State Fair Community College

Student Government Association

2018-2019

Official Student Organization Handbook
At SFCC there are two ways student groups can be recognized: Student Organizations and Student Clubs.

**Basics of Being a Student Organization**
There are many benefits to becoming a registered student club at State Fair Community College, some of which include:

- **Budgeting** - Banking services through the Business Office including tax-exempt status (as part of SFCC).
- **Facilities** - Access to State Fair Community College facilities and space for student organization activities, meetings, and events.
- **Funding** - Eligibility for funding through the Student Government Association.
- **Fund Raising** - Permission to conduct fund raising events on campus and/or using college facilities.
- **Name** - Permission to use "State Fair Community College" and the official logo when promoting your club.
- **Promotion** - Access to table space at the annual Student Activities Fair, Fall Roadrunner Roast, and Spring Fling. Listing of student club name in official College publications and on the College website, permission to post events on campus, and use of designated bulletin boards.
- **Web page** – Access to the “Group Page” function on MyStar, to post pictures, announcements, chat, etc.

**Basics of Being a Student Club**
The process for registering a club is the same as an organization but there are less responsibilities. Student Clubs are eligible for the same benefits of organizations with the exception of funding. Clubs are allotted a certain amount each year while organizations can request more. Clubs are not required to attend SGA meetings but are encouraged to participate in student activities.

**General Rights and Responsibilities**
The College is committed to the belief that you have the right and privilege to organize and participate in groups whose purposes center around the interests and goal of the individuals involved. Though student organizations are able to function on campus and to enhance campus life, neither the Office of Student Activities nor State Fair Community College assumes responsibility for your organization. State Fair Community College does not assume financial responsibility for your organization, nor extend insurance coverage to its members.

A registered student organization is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of the College, the State Fair Community College Code of Conduct, and registered student clubs will be held accountable for the action and behavior of their members or guests at their functions. If your organization is suspended from State Fair Community College for any reason, it may not re-register under a different name with the intention of functioning in the capacity of the suspended group.

It is the responsibility of the registered student organization to familiarize themselves with the contents of the student organization handbook. Officers should take responsibility to inform others in the organization about College policy affecting your group. Any change in officers, advisor, and/or constitution should be promptly submitted to the SGA.

Before you begin the process of forming a new student organization, we recommend that you research existing ones. There are many student organizations registered at State Fair Community College, all of which have a wide variety of interests. You may find that there is a group on campus doing the sort of thing you want to do. As most registered student organizations are eager for new members, you might want to join them rather than
forming your own group. If you are unable to identify an existing organization that is of interest to you, then we highly encourage you to start your own!

To effectively organize your new group, consider the following questions:

1. What is the purpose of your organization?
2. What will be the goals of your organization?
3. How do you plan to accomplish these goals?
4. What is unique about your group?
5. Are there other students you know who would like to join?
6. What type of commitment will members need to make to the organization?
7. How will you identify and recruit members for the organization?
8. Do you know of State Fair Community College faculty or staff member who would be interested in serving as an advisor for your group?
9. Will you be affiliated with a department/office on campus?

**How to be recognized as an organization or club on the SFCC campus**

- Have at least 4 students who will be active members and who are willing to serve as officers.
- Have a commitment from a full time SFCC employee to act as your organization’s advisor.
- Meet with the Coordinator of Student Activities about the purpose of your organization.
- Submit a copy of your constitution to the Coordinator of Student Activities.
- Select a student to represent your organization as Senator at 75% of Student Government Association meetings (alternative senators are allowed). Submit an Organization Senator Form to the SGA President.

**How to be eligible to have voting privilege and receive organization funding from SGA**

- Fill out the SFCC Student Organization Membership Form
- Submit a copy of your constitution to the Coordinator of Student Activities
- If you are a returning organization, submit a charter renewal form to the Coordinator of Student Activities.
- Participate in Campus events such as Student Activity Fair, Roadrunner Roast, Homecoming, Spring Fling, and Campus wide service events.
- Attend 75% of all SGA meetings.

If students or advisors have questions after reading through this handbook, they are encouraged to contact the Coordinator of Student Activities.

