

Student Government Association

Constitution

Ratified

5/1/2013



The Houston Community College – Southeast Student Government Association ratified the following Constitution on the date of September 12, 2012. (Newly Revised May 1, 2013)

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Article I: Name

Section 1:

The following name will be used for all official purposes, actions, promotions, and/or responsibilities of this organization. This name will determine how the general public, student body and college administration on every level of HCCS refer to, know, and call on this organization. This organization will be named the Student Government Association of Houston Community College – Southeast or (HCC-SE SGA).

Article II: Purpose

Section 1:

The purpose of this organization will be to form a more effective means of communication between the Houston Community College – Southeast administration and its student body, through a means representative of a democratic form of government.

Section 2:

The HCC – SE SGA will support, service, interact, participate, and/or conduct official business with Student Government Associations at district (HCCS United Student Council), region (TJCSGA Region V), state (TJCSGA), and national (ASGA) levels.

Section 3:

The HCC – SE SGA will, in a diplomatic manner, bring forth policy change, issues and/or concerns affecting HCC – SE at every level (college, district, state, and national), and provide avenues in which to unite the students of this college as one strong and cohesive voice in the decision making process.

Article III: Membership

Section 1: Eligibility

Any and/or voting members shall be any currently enrolled student of HCC-SE.

Section 2: Selection

Paragraph 1: Executive Board

Executive Board members shall be required to attend meetings in accordance with their contract.

Paragraph 2: Designated Student Organization Delegates

DSOD shall be required to attend two (2) consecutive and miss no more than one (1), HCC-SE SGA general assemblies.

Paragraph 3: Associate Members

Associate members shall be required to attend two (2) consecutive and miss no more than one (1), HCC-SE SGA general assemblies, and have the added stipulation of an official written request of membership.

Section 3: Types of Membership

Paragraph 1: Executive Board

An elected Executive Board with full voting and governing rights of the organization to include a(n) Advisor(s) with no voting rights whatsoever, who may number up to and not exceed two (2), and of which one (1) will be the Student Life Coordinator, if available unless, otherwise voted upon by the Elected Executive Board.

Paragraph 2: DSOD

Designated Student Organization Delegates (DSOD), comprised of 3 registered (2 primary and 1 alternate) HCC – SE student based organization officers, not to include Advisors, with full general assembly voting rights and whose attendance will be checked against roll call for College Activity Board fund consideration and active recognition as per Houston Community College Southeast Student Life requires. All DSOD will be required to register as such with the presiding Secretary.

Paragraph 3: Associate Members

Associate members shall be granted full general assembly voting rights and their attendance will be checked against roll call.

Paragraph 4: Inactive Members

Inactive members, whether (DSOD) or Associate, will be deemed inactive if they fail to comply with attendance and/or participation requisites, lose all general assembly voting rights and, in the case of (DSOD), the corresponding organization will also be deemed inactive and lose all CAB eligibility.

Section 4: Revoking Membership

Paragraph 1: Executive Board

Any member of the Executive Board found not to uphold the 2.5 GPA requirements of his/her respective position will be dismissed at the start of the following semester.

Paragraph 2: DSOD

It shall be the responsibility of all HCC – SE clubs and/or organizations represented by a DSOD to ensure that their respective DSOD have a GPA of or greater than 2.0 as per HCC – SE Student Life department active organization requirements.

Paragraph 3: Associate Members

It shall be the duty of the Associate Member applying for membership to provide accurate documentation and/or unofficial transcripts to verify their GPA is a 2.0 or above.

