

# CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF HOWARD COLLEGE AT BIG SPRING

## Preamble

We, the students of Howard College at Big Spring, in order to promote sound spirit, gain understanding of student problems and seek solutions of the same, and to facilitate the smooth operation of student affairs, do ordain and establish this constitution and pledge ourselves to its interests and purpose.

## Article I: Name

The name of this organization shall be the Student Government Association of Howard College at Big Spring, hereafter referred to as SGA.

## Article II: Membership

Sec. 1 All students registered in any semester who have paid the appropriate student activity fees, tuition and fees are eligible to be members of the Howard College at Big Spring Student Government Association (SGA) for that semester.

Sec. 2 The official register of those eligible for membership in the SGA shall be the listing of official students provided by the Registrar.

- A. Student who maintain a 2.5 GPA are eligible to be elected offices and members.
- B. SGA members who attend at least three consecutive meetings may fill vacancies if they occur.

## Article III: Structure

Sec. 1 Officers

The SGA shall be governed by a President, Vice President, Secretary-Treasurer, and Parliamentarian.

Sec. 2 Senators/Membership

The SGA shall be the organization of elected officers and members comprised of senators either elected, appointed, or general student body members. The SGA membership shall be comprised of no more than 20 members plus the executive board.

- A. Elected or appointed senators shall be representatives from:
  - 1. General Studies
  - 2. Workforce Education
  - 3. A Student Organization Representative
  - 4. A Student Athlete Representative
  - 5. Lamesa Campus
  - 6. A Freshman Representative
  - 7. A Sophomore Representative
- B. General Student Body Senators are students that meet the minimum criteria and choose to join the SGA as a senator.

Sec. 3 Executive Committee

- A. Shall consist of the President, Vice President, Secretary-Treasurer, and Parliamentarian

Article IV: Duties and Powers of the Executive Committee

Sec. 1 The SGA Executive Committee shall comprise the following members:

- A. The President
- B. The Vice President
- C. The Secretary-Treasurer
- D. The Parliamentarian
- E. The Advisor(s)

Sec. 2 The term of the Elected Governing Officers

- A. The Governing Officers election shall be held once per academic year, on a date to be determined by advisor.
- B. The Governing Officers shall assume office at the last official meeting of the regular Spring semester, unless another date is designated and approved by the current SGA.

Sec. 3 Duties and Powers of the Executive Committee

- A. The Executive Committee shall meet prior to each SGA meeting to determine the content of the agenda.
- B. The Executive Committee shall have the power to call special meetings of the SGA.

Sec. 4 Duties and Powers of the President

- A. President to the SGA at the beginning of his or her term a legislative program that defines goals and expectations throughout his or her term.
- B. Shall appoint all committees and name the chairperson of each committee.
- C. Review legislative passed by the SGA.
- D. Fairly execute legislation enacted by the SGA.
- E. Guarantee faithful execution of the provisions of this Constitution and other governing documents.
- F. Brief the incoming President at the beginning of the new term of office regarding the legislative programs in process and various executive procedures.
- G. Shall make no motions or amendments.
- H. Shall have the right to order the expenditure of monies designated in the SGA budget, and such expenditures as approved by the SGA.
- I. Shall appoint a member of the SGA to fill a position vacated on the Executive Committee.
- J. Shall serve as an ex-officio member of all Senate Committees.
- K. Preside over SGA meetings.
- L. Call special sessions of the SGA as he/she deems necessary and fit.
- M. Recommend legislation to the SGA as he/she deems necessary and fit.
- N. Veto legislation passed by the SGA making such legislation null and void unless overridden by a two-third (2/3) vote of the SGA. Legislation shall become

effective if not vetoed and returned within ten (10) days of its passage by the SGA, exclusive of Saturdays, Sundays, and holidays.

- O. Enter into agreement with agencies and organizations outside the SGA with the advice and consent of the SGA advisor(s) and administration.
- P. Call for legislative referenda which will assume the force of duly enacted law when passed by the SGA.
  - 1. A simple majority of those voting shall decide the issue.
  - 2. Special Elections and Referendum Committees may be appointed by the President without the advice and consent of the SGA.
- Q. Shall not vote on any question or motion, unless the voting members are equally divided and at that time shall cast the deciding vote.

