

Student Government Association

Three Rivers Community College Constitution

Article I- Name

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

Article II- Object and Purpose

- A. To serve as the official liaison between the student population; faculty, staff and administration; the community; and to promote the rights, education, and general welfare of all the students at Three Rivers Community College
- B. To fairly distribute student activity funds to student organizations and activities that support students
- C. To officially charter all student organizations at Three Rivers Community College and to ensure that Student Government and Student Programs policies and procedures are followed
- D. To improve the college community environment on behalf of the student body

Article III- Membership, Officer Descriptions, and Duties

- A. All students holding a seat on the Student Government Association must be enrolled at the college, 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
- D. Membership may be terminated for any of the following reasons:
 - 1. Member is no longer registered at the college
 - 2. Member has four consecutive unexcused absences from the Student Government Association meetings
- E. Student Government Association membership will be defined as one of the following: Executive Board, General Representative, or Student Organization Representative.

1. Executive board members, excluding the President, can choose to vote on behalf of a club that they are an active member of or as a general representative; executive board member do not vote on behalf of their executive position.
2. Executive Board will consist of:
 - a. President
 - i. Chief Executive Officer
 - ii. Conducts all Student Government Association meetings and Executive Board meetings in accordance with Roberts Rules of Order
 - iii. Prepares meeting agendas
 - iv. Cannot make motions on the floor
 - v. May “entertain” motion on the floor
 - vi. Not authorized to vote except in the event of a tie
 - vii. Establish a relationship with College President
 - viii. Establish a relationship with Student Programs Coordinator
 - ix. Has the right of ex-officio (by virtue of the office) to serve on committees at own discretion
 - x. May appoint vacant Executive Board positions with a two-thirds (2/3) majority of Student Government Association membership vote in the event of a midterm vacant officer position
 - xi. All minutes, letters, and attendance sheets shall be stored in the student government office for no less than two (2) academic years
 - b. Vice-president
 - i. Assume the duties of the president when he/she is absent
 - ii. Chair the Ethics Committee
 - iii. Maintain current membership roster
 - iv. Be involved in at least one Dean/Academic Committee
 - v. Assist Governance Chair in their absence
 - vi. Ensure and verify quorum is present at all meetings
 - c. Secretary
 - i. Take minutes at all regular Student Government Association meetings
 - ii. Act as President Tempore in absence of the President and Vice President
 - iii. Post minutes in designated areas for general view no later than 48 hours after recording them
 - iv. Changes to the minutes can only occur at regularly scheduled meetings with a majority vote as in accordance with Robert’s Rules of Order

- d. Treasurer
 - i. Responsible for all finances of the Student Government Association
 - ii. Present accurate Treasurer's Report at each Student Government Association meeting
 - iii. Responsible for meeting with Student Government Advisor once weekly to exchange necessary documentations
 - iv. Keep accurate record of funds for current fiscal year and any unallocated surpluses
 - v. Ensure Budget Requests are properly presented and all information required is present
 - vi. Keep a single set of books in the Student Government Association Office for no less than two academic years which will include the following:
 - 1. All budget requests
 - 2. All allocations
 - 3. All expenditures and other disbursements
 - 4. Payment vouchers
 - 5. Treasurer's reports
- e. Governance Council Representative
 - i. 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 from all major college constituencies, including student body. The Student Government Governance Council Representative is responsible for attending all Governance Council meetings and providing Student Government with a report of the meetings
 - ii. Speaks on behalf of the student body when representing Student Government at Governance Council meetings
 - iii. Responsible for establishing a relationship with the Governance Council Chair
 - iv. Responsible for reviewing the most recent Three Rivers Community College "Governance Document"
- f. Campus Activity Board Chair
 - i. The Campus Activity Board is responsible for planning events on campus for students and the greater TRCC community.
 - ii. The CAB Chair coordinates all the CAB volunteers and oversees the events.

