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# STUDENT GOVERNMENT ASSOCIATION BYLAWS

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(Revised Spring 2019)

All students of Gulf Coast State College are encouraged to participate in the activities of the SGA. The SGA adheres to a policy of non-discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

## ARTICLE I: PURPOSE

The contents of this document are to establish operating procedures for the Gulf Coast State College Student Government Association in accordance with the Constitution.

## ARTICLE II: MEMBERSHIP REQUIREMENTS

### SECTION I: GENERAL MEMBERSHIP REQUIREMENTS

- a) All members of the Student Government Association must adhere to the requirements stated in the Manual of Policy for student participation in activities.

### SECTION II: EBOARD

- a) Must maintain enrollment in a minimum of six (6) semester hours at Gulf Coast State College (excluding summer) during their time in office.
- b) Newly elected officers are not required to attend any summer classes to maintain eligible status.
- c) Have a current cumulative G.P.A. of 2.5, or the high school equivalent if a new student, and be in good standing with Gulf Coast State College.
- d) Must sign the SGA Code of Ethics at the beginning of each semester to be eligible to serve as an officer.

### SECTION III: CLUB AND ORGANIZATION REPRESENTATIVES

- a) One (1) student representative shall be appointed by the club or organization.
- b) Have a current cumulative G.P.A. of 2.0, or the high school equivalent if a new student, and be in good standing with Gulf Coast State College.
- c) Must submit a member application along with the club or organization packet or to be appointed by the club or organization in order to have voting status.
- d) Be available for weekly meetings and student activities as agreed upon by the SGA.
- e) Representatives will be expected to serve on no less than one (1) committee of their choosing.
- f) Student representatives will have voting rights.

#### **SECTION IV: SENATORS**

- a) Student senators shall submit a member application.
- b) Attend an interview with the members of the Eboard.
- c) Have a current cumulative G.P.A. of 2.0, or the high school equivalent if a new student, and be in good standing with Gulf Coast State College.
- d) Be available for weekly meetings and student activities as agreed upon by the SGA.
- e) Senators will be expected to serve on no less than one (1) committee of their choosing.
- f) Student senators will have voting rights.

#### **SECTION V: ASSOCIATE MEMBERS**

- a) Attend an interview with the members of the Eboard.
- b) Have a current cumulative G.P.A. of 2.0, or the high school equivalent if a new student, and be in good standing with Gulf Coast State College.
- c) Be available for student activities as agreed upon by the SGA.
- d) Student associate members will not have voting rights.
- e) Student associate members can be transit students.

### **ARTICLE III: ELECTIONS**

#### **SECTION I: GENERAL ELECTIONS**

Elections for executive board shall be held in accordance with the Constitution.

#### **SECTION II: RUNNING FOR EBOARD OFFICE**

- a) Candidates must meet all requirements of ARTICLE II Section 2.
- b) Candidates must complete an officer application and a petition with thirty (30) unduplicated student signatures for registering to run for office. Application/petition forms will be provided by SGA.
- c) Attend a mandatory Eboard candidate workshop.
- d) Candidates seeking an office are not allowed to engage in the planning or execution of voting procedures.
- e) No candidate shall be allowed to campaign, or have campaign materials, within thirty (30) feet of the SGA office during or before actual voting times.
- f) The candidate receiving the most votes for a particular office shall be declared the winner.
- g) Results of the balloting shall be posted by the Monday following the end of voting.
- h) In case of a tie, a runoff vote shall take place within two (2) weeks following the first election.

### **ARTICLE IV: DUTIES OF THE EBOARD**

#### **SECTION I: EBOARD**

- a) The Eboard shall represent the SGA at official college functions.

- b) The Eboard shall act as a liaison between the students and the administration, faculty, and staff of Gulf Coast State College.
- c) Eboard members may not serve as officers simultaneously on any student club or organization, with the exclusion on SABA.
- d) The Eboard shall serve as a liaison between the student body and FCSSGA.