Sec. 5 The duties and powers of the Vice-President shall be to:

- A. Assume the duties and powers of the President in his or her absence.
- B. Shall supervise the installation of new officers.
- C. Keep members informed of activities through email and telephone contact.
- D. Assume the office of President should that office be vacated.

Sec. 6 The duties of the Secretary-Treasurer shall be to:

- A. Keep a permanent record of all proceedings of the SGA
- B. Maintain SGA bulletin board.
- C. Keep a copy of all permanent records.
- D. Prepare a final draft of the agenda as stated by the Executive Committee.
- E. Post a copy of the agenda twenty-four (24) hours before a meeting.
- F. Shall conduct all correspondence of the SGA.
- G. Shall maintain accurate records of all monetary transactions involving SGA funds.
- H. Shall on a monthly basis issues a written financial report of the SGA budget to the President and to the SGA advisor(s). The report shall include the unencumbered balance and a detailed list of all expenditures.

Sec. 7 The duties of the Parliamentarian shall be to:

- A. Advise the chair on all matters of parliamentary procedure as set forth in the most recent version of Robert's Rules of Order.
- B. Have with him or her, a copy of Robert's Rules of Order at every SGA meeting.
- C. Serve as Chairperson for the Judicial Committee
- D. Assist the chair in maintaining order at all SGA meetings.
- E. If order cannot be maintained due to a specific member's presence, the Parliamentarian will have the authority to remove such member(s) from the general session.
- F. Chair the Special Events Committee
- G. Shall be familiar with and advise the delegates on the Constitution so as to preserve proper compatibility with said Constitution.

Sec. 8 The duties of the advisor(s) shall be to:

- A. Advise and support the SGA on all decisions reached by the SGA.

- B. Assist the SGA with planning and holding campus activities.

Sec. 9 Qualification for the office of the President, Vice-President, Secretary-Treasurer, Parliamentarian, and Texas Junior College Student Government Association State Representative

- A. In order to be qualified for the office of President, Vice-President, Secretary-Treasurer, Parliamentarian and TJCSGA State Representative the candidate must:
  - 1. Be a full-time student at the time of candidacy and during time of office.
    - a. A full time student is defined as one that is enrolled in 12 credit hours unless said student is enrolled in a specialized program that does not have 12 credit hours each semester.
    - b. Examples of specialized programs include but are not necessarily limited to the following: 1) Registered Nursing Program, 2) Transition to Registered Nursing Program, 3) Dental Hygiene Program
  - 2. Must have a 2.5 GPA the semester prior to running for office.
  - 3. Members of the Executive Branch or advisor(s) may petition the Dean of Student Life to suspend enrollment qualifications.
- B. The following Oath of Office shall be administered to the incoming President, Vice-President, Secretary-Treasurer, and Parliamentarian by the Howard College at Big Spring Provost. If the Provost is unavailable then a Student Government Advisor(s) or other appropriate college official shall administer the Oath of Office.

“I, (state your name), do hereby affirm that I will faithfully execute the duties of my office and will, to the best of my ability preserve, protect, and defend the SGA Constitution, and that I will strive through all my actions to uphold and further the principles for which it is written.”

Article V: Duties and Powers of the Student Senators

Sec. 1 Senators/Members elections, appointments, and joining

- A. Senators that represent a specific group of students can be appointed or elected either during general elections in April or in August/September of the following regular semester.
- B. General Student Body Senators can choose to officially join in April just after general elections or in August/September of the following regular semester.
- C. At least six General Student Body Senator Positions must be left open for new incoming students.
- D. After the membership drive, if there are new incoming student Senator positions unfilled, they can be filled with returning students.

Sec 2 The Duties and Power of the Student Senators

- A. All Legislative power shall be vested in the Student Government of the Student Association.