**Organization Advisor Responsibility**

All registered student clubs are required to have an advisor. The responsibilities of the advisor are designated by the student organization itself, but often take the form of:

- Planning the year’s activities and meetings, participation is also encouraged
- Knowledge and implementation of policies and procedures for the organization
- Development of responsibility and service
- Keeping accurate records
- Executing tasks utilizing the proper channels
- Help students understand and follow administrative policies governing student activities
- Supervise the finances of the organization, co-sign all financial transactions
- Provide guidance and instruction toward achieving a worthwhile program and in fulfilling the group’s goals and objectives.
- Be knowledgeable on the constitution and by-laws of the organization and the duties of the officers
- Serve as a liaison, when necessary, between the college and student organization
- Make sure that the organization follows the guidelines for Student Senate recognition as an active student organization

**Advisor Guidelines**

The following are State Fair Community College advisor guidelines:

- An advisor must be a member of the faculty, administration, or staff of the College. A graduate student may advise an organization only if done so as an assigned College job responsibility.
- The advisor must give prior approval for all financial transactions and off-campus activities. They may be required to co-sign for financial obligations assumed by the organization.
- An advisor may be required to sign legal documents in a transaction as the duly authorized representative of the organization. If the College judges that the advisor acted in good faith and within the scope of his/her authority, the College will represent the advisor and organization in resolving any claims of loss or damage arising from the transaction, therefore protecting the advisor from any liability.
- If the organization, its members, or advisor are found to have violated a College policy or procedure, the Vice President for Educational and Student Services and Coordinator of Student Activities will review the incident and take whatever action is appropriate.
Sample Constitution

A constitution is written to guide an organization in its operations and activities. These documents should be clearly worded, intentionally structured, and kept up-to-date to meet the needs of the student organization.

The sample constitution is provided as a guideline to assist you in writing or revising your organizations constitution. There are many ways to structure an organization, so feel free to write your constitution to meet the needs of your organization.

The Constitution:

- Establishes the broad structure and fundamental principles of an organization
- Should be straightforward and comprehensive
- Should be difficult to amend

Sample Constitution

*Constitution of ___________ (group name)*

**Article I: Name**

Section 1

The name of this organization shall be *(Provide actual name which will be used for all official business), here after referred to as*

**Article II: Purpose**

Section 1

The purpose of the Gay-Straight Alliance (GSA) is to encourage acceptance and tolerance within the diverse population of the campus community, to create a place of support, respect, pride and safety for gay, lesbian, bisexual and transgender members of the student body, and to work toward a more accepting environment for all people, regardless of sexual orientation or gender identity, through education, support, social action and advocacy

**Article III: Affiliations**

Section 1

This organization is affiliated with *(Indicate if your group has an affiliation with a SFCC department and/or any other campus, local, state, national, or international organization and explain the relationship. Organizations with international affiliations must submit their international constitution or statement of purpose. If your organization has no affiliation, this section may be omitted.)*

**Article IV: Membership**

Section 1

The majority of the membership of this organization shall consist of enrolled State Fair Community College students.
Section 2
This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.

Section 3
Membership in this group shall be open to all who are interested.

Article V: Officers

Section 1
The officers of the organization shall consist of (State all officer titles and duties examples below)
A. President - The President shall have the following duties:
   (a) Serve as the official voice of the student body
   (b) Objectively supervise meeting discussion
   (c) Act as a liaison between the student body and the administration
   (d) Call unscheduled meetings if necessary
   (e) Work with all other officers to help with the functions of their office
   (f) Act as the Senator for SGA Senator
B. Vice President - The Vice President shall
   (a) Call meetings to order, or cancel meetings with advanced notice if a scheduled meeting will not take place
   (b) Conduct meetings
   (c) Adjourn meeting
   (d) Perform duties of President in their absence
C. Secretary – The Secretary shall have the following duties:
   (a) Prepare minutes at each meeting
   (b) Check Attendance at ______ Meetings
   (c) Post minutes and attendance in a MyStar Group?
   (d) Assist the treasurer in maintaining all financial documentation for the organization
   (e) Act as the alternate Senator for SGA Senate
D. Treasurer - The Treasurer shall have the following duties:
   (a) Assist the president in planning the budget for the organization
   (b) Maintain financial records for the organization
   (c) Work with SFCC’s Business Office to ensure fiscal responsibility and accountability of all funds

Section 2
The qualifications for each office
   (1) The President and Vice-President must be a full time student (12 credit hours) at the time of taking office and are required to attend all meetings.
   (2) The Secretary and Treasurer can be full or part time students, but are required to attend all meetings.