Section 5: Non – discrimination

Any and /or all students willing to, of their own accord and/or free will, regardless of race, creed, color, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical and/or mental disability, are afforded the right to participate in HCC – SE SGA general assembly meetings provided they are registered students, faculty, student organizational advisers, alumni, and/or invited guests. Any and all participants shall not be allowed to become disruptive to the meetings themselves or face removal. **Participation at general assembly meetings does not garner voting privileges.**

Article IV: Offices

Section 1: Executive Board

The HCC – SE SGA Executive Board shall consist of a President, Vice President, Secretary, Parliamentarian, Treasurer, and Historian, all of which are elected positions and/or a(n) Advisor(s). This governing body, chaired by the President, shall meet once before any and all general assemblies, to discuss and propose the general assembly agenda. These meetings are closed door, and are to include, this board, and, at the Chair's discretion, invited guest(s) only. This governing body shall also meet twice a month for open door general assemblies. The Executive Board shall also meet with the President of HCC –SE once a month to discuss the state of the school, student issues and concerns, and follow an agenda prepared by this board at a special closed door meeting to take place beforehand.

Section 2: Listing of offices

The HCC – SE Executive Board shall be fully elected and consist of the following positions listed below.

Paragraph 1: President

President, whose duties shall include but not be limited to chairing all official meetings, composing agendas, where he/she presides as chair, voting in cases of a tie (unless serving on a committee in which case full voting rights are granted), disciplining any member as necessary per this constitution, by – laws, and/or Roberts Rules of Order Newly Revised (RONR), and be the primary representative of the organization.

Paragraph 2: Vice President

Vice President, whose duties shall include but not be limited to assuming the duties of the office of President and chair in the event of his/her absence, disability, resignation, death or any other reason that would create an office vacancy.

Paragraph 3: Secretary

Secretary, whose duties shall include but not be limited to acting as chief corresponding agent of the organization, keeping an accurate record of all official proceedings, making these records available to the general assembly, advisor, and president, keeping a current and accurate list of all officers, (DSOD), and/ or associate members to be checked at roll call, the notification of all officers and/or committee chairs of any and all official appointments.

Paragraph 4: Treasurer

Treasurer, whose duties shall include but not be limited to, being responsible for all monies of the association, maintaining an accurate record and/or account of said monies, and will be legally bonded if necessary, prepare all financial reports and orally present them with copies available upon request.

Paragraph 5: Parliamentarian

Parliamentarian, whose duties shall include but not be limited to acquiring functional knowledge of parliamentary procedure(RONR), HCCS policy and /or procedure, and any standing rules of HCC – SE SGA, and advising the President and/or membership on all questions pertaining to said policies and procedures.

Paragraph 7: Historian

Historian, whose duties shall include but not be limited to, keeping an accurate written account of all events in which HCC – SE SGA takes part in, maintain video and/or photographic records, file and/or store all minutes and financial reports, and maintain social media and/or any other means of promotion.

Paragraph 8: Advisor

Advisor(s), whose duties shall be to **offer** assistance and advice for all HCC – SE SGA undertakings, **will not and cannot be afforded the right vote on any and all HCC – SE SGA undertakings as it is a student driven organization.**

Section 3: Term of office

Paragraph 1: Executive Board

All members of the HCC – SE SGA Executive board shall serve from no earlier or later than one month after the end of the Spring semester and retain authority until that same time the following school year, unless they resign their position, their membership is revoked, and/or they are otherwise removed.

Paragraph 2: DSOD

DSOD members shall serve both Fall and Spring semesters unless they are removed, they resign, their membership is revoked, or their respective organizations deem otherwise.

Paragraph 3: Associate Members

Associate Members shall serve any semester in which general assembly will be held (Fall and/or Spring), provided they show accurate proof and/or unofficial transcripts to affirm a GPA of 2.0 or higher at the start of every semester.