**SECTION II: OATH**

I do, by this oath, acknowledge my election/appointment to this office as a representative of, and for, the student body of this campus, and so swear to uphold this Constitution in its entirety, and to fulfill the duties stated therein to the best of my ability.

**SECTION III: THE PRESIDENT**

- a) Represent the interests of the student body of Gulf Coast State College.
- b) Act as a liaison between the student body and the college administration.
- c) Preside over all SGA and Eboard meetings.
- d) Create ad hoc committees as necessary, with the vice president of SGA's consultation. Such committees shall terminate at Honors Convocation, unless properly incorporated into the Bylaws.
- e) Create standing committees as necessary with the approval of the SGA Advisor.
- f) Attend District Board of Trustees meetings as a non-voting representative, and present a report detailing SGA activities.
- g) Preside over the Leadership Committee; a chair may be appointed at the discretion of the President.
- h) Host no less than one (1) leadership conference per academic year.
- i) Create an agenda for each SGA meeting.
- j) Shall meet regularly with the SGA Advisor.
- k) Maintain five (5) office hours per week, during the operational hours of the SGA office.
- l) Uphold the Constitution and the Bylaws of the SGA.

**SECTION IV: VICE PRESIDENT**

- a) Temporarily assume the duties of the SGA president at their request or absence.
- b) Be responsible for communications with all student organizations and clubs on campus.
- c) Plan and host the annual SGA Fall retreat.
- d) Preside over a committee of their choosing; a chair may be appointed at the discretion of the Vice President.
- e) Act as liaison between FCSSGA, GCSC SGA, and SABA.
- f) Select delegates for all SGA related conferences with the approval of the SGA advisor.
- g) Conduct interviews for potential Senators.
- h) Maintain three (3) office hours per week, during the operational hours of the SGA office.
- i) Uphold the Constitution and the Bylaws of the SGA.

**SECTION V: SECRETARY**

- a) Record and maintain a record of the minutes for all SGA functions.
- b) Distribute typed copies of the minutes of the previous SGA meeting.
- c) Keep prompt and up-to-date records of the SGA attendance and keep on file all submitted Event Absence Forms.

- d) Use up-to-date records of the SGA attendance to establish quorum at each meeting.
- e) Be responsible for processing all member applications.
- f) Preside over a committee of their choosing; a chair may be appointed at the discretion of the Secretary of SGA.
- g) Make a good faith effort to reach out to SGA members who have missed regularly scheduled meetings.
- h) To make the minutes and records available to members upon request.
- i) Ensure that the minutes are completed no later than two (2) days after an SGA meeting.
- j) Maintain three (3) office hours per week, during the operational hours of the SGA office.
- k) Uphold the Constitution and the Bylaws of the SGA.

**SECTION VI: PARLIAMENTARIAN**

- a) Will be responsible for ensuring that all submitted legislation to be considered by the SGA is in proper and complete form and distribute all legislation to the SGA Advisor and other concerned parties.
- b) Ensure that all meetings are run in accordance with Roberts Rules of Order (latest edition).
- c) Arrange for a parliamentary short course for the SGA during the fall semester.
- d) Administer the Oath of Office to newly elected or selected members.
- e) Preside over a committee of their choosing; a chair may be appointed at the discretion of the Parliamentarian of SGA.
- f) Will be responsible for notifying representatives or senators when their voting status has changed.
- g) Maintain three (3) office hours per week, during the operational hours of the SGA office.
- h) Uphold the Constitution and the Bylaws of the SGA.

**SECTION VII: TREASURER**

- a) Oversee and keep an accurate record of SGA expenditures.
- b) Manage special funding and/or sponsorship requests from any official clubs/organizations.
- c) Responsible for providing SGA budgetary updates at official SGA business meetings.
- d) Preside over a committee of their choosing; a chair may be appointed at the discretion of the Parliamentarian of SGA.
- e) Maintain three (3) office hours per week, during the operational hours of the SGA office.
- f) Uphold the Constitution and the Bylaws of the SGA.