- iii. It is the responsibility of the CAB Chair to communicate with Student Government regarding event planning and spending.
 - g. All officers are required to:
 - i. Have a working knowledge of the Three Rivers Community College Policies, Student Government Association Constitution and By-Laws, and Robert's Rules of Order
 - ii. Establish at least five weekly hours in the Student Government Office (circumstances preventing the establishment of office hours will be addressed by the executive board on a case-by-case basis). Office hours may include Student Government scheduled events
 - iii. Ensure proper Leadership transfer, including briefing candidates on all responsibilities associated with their position, as well as transferring any pertinent documents to the incoming officers
 - iv. Student Government officers shall have the authority to approve expenditures less than fifty dollars only from the Student Government Association and Special Events accounts. Expenditures greater than fifty dollars must be approved by a majority vote of the Student Government Association membership.
- 3. General Representatives reflecting a cross section of college curricula:
 - a. Students who desire to become a member of Student Government Association shall receive information regarding the Student Government Association prior to becoming a new member. Information will include:
 - i. Student Government Association Constitution and By-Laws
 - ii. Summary of the Student Government membership responsibilities
 - b. Student shall complete membership registration form and return completed form to a Student Government Executive Board member who will notify the Vice-President, then forward the form to Student Programs to verify eligibility
 - c. Once properly submitted, the Vice-President, or appropriate officer, shall motion to postpone acceptance of the new member until the following meeting
 - d. The purpose of the postponement is to allow time to verify the eligibility of the new student and to allow the student to review the new membership material. The item of new membership shall be an agenda item for the following meeting and acted on accordingly
- 4. Student Organization Representatives:

- a. Each official student organization at Three Rivers Community College must have a representative member of the Student Government Association who attends all Student Government regular scheduled meetings
 - b. Organization Reps report back to their organizations on important votes, announcements, etc as well as bringing important organization information to Student Government
 - c. Organization reps are responsible for voting in the best interest of their organization, not the individual
5. All members of the Student Government Association are responsible for:
- a. Attending meetings of the Student Government Association
 - b. Maintaining contact with the Student body
 - c. Adhering to the code of conduct and behaving professionally
 - d. Notifying the Executive Boards in a timely fashion when unable to attend Student Government meetings and events.
6. Staff and Faculty Advisors for Student Government
- a. Student Government Association must maintain a minimum of two advisors, one faculty representative and one staff representative; if an advisor needs to step down, then a replacement must be selected within a thirty day period. Replacement advisors must be approved by majority of both the Student Government Association Executive Board and the remaining advisor(s). If all advisors need to step down a new advisor needs to be selected within seven days.

Article IV- Elections

- A. Candidates
- 1. Nominations for Student Government Association Executive Board will take place 5 weeks before the end of the spring semester.
 - 2. Candidates for the Student Government Association Executive Board must meet the following requirements:
 - a. A current student at Three Rivers Community College in good academic standing as defined by Three Rivers Community College Policy.
 - b. Maintain a minimum G.P.A of 2.5
 - c. Be enrolled in, or planning to enroll in, a minimum of six credits for the following fall and spring semesters.
 - d. Not have any disciplinary action greater than a warning against or pending against them.
 - e. Attended a minimum of thirteen meetings of the Student Government Association in the academic year that the elections are held.

B. Guidelines

1. A college wide election shall take place one week after nominations and shall be by secret ballot of the student body.
2. The elected officer shall take office the first day of the summer semester.
3. In the event that a position on the executive board receives only one nomination during the one week nomination period, the nominated individual will be invited to accept the position without a vote.
4. Vacancies should be filled by special election within two weeks.
5. In the event of a special election, if no nominations are given to fill the position following the original eligibility guidelines from Article IV Section A Point 2e, the election will open up to any student who has been attending TRCC for one full year, instead of having attended 13 Student Government Association meetings.
6. All newly elected officers shall attend the remaining Executive Board meetings as non-voting members.
7. New officers must spend a minimum of five hours with the current office holder for training purposes; when not possible, the new officer can train with any member of the Student Government Executive Board.
8. Tie Breaking
 - a. A special meeting of the Student Government Association shall be held within two calendar days of the ballot count.
 - b. Each candidate will have five minutes to speak about themselves.
 - c. Each candidate may also have three students speak on their behalf; speakers must submit their request to speak at the special meeting in writing to the executive board (if no election committee exists)
 - i. The submission must include the speaker's name and which candidate they are speaking for
 - ii. Speakers are allotted three minutes to speak.
 - iii. Only topics directly related to Student Government may be spoken about.
 - iv. If speech content becomes offensive or irrelevant, the presiding officer will stop the speech and strike it from the record.
 - d. After all candidates and speakers have spoken, a secret ballot to select the candidate for the position will take place.
 - i. The Ballot Box and Forms
 1. The ballot will clearly state each position and its nominations.
 2. No write-ins will be accepted; if a write-in occurs, the entire ballot is void.
 3. Candidates may not campaign within 15 feet of the ballot box.