Section 4: Authority and Responsibility

Paragraph 1: HCC – SE Student Government Association

The HCC – SE SGA will obey and abide by all policies and procedures of this system as set forth by the HCCS Board of Trustees and enforced by its administration. The HCC – SE SGA retains the right to make policy recommendations to the administration of this college and/or said Board of Trustees via proper channels, and/or protocol. The HCC – SE SGA will conduct business and/or relations with other colleges, community leaders, community organizations, and/or SGAs at every level (local, state, region, and national). The HCC – SE SGA also retains the authority to create its own standing rules and rules of governance as they pertain to this organization and its membership, discipline its officers and members for acts of misconduct and other violations as set forth in its constitution/bylaws, and create documents which the membership deems necessary for the operation of this organization. No student, group of students, or student organization may form any entity that contradicts, undermines, or rivals the purpose and/or mission of the HCC – SE SGA. The HCC – SE SGA will defend and maintain the rights for all student organizations to maintain their own separate autonomy and identity, and not infringe on said rights.

Section 5: Elections

Paragraph 1: Eligibility

All candidates seeking an elected Executive Board office shall submit, in writing, along with a current transcript, their declaration of candidacy to the presiding Executive Board no later than the second month of the Spring semester. All candidates shall be registered students of HCC – SE and enrolled with a minimum six (6) credit hours. Candidates shall also meet the minimum required 2.5 GPA, and abide by the rules set forth by the Nominations Committee. Furthermore, any candidate running for the office of President shall have served a minimum of one year in an Executive capacity with SGA or other student organization. If no such candidate exists, then it shall be the duty of the Nominations Committee to review all interested on an individual basis.

Paragraph 2: Elections (Procedure)

Election time, place, date and/or duration shall be the responsibility of the Elections Committee. A majority of votes is needed to win the general election. Any and all students participating in the election process shall provide proof that they are registered students of HCC – SE and enrolled in a minimum of 6 credit hours. There will be no campaigning at all from any candidate within one hundred (100) feet of the polls on the day(s) of the election.

Section 6: Vacancies

Paragraph 1: Resignations

The resignation of any officer shall be submitted in writing to the Executive Board. The Adviser, President and Secretary shall keep with them a copy for documentation purposes.

Paragraph 2: Removal

For the purpose of this organization to maintain its integrity, it will enforce all rules and/or policies set forth upon itself by its constitution/by-laws, standing rules of order, and the HCC - SE policy and procedure, so long as these organizational enforcement procedures do not infringe upon the superior rights, or jurisdiction of HCCS discipline policies or the inherent rights of its members. All members of the HCC – SE SGA will be afforded all rights entitled to them under HCCS Student “Bill of Rights”, all laws of the United States of America, all laws of the State of Texas, and/or the HCC – SE SGA constitution/by-laws, and/or its standing rules of order. The Executive Board reserves the right to terminate any officer found to be detrimental to the standard upheld by the HCC – SE SGA by majority vote with the Presidential vote being the deciding vote in the event of a tie. The procedure remains the same for removing a President, with the Vice President being the deciding vote in the event of a tie. Failure to abide by the rules and guidelines that are described in this document, academic, or otherwise stated, can, and will result in the immediate termination of office. If at any point, an officer becomes academically ineligible, that officer will be afforded the right to resign or be removed. If an officer’s conduct is found to be inappropriate, as defined by this document and/or the presiding Executive Board, that officer will be given a written warning detailing his/her actions. Issue of this warning will require a majority vote and be held at a special meeting called by the highest ranking officer not being removed. The officer in question will be afforded the opportunity to plead his/her innocence and take it before Judicial Review. The officer in question can forego this right. Pending the Review’s decision, if one is chosen, the officer in question will be put on probation in which no allegations of

misconduct are to be received or his/her good standing will be restored and all allegations dismissed.

Paragraph 3: Filling Vacancies

Vacancies, as a result of any circumstance, will be filled by an officer to be appointed by the President with the advice and/or majority consent of the Executive Board.

