

Student Government Association
at Texas Southmost College
Constitution

Amended: Spring 2015

Preamble

The Student Government Association at Texas Southmost College is the representative organization for the student body at Texas Southmost College. The Student Government Association at Texas Southmost College provides a forum for open discussion of matters affecting students at Texas Southmost College.

Article I - Name

The name of this organization will be the Student Government Association at Texas Southmost College or SGA@TSC. No other name shall be used in the advertisement or representation of the organization.

Article II - Purpose

The SGA@TSC promotes the general welfare of the student body by serving as an advocate for student issues and presenting the student perspective to College administration, faculty and College committees.

Article III - Affiliations

The SGA@TSC is a member of the American Student Association of Community Colleges (ASACC) and American Student Government Association (ASGA).

Article IV - Eligibility and Election

Section 1: Eligibility

Students who wish to participate in the SGA@TSC must be currently enrolled at Texas Southmost College at least part time (6 hours in Fall/Spring, 3 hours in Summer) and possess a minimum cumulative grade point average of 2.0 Students attending their first semester at Texas Southmost College are exempt from the grade point average requirement.

All members (Officers and Senators) must be able to attend scheduled SGA@TSC meetings and events and be able to fulfill the responsibilities of their office.

Membership and the rights and privileges of membership shall not be in any way denied or restricted on the basis of race, color, national origin, religion, sex, age, veteran status, disability, sexual preference, or any other criteria except for such qualifications for office as shall be provided for by this Constitution.

Section 2: Election

All prospective SGA@TSC members must submit a completed *SGA@TSC Application* to their campus Student Activities Office.

Senate positions are granted automatically and immediately upon successful completion of the *SGA@TSC Application* and meeting eligibility criteria.

All prospective candidates wishing to run for office must complete and submit an SGA Officer application to the Student Activities office. All candidates must also meet the eligibility requirements:

1. Currently enrolled at Texas Southmost College at least part time (6 hours in Fall/Spring, 3 hours in Summer).
2. Minimum 2.5 cumulative GPA. First semester students are exempt from this requirement.
3. Submit an unofficial transcript.
4. Ability to attend all SGA meetings and events. SGA meets: TBA
5. Attend a Leadership Conference. Date: TBA

The Department of Student Life will establish guidelines and procedures for the election of Officers.

- Officer positions are elected once each year at the beginning of the Fall Semester.
- Application deadlines are determined by the Department of Student Life.

The term of office for all Officers and Senators is from the time they are elected or appointed until August 31 of that same academic year, provided that the student maintains eligibility as stated in Article IV, Section 1 of this document.

Officers and Senators may be removed from office or from the SGA@TSC through procedures outlined in Article XI of this document.

Article V - Offices and Duties

Section 1: Officer Positions

Officers are voting members, elected according to the procedures outlined in Article IV of this document.

Campus Officer Positions consist of the following:

- President
- Vice-President
- Secretary
- Parliamentarian
- Historian
- Treasurer
- Sergeant-at-Arms

Section 2: Officer and Senator Duties

- The President shall have the following authority and responsibilities:
 - Call all regular and special meetings.
 - Develop the agenda for all regular and special meetings.

- Preside over all meetings.
 - Appoint all standing and special committees.
 - Fill vacant officer positions by appointment.
 - Represent the SGA@TSC as needed, both on and off campus.
 - Consult regularly with the SGA@TSC Advisor(s) on all current concerns and activities.
 - Ensure all provisions of this Constitution are faithfully implemented and followed.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@TSC at regular and special meetings.
- The Vice-President shall have the following authority and responsibilities:
 - Assist the President in his/her duties.
 - Assume all powers of the President in his/her absence or when so directed by the President.
 - Represent the SGA@TSC as needed, both on and off campus.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@TSC at regular and special meetings.
- The Secretary shall have the following authority and responsibilities:
 - Maintain written records (minutes) of meetings.
 - Keep minutes and other documentation filed accurately.
 - Maintain official membership roll.
 - Prepare general correspondence including meeting agenda, letters and memos, and send out notices of meetings.
 - Have this Constitution, a list of committees with their members, the official membership roll, and the current meeting agenda available at each meeting.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@TSC at regular and special meetings.
- The Parliamentarian shall have the following authority and responsibilities:
 - Provide advice regarding parliamentary procedure to the President, Officers and Senators during meetings.
 - Inform the President of errors in parliamentary procedure.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@TSC at regular and special meetings.
- The Historian shall have the following authority and responsibilities:
 - Maintain SGA@TSC website/Facebook.
 - Post minutes from meetings and meeting schedule on SGA@TSC website.
 - Maintain photos and other records other than those kept by the Secretary.

