STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Article I

Name

This organization shall be known as the Wor-Wic Community College Student Government Association (SGA).

Article II

Purpose

The SGA shall be the official student government body whose purpose and duties shall be:

1. to establish, promote, and finance organizations and events directed toward the benefit and concerns of the students of Wor-Wic Community College.
2. to provide a student representative on designated Wor-Wic Community College committees.

Article III

Objectives

The general objectives of the SGA are as follows:

1. to promote student welfare and student awareness;
2. to foster the recognition of student rights;
3. to promote individual responsibilities through the use of a restricted democracy;
4. to sponsor out-of-class experiences which complement in-class experiences; and
5. to promote the development of student organizations.

Article IV

Membership

Section 1: Student Membership

The general membership shall consist of all credit students enrolled at Wor-Wic Community College

Section 2: Non-Student membership

The non-student membership shall consist of one advisor, the director of student activities or a designated administrator appointed by the Wor-Wic Community College president.

Article V

Rights

Section 1: Rights of general membership

All general members may participate in meetings of the SGA and may vote for elected members of the executive board (president, vice president, secretary, and treasurer).

Section 2: Rights of advisor

The advisor has the right to be fully informed of and involved in all SGA-sponsored functions. Furthermore, since this is a restricted democracy, the advisor has final veto power in SGA affairs, to be used only when members of the SGA overstep reasonable boundaries. This is to protect the integrity of Wor-Wic Community College and of the SGA.
Article VI

General Meetings

Section 1:
General meetings are open to the general student body. Attendance at the meetings is required of the executive board members (President, Vice President, Secretary and Treasurer), the advisor, and at least one member from each club funded by the SGA. Meetings may, however, still occur in the absence of any one of these individuals.

Section 2:
The meetings occur bi-weekly. The dates and times of meetings will be announced at the beginning of the semester and posted on the college website calendar.

Section 3:
Each club funded by the SGA will be required to have at least 1 member attend every general meeting.
A. Clubs who fail to send a representative to 2 meetings will have their funding withdrawn for the remainder of the semester.
B. The SGA executive board shall reconsider re-instatement of club funding and will have the power to restrict, re-instate or modify any sanctions placed upon clubs.

Article VII

Executive Board

Section 1: Membership
The Executive Board shall consist of the following:
A. President
B. Vice President
C. Secretary
D. Treasurer
E. Non-voting advisor

Section 2: Eligibility
A. Members of the Executive Board must be currently enrolled students at Wor-Wic Community College (with the exception of the advisor).
B. All student members of the Executive Board must maintain an overall grade point average of 2.0 or above and be enrolled in at least six credit hours.

Section 3: Term of Office
A. Officers may serve a one-year term remaining in the same office beginning on May 1st and terminating on April 30th.
B. An officer may run for the same office or a different office for another one year term, if eligible.
C. Students appointed by the Executive Board to replace Executive Board members all serve
the remainder of the unexpired term.

Section 4: Election of Officers
A. The nominating committee shall be an SGA committee headed by the SGA Vice President and consisting of at least one member from each SGA-recognized club. The nominating committee shall handle all election and selection procedures and determine eligibility of all candidates as stated within the SGA constitution.
B. Prospective officers may be nominated by faculty, staff, or fellow students.
C. The nominating committee shall nominate at least two nominees for each elected Executive Board position.
D. Elections will be held the first full week of April each year.
E. Students and staff may nominate candidates to be interviewed and selected by the Executive Board.
F. Interviews will be open to the general membership.
G. The nominating committee shall be responsible for displaying and publishing information about candidates in a place accessible to all students no less than three weeks prior to the election.
H. Elections shall be decided by a majority of the vote.
I. In the event that SGA offices are not filled during the spring election, the Executive Board shall fill the open position(s) through selection by the second week of April.

Section 5: The Officers in Waiting
From the day of their election until May 1st, the officers in waiting shall serve as nonvoting members on all SGA committees and participate in all Executive Board meetings. This time period will serve as a training period for new officers to learn the procedures before taking office. All elected or appointed officers are required to attend an orientation in May prior to the budget meeting.

Section 6: Removal of Officers
A. Dereliction of duties shall be subject to review for possible dismissal by the Executive Board. A vote of two-thirds by the Executive Board (excluding the officer under review) shall be grounds for dismissal.
B. If an officer’s grade point average falls below 2.0 during his/her term, that officer will automatically be removed from office.

Section 7: Role of the Executive Board
The Executive Board shall help ensure that all duties of the SGA are carried out, as stated within this constitution, and create an incentive plan for the active membership.