**SECTION VIII: DURATION OF HOLDING OFFICE**

- a) The term of office shall be for one year, beginning at Honor Convocation and concluding at the following Honor Convocation.
- b) No officer may serve more than four (4) semesters in the same position, excluding summers and appointment after summers. Officers wishing to serve in office more than four (4) academic semesters must move up in the officer hierarchy which is as follows: President at the primary level, Vice President at the secondary level, and Secretary and Parliamentarian at the tertiary level.

**ARTICLE V: APPOINTING AND REMOVING OFFICERS AND MEMBERS**

**SECTION I: GROUNDS FOR REMOVAL OF AN OFFICER OR MEMBER**

- a) Failure to meet minimum qualifications for membership as described in the SGA ARTICLE II, is subject to removal from the Eboard and SGA.

- b) Failure to adhere to the Attendance Policy as outlined in the SGA .in the SGA ARTICLE V.
- c) Failure to adhere to the college's Student Code of Conduct at all times.
- d) Failure to meet the expectations set forth in the SGA Code of Ethics.

#### **SECTION II: PROCESS OF REMOVING AN EBOARD OFFICER**

- a) Any Eboard officer found in violation of the minimum qualifications for membership shall be subject to immediate removal from office.
- b) Any Officer found in violation of the Student Code of Conduct shall be subject to disciplinary action by the Vice President of Student Affairs and/or removal from office by the Coordinator of Student Leadership. If the officer is placed under the following disciplinary sanctions: Probation, Restitution, Suspension, or Expulsion, they will be subject to immediate removal from the Eboard. Should the student file an appeal and have the Disciplinary Sanction overturned they will still be eligible to serve on the Eboard.
- c) Any officer found in violation of the SGA Code of Ethics shall be removed from office by the Coordinator of Student Leadership.
- d) If an officer is found in violation of the Student Code of Conduct and/or the SGA Code of Ethics and subsequently removed from office, they will have five (5) college business days to file a letter of written appeal. The appeal will be considered by the Vice President of Student Affairs. The decision of the Vice President of Student Affairs is final.
- e) If at any time, the actions and/or inactions of any Eboard officer are found to be detrimental to the organization, any eligible voting member or Eboard officer can call for a Vote of No Confidence at a voting meeting this motion must pass with a simple majority. If the motion to remove an Eboard officer is made and receives a vote of 2/3 or more from eligible voting members, the officer in question will be removed from the SGA.

#### **SECTION III: VACANCY OF OFFICE**

- a) Should the Office of the president become vacant, the SGA president will be succeeded by any member of the Eboard with approval of the remaining officers and the SGA Advisor.
- b) The president may appoint any eligible student to fill any vacancies on the Eboard. This will be done by a majority approval of the SGA. If the student is already an elected Eboard Officer they will be appointed to the vacancy with the approval of the remaining officers and Advisor, and not the entire SGA.

## ARTICLE VI: MEETINGS

#### **SECTION I: MEETINGS**

- a) The SGA will meet no less than once a week during the fall and spring semesters (with exception of holidays and days in which classes are not in session).
- b) All voting meetings will be conducted in an orderly fashion and in accordance with Robert's Rules of Order (latest edition).

## SECTION II: ATTENDANCE

- a) If a Senator or Representatives member misses two (2) consecutive regular meetings without submission and approval of an Event Absence Form, his/her voting privileges at the subsequent meeting will be suspended.
- b) Members must submit a Student Government Association Event Absence Form, before each meeting, or no later than the following college business day explaining the reasons for their absence. This form can be found on the official SGA webpage, or in the SGA office.
- c) Attendance may be mandatory for large events sponsored by SGA. For such events an Event Absence Form must be submitted to and approved by the Eboard two (2) days prior to the activity.
- d) Any member with an unexcused absence may appeal the unexcused absence, in writing, to the Eboard
- e) If an Eboard member has more than one (1) unexcused absence from a scheduled meeting, he/she is subject to removal from the Eboard.