Section 3
The term of each office shall be one year from Oct. 1 to Sept. 30. Elections will be held each year in September.

Section 4
Should an officer's position become vacant during his/her term, a special meeting will be called to elect a new officer.

Article VI: Advisor

Section 1:
Our organization advisor must be a member of the faculty, administration, or staff of State Fair Community College.
Section 2:
The duties and responsibilities of the advisor shall be (See Advisor Guidelines in the Student Organization Handbook)

Section 3:
Should the position of advisor become vacant during the year the Coordinator of Student Activities will become the temporary advisor until a permanent advisor can be located.

Article VII: Meetings

Section 1:
Regular meetings of the organization shall be held the first

Section 2:
Special meetings of the organization shall be held (Consider who has authority to call these meetings, etc.)

Article VIII: Amendments

Section 1:
This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. (Note: The constitution should not be amended easily or frequently)

Section 2:
Provision for advance notice of amendment shall be (Explain how eligible voting members will be informed of the proposed amendment such as posting, notification by email, announcement at two consecutive meetings, etc.)

How to Maintain Active Status
In order for a student organization/club to be considered active, you must comply with the following:

- If changes to the original constitution are made, provide an updated constitution to the Coordinator of Student Activities.
- Have the organization senator (or alternate) at at least 75% of SGA meetings.
- If all requirements are met the organization will be recognized at an SGA meeting. All appropriate forms are included as part of this handbook and are available on the State Fair Community College website.

Revocation of Status
SGA reserves the right to suspend a student organization that is not considered to be operating in the best interest of the college. An organization whose recognition is revoked will lose its charter and have its accounts frozen. If deemed necessary, the Coordinator of Student Activities may suspend a club or organization until the next meeting of SGA.

The following criteria may be used to revoke an organization charter:

- Has held no meetings or had no transactions for (1) year.
- Has carried on activities requiring SGA approval with no preapproval
- Has been found to have an off-campus account
- Has been found to discriminate. (organizations recognized by the college may not discriminate membership or participation practices based upon factors related to race, religion, sex, place of origin, creed, handicap, marital or parental status)
- Carried out an activity deemed not in the best interest of the college
• Though the Student Government Association does not dictate how student organizations use funding they receive from the SGA, funding should never be distributed to students, faculty, or staff unless a reimbursement for some goods or services is needed. In those cases proper receipts are necessary and Dean approval may also be needed.
Current Organizations that are officially recognized by SGA
For the most recent, up to date list of student organizations and clubs at SFCC please visit the SFCC SGA webpage. Corrections to this page should be requested by submitting a Marcomm request through mySTAR.

SGA Meetings
Student Government Meeting time and location are determined by the SGA officers each semester. Student organization senators are expected to attend each Student Government Association meeting. Student organizations that do not attend at least 75% of Student Government meetings may be in jeopardy of losing funding the following academic year.

MONEY—HOW TO GET IT, HOW TO SPEND IT, HOW TO RAISE IT

Student Organization Funding
Student Clubs will receive a minimum amount at the beginning of the academic year (August) provided that each organization follows the guidelines provided in this manual. This minimum amount will be established by the Student Government Association at the end of the previous academic year (May).

Funding may also be available by request to student organizations. The amount each organization can receive will be determined by the Student Government Association and is dependent on the availability of funds.

Only active student organizations are eligible to request and receive Student Government Funds. Funding will depend on, but not limited to, the following:
- Attending SGA meetings – at least 75% attendance
- Institutional Service & Participation in campus wide events (organizations have been asked to participate in Student Activity Fair, Roadrunner Roast, Spring Fling, Homecoming, prospective student events/college visit days, and to support other organization events)
- Community Service Projects

In order to request funding, organizations must present their budget to the SGA Budget Committee. The Senator can then request funds at the Budget Hearing, committee members will have the opportunity to ask questions, request more information, table or vote on the request. The committee reserves the right to table a request for as long as they choose or to only award a portion of the requested funds.

Once the Budget Committee determines the amounts allotted the Coordinator of Student Activities will request the funds to be transferred into each organization’s account. It is the responsibility of the advisor to monitor the club’s account.

Student Organizations should use SGA meetings to make announcements about their organization activities and projects.

It is the responsibility of the Senators to relay any information from the SGA meetings back to group members.

