grade point average verified by the SGA Advisor(s).

B. All students running for office must be enrolled in 12 credit hours unless a high school senior. Any high school senior must have at least a 2.0 overall GPA to submit an application.

**Section 2. Selection of SGA Officers**

A. SGA Officers shall be selected and installed to be sworn into office during the month of August and/or January, during the academic year they are elected.

**Section 3. Election Procedures**

A. All officer applicants are required to complete a SGA Application, which includes a purpose statement and letter of recommendation.

B. Qualified and willing applicants will go through an interview process with a selection committee. The selection committee will be made up of the SGA Advisors and current Executive SGA officer

1. President nominees (no more than three) will be put to a ballot for student body elections.

2. Vice-President and Secretary/Treasurer positions will be selected by the selection

committee.

3. Coordinator positions will be appointed by the SGA President and Advisors.

C. The SGA Advisors will notify the winners.

D. After all positions have been accepted, the winners will be announced via e-mail and digital signage.

**Section 4. Succession**

A. The President shall be temporarily succeeded by the remaining Vice President of SGA on the campus they attend.

B. The Vice President then shall be succeeded by nominations from the SGA at large, to be voted on by the SGA.

C. All other vacancies of officers shall be filled through interviews (which involve Executive Council members and Advisors) and presented for a vote by within the governing body with at least a 2/3 vote of the members present.

(See Article XI, Section 2.)

**ARTICLE VII CONTINUITY OF SERVICE**

**Section 1. Executive Branch**

A. An Executive member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.

B. An executive member of the SGA will be removed from office for failure to uphold the oath of office. (Article VII, Section 1, Item E.)

C. Any disciplinary action taken against an executive member of the SGA by the administration may be deemed just cause for removal from office.

D. An executive member of the SGA nominated for removal from office shall have the right to be informed in advance and be present at the meeting for the purpose of defending them.

E. Without a vote of the Senate, an executive member of the SGA will be removed from office for failure to attend meetings, scheduled activities, meet required office hours or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA Presidents or SGA Advisors. Any more than three (4) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisors.

G. If a student senate member (organization representative) is removed, they must be replaced within two (2) weeks.

**Section 2. Coordinators**

A. A coordinator member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Executive Branch.

B. A coordinator member of the SGA will be removed from office for failure to uphold the oath of office.

C. Any disciplinary action taken against a legislative member of the SGA will be deemed just cause for removal from office.

D. A coordinator member of the SGA nominated for removal from office shall have the right to be present at the meeting for the purpose of defending them.

**ARTICLE VIII OATH OF OFFICE**

**Section 1. Oath of Office**

I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Butler Community College and will, to the best of my ability, preserve, protect, and enforce the SGA Constitution of Butler Community College.

**Section 2. Upholding Oath of Office**

Any elected or appointed officer shall uphold the oath of office or shall be dismissed from the SGA.

**ARTICLE IX MEETINGS**

**Section 1. General Sessions**

SGA meetings will be held in the Student Union on the first and third Wednesday of every month at 4 p.m. (unless there are no classes, then the meeting may be rescheduled).

SGA has the discretion to move bi-weekly meetings to a specific campus location.

**Section 2. Executive Meetings**

The Executive Branch of the SGA shall meet once a week for the purpose of planning and budgetary needs.

**Section 3. Special Meetings**

Special meetings shall be called when deemed necessary.

**ARTICLE X RULES OF ORDER**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the SGA in all cases in which these rules are consistent with the by-laws and any special rules of order the SGA may adopt.

**ARTICLE XI CONSTITUTIONAL AMENDMENTS**

**Section 1. Amendments**

A. An amendment to the SGA Constitution may be proposed during a regular meeting by any SGA member.

B. After review by an appointed committee, amendments to the SGA Constitution must be ratified by 3/4 of the active elected membership representing the three branches.

**Section 2. Quorum**

A quorum shall be defined as 3/4 of the Executive and Activity branches of the SGA; a quorum must be present to vote on ANY official business.