Article V: Committees

Section 1: Committees (Standing and Ad Hoc)

Standing committees shall be a permanent part of this organization comprised of DSOD and/or associate members and overseen by a member of the Executive Board. Ad hoc committees will be established by the will of the President with the advice and/or consent of the Executive Board, or as projects and/or issues arise from organizational business. The Executive Board may increase and/or decrease the assigned duties of any committee, when it is deemed necessary. Any committee(s), of the Association, reserves the right to divide themselves into various subcommittees to accomplish their stated task and purpose. These subcommittees can be set up with a chair and members. Committees with more than two members must have a Secretary to keep a record. All committees are to generate and provide reports to the general assembly and submit a written copy of said reports to the Secretary for archival purposes. Members may petition the President regarding the assignment of committee chair and/or member except for those committees where a chair and membership is already determined by this constitution/by-laws. Members wishing to resign from a committee, and/or be transferred, must first submit a petition in writing to the President who will notify the chairs of each committee involved. If the committee chair resigns then the President will appoint a new committee chair. The membership reserves the right to recall the appointment of all committee chairs. The recall of a committee chair shall require a 2/3 vote of all voting members present at the time of recall.

Paragraph 1: Programming Committee

This committee, under direct supervision of the Vice President, shall develop activity proposals for the Association. This includes decisions on whether to sponsor events, participate in community events, and give recommendations to the President in order to be recognized on the general assembly agenda, when and where, the chair of this committee will be called upon to issue his/her report.

Paragraph 2: Judicial Review Committee

This committee under the direction of the Parliamentarian must have functional knowledge of this organization's constitution/by-laws, and its standing rules. This committee shall investigate all alleged act of misconduct, including but not limited to general, academic, or financial, against this organization by any member or officer, and make recommendations regarding the disposition of said allegations to the President and Parliamentarian. This committee shall assist any and/or all students, and/or members of this organization, with any grievance not satisfactorily solved by other means. Only situations in which the Campus is, or can be affected as a whole, and the HCC – SE SGA's involvement does not infringe upon the rights of the individual college or student organizations or those rights of the administration will be reviewed. This committee shall also act as advisor to any and all students regarding disciplinary matters, be it with the college or this organization, only when requested to do so by the student, or member in question, and/or college administration.

Paragraph 3: Communications Committee

This committee, under direct supervision of the Historian, shall be responsible for making contact, via e-mail, social media, promotional flyers, and/or any other means necessary with the student body, DSOD, and/or members to inform them of all activities of the HCC – SE SGA. This committee shall also be tasked with gathering information concerning future events within the HCC – SE, HCCS, Region V, TJCSGA, and/or the community to generate a report to be reviewed by the Executive Board, and presented at the general assembly.

Paragraph 4: Nominations Committee

This committee, under direct supervision of the Advisor(s) of this organization, will comprise and oversee the election process enforcing all campaign and election guidelines. The Executive Board after consulting the general assembly will select the student members of this committee. A student must serve as chair. Only the chair of this committee, the outgoing President, and/or the Advisor(s) can collect the application of interested students.

Paragraph 5: External Affairs Committee

This committee, under the direct supervision of the President, shall be the official liaison of the HCC – SE SGA at every level of student government,

and/or administration. This committee will also be tasked with obtaining information regarding those interest and report back to the general assembly.

Paragraph 6: Budget Committee

This committee under direct supervision of the Treasurer will monitor the College Activity Board and ensure the College Activity Board is following SFAC and/or CAB guidelines and enforcing policy. Those serving on this committee shall be appointed to the CAB by the HCC – SE SGA President as stated within the HCC – SE CAB Constitution/By-laws.

Article VI: Advisors

Section 1: Eligibility

Advisors to the HCC – SE SGA shall be full time faculty members of HCC – SE and not be the presiding advisor of any other club/organization on campus.

Section 2: Duties and Responsibilities

It shall be the duty of the Advisor to consult and advise the Executive Board, any member, and/or student regarding Student Government Association affairs. It is preferred but not required that the Advisor have functional knowledge of parliamentary procedure. The position also requires that the advisor serve as co-signatory in the disbursement of funds along with the Treasurer and President.

Section 3: Vacancies

Paragraph 1: Resignation

Resignation of office, for whatever reason, must be submitted in writing to the Executive Board, and all materials associated with HCC – SE turned over to the President.

