

# **MERIDIAN COMMUNITY COLLEGE**

## **STUDENT GOVERNMENT ASSOCIATION**

### **CONSTITUTION**

#### **PREAMBLE**

We, the student body of Meridian Community College, in order to promote student government and unite the student body of Meridian Community College, shall strive to deal effectively with student affairs, to perpetuate the best traditions and ideals of Meridian Community College, to develop good citizens through experience in government, to promote collaborative relations between administration, faculty and students, to work with the administration in all matters affecting the welfare of the students, and to direct such student activities or endeavors that may benefit the students. To this end, so that the work of this College may be of lasting value to students as well as be in the best interest of the student body as a whole, we, the students of Meridian Community College, do hereby establish this Constitution for the Meridian Community College Student Government Association.

#### **ARTICLE I: NAME AND PURPOSE**

##### **Section A. Name**

1. This organization shall be known as the Meridian Community College Student Government Association, hereafter referred to as SGA.

##### **Section B: Purpose**

1. Purpose of SGA:
  - a. To act as a liaison to the College community on behalf of the student body by promoting cooperation and communication between the students, administration, faculty, and all campus clubs and organizations.
  - b. To listen to and, when appropriate, act upon the suggestions and concerns expressed by the student body.
  - c. To participate in leadership development activities.
  - d. To demonstrate leadership, honesty, loyalty and integrity through its actions.
  - e. To provide wholesome activities while encouraging a high standard of scholarship.
  - f. To serve as an advisory body to all students, clubs, and activities.

- g. To provide access to and participate in Special Olympics Events in order for Meridian Community College to become and maintain status as a Special Olympics Champion College.

## **ARTICLE II: MEMBERSHIP**

### **Section A: SGA Membership**

1. Members of the SGA are comprised of all students enrolled in at least one course for credit at Meridian Community College. "Interested students" include all credit enrolled students who desire to be SGA participants.
  - a. Membership shall be open to all current students of Meridian Community College regardless of age, race, color, religion, creed, gender, origin, disability, veteran or active military status, genetic characteristics, or any other category protected by law.
  - b. SGA members have the responsibility and right to vote in the election of Executive Cabinet officers and SGA Senators.
  - c. Faculty, staff, and administration may be invited to attend Executive Assembly meetings to provide information on topics of discussion; however, these individuals do not have voting privileges.
2. The Executive Cabinet, comprised of the President, Vice-President, Secretary, and Treasurer, is the representative body of the SGA and represents the members in all matters.
3. The Student Senate, comprised of seven (7) Student Senators, two (2) residents of student housing, two (2) general education majors, two (2) workforce education, and one (1) non-traditional student above 22 years of age of any discipline, are elected by the student populations corresponding to the discipline, housing or age requirement of the candidate.
4. The SGA Advisor(s) shall be appointed by the Meridian Community College President or Vice-President of Operations.
5. All of the aforementioned groups will convene at a minimum of once per semester at open-forum Town Hall Meetings, while the Executive Cabinet and Student Senate will meet once per month at scheduled Executive Assembly meetings.

## **ARTICLE III: ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES**

### **Section A: The Executive Cabinet**

1. The Executive Cabinet is not a decision-making body.
  - a. The Executive Cabinet is a recommending body that allows members of the SGA to have a voice in the affairs that affect their everyday college lives.

- b. These officers are elected by SGA members. The term of office for elected officers shall be for a maximum of one academic year from the date of installation to the end of the following spring semester.

**Section B: The Student Senate**

1. The Student Senate will assist the Executive Cabinet by establishing or maintaining committees, electing committee chairpersons, and determining the number of members needed for the committee to accomplish goals and objectives. Each Senator shall serve on at least one (1) SGA committee.
2. Senators will be responsible for investigating students' problems, making recommendations, and enacting appropriate legislation when there is no formal grievance procedure or other procedure carried out by college policies.
3. Senators shall be responsible for debating issues of importance and expressing the opinions of students on those issues.

**Section C: SGA Advisor(s)**

1. The SGA Advisor(s) will work closely with the SGA Executive Cabinet and Student Senate to provide guidance and direction in all activities and organizational functions.

**Section D: Interested Students**

1. Interested Students will work cooperatively in general events and functions of the SGA and participate in the voting process for elected officers.
  - a. Interested students are invited to attend Town Hall Meetings, have access to minutes, announcements of upcoming events, and make anonymous suggestions through provided links in the SGA Canvas course.
  - b. Interested students have voting privileges in the election of Executive Cabinet officers and Senators.
  - c. Interested students may work on committees established by the Student Senate.

