Student Government
Three Rivers Community College

Article I – Name

The name of this organization shall be called the Student Government of Three Rivers Community College.

Article II - Object and purpose

A. To serve as the official liaison between the student population, faculty and administration to Promote the rights, education and general welfare of all students at Three Rivers Community College.
B. To fairly distribute student activity funds to student organizations, clubs and activities that support students.
C. To officially charter all student organizations and clubs at Three Rivers Community College and to ensure that student organization's policies and procedures are followed when disputes arise between a club/organization and a member.
D. To improve the college community environment on behalf of the student body.

Article III - Membership & Officers

A. All students holding a seat on the Student Government must be enrolled at the college and must maintain a cumulative 2.0 GPA and remain in good academic standing.
B. Membership term shall be for one academic year.
C. Only members are eligible to vote for allocations.
D. Membership will not exceed 60 members.
E. Membership shall be terminated for any of the following reasons:
   1. Member is no longer registered at the college.
   2. Member has four (4) consecutive unexcused absences from Student Government meetings.

Student Government membership is defined as one of the following: Executive Board, General Representatives and Student Organization Representatives.

F. Executive Board
   1. President
   2. Vice-president
   3. Secretary
   4. Treasurer
   5. Governance Council Representative
   6. Student Events Programming Chair

G. General Representatives reflecting a cross section of college curricula

H. Student Organization Representatives
I. Student Government Advisors

Article IV - Duties and Responsibilities

A. All members of the student Government are responsible for the following:
   1. attend scheduled meetings of the Student Government
   2. maintain contact with the student body and discuss important issues
   3. adhere to a code of conduct and to behave in a professional manner
   4. notify any member of the executive board in a timely fashion if unable to attend
      Student Government meetings and/or sponsored functions

Article V - Elections & Appointments

A. Nominations for Student Government President, Vice-President, Secretary, Treasurer,
   Governance Council Representative, and Student Events Programming Chair will take
   place 5 weeks before the end of the spring semester. A college wide election shall take
   place one (1) week after nominations and shall be by secret ballot of the student body.
   The elected officers shall take office the first day of the summer semester.
B. Nominations for Student Government general representatives shall take place before the
   end of September. The election shall take place one (1) week after the nominations.
C. Nominations for student organization representatives will take place by the end of
   September and February for a new nursing class. Elections will be held by the
   membership of the organization.
D. Elections to fill vacancies should be held within two weeks of notification that a vacancy
   exists.
E. Any Student wishing to run for an elected position of Student Government must submit a
   Student Government Intention Form.

Article VI – Meetings

A. Meeting Schedule
   1. Student Government shall meet on a weekly basis unless cancelled by the Executive
      Board. The Executive Board shall set Student Government meeting times and places.
      All meetings are public meetings and are open to anyone wishing to attend.
B. Special Meetings
   1. The Executive Board can call special meetings with no less than two days notice to the
      membership.
C. Quorum will be two-thirds (2/3) of the active membership.

Article VII - Amendment Procedure

A. Amendments shall be approved by two-thirds (2/3) vote of the Student Government
   active members.
B. No amendment shall be voted on without one (1) week’s notice at a regular Student
   Government meeting.
Student Government
Three Rivers Community College
By-Laws

Article 1

Section 1: Name

The name of this organization shall be the Student Government of Three Rivers Community College.

Section 2: Precedence

The by-laws in this document are the codes, policies, and procedures that the Student Government shall use to run its operations, and events at Three Rivers Community College.

Section 3: Mission

The mission of the Student Government shall be to:

A. To serve as the official liaison between the student population, faculty and administration. To promote the rights, education, general welfare and interests of all students at Three Rivers Community College.

B. To oversee, manage, and fairly distribute student activity funds to student organizations, clubs and activities that support students.

C. To officially charter, and promote all student organizations and clubs at Three Rivers Community College.

D. To improve the college community environment on behalf of the student population.

Article 2

Section 1: Membership

Student Government is open to all Three Rivers Community College students and alumni (who may serve as non-voting members), who meet the terms and conditions of Student Government membership which state as follows:
A. Be enrolled as a Three Rivers Community College student.

B. Maintain a cumulative 2.0 GPA and remain in good academic standing as defined by Three Rivers Community College policies.