Section 8: Officer Stipends
The offices of SGA President, Vice President, Secretary, Treasurer, and the Editor of the Wave, shall receive stipends at the rate of the current minimum wage per hour of active service not to exceed 20 hours any one week. These hours must be approved by the SGA advisor. The stipends will be funded from the SGA budget. Each officer will be evaluated at mid-semester by the SGA advisor to determine continuation of the stipend based on performance of duties.
Article VIII

Duties and Responsibilities

Section 1: The President shall:

A. Preside at all regular and special meetings of the SGA and its Executive Board
B. Solicit agenda items from clubs and prepare an agenda for each meeting, with input from the Executive Board at least forty-eight hours before the meeting
C. Call special meetings when necessary
D. Oversee the ratification of the upcoming year’s fiscal budget by June 15th of each year
E. Monitor the implementation of the current fiscal budget
F. Oversee the development of a budget of the following fiscal year
G. Represent the SGA or designate a representative at all college functions and at the appropriate community, state, and federal functions
H. Prepare a final report at the end of his/her term of office that summarizes the finances and activities of the SGA and the clubs and organizations it represents
I. Represent the SGA at the College Council Meetings
J. Cosign check requests and purchase orders in absence of the Treasurer

Section 2: The Vice President shall:

A. Assume all powers and responsibilities of the president in his/her absence
B. Assume the office of president in the event the president resigns or is removed from office
C. Represent the SGA or designate a representative at all college functions and at the appropriate community, state, and federal functions
D. Be responsible for all SGA publications and publicity distributed to students
E. Head the nominating committee
F. Serve as a liaison to the Wor-Wic Director of Marketing
G. Cosign check requests and purchase orders in absence of the Treasurer or President

Section 3: The Secretary shall:

A. Maintain the official minutes of each meeting and distribute minutes to members prior to each meeting
B. Maintain all correspondence of the SGA
C. Post, within each college facility, the agenda and regular minutes of the SGA within seven days of each regular meeting
D. Keep accurate attendance records of all meetings of the SGA
E. Represent the SGA or designate a representative at all college functions and at the appropriate community, state, and federal functions
F. Maintain current and accurate records of motions, minutes, attendance, amendments to the constitution and committee minutes in the SGA office
G. Make records accessible to all members
H. Send notification to each club’s advisor and president at least seven days before each meeting
Section 4: The Treasurer shall:

A. Maintain the financial records of the SGA
B. Cosign check requests and purchase orders upon approval of the President or Vice President of the SGA
C. At each regular meeting, report the previous balance, expenditures, income, and current balance
D. Assist the president in developing a budget for the next fiscal year
E. Publish a current budget status report in each SGA publication
F. Represent the SGA or designate a representative at all college functions and at the appropriate community, state, and federal functions

Article IX

Amendments

The constitution may be amended by the following procedure:

1. majority approval of the Executive Board who, in turn, will publish notice of the intended amendment at least fifteen days prior to the date of the vote
2. approval by the majority of the voting student body
3. approval by the Wor-Wic Board of Trustees

Ratification

The constitution will stand ratified upon approval by the Wor-Wic Board of Trustees.

Article X

Bylaws

Section 1: Funding

Student activity fees will be the primary funding of the SGA and, deemed as appropriate, the Executive Board may submit a request to increase these fees through the college administration to the Wor-Wic Board of Trustees. Disbursement of student activity fees will be the responsibility of the SGA with accounting services provided by the Wor-Wic Business Office.

Section 2: Recognition of New Clubs

All organizations approved and recognized by the SGA may receive annual funding. Procedures for recognition shall be as follows:

A. Submission of the following items: constitution and bylaws, a list of officers, the signature of a proposed faculty or college employee advisor, and the signatures of at least five interested students.
B. The officers will approve the consideration of clubs for recognition of voting at next executive meeting.
C. The Executive Board makes a recommendation through the college administration to the Wor-Wic Board of Trustees.
D. Names of officers and advisors shall be submitted annually.
Section 3: Budget

The annual budget shall be established by the Executive Board with the following stipulations:

A. Fair and equitable funding will be provided for all college recognized student organizations.

B. Allocations of funds will be for the period of July 1st to June 30th of the current fiscal year.

C. The SGA shall not use funding as an incentive to induce or reimburse volunteers for the purpose of raising funds for external organizations.

D. All expenses incurred using SGA funds should be deducted from the total profit of a fundraiser and returned to the SGA.

E. No SGA funds shall directly be given to another outside non-profit organization whether it be by an SGA funded club, an SGA branched organization, or the SGA.

F. No advisor, officer, or member using student funds shall have any interest in or derive any profit from any contract or purchases from the organizations account.

G. Completed budget forms are to be submitted to the SGA Executive Board via the director of student activities by April 15th of each year.

H. Mid-year budget review is performed on or before November 30th for the spring semester.

I. Clubs requesting funding through the SGA Executive Board must have a student representative and a faculty advisor present at the budget meetings.

J. SGA funds are to be used for events and activities which are posted and advertised to all students. The club should fund club-specific activities.

K. Budgets may be adjusted by the Executive Board at their sole discretion.

L. Funding may be utilized only for items, activities, and events on the approved budget.

M. All funds whether allocated through SGA or raised by a club must be deposited in the club account established by the college. All activity publicity funded by SGA in total or part shall have approved wording of SGA sponsorship.

N. The club’s faculty advisor must sign all check or purchase requests before being forwarded to the business office. No SGA funds shall directly be given to another outside non-profit organization.

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