

CONSTITUTION OF STUDENT GOVERNMENT ASSOCIATION OF HOWARD COLLEGE AT LAMESA

Preamble

We, the students at Howard College at Lamesa, in order to promote _____, do ordain and establish this constitution and pledge ourselves to its interests and purpose.

Article I: Name

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

Article II: Membership

Sec. 1 All students registered in any semester who have paid the appropriate student activity fees and tuition are eligible to be members of SGA of Howard College for that semester.

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

- A. Students who maintain a 2.0 GPA are eligible to be elected officers and members.
- B. SGA Members who attend at least three consecutive meeting may fill vacancies if they occur.

Article III : Structure

Sec. 1 Officers

The SGA shall be governed by a President, Vice President, Freshman Representative, Sophomore Representative, Parliamentarian/Historian Secretary, Treasurer, and Advisors.

Sec. 2 Executive Committee

Shall consist of the President, Vice President, Secretary, Treasurer, and Advisor.

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. Freshman Representative
- D. Sophomore Representative
- E. Parliamentarian/historian
- F. The Secretary-Treasure
- G. Senators
- H. The Advisor(s)

Sec. 2 The term of the Elected Governing Officials

- A. The Governing Officers election shall be held once per academic year, on a date to be determined by the advisor.
- B. The Governing Officers shall assume office at the last official meeting of the regular spring semester unless another date is designated and proved 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. Present of 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. Guarantee faithful execution of the provisions of this Constitution and other governing documents.
- D. Brief the incoming president at the beginning of the new term of office regarding the legislative programs in process and various executive procedures.
- E. Shall make no motions or amendments,
- F. Shall have the ride to order the expenditure of monies designated in the SGA budget, and such expenditures as approved by the SGA.
- G. Shall appoint a member of the SGA to fill a position vacated on the Executive Committee.
- H. Preside over SGA meeting.
- I. Must attend all meetings and student activities.
- J. Call special sessions of the SGA as he/she deems necessary and fit.
- K. Recommend legislation to the SGA as he/she deems necessary and fit.
- L. Veto legislation passed by the SGA making such legislation null and void unless overridden by a two-third vote of the SGA. Legislation shall become effective if not vetoed and returned within ten days of its passage by the SGA, exclusive of Saturdays, Sundays, and Holidays.
- M. Enter into agreement with agencies and organizations outside the SGA with the advice and consent of the SGA advisor(s) and administration.
- N. 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 the President should that office be vacated.

E. Must attend all meetings and student activities.

Sec. 6 The duties of the **Secretary/Treasurer** shall be:

- A. Keep a permanent record of all proceeding 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. Shall conduct all correspondence of the SGA.
- F. Shall maintain accurate records of all monetary transactions involving SGA funds.
- G. 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 detail list of all expectations.
- H. Shall attend all meetings and student activities.

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

- A. Shall Advise officers on procedures
- B. Shall attend meetings and student activities
- C. Shall work in conjunction with the excitative secretary to prepare all documents and prepare paperwork for SGA board meetings.
- D. Shall host Roberts rules of order information sessions for newly elected officer representatives.
- F. shall be responsible for gathering all public materials related to SGA and maintaining the SGA photos scrapbook that complies with FCSSGA guidelines and historian related documents.
- F. Shall coordinate with senator of the public relations, to ensure that paper documents that relates to SGA is being kept and sent out.

Sec. 8 **Freshman Representative**

- A. Shall attend meetings
- B. Shall assist in SGA activities
- C. Shall represent the interest and needs of the student's population for which the position was appointed.
- D. Shall serve on committees as assigned by the HCBS SGA president or advisors.

Sec .9 **Sophomore Representative**

- A. shall attend meetings
- B. Shall assist in SGA activities
- C. Shall represent in the interest and needs of the student's population for which the position was appointed.
- D. Shall serve on committees as assigned by the HCBS SGA president or advisors.

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

- A. Advice and supports the SGA on all decisions reached by the SGA.
- B. Assist the SGA with planning and holding campus recordings.

Sec. 9 Qualification for the office of the President, Vice-President, Secretary, Treasurer, and club members

- A. In order to be qualified for the office of the President, Vice-President, Secretary, Treasurer, and member the candidate must:
 - 1. Be a part-time student at the time of candidacy and during time of office
 - a. A part-time student is defined as one that is enrolled in 6 credit hours unless said student is enrolled in a specialized program that does not have 6 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 2.0 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 and Treasurer by the Howard College at Lamesa advisor(s).

“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 Student Government Association 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 two 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 SGA of the student association.
- B. The SGA 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. Overriding a Presidential veto of legislation duly enacted by the SGA. A two-thirds (2/3) majority of the total voting membership of the SGA shall be necessary to override the Presidential veto.

5. 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.
- E. Attendance requirements for members shall be delineated in the SGA by-laws

Sec. 3 Qualifications for the office of Student Senators

- A. For a student to hold office as an 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 GPA of 2.0 the semester prior to running for office.
 3. Must have a cumulative 2.0 GPA in the semesters prior to election which included hours at previous college(s).
 4. Maintain a 2.0 GPA while in office.
 5. Entering freshman 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 mentioned qualifications.
- C. A member may serve only 2 terms (4 semesters) unless petitioned and granted permission by a majority vote of the SGA. 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 SGA 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 Positions

Provisions and procedures for filling positions shall be contained by the SGA by-laws.

Sec. 6 Quorum

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

Article VI: Advisors

Sec. 1 Howard College at Lamesa Dawson County of Student Life shall appoint one or more advisors.

Sec. 2 An SGA advisor or appropriate representative must be present at all meeting of the SGA. With the consent of the 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 preform investigatory and/or advisory roles

Article VIII : Constitution Révision

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