C. Students who desire to become a member of student government shall receive information regarding the student Government prior to becoming a new member. Information will include current copies of the Bylaws, and Constitution of Student Government, and a brief summarization/overview of what the responsibilities of being a Student Government representative entails.

D. Said student shall complete membership registration form and return the completed form to a Student Government Executive Board member.

E. Once properly submitted the vice-president or appropriate officer shall motion to postpone acceptance of new member until the following meeting.

F. The purpose of postponing acceptance of a new member until the following meeting is to allow Student Government time to verify student eligibility and allow the student to review student government new membership material. The item of new membership shall be an agenda item for the following meeting and acted on accordingly.

G. If early departure is required by any member, notice must be given to the secretary prior to the start of a meeting.

H. Membership shall not exceed 60 members, including general representatives.

Section 2: Club Representatives

A. Each recognized student organization, or club at Three Rivers Community College shall have a representative member of Student Government.

B. Representative/alternative must be able to attend Student Government regular scheduled meetings.

C. If no representation is provided, all allocations for the club or organization shall be frozen after six (6) consecutive unexcused absences. After attending two (2) consecutive meetings, voting privileges and funding access will be restored.
Section 3: Membership Administration

A. Vice-President shall maintain an updated membership roster of current members to monitor attendance and record contact information.

B. If a current member is placed on academic probation or other disciplinary holds, the member shall be suspended until such probation or hold is removed.

C. If a member/general representative has three (3) consecutive unexcused absences from Student Government meetings, the Vice-President shall move to suspend member until such time as a member of the Executive Board has had the opportunity to consult with the member to determine their status.

D. An absence is excused when the 'to be' absent member consults with an Executive Board member of student government, who will be present at the upcoming meeting, as to the reason of the absence. Consultation by recipient must be given by the upcoming student government meeting to the Executive Board.

Article 3

Section 1: Meetings

A. All Student Government and Executive Board meetings shall adhere to the following authority and guidelines:

1. Three Rivers Community College (when applicable)
2. Student Government By-Laws
3. Student Government Constitution
4. Robert's Rules of Order

B. In all cases where authority is in question or absence in guidance, the Three Rivers Community College Policy will be applied.

C. If a situation arises that is not addressed by the listed authorities, Student Government shall defer to the appropriate Dean for resolution.

D. Schedules of student Government Meetings for the semester stating time, date and location shall be posted by the student government secretary at the campus cafeteria, outside the student government office, and where need be.

E. Meetings shall last no longer than 90 minutes, unless so moved to extend the present meeting.

F. If meeting cancellations, change of time or location occurs' such notice will be posted in the campus cafeteria and outside the student Government office no less than 24 hours before the meeting occurrence.
Section 2: Meeting Administration

A. The President shall present an Agenda for each meeting and supply copies upon request.

B. The order of the regular business of student government shall be:

1. Call meeting to order
2. Roll Call
3. Introduction to Guests / Induction of new members
4. Approval of previous minutes
5. Treasurers Report
6. Dean and Committee Reports
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

C. For the purpose of conducting general business, a quorum of two thirds (2/3) of the Student Government, excluding non-voting members, must be present at the meeting.

D. The Executive Board can call special meetings no less than forty-eight (48) hours notice to the membership.

E. If member, officer, student organization representative, or guest becomes disruptive, presiding officer shall take appropriate action as they see fit.

Section 3: Voting Procedures

A. A simple majority is needed to pass any motion before the Student Government body, unless so otherwise stated in Robert’s Rules of Order, or the Constitution / By-laws of the Student Government.

B. All General Representatives, Student Organization Representatives, and Officers (except the President, unless breaking a tie) may vote on issues.

C. Alternate Representatives may vote if the club or organization representatives are absent or if a special election is held.

D. If the Vice President is acting as the President, the acting President may only vote to break a tie.

E. Before a vote can be made it must have a motion and a second.
**Article 4**

**Section 1: Finances**

A. All disbursements drawn on funds of Student Government shall be in conformity with Student Government By-laws, and procedures.

B. All student organization budget requests shall adhere to procedure outlined in Student Organization Budget Requests.

C. All requests for allocations/disbursement of Student Government funds shall be submitted at regular Student Government meetings and the Treasurer will make motion to postpone request until next meeting.