## SECTION III: VOTING

- a) All Eboard, Senators, or Representatives members of the SGA are eligible to vote with the exception of the SGA President who shall vote only to break a tie.
- b) Any member on voting probation shall be notified by the Parliamentarian.
- c) Voting shall be conducted by a show of hands, secret ballot, or any other method may be used, at the request of a simple majority of the Eboard members in attendance.
- d) Proxies or absentee votes will not be accepted.

## SECTION IV: QUORUM

- a) A quorum must be present in order to vote on SGA matters, unless otherwise stated in the .
- b) A quorum shall consist of 50% plus one of the active members of SGA in all matters of:
  - a. Constitution Amendments
  - b. By-Law Amendments
  - c. Officer or Member Removal
- c) A quorum shall consist of 40% of the active members of SGA in all other matters of business.

# ARTICLE VII: SGA ADVISORS

## SECTION I: THE ROLE OF ADVISORS:

- a) The Coordinator of Student Leadership and/or Advisor shall serve as an ex-officio member of the SGA.
- b) The advisor are responsible for training all incoming SGA executive officers in their duties.
- c) The Coordinator of Student Leadership shall maintain accurate record of the SGA budget and authorize all expenditures drawn from the Student Activities budget, as per the Manual of Policy.
- d) The SGA Advisor shall be a part of the recruiting, training and appointment process of the Eboard and/or Senators
- e) An SGA Advisor and/or designee shall attend all SGA activities and meetings.

## ARTICLE VIII: CLUBS AND ORGANIZATIONS

### SECTION I: DEFINITION OF CLUBS AND ORGANIZATIONS

- a) Clubs may be created by any students that have a common interest, and meet the qualifications described in the Manual of Policy, and have a full time college employee willing and able to act as an advisor.
- b) Organizations are student groups with academic ties and/or focus. Organizations are recognized by the college and receive designated funding from Student Activity Fees.

### SECTION II: CLUB APPLICATION PROCESS

- a) At the beginning of each academic school year every club will submit a completed club packet to the Coordinator of Student Leadership. Club Packets can be obtained through the SGA office or the official SGA webpage.
- b) The club will be considered inactive until the submission of the completed Club Packet.
- c) Club Packets must include a completed club Constitution and mission statement to be considered active.
- d) Completed Club Packets must be turned in to be eligible to receive an SGA club allocation.

### SECTION III: CLUB AND ORGANIZATIONAL REPRESENTATIVES ON SGA

- a) Each student club in good standing that has submitted a completed club packet shall be eligible to have one voting representative in the SGA.
- b) Each recognized organization is eligible to send one (1) voting representative to SGA meetings.
- c) If no member of a club/organization can fill the position of representative on SGA, for a period of no more than two weeks, an immediate hold will be placed upon the club's SGA allocated funding until the position of SGA representative is filled and that representative attends at least one SGA business meeting. If the position of representative is unable to be filled, clubs have the option to submit an appeal for funding that is subject to approval by the SGA executive board
- d) If an individual's service as a club/organization representative on SGA is determined to be detrimental to SGA, they may be removed from SGA, and if eligible, the club may select another representative.
- e) Each club/organization wishing to select a representative must submit an application to the SGA for the potential representative. The club/organization is responsible for ensuring their potential representative meets all SGA membership requirements and completes all application procedures.
- f) Representatives are responsible for reporting to their club/organization all SGA activities and vice versa.
- g) Representatives are expected to serve an entire academic semester. Clubs/organizations may choose to select another representative prior to the beginning of the next academic semester to serve during the next academic semester.
- h) Club/Organization representatives are required to serve on a committee.
- i) A club/organization representative that represents more than one club or organization can only vote one time. In order for a club or organization to have a vote it must have a representative present for that club that meets all the requirement of SGA and attendance requirements as per the SGA ARTICLE V.

### SECTION IV: FUNDING REQUEST

- a) Any club or organization that wishes to receive funding assistance beyond that which is identified and budgeted for by SGA may submit a Special Funding Request.
- b) Special Funding Request Forms may be obtained on the SGA webpage or in the SGA Office.