**ARTICLE IV: DUTIES**

**Section A: Executive Cabinet**

1. The President will

- a. Administer and enforce all provisions of this constitution, using parliamentary authority and any other by-laws or standing rules this organization chooses to adopt.
- b. Set the agenda for and preside over all Executive Assembly Meetings
- c. Attend all SGA Senate meetings, campus activities and conferences.
- d. Call special meetings as needed.
- e. Vote only in case of a tie.
- f. Serve as the official representative spokesperson of the student body.
- g. Represent the SGA in all dealings with college administration, faculty, staff, and the Board of Trustees.
- h. See that all decisions of the SGA are carried out.
- i. Perform all other functions properly as Chief Executive.
- j. Play an active role in all SGA and SGA related events.
- k. Perform all other duties and functions as assigned by the SGA Advisor.

2. The Vice-President will

- a. Assume duties of the SGA President in his/her absence
- b. Be responsible for other SGA duties that the President deems necessary.
- c. Serve as a voting member of the Executive Cabinet.
- d. Oversee the organization of campus-wide events.
- e. Attend all SGA Senate meetings, campus activities and conferences.
- f. Play an active role in all SGA and SGA related events.
- g. Perform other duties as directed by the SGA President or assigned by the SGA Advisor.

3. The Secretary will

- a. Keep accurate records of all SGA meetings.
- b. Be responsible for all correspondence of the SGA.
- c. Obtain approval of the SGA Advisor and Executive Cabinet prior to posting minutes of all SGA meetings.
- d. Post approved minutes on the SGA Canvas course site.
- e. Serve as a voting member of the Executive Cabinet.
- f. Attend all SGA meetings, campus activities and conferences.
- g. Keep a record of attendance of all SGA related meetings and activities.
- h. Be responsible for other SGA duties that the President or SGA Advisor deem necessary.
- i. Play an active role in all SGA activities.

4. The Treasurer will
  - a. Keep accurate records of the revenues and expenditures of the SGA.
  - b. Render an account of the finances to the SGA on a scheduled time or as requested/directed by the SGA President or the SGA Advisor.
  - c. Serve as a voting member of the Executive Cabinet.
  - d. Oversee all fundraisers for the SGA.
  - e. Attend all SGA meetings, campus activities and conferences.
  - f. Play an active role in all SGA activities.
  - g. Be responsible for other SGA duties that the President or SGA Advisor deem necessary.

### **Section B: Student Senate**

1. SGA Senators will
  - a. Attend all SGA Senate meetings. If absent, excuses must be presented in writing to the Secretary three days prior to the regularly scheduled meeting. Three non-excused absences will result in dismissal from the Senate.
  - b. Plan and publicize one open-forum Town Hall Meeting per semester.
  - c. Work cooperatively in making arrangements for all general events of the SGA.
  - d. Propose to the President suggestions for the activities and/or events for the next academic year.
  - e. Serve as a voting member of the Executive Assembly.

### **Section C: SGA Advisor(s)**

1. SGA Advisor(s) will
  - a. Have no voting power in legislative matters and no participation in legislative debates, except in an advisory capacity.
  - b. Attend any SGA related meetings, conferences, and events.
  - c. Act as a liaison between the SGA and faculty, staff, and the administration of MCC.
  - d. Review all Executive Cabinet recommendations.
  - e. Monitor academic progress of the SGA Executive Cabinet and Student Senators.
  - f. Advise the SGA of College policies and procedures.
  - g. Ensure the financial accountability of the SGA.
  - h. Give final approval to all actions passed by the Executive Cabinet, Senators, and interested students prior to implementation.

## **ARTICLE V: ELECTIONS**

### **Section A: Qualifications**

1. To be eligible to run for or to maintain officer or senator status, all candidates must meet the following qualifications:
  - a. Must be a Meridian Community College student currently enrolled in a minimum of fifteen (15) semester hours (unless prohibited by specific academic program) and have already completed a minimum of fifteen (15) credit hours at Meridian Community College.
  - b. Must be in good standing with the College. Good standing is defined as not having any form of disciplinary action taken against the student, not to include verbal warnings.
  - c. Candidates must have read the SGA Constitution and displayed an intention of serving as an Executive Officer or Senator for the next academic year.
  - d. Presidential Candidates must carry and maintain a cumulative GPA of 3.25 while all other Executive Officer candidates must carry and maintain a cumulative GPA of 3.0. Student Senator candidates must carry and maintain a cumulative GPA of 2.75.
  - e. Candidates must fully complete and submit the SGA CANDIDATE NOMINATION FORM to the SGA Advisor by the designated due date. Incomplete applications will not be considered.
  - f. Any student who is currently on active probationary status (including, but not limited to behavioral, financial, academic, or criminal probation), or has been deemed in violation of the MCC Student Code of Conduct is ineligible to run for or serve as an Executive Cabinet Officer or Student Senator.