4. During the election, the ballot box must be watched at all scheduled times.
 5. The ballot box is to be secured by one of the Student Government Association Advisors.
 6. The ballot box will remain sealed for the duration of the election.
 7. When opened, the ballots will be counted by both Student Government Association Advisors as well as one member of the Student Government Association, excluding all nominated parties and executive board members.
 8. A second count will be administered by two executive board members, under the supervision of one Student Government Association Advisor.
 9. Results will be announced at the following Student Government Association meeting and posted for viewing in the Student Government Association case.
 - e. If the tie remains, the Presiding Officer will cast the tie breaking vote.
- C. Voting on Surge
1. The election page will be found on the Student Government organizations page on Surge.
 2. The ballot will clearly state each position and its nominations.
 3. Upon closing of the election period, the official count is checked and validated on Surge by the Student Government Association Advisors as well as the Executive Board members, excluding any nominated parties.
 4. Results will be announced on Surge, at the following Student Government Association meeting and posted for viewing in the Student Government Association case.

Article V- Meetings

- A. Meeting Schedule
1. Student Government Association shall meet on a weekly basis, unless cancelled by the Executive Board.
 2. Meeting times and places shall be set by the Executive Board.
 3. All meetings are public meetings and are open to anyone who wishes 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.

- D. All meeting of the Student Government Association and the Executive Board shall adhere to the following authority and guidelines:
 - 1. TRCC Student Government Association Constitution and By-Laws
 - 2. Roberts Rules of Order
- E. Meetings shall last no longer than 90 minutes unless moved to extend the present meeting.
- F. Meeting Administration
 - 1. The President shall present an Agenda for each meeting and supply copies upon request.
 - 2. The order of the regular business of the Student Government Association shall be:
 - a. Call to order
 - b. Roll Call
 - c. Introduction of guests
 - d. President's Report
 - e. Approval of previous minutes
 - f. Treasurer's Report
 - g. Vice President's Report
 - h. Campus Activity Board Report
 - i. Governance Report
 - j. Committee Reports
 - k. Unfinished Business
 - l. New Business
 - m. Announcements
 - n. Adjournment
 - 3. If any member, officer, club representative, or guest becomes disruptive, the presiding officer shall take appropriate action as they see fit.
- G. Voting Procedures
 - 1. A simple majority is needed to pass any motion put before the Student Government Association, unless so otherwise stated in Roberts Rules of Order or the Constitution/By-laws of the Student Government Association.
 - 2. Before a vote can be made, it must have a first and a second.
- H. Amendment Procedure
 - 1. Amendments shall be approved by two-thirds vote of the Student Government Association active membership.

Student Government Association

Three Rivers Community College By-Laws

Article I- Precedence

- A. The By-Laws in this document are the codes, policies, and procedures that the Student Government Association of Three Rivers Community College shall use to run its operations and events.

Article II- Organizations

- A. Any organization seeking recognition must have the following:
 - 1. Written Constitution/By-Laws stating club policies and guidelines
 - 2. An organization email address with the password on file with the organization advisor
 - 3. A faculty or staff advisor from TRCC
 - 4. A minimum of 10 starting members
 - 5. The following office positions; President, Vice-President, who may have a second position; Secretary who may have a second position; Treasurer.
- B. Staying an organization:
 - 1. Organizations must meet twice a month; with at least one meeting on Three Rivers' campus
 - 2. Organizations must hold 4 events per semester
 - 3. Organizations must maintain at least 5 members, including an executive board as detailed in Article II, Section A, point 4.
 - 4. Organization must send a representative to Student Government in accordance with SGA attendance guidelines Article III, E, 3 and 4.
- C. Inactive Organizations
 - 1. Organizations will be ruled inactive after their third consecutive semester not meeting all the criteria listed in Article II, Section B.
 - a) At the start of the third semester of not meeting the above criteria, Student Government will email the club email address on file and copy the advisor to make them aware of their status.
 - 2. When an organization is ruled inactive, the name will be removed from quorum, the account closed, and the remaining balance transferred to Unallocated Funds.

Article III- Absence

- A. Excused
 1. The Vice-President, or President in the absence of, shall be the only person to excuse absences.
 2. An absence is excused when the “to be” absent member consults with the Vice-President as to the reason of the absence.
 3. The Vice-President will decide the validity of the reason with consult of the executive board or Student Programs.
 4. The excused absence will not count towards quorum.
- B. Unexcused
 1. The voting rights of the club will be suspended after three consecutive unexcused absences.
 2. After six consecutive unexcused absences, all funds will be frozen.
 3. Voting rights will be restored after two consecutive meetings
 4. Funds will be restored after four consecutive meetings.
 5. Unexcused absences will count against quorum.