- c) Since there may be questions or additional information needed in order to consider the proposal, a member of the club or organization is encouraged to be in attendance at the business meeting to present and discuss the request.

## ARTICLE IX: COMMITTEES

### SECTION I: COMMITTEES

- a) The SGA will consist of no less than three committees; each presided over by a member of the Eboard. The committees are:
  - a. Leadership
  - b. Marketing/ Events
  - c. Community Service
- b) With a majority vote of the Eboard, the Marketing and Events Committee can be separated into two separate committees: Marketing Committee and Events Committee.
- c) Any additional committees will be decided upon by a majority vote of the Eboard and SGA Advisor(s).
- d) A secretary will be appointed within each committee to track attendance and record minutes.
- e) The chair of each Committee shall be voted upon by the executive board and the advisor at the first official Eboard meeting

### SECTION II: LEADERSHIP COMMITTEE

- a) The Leadership Committee will be presided over by the President of SGA.
- b) A committee chair may be appointed at the discretion of the President of SGA.
- c) The leadership committee will be responsible for the planning and execution of the annual Student Leadership Conference.
- d) A member of the Leadership Committee will attend student focus groups as requested by the College President.
- e) The Leadership Committee will be responsible for membership recruitment.
- f) The committee shall represent the needs and concerns of the student body to the college's administration.

### SECTION III: MARKETING/ EVENTS COMMITTEE

- a) The Publicity/ Events Committee can be presided over by any of the Eboard officers, excluding the President.
- b) A committee chair may be appointed at the discretion of the presiding Eboard officer.
- c) The committee will create, plan, and execute events with the assistance of the Student Activities Specialist.
- d) The committee will be required to publicize all events.
- e) A historian will be appointed from this committee to maintain records of events including pictures, memorabilia, etc.

### SECTION IV: COMMUNITY SERVICE COMMITTEE

- a) The community service committee can be presided over by any of the Eboard officers, excluding the President.
- b) A committee chair may be appointed at the discretion of the presiding Eboard officer.

- c) Shall be responsible for coordinating projects in our local area.
- d) Shall be responsible for a minimum one community service project per semester.

**SECTION V: COLLEGE COMMITTEES**

- a) Eboard officers are responsible for serving on college committees at the request of the college administration.
- b) A Senator may be appointed to serve on such a committee by a member of the Eboard with the approval of the SGA Advisor.

**SECTION VI: CONSTITUTION AND BYLAWS COMMITTEE**

- a) This committee will be formed at least every two years.
- b) This committee will review the Constitution/Bylaws and suggest changes to the Eboard.
- c) The chairperson of this committee shall be appointed by the Eboard.
- d) Committee members can be any member of the Gulf Coast State College student body.

## ARTICLE X: PETITIONS AND REFERENDUMS

**SECTION I: PETITIONS**

- a) The Eboard shall be responsible for considering and presenting to the President of the College any petition, which expresses important student interest or opinions.
- b) Said petition will be considered only if the signatures are accompanied by the signees' birth date and if each page of the petition contains a statement of the purpose.

**SECTION II: REFERENDUMS**

- a) The SGA may consider student opinions and vote to submit referendums to the administration that reflect those concerns.
- b) It shall be the responsibility of the Eboard to act on those concerns no less than ten (10) or more than twenty (20) days from introduction of that concern.
- c) If such a referendum is held, the Eboard shall present those results to the College Administration.

## ARTICLE XI: AMENDING AND RATIFYING THE BYLAWS

**SECTION I:**

- a) Any amendments to the Bylaws will be voted upon by the Eboard, Senators, and Club/Organization Representatives to an Official SGA business meeting.
- b) Any amendments to the Bylaws must require quorum as defined in Article VI.
- c) Any amendment to the Bylaws must be introduced at an official SGA business meeting and can be voted upon at the following business meeting.
- d) Bylaws will be reviewed at least once every two years by the Constitution and Bylaws Committee