D. Presiding officer will have a postponed request as an agenda item for following meeting.

E. There shall be no financial commitments made of Student Government funds without appropriate membership action. Student Government will not entertain authorizing expenses made without such authorization.

F. Once an allocation / disbursement is approved, the treasurer shall insure that all necessary documentation and recordings are complete. Definition of Treasury Record is as follows:

G. A simple set of books available on campus shall be kept by the Treasurer, beginning with the current years approved budget. The books shall show all amounts deducted from the budget including all allocations expenditures and other disbursements. All signed allocation forms, vouchers and records shall be kept for book purposes and be sent to the student Programs Coordinator.

H. No Student Government member may draw remuneration from funds of the Student Government.

**Section 2: Operating / Student Organization Budget Requests**

1. Any recognized student organization/club at Three Rivers Community College may submit to Student Government at any regular scheduled meeting, or at special meetings if need be. Operating budgets for Student Activities Office, Student Government, Cultural Fine Arts Committee, and the Scholarship Fund must be submitted to the Student Government by no later than the first regularly scheduled meeting of October of that academic year.

B. Any Budget Request missing any of the following information shall be rejected;
1. A properly completed Budget Request Form
2. Minutes of which club expenditure was approved
3. Revenue/expense form

C. Student organization/club presenting allocation must present a minimum of 10 copies.

D. After members present have reviewed properly completed budget request, the presiding officer shall state that the Budget Request will be tabled until the following meeting.

E. The presiding officer shall include the Budget Requests as an agenda item for the following meeting.

F. At following meeting the body will act on the budget request accordingly provided the student organization requesting the allocation has a delegate in attendance. If no delegate is present, allocation shall be postponed until delegate is present, and procedure outlined above shall be adhered to.

G. If a student organization misuses their appropriations, said organization is subject to having their accounts frozen until such time as an appropriate audit can be conducted.

H. No student organization officer, member, or advisor shall receive direct remuneration drawn from the funds of the student organization.

**Article 5**

**Section 1: Code of Ethics**

**Importance of Code of Ethics**

The importance of a Code of Ethics is to establish a standard of conduct for members of the Student Government. The result of adhering to this code will be an effective, and an efficient student government body. Therefore all members of the student government, weather appointed or elected, shall abide by the Code of Ethics in carrying out their duties as a member of Student Government. Student Government shall hold all members both appointed and elected to the same ethical standards and levels of accountability.

**Student Government Code of Ethics**

1. No Student Government member shall knowingly misrepresent the truth while acting in the capability as a Student Government member

2. No Student Government member shall bestow favors; make undue use of influence of powers of office, or other consideration of any kind in exchange for any kind in exchange for anything of value.
3. No Student Government member shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Student Government. Each member must be able to give a thorough account of all Student Government funds spent by themselves, and give a thorough inventory of all goods and services received.

4. Each Student Government member shall abide by all established Three Rivers Community College Policies, and Executive Board policies established by the By-Laws and Constitution of said organization.

5. Each Student Government Executive Board member must make every reasonable attempt to fulfill their responsibilities as outlined in the Executive Officer Descriptions/Duties section of Article six (6) this document. Each member must discharge/resign their duties in good faith and with due regard for the welfare of the entire Three Rivers Community College if and when need be.

Section 2: Complaint Procedure

Any member of Student Government who has violated the code of conduct may be disciplined only after the ethics committee follows the procedures listed below

A. Ethics Investigation Procedure

1. The Ethics committee shall be chaired but the Vice-President unless Vice President has interest in such matter, where President will chair committee. There shall be a minimum of 5 members including chair on the committee.

2. If President has interest in such matter, Chair procedures will follow as such; Secretary, Treasurer, Governance, Special Events Coordinator

3. All Complaints must be submitted in writing to the Vice President or chair as outlined above.

4. The Ethics committee chairperson will notify all parties involved by electronic mail within one calendar week after complaint is received. The notification shall set a date and location for the interview to be held.

5. The interview shall be held within 3 weeks of complain unless unable to meet due to school breaks, then Ethics committee shall determine an appropriate date, which will be no later than 2 weeks after break has completed.