ALL SPENDING MUST BE APPROVED BY THE APPROPRIATE DEAN, This includes reimbursement to students, faculty or staff of SFCC, please check with your dean before spending.

Fundraising Policy of State Fair Community College
Recognized student clubs and organizations may conduct fund-raising activities after receiving approval through the Dean of Student and Academic Support Services by filling out the Regulation 1330 Solicitation Request Form. Posting of any signs or notification by any organization, whether internal or external, must
receive prior approval from the Dean of Student and Academic Support Services. Materials produced for the promotion of the event must bear the name of the sponsoring office, committee, or organization and an end date.

**Important information about Student Organization Senators and Members at Large**
- Any SFCC student, faculty, or staff can attend Student Government Association meetings
- Each organization should elect two organization senators, one regular and one alternate
- Organization Senators are requested to attend all SGA meetings (75% required for following year minimum funding).
- Senators-at-Large represent the student body of SFCC and are not allowed to be a member in any student organization.
- Student Organization Senators can only represent one organization at a time (for meeting attendance and voting fairness purposes)

**Campus Information**

**People you should know**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext.</th>
<th>Office</th>
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<tbody>
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</table>

**Facility Use at State Fair Community College**
Student Organizations are encouraged to use State Fair Community College space for meetings, programs, and events. State Fair Community College reserves the right to place reasonable time, place, and manner restrictions on any activity conducted on the campus. Misuse of or illegal conduct on State Fair Community College property may result in the loss of use privileges, referral to the Vice President for Educational and Student Services, and/or prosecution under applicable laws.

**Press Releases**
News releases are a vital part of informing the community and the campus about events, are low in cost, and reach a large audience. Most news releases need to go out at least 2 weeks prior to the actual event so plan ahead.
Please contact Dana Kelchner at ext. 7250 or via email to request a press release about your event.
She will need the following information: Who, what, when, where, why, and how. She will also need a contact person from your organization (usually the sponsor) to be the spokesperson for the event.

**Posters and Advertising**
All posters, flyers, promotional banners, and advertisements must be appropriate for the college environment.

Please do not use tape or pins to secure posters on any painted surfaces. Use bulletin boards located throughout campus to hang posters. Organizations and Clubs must have permission from the Dean of Student and Academic Support Services to hang items on campus. Items must be stamped by the Dean’s office and will be removed as of the end date on the document or 30 days, whichever comes first.

For safety reasons, please do not hang posters on glass door entries.

It is the responsibility of each club to remove all outdated materials from table tops, bulletin boards, and any other publication piece once the event is over or the information is no longer relevant.

Any outdated, inappropriate, or misplaced (posters on glass, etc…) will be removed immediately and reported to the Dean of Student and Academic Support Services.

All PR locations should be approved by the Director of Marketing to ensure proper placement and agreement with all campus policies.

**Ways to advertise on campus**
Posters
Flyers
Table tents
Campus Bulletin Boards
Social Media

**Information Booths and Tables**
Set up a table in the Parkhurst Commons area or the Yeater Lobby for your event.

**SFCC Tents**
Tent setup can be requested by submitting a work order online using the “School Dude” system.

**Alcohol and Drug Policy**
All SFCC Clubs and Organization events must follow College policy. Please see policies and regulations.

**SFCC Committee Information**
Senators from organizations may be asked to serve on campus committee’s from time to time.

Fundraising for student organizations is strongly encouraged to supplement costs and expenses that organizations may incur throughout the year.

All fundraising events or activities must be carried out in accordance with existing policies of State Fair Community College.

Fundraising ideas should be discussed with the Coordinator of Student Activities, Dean of Student and Academic Support Services and the Executive Director of the SFCC Foundation by filling out the solicitation request form (1330).
This handbook was created to assist State Fair Community College student organizations with any questions they may have about Student Activities, Student Government Association, policies, procedures, and services of the college.

Thank you for your ongoing support!
Please use this form to renew the status of your organization on campus each fall. Charter Renewals should be submitted to the Coordinator of Student Activities prior to the first SGA meeting.