Paragraph 2: Removal

The Executive Board reserves the right to remove the Advisor if found guilty of any kind of misconduct as deemed in this document. If no act has been committed the Executive Board shall call a special meeting, with the Advisor present, in which the issue of removal will be debated and voted upon.

Paragraph 3: Filling Vacancies

If there is a vacancy of office, for whatever reason, it shall be the duty of the Executive Board to elect, by majority vote, a nominee also selected by the Executive Board.

Article VII: Finance

Section 1: Oversight

The HCC – SE SGA shall have an annual budget independent of HCCS, and/or that of HCC -SE own budget, and/or any other student organizations. It shall be the duty of the Treasurer to oversee any and all monies of the HCC – SE SGA as stated in Article IV; Section 4 of this document.

Section 2: Source of Funding

All organizational funds will be generated through non- profit fundraising in accordance with all HCCS and/or HCC – SE policy, procedure and /or guidelines.

Section 3: Maintenance of Funds

All funds shall be stored in an account which only the Advisor(s), President, and/or the Treasurer are authorized to make deposits and/or withdrawals. No Advisor(s) or authorized officer of this organization may make withdrawals on the general account of this organization without first consulting the members of the Executive Board and/or Budget Committee, and obtaining a majority vote to do so. All deposits and withdrawals will require the notification of all authorized officers and Advisor(s) and require a signature from two (2) of the three (3) parties.

Section 4: Disbursement of Funds

If funds are available, the Treasurer, in conjunction with the Budget Committee will submit a semester budget to the active membership no later than thirty (14) days after funds become available for approval of said budget. This budget shall become the fiscal operation plan of this organization. However, the President with the consent and/or advice of the Executive Board reserves the right to line item expenditures. Transfers of funds between line item appropriations must be approved by the Executive Board provided such transfers do not result in major alterations of the budgetary program.

Article VIII: Rules of Procedure

Section 1: General Assemblies

General Assemblies will be held bi-weekly throughout the semester and begin no later than thirty (30) days after the first day of that semester. Exact dates, times, and locations, will be left up to the presiding Executive Board.

Section 2: Attendance

DSOD, and Associate Members, shall attend general assembly's as required in Article III, Section 2, Paragraphs, two (2), three (3). A DSOD who is not in attendance at the time of Roll Call will be marked absent. Executive Board members shall adhere to the attendance requirements listed in Article III, Section 2, Paragraph one (1).

Section 3: Quorum

Quorum for this organization must be met to conduct official business. Quorum for General Assemblies will require the presence of the President, Secretary, Parliamentarian and one other member of the Executive Board not to include the Advisor.

Section 4: Minutes

Minutes shall be kept by the Secretary as listed in Article IV, Section 3, Paragraph four (4) of this document. General Assembly minutes will be approved and accepted by voting members at each general assembly. Executive Board and special meeting minutes will be approved and accepted by the Executive Board. Corrections will be made to any and all minutes as necessary.

Section 5: Parliamentary

General Assemblies will be governed by Roberts Rules of Order Newly Revised (RONR). In the event of any conflict with RONR the HCC – SE SGA Constitution will take precedence.

Article IX: Amendments

Section 1: Amendment Process

Amendments to this Constitution/By-laws must be submitted in writing a minimum of seven (7) business days before the next General Assembly. Proposed amendments shall be reviewed by the Executive Board and given a place on the agenda for the upcoming General Assembly. Amendments must pass by a minimum two-thirds (2/3) vote in favor.

Section 2: Approval and Adoption

All amendments to this constitution/by-laws shall become a viable and binding part of said document and become effective immediately.

Article X: Ratification

Upon ratification by two-thirds (2/3) vote in favor by the Executive Board and voting members of the HCC – SE SGA, this Constitution/By-Laws shall become the superior document of the HCC – SE SGA. (Ratified 9/12/2012)