6. The Ethics committee as a whole shall interview all parties involved individually. The Ethics committee chairperson shall appoint a recorder to record all questions and answers stated during the interview (minutes). The Recorder, the chair, and the interviewee shall sign the minutes to verify their accuracy. If any interviewee does not sign minutes then their position is void. If either chair or recorder refuse to sign then they are in violation of the Code of Ethics.
7. After the interviews are completed the committee will set a date and location for a final meeting in which both the defendant and plaintiff will be present.

8. Interview will be held no later than 3 weeks after the first interview, unless unable to meet due to school breaks, then Ethics committee shall determine an appropriate date which will be no later than 2 weeks after break has completed.

9. At the final meeting all parties, and all Ethics Committee members must be present to answer any and all final questions.

10. Notification of findings will be made to all parties involved within one week of conclusion of final meeting unless additional meetings are necessary.

11. Committee procedures shall adhere to the following: Three Rivers Community College Policy, Student Government By-Laws, and Student Government Constitution.

12. The complaint and findings of the Ethics committee will be presented to Student Government at the soonest possible regular scheduled Student Government meeting. Student Government members shall then vote by secret ballot on the action(s) recommended by Ethics Committee.

13. Defendant may appeal decision by procedures described below.

Section 3: Appeal Procedures

Disciplinary Action Appeal Procedures

1. Any member who has a disciplinary action taken against them may request an appeal. Request must be submitted in writing to Student Government before the second meeting after disciplinary action was taken.

2. Presiding Officer shall form an Appeal Committee to determine if appeal is valid. Validity or non-validity and reasons for such shall be given at following regular scheduled meeting. Appeal Committee shall consist of a minimum of 4 members none of whom shall be members of the ethics committee. Chair procedures for Appeal Committee will follow Ethics Committee Chair procedures found in Ethics Committee Procedures

3. Appeal Committee shall review appeal, and Ethics Committee investigation report.

4. If Appeal Committee states the appeal is valid, the appellant shall have five (5) minutes immediately afterwards to articulate their position.

5. Student Government members will then vote on the appeal by secret ballot. A two-thirds (2/3) majority of membership present shall be required to uphold appeal.
6. If appellant is still dissatisfied by the Student Government’s decision appellant may consult with Dean of Student Services who will take appropriate action.

Section 4: Club Organization Appeal Procedure

1. Any student member of a club or organization who has a disciplinary action may request an appeal in writing to a Student Government Executive Board member who will in turn consult the Executive Board as a whole pertaining to such matter.

2. The appellant must provide the following in writing with the appeal request; their name, Club/Organization, Date of last meeting, Reason for appeal.

3. Student Government Executive Board will consult appropriate club/organization for copies of all documents and information pertaining to the action that was taken, and reason for it.

4. The Executive Board will also be provided with the Club/Organization’s presiding policies that were in effect at the time of incident. (Constitution, Bylaws, Disciplinary Procedures, etc.)

5. Executive Board will then review the appeal and documentation to determine if the appeal is valid.

6. An appeal shall be valid only if the club or organization did not follow its own policies and procedures outlined in the club/organization’s Constitution,

7. If appeal is found to be valid, then the previous actions taken by the Club of Organization is null and void.

Article 6

Executive Officer Descriptions/Duties

A. To serve as an officer of Student Government a member must have been a member in good standing with Student Government for 1 academic year.

B. If an officer is placed on academic probation of disciplinary holds, said officer shall be suspended until such probation/hold is removed.

The elected officers of Student Government shall be defined as:

1. President

The duties of the president shall include but not be limited to:

- Chief Executive Officer
• Conducting all Student Government Meetings and Executive Board meetings in accordance with Roberts Rules of Order
• Prepare meeting agendas
• Can not make motions on the floor
• He/She may “entertain” a motion on the floor
• Not authorized to vote except to break a tie
• May not participate in debate while occupying chair. Can only participate in debate by turning over chair to vice-president of someone else acceptable to the group
• May participate in open discussions
• Establish relationship with College President
• Establish relationship with Student Programs Coordinator
• Has the right of ex-officio (“by virtue of the office”) the right to serve on committees at their discretion
• May appoint vacant Executive Board positions with a two-thirds (2/3) majority of Student Government membership in the event of a vacant officer position