PLEASE PRINT LEGIBLY

Date: ____________________ Is your group an organization or a club? ______________________________

Organization/Club Name:
________________________________________________________________________________________
________________________________________________________________________________________

Purpose:
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Office  Name  Phone

Officers:
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Election Date:  _________________________________________________

Faculty/Staff Sponsor (s):  ____________________________________________________

Dues:  $________________ per semester  ______ per year

Meeting Days & Times:  ________________________________________________

Does this Organization have any off campus affiliation?   Yes   No

If yes, what group?  ________________________________________________

E-mail address of contact person:  ____________________________________
SFCC Student Government Association Constitution
Article III, Section 1

A maximum of two senators (one is an alternate) from each chartered organization (each member may represent one organization only). A chartered organization shall be defined as an organization with officers and representatives having a constitution on file with the Coordinator of Student Activities. This organization must have been granted a charter by the Student Government Association, for a good faith effort at annual compliance of Student Government Association requirements.

I _______________________________ advisor of the Student Organization do hereby authorize the following individuals to represent our organization for the 2016-2017 academic year.

Senator #1
Name: _________________________________________________________________________
Address: _________________________________________________________________________
Phone # Home______________________________   Cell ________________________________
Email  __________________________________________________________________________
Semester at SFCC _______________________________________________________________________

Senator #2 (Alternate)
Name: _________________________________________________________________________
Address: _________________________________________________________________________
Phone # Home______________________________   Cell ________________________________
Email  __________________________________________________________________________
Semester at SFCC _______________________________________________________________________

Please complete the form and return it to the SGA president. Please attach updated names of organization officers with this registration and new constitution if any changes have been made.

To contact the SGA President email sgapresident@sfccmo.edu
The Constitution of the Student Government Association of State Fair Community College

We, the students of State Fair Community College, do ordain this Constitution of the Student Government Association as the empowered Constitution for the members of the Student Government Association, the student body, and the organizations of State Fair Community College. This Constitution shall be in accordance with all federal, state and local laws and ordinances and campus policies and procedures.

**Article I**

**Organizational Purpose**

Section 1. The name of the student governing body of State Fair Community College shall be known as the Student Government Association (SGA).

Section 2. The purpose and goals of the Student Government Association shall be to provide reasonable and coherent policies, leadership and unity for the State Fair Community College student body. This association shall also create and act as a medium between the students, faculty, and the administration of the campus.

Section 3. The Student Government Association shall provide opportunities for students to assist the surrounding community and service area in an attempt to promote higher education through community service.

Section 4. The Student Government Association shall be responsible for funding student organizations, while observing fiscal responsibility.

**Article II**

**Composition of the Student Government Association**

Section 1. The Student Government Association shall consist of an Executive Branch a Legislative Body of Senators, and the student body.

Section 2. The Student Government Association shall be advised by the Director of Residence and Campus Life or the Vice President of Educational and Student Services. The advisor will be responsible for insuring that SGA follows all civil laws and ordinances and campus policies and procedures.

Section 3. All SFCC students are members of the Student Government Association upon enrollment at SFCC and are welcome to attend all meetings and offer input. However, only Senators will be allowed to vote.

**Article III**

**Legislative Branch Membership**

Section 1. The legislative branch will be the policy making body of the Student Government Association and will consist of one (1) senator from each officially approved student organization, and one (1) senator-at-large from the student body (senator-at-large must not be hold membership with any student organization).

Section 2. The Student Government Association complies with the non-discrimination policy, as stated in the current State Fair Community College catalog.
Section 3. Persons wishing to become Student Government senator-at-large must be elected by the student body, in an official campus wide election. The student with the majority vote will be elected. The Senator-at-large is designed to be a representation of the general student body. The senator-at-large cannot be a member in any officially recognized student organization.

Section 5. Eligibility to be a Senator or Representative requires that a student attend classes at least half-time (6 hours) as a SFCC student, maintain a 2.0 GPA, and be in good standing with State Fair Community College.

Section 6. All SGA Senators will be required to fulfill the following responsibilities.

a. Serve on at least one campus committee. If a student is unable to serve on a committee, an alternative will be decided upon by the executive branch.

b. Participate in at least one student government activity.

Section 7. Each Senator should act in the best interests of the student body and project a positive image of the Student Government Association.

Section 8. Legislation can be proposed to the senate by any current senator or officer. All legislation must be proposed by at least two senators or officers. The legislation should be in written form and formally proposed at student government meetings.

Section 9. All legislation must first be approved by the Senate and then the President has the option to veto. A 2/3 majority of the senate is required to override a presidential veto.