### **Section B: Term in Office**

1. Each Executive Cabinet's and Student Senator's position is understood to be for one academic year from the date of installation to the end of the following spring semester.
2. No officer may serve for more than one elected term in the same position consecutively.
3. An officer or Senator who is no longer willing or able to perform his or her duties may submit a letter of resignation to the SGA Advisor(s). The process to fill that vacancy is outlined in the Vacancies section of this Constitution.

### **Section C: Election Process**

1. The SGA Advisor(s) will announce open office positions via student e-mail to all enrolled students of MCC.
2. The SGA CANDIDATE NOMINATION FORM must be completed and signed by each potential candidate by the date designated by the SGA Advisor(s), and all applications must be approved by the SGA Advisor(s).
3. All candidates must attend a mandatory meeting, which will be determined by the SGA Advisor(s), to discuss campaigning rules and the requirements for each office.
4. Each available position must have at least two (2) approved candidates running for office before an election will be held. If there are not two (2) approved candidates, the position will remain vacant.
5. Voting dates will be sent to all eligible students. Each student may vote only once.
6. SGA Advisor(s) will oversee the election process.
7. All SGA Executive Cabinet and Student Senators will be elected on the basis of a majority vote. If a tie should occur, an election between the tied candidates will take place within one (1) week.
  - a. In the case of a tie during a run-off election, the two candidates will interview for the position with the President of the College, the Vice President of Operations, and the Dean of Student Services. They will collectively decide who should serve in the contested position.
8. All enrolled students will be notified of the election results via e-mail.
9. In the case of dismissal or resignation of office, the above steps 1-8 will be followed to fill the vacant position.

### **Section D: Campaigning**

1. Campaigning shall not begin in any way until two weeks prior to the general election.
2. Campaigning must be free of elements that interfere with the educational process, endanger persons, or damage property on campus; all campaigning must comply with the posting policies of the Office of Student Services.
3. There will be no campaigning involving special gatherings, meetings, or rallies on campus.
4. All election materials for posting and distribution must meet the following standards:
  - a. Be neat in appearance.
  - b. Be removed if they become weatherworn.
  - c. Be maintained by candidates

5. Classrooms shall remain free from campaign materials, including but not limited to, writing on whiteboards; candidates may not impede access to any college building nor disrupt classes in any way.
6. Campaign expenditures must not exceed \$100.
  - a. Receipts must be presented upon request.
7. Candidates are responsible for the removal and disposal of all election materials within two (2) days after the election.
  - a. Failure to comply may result in a fine of up to \$25 per day enforced by Campus Police.

## **ARTICLE VI: MEETINGS**

### **Section A: Executive Assembly**

1. The specific time and place for regular monthly meetings shall be established by the Executive Cabinet at the first meeting of the fall semester.
2. The SGA Advisors(s), Executive Cabinet officers, and Student Senators are required to attend.
3. In order for any official business to be conducted, a quorum, a majority of voting membership, must be present.
4. Any SGA Executive Cabinet officer or Student Senator who misses more than two (2) Executive Assembly meetings per semester, excused or unexcused, will be dismissed from office.
5. Each Cabinet Officer and Senator will have one (1) vote in any official SGA business.
6. A special meeting may be called by the President or the Advisor with adequate notice given to all members. In the event that a special meeting is called, an excused absence will be accepted, and therefore, will not be counted towards total absences.
7. ROBERT'S RULES OF ORDER REVISED shall be adhered to in all SGA meetings.
8. A campus-wide event sponsored by the SGA shall be held once every year in the fall or spring semester.

### **Section B: Town Hall Meetings**

1. Will be held at a minimum once per semester.
2. Will be open to any student, faculty member, or administrator who wishes to attend.
3. Such visitors may present matters to the Senate.



4. Any person exhibiting unruly or irresponsible conduct may be denied the privilege of continuing in the meeting by an officer of the Executive Cabinet or Student Senator and may be refused the right to return to that meeting.

#### **ARTICLE VII: RATIFICATION**

1. Upon approval of the Meridian Community College Administration, this constitution shall be in effect.