2. Vice-President

• Primary function is to assume the duties of president when he/she is absent
• Chair Ethics committee
• Maintain current membership Roster
• Be involved in at least on Dean/Academic Committee
• Assist Special Events Coordinator as needed/ assist in promotions
• Ensure quorum is present at regular meetings
• Verify if quorum is present at all regular scheduled meetings

3. Secretary

• Main function is to take minutes at all regular Student Government meetings.
• Maintain executive board office hours
• Act as President Tempore in absence of the President and Vice President
• All minutes, letters and attendance sheets shall be stored in the Student Government office for no less than two (2) academic years
• Minutes shall be posted in designated areas for general view after approval at regular scheduled meeting no later than 48 hours after approval
• Changes to the minutes can only occur at regular scheduled meeting and with a majority vote as in accordance with Robert’s Rules of Order
• Provide copies of minutes to all members of Student Government by following scheduled regular meeting

4. Treasurer

• Responsible for all finances of Student Government
• Present accurate Treasurer’s Report at each regular scheduled Student Government meeting
• Responsible for meeting with Student Programs Coordinator once (1) weekly to exchange necessary documentations
• Keep accurate record of funds for current fiscal year, and any unallocated surpluses.

• Ensure Budget Requests are properly presented and all information required is present
• The Treasurer shall keep a single set of books in the Student Government office for no less than two (2) academic years which will include the following:

  1) All Budget Requests (Tabled and Approved)
  2) All allocations
  3) All expenditures and other disbursements
  4) Payment Vouchers
  5) Treasurer’s Reports

5. Special Events Coordinator

• Prepare anticipated budget for events. Additional funds may be requested if need be.
• Act as media coordinator for Student government by establishing contact and relationships with various Three Rivers Community College media outlets.
• Maintain on-line Special Events Calendar
• Responsible for promotions of Student Government Events

6. Governance Council Representative

• The purpose of the Governance council is to address major institutional planning and policy issues and to provide a forum for discussion of other important college issues. Body meets twice monthly and includes representatives for all major college constituencies.
• Governance Council Representative is responsible for establishing relationship with Governance Council Chair.
• Governance Council Representative is also responsible for reviewing the most recent Three River Community College “Governance Document” for further details of position

7. All Officers are required to:

• Have a working knowledge of Three Rivers Community College Policies, Student Government By-Laws, Constitution, and Robert’s Rules of Order
• Establish at least three (3) hours in the Student Government Office (if circumstances prevent the establishment of office hours then issue may be addressed by executive board which will make necessary arrangements)
• Office hours may include club meetings, Student Government scheduled events etc., etc.,
• Ensure proper Leadership transfer, including briefing candidates on all responsibilities associated with their position. As well as transferring any pertinent documents to the incoming officer.
• Student Government officers shall have the authority to approve expenditures less than fifty dollars ($50.00) from only Student Government related accounts.
• Expenditures greater than fifty dollars ($50.00) must be approved by a majority vote of Student Government membership.

8. Staff and Faculty Advisors for Student Government
• Student Government must maintain a minimum of two advisors; if an advisor needs to step down, then a replacement must be selected within a thirty (30) day period.
• Replacement advisors must be approved by a majority of both the Student Government Executive Board and the remaining advisor(s). If all advisors need to step down a new advisor needs to be selected within seven (7) days.
• A minimum of two (2) advisor signatures must be present on all budget requests. In the event of only one advisor then no less than two (2) executive board members must sign the request.

Article 7

Section 1: Elections

A. Election Committee Duties

• The committee shall do the following at the first meeting:
  i. Review previous election report and sections Two (2) and Three (3) of this article and determine if any changes are needed to run the elections more efficiently or prevent problems.
  ii. Set up the election schedule; elections will be held no later than two (2) weeks prior to the end of the current spring semester.

• If changes are to be made, the following procedure must be followed:
  i. The committee must write the changes and submit them to Student Government for review.
  ii. A two-thirds (2/3) majority vote is needed to make changes.
  iii. No changes may be made once intent forms have been submitted.

• The election schedule shall include the following:
i. Times of election.

ii. A schedule of ballot box monitors.