- B. The Student Government shall promote, regulate, and approve all student activities affecting the Student Association as a whole, and provide for the students' welfare by:
  - 1. Enacting such legislation necessary to implement the powers of, or to fulfill the purpose of this Constitution.
  - 2. Enacting legislation affecting student life under this Constitution.
  - 3. Selecting and establishing Standing Committees as deemed necessary and appropriate
  - 4. Making recommendations to the Howard College administration on the funding of student activities and services.
  - 5. Approving appointments made by the President for the SGA with the exception of those made for a Select Committees.
  - 6. Overriding a Presidential veto of legislation duly enacted by the Student Government. A two-thirds (2/3) majority of the total voting membership of the Student Government shall be necessary to override the Presidential veto.
  - 7. Removing from office any person holding an appointed or elected office or committee position associated with the SGA. Grounds for impeachment, trial, and removal from office of the SGA officers and committee members, or senators, shall be contained in the SGA by-laws.
- C. Enumeration of the above powers shall not preclude other actions essential to the functioning of the SGA.
- D. Any power not specifically denied to the Student Government or delegated to the Executive Branch or the Club Council by this Constitution shall reside in the Student Government.
- E. Attendance requirements for members shall be delineated in the SGA by-laws.

### Sec. 3 Qualifications for the office of Student Senators

- A. In order for a student to hold office as a SGA member, he or she must:
  - 1. Have paid the appropriate Student Activity fee which is included in tuition and fees.
  - 2. Must have a 2.5 GPA the semester prior to running for office.
  - 3. Must have a cumulative 2.5 GPA in the semesters prior to election which includes hours at previous college(s).
  - 4. Maintain a 2.0 GPA while in office.
  - 5. Entering Freshmen must have a 2.0 GPA at the end of the first semester, or be removed from office in order to retain privileges of membership.
- B. A member may succeed himself/herself for one time of office if he or she can successfully meet the aforementioned qualifications.
- C. A member may serve only 2 terms (4 semesters) unless petitioned and granted permission by a majority vote of the Student Government. Members at Howard College for more than two years may petition to be reelected by the student body for 2 (4 semesters) additional terms or continue to attend and be reelected after attending three consecutive meetings.

Sec. 4 Student Government Meetings

- A. The first official meeting of the SGA shall be held within one week after Fall Semester starts
- B. SGA Meetings will be held on a date determined by the advisor(s)
- C. The data concerning times, dates, locations and procedures to be followed shall be contained in the SGA by-laws.

Sec. 5 Vacancies

Provisions and procedures for filling vacancies shall be contained in the SGA by-laws

Sec. 6 Quorum

A simple majority of the voting members of the Student Government shall constitute a quorum.

Sec. 7 Oath of Office

- A. The Howard College at Big Spring Provost shall administer the Oath of Office. If the Provost is unavailable then a Student Government Advisor(s) or other appropriate college official shall administer the Oath of Office.
- B. The Oath of Office Shall be as follows:

“I, (state your name), do hereby affirm that I will faithfully execute the duties of my office and will, to the best of my ability preserve, protect, and defend the SGA Constitution, and that I will strive through all my actions to uphold and further the principles for which it is written.”

Article VI: Advisors

Sec. 1 Howard College at Big Spring Dean of Student Life shall appoint one or more advisors and shall serve as an advisor as well.

Sec. 2 A SGA advisor or appropriate representative must be present at all meetings of the SGA. With the consent of the advisor SGA President, this rule may be waived in certain instances, provided the advisor is promptly informed of all business conducted during the missed meeting.

Article VII: Committees

Sec. 1 Select Committees shall be those appointed by the President of the SGA to perform investigatory and/or advisory roles

Article VIII: Constitutional Revision

Sec. 1 Proposals to amend this Constitution may be voted on by two-thirds (2/3) of the SGA, or a petition signed by ten (10) percent of the SGA members.

Sec. 2 Proposed amendments shall be posted in their entirety for at least two weeks (herein called the posting period) on the official SGA Bulletin Board before their submission to the SGA campus-wide election.

Sec. 3 Amendments shall go into effect upon approval by the Administrative Council and when ratified by a simple majority of the votes cast by the SGA.

Sec. 4 The SGA shall submit the proposed amendment to the SGA for ratification within fifteen (15) days of the last day of the posing period.

#### Article IX: Constitution Ratification

Sec. 1: This Constitution shall become effective immediately upon ratification by a simple majority of votes cast in a special election by the SGA after being published in an official Howard College publication.

Sec. 2: The authority granted to the SGA under this Constitution and by-laws, shall be subject to the policies, rules, and regulations of Howard College.

#### Article X: Transition

Sec. 1 The present SGA shall act as the SGA under this Constitution until such time as a new member shall be elected.

Sec. 2 Elected officers and returning member from the previous year shall act on behalf of the Student Body until elections are held