- Treasurer
 - Oversee monetary transactions including fundraising and social activities.
 - Prepare and maintain an annual budget.
 - Report financial situation at every executive and general board meeting.
 - Provide financial consultation on all programming events done through the standing committees.
 - Assist in planning and forecasting accurate budget.

- Sergeant-at-Arms
 - Must be able to keep peace at all meetings
 - Maintains order and decorum among members and all persons present at meeting.
 - Responsible for the comfort and convenience of the assembly
 - If the Sergeant of Arms and the President agree that a specific member is in violation of student code of conduct, they have the authority to remove the individual from the meeting.

- The Senators shall have the following authority and responsibilities:
 - To lawfully represent the student body at Texas Southmost College by obtaining valid and reliable facts regarding the interest and well-being of the student body in order to justly make decisions regarding student issues and concerns.
 - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA@TSC at regular and special meetings.
 - Participate in discussion on matters that are presented at regular and special meetings.
 - Provide support during SGA@TSC activities.
 - Chair and participate in assigned committees. (Only Senators can chair committees)
 - Try to be present at most SGA@TSC sponsored events, including, but not limited to various social events and Campus-wide and community service projects sponsored by the SGA.
 - Perform all duties outlined in the TSC Constitution.

Article VI - Meetings

Section 1: Frequency

Campus SGA@TSC meetings will be held on a minimum of, but not limited to, a weekly basis and member attendance is mandatory.

Standing and Special Committee meetings will be held as necessary.

Section 2: Establishment of Quorum

A quorum shall consist of a simple majority of the officers. An Advisor must also be present in order to establish quorum.

Section 3: Rules of Order

The rules contained in the current edition of Roberts Rules of Order, The Modern Edition, shall govern the SGA@TSC in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the SGA@TSC may adopt.

Article VII - Advisor Appointment and Duties

Section 1: Advisor Appointment

SGA@TSC Advisors are appointed by the Director of Student Life.

Section 2: Duties

- The SGA@TSC Advisor shall have the following authority and responsibilities:
 - Provide guidance for students to properly fill their roles in the SGA@TSC.
 - Attend all meetings and activities.
 - Serve as a resource to the SGA@TSC regarding Texas Southmost College policies and procedures.
 - Advise the SGA@TSC regarding financial matters and ensure that adequate accounting procedures are established and followed.
 - Deposit all money received in the Campus SGA@TSC account.
 - Prepare a financial report for all regular meetings.
 - Call special meetings to discuss an unusual situation or opportunity.
 - Serve as liaison between SGA@TSC and College Administration.

Article VIII - Committees

Standing and special committees are appointed by the President and meet as necessary.

Article IX - Communication

SGA@TSC members represent the concerns of students at Texas Southmost College, and not personal agendas. All communication to students, College administration, faculty and College committees must be approved by majority vote at a regular or special SGA@TSC meeting.

Section 1: Students

SGA@TSC members are expected to interact with students regularly to determine specific issues and concerns and present these concerns to the SGA@TSC at regular and special meetings.

Surveys may be used to obtain student input. Surveys must be reviewed and approved by the Director of Student Life. Petitions are not an approved method of surveying students.

Section 2: College Administration

SGA@TSC members must follow appropriate protocol when proposing issues to College administration. All communication to College administration must be forwarded through the Director of Student Life.

Section 3: College Faculty

SGA@TSC members must follow appropriate protocol when proposing issues to College faculty. All communication to College faculty must be forwarded through Director of Student Life.

Section 4: College Committees

SGA@TSC members are encouraged to serve on College committees. All requests to serve on College committees will be forwarded to the appropriate committee chair by the Director of Student Life.

Article X - Resignation

Any member of the SGA@TSC who wishes to resign must inform the SGA@TSC or Advisor in writing.

The resigning member shall be held accountable for his/her actions prior to resignation.

Following the resignation of an Officer, the President is responsible for filling the vacant position by appointment.

Should the President resign, the Vice-President shall immediately assume the position of President.

Article XI - Disciplinary Action

All SGA@TSC members are expected to abide by the Texas Southmost College Student Code of Conduct and the articles of this Constitution or face disciplinary action by the Director of Student Life. Disciplinary action may include removal from office, removal from the SGA@TSC, or other sanctions outlined in the Student Code of Conduct.

Should a SGA@TSC Officer not fulfill the responsibilities of their office, they may be removed from that office by two-thirds (2/3) majority vote of a quorum present at a special meeting called for that purpose.

Article XII - Constitutional Amendments

Section 1: Amendment Process

Any Texas Southmost College student may introduce proposed amendments to this Constitution. The amendment must be presented in writing.

Section 2: Ratification

Acceptance by two-thirds ($\frac{2}{3}$) majority vote of a quorum present at any SGA@TSC and approval by the Director of Student Life shall be necessary for adopting an amendment to this constitution. All legislation properly enacted thereafter shall become effective and shall replace all previous provisions.