- The committee will review all candidates qualifications prior to the election.

Section 2: Candidates

A. Candidates must submit intent forms/intent forms include name of candidate, position running for, qualifications for all positions, and require twenty signatures from Three Rivers Community College Students none of which may be current Executive Board members

B. If no intention forms are submitted for a particular position, then nominations may be made at regular Scheduled Student government meeting.

C. President may vote to break the tie

D. Candidates must meet the following requirements:

1. A current student at Three Rivers Community College in good academic standing as defined by Three Rivers Community College Policy

2. Maintain a minimum G.P.A of 2.0

3. Be enrolled or planning to enroll for at least six (6) credits for the following fall semester

4. Been an active member for at least one (1) semester, if running for President or Vice-President

5. Not have any disciplinary action either pending or greater than a warning against them in Student Government

6. If candidates do not meet the listed requirements, they shall be ineligible

Section 3: Election Procedures

The election must be posted two (2) calendar weeks before nominations (dates and times along with locations must be printed) to inform the student body

A. The Ballot Box

1. During the election, the ballot box must be watched at all scheduled times

2. The ballot box shall be secured by one of the Student Government Advisors at all times between the scheduled times of elections

3. The ballot box shall be secured by one of the following parties:
   a. Members of the Election Committee
b. Persons appointed by the Committee  
c. Student Government Advisors  
4. The ballot box will remain sealed during the entire election  

5. The ballot box will be opened by at least two (2) members of the election committee, one of which being the committee chairperson. A student Government Advisor must also be present.  

B. Ballot Forms  

1. The forms must show nominee’s names  
2. No write-ins are allowed on the ballot forms. If a write-in is found on a ballot form, then the ballot is void  
3. Students name must be crossed off a master list after voting  
4. Candidates may not campaign or stand within fifteen (15) feet of the ballot box during any time of the election with the following exceptions:  
   a. Candidates are casting their own votes  
   b. Candidate is running unopposed  
5. The committee will count the ballots and record the results after the election is completed  

7. The committee will also count the names crossed off the master list and compare it to the number of ballots in the ballot boxes. At the discretion of Election committee, if a discrepancy arises, the election will be voided and reelectons held within the following week.  

8. Results must be posted within forty-eight hours after ballots have closed  

C. Election Tie-Breaking Procedure  

1. In the case of a tie the following procedures shall be used to break the tie:  

2. A special meeting of Student Government shall be held within two (2) calendar days of the posting of the results.  

3. Each candidate will be given the opportunity to give a speech lasting no longer than five (5) minutes.  

4. After candidates have spoken, speakers (as defined below) will have the floor  

5. After all candidates and speakers (see section below) have spoken, a secret ballot to select the candidate for the seat shall take place. Candidates must win by at least one (1) vote
6. If tie remains, the Presiding Officer shall cast the tie-breaking vote

D. Policies for Speakers

1. A speaker is defined as any student who wants to speak on the behalf of a candidate

2. A speaker must first notify the election committee prior to the start of the special meeting (mentioned above) in writing, which must include the following:
   a. Their name
   b. For which candidate they will be speaking for
   c. The election committee will then notify the other candidate(s) involved

3. All speakers are allowed three (3) minutes to deliver their speech
4. Speakers can only speak on issues that directly relate to Student Government
5. If content of speech becomes offensive, or unrelated to Student Government the speaker will be stopped immediately and the speech shall be voided form the record

E. Officers Elect

1. All newly elected officers shall attend the remaining Executive Board meetings as non-voting members

2. All newly elected officers will go over all records pertaining to position, and review policies and procedures.

3. Incumbent officers are responsible for ensuring proper leadership transition

F. Election Report

1. After the election results are final, the chairperson will fill out an election report for review before next year’s election

2. All members will review and sign the report following all amendments, if any have been approved by a majority vote of the committee

Article 8

Section 1: Clubs and Organizations

Recognition Procedure and Requirements
A. Any club or organization seeking recognition must have the following:
   1. Written Constitution/By-laws stating club procedures, guidelines, etc.
   2. A faculty or staff advisor from TRCC
   3. A minimum of five (5) members
   5. Two (2) of the following officers
a) President
b) Treasurer