Article IV- Finances

- A. Student Government Operating Budget
 1. All disbursements drawn on funds of the Student Government Association shall be in conformity with the Student Government Association By-Laws.
 2. There shall be no financial commitments made of the Student Government Funds over \$50.00 dollars without appropriate membership action.
 3. No Student Government Association Member may draw remuneration from the funds of the Student Government Association.
 4. Any individual may request to spend Student Government monies by presenting a Purchase Requisition with appropriate justification.
- B. Student Organization Allocation Requests
 1. A allocation request missing any of the following information will be tabled for 1 week:
 - a. A properly completed allocation request form
 - b. Minutes of which club expenditures were approved
 - c. Revenue/expense (SAF) report, from the previous semester
 2. All requests for allocations will be tabled for one week as an agenda item for the following meeting.
 3. Providing the Organization requesting the allocation is present, the body of the Student Government Association will vote on the budget in the meeting following the table.

4. If an organization misuses their funds, said organization is subject to having their account frozen until an audit can be conducted.
5. No student organization officer, member, or advisor shall receive direct remuneration drawn from the funds of the student organization.

Article V- Code of Ethics

A. Student Government Code of Ethics

1. No Student Government Association member shall knowingly misrepresent the truth while acting in the capability as a Student Government Association member.
2. No Student Government Association member shall bestow favors; make undue use of influence of powers of office; or other consideration of any kind in exchange for anything of value.
3. No Student Government Association member shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Student Government Association or TRCC. Each member must be able to give a thorough account of all Student Government Association funds spent by them, and give a thorough inventory of all goods and services received.
4. Each Student Government Association member shall abide by all established Three Rivers Community College Polices including the Student Government Association Constitution and By-Laws.
5. Each Student Government Association Executive Board member must make every reasonable attempt to fulfill the duties and responsibilities outlined in the Student Government Association Constitution.
6. Each Student Government Association member must resign their duties in good faith and with due regard for the welfare of the entire Three Rivers Community College population if and when need be.

B. Ethics Investigation Procedure

1. The Ethics committee shall be formed by a minimum of five members including the chair person, i.e. the Vice-President (in the event that the Vice-President has interest in the matter, the President shall be the chair person. Furthermore, if the President also has interest in it, then the Chair procedures will follow as such: Secretary, Treasurer, Governance Rep).
2. All complaints must be submitted in writing to the Ethics Committee Chair.
3. The chair will notify the committee within one calendar week of the complaint.
4. An interview will be held for the committee and the complainant within three weeks of the complaint.
5. The committee chair will assign a reporter to record all minutes (questions, answers, details). Minutes will be signed by the Chair, the reporter, and the interviewee. (If

the interviewee does not sign, the minutes are still submitted. If the reporter or chair does not sign, they are in violation of the Code of Ethics.)

6. The committee will interview all parties involved individually.
7. After the interviews are completed, the committee will set a date and location for a final meeting in which both the defendant and the plaintiff will be present.
8. At the final meeting, all parties and the committee must be present to answer any and all final questions.
9. Notification of findings will be made to all parties involved within one week of conclusion of the final meeting.
10. Committee procedures shall adhere to the Three Rivers Community College Policies, as well as the Student Government Association Constitution and By-Laws.
11. The findings of the committee will be presented to the Student Government Association at the soonest possible meeting. The Student Government Association will then vote by secret ballot on the action(s) recommended by the Ethics committee.
12. Defendant may appeal decision.

C. Appeal Procedures

1. Any member who has disciplinary action taken against them may request an appeal. Request must be submitted in writing to Student Government Association 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 the following regular scheduled meeting.
3. Appeal committee shall consist of a minimum of 4 members none of whom shall be members of the Ethics committee. Chair will follow the Ethics Committee procedures found in Article 5, Section B.
4. Appeal committee shall review appeal and Ethics Committee investigation report.
5. If Appeal Committee states the appeal is valid, the appellant shall have five minutes afterwards to articulate their position.
6. Student Government Association members will then vote on the appeal by secret ballot. A two thirds (2/3) majority of membership present shall be required to uphold the appeal.
7. If appellant is still unsatisfied by the Student Government Association's decision, appellant may consult the Dean of Student Services who will take appropriate action.

D. Organization Appeal Procedure

1. Any student member of an organization who has a disciplinary action levied from their organization may request an appeal in writing to a Student Government

- Association Executive Board member who will turn in consult the Executive Board as a whole pertaining to such matter.
2. The appellant must provide the following in writing with the appeal request:
 - a. Name
 - b. Organization
 - c. Date of last meeting
 - d. Reason for appeal
 3. Student Government Association Executive Board will consult the affiliated 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 presented with the organization's presiding policies that were in effect at the time of incident (Constitution, By-laws, etc.)
 5. Executive board will then decide the validity
 6. An appeal shall be valid only if the organization did not follow their own policies and procedures outlined in their Constitution.
 7. If appeal is found to be valid, then the previous actions taken by the organization is null or void.