Section 10. All student organizations must submit the name of their Senator and appropriate contact information to the SGA President or Advisor five (5) days prior to the first scheduled meeting.

Article IV
The Executive Branch

Section 1. The executive branch shall consist of the following: President, Vice President (President Elect), and Presidential Cabinet.

Section 2. Eligibility to be an executive officer requires that a student be at least full-time (12 hours) student, maintains a 2.5 GPA, and be in good standing with State Fair Community College. In addition, the President may not hold executive positions in any other campus organization.

Section 3. The President shall have the following duties:

a. Serve as the official voice of the student body.

b. Objectively supervise meeting discussion.

c. Act as a liaison between the student body and the administration.

d. Meet with the SFCC President for monthly reports of Student Government.
e. Call special unscheduled meetings if necessary.

f. Work with the Treasurer to plan and submit budget for SGA approval.

g. Exercise veto power over all approved items or resolutions. The Presidential veto may be overturned by two-thirds of the Senate.

h. Determine and enforce an appropriate dress code for officers at meetings.

i. Maintain a current roster and contact information list of all SGA Executive Officers, Cabinet members, and Senators.

Section 4. The Vice-President shall have the following duties:

a. Assist the President in planning and submitting the budget for SGA approval.

b. Conduct meetings.

c. Adjourn meetings.

d. Perform the duties of President in his or her absence.

e. Formally propose all grounds of impeachment for any office other than Vice President.

f. Chair the budget committee for allocation of student development fee.

i. The budget committee shall consist of 3 students selected from the student body. Each student organization can request funds from the Student Government at a designated time within the first three (3) weeks of the academic year. All funding for the semester will come out of this committee meeting.

ii. The amount determined by the committee will be awarded based on the judgment of the budget committee.

iii. The budget committee will determine the amount based on the preparation of the budget and proposal, as well as campus/community involvement of the particular organization making the request.

iv. Student Organizations will automatically receive an amount set by the SGA each year based on availability of funds.

g. Check attendance at Student Government Association meetings.

Section 9. The Senator at Large shall have the following duties:

a. Provide all information and publicity of the Student Government Association to the proper bodies (i.e. Student Bulletin, etc….)
b. Lead campaigns for Student Government Association to the Student Body.

Section 10. All executive officers will be required to serve on campus committees if asked.

Section 11. Each executive member should act in the best interests of the Student Body, as well as ensure the continuity of the Student Government Association.

Section 12. All executive officers shall remain accessible to Senators and State Fair Community College students, while reflecting positive leadership qualities.

Section 13. The President, Vice President and Cabinet members will receive scholarships, in the amounts determined by State Fair Community College.

Article V
SGA Voting

Section 1. A motion or resolution must pass by a majority of senators present.

Section 2. All SGA members with the exception of the President, Vice President, and Cabinet, shall be entitled to one vote. The Vice President shall only vote to break a tie.

Section 3. Discussion, debate, and voting shall follow Robert’s Rules of Order.

Article VI
Attendance Policy

Section 1. Student Government member’s attendance in meetings and maintenance of office hours will be published on the official SGA website and senators will be held accountable by their respective organizations. However, 75% attendance of SGA meetings is required to be considered for full funding the following year.

Article VII
Impeachment, Resignation, and Succession

Section 1. An SGA Senator or Officer may be impeached for the failure and/or inability to carry out the responsibilities and policies prescribed within this Constitution.

Section 2. The SGA Vice President (or in the case described in Article IV, Section 7, f) the Chief of Staff will decide if impeachment is necessary, and formal charges of impeachment shall be proposed by him or her. The process will follow voting regulations in Article V.

Section 3. Impeachment procedures may be started with a petition signed by one-third of Senators or by a letter from the SGA Advisor.

Section 4. The impeachment shall require a two-thirds vote of the Senate. The Vice President shall not vote in impeachment proceedings.

Section 5. The causes for impeachment may include, but are not limited to:
a. A failure to complete office hours as scheduled and/or assigned.

b. Failure to report SGA and/or campus committee activities to the SGA and the Vice President.

c. Failure to abide by the policies of State Fair Community College.

Section 6. A SGA member may resign at any time with appropriate reasoning by informing the Chief of Staff by letter or formal announcement.

Section 7. In the event that the President cannot serve, the Vice President shall assume the office of President.

Section 8. In the event that the Vice President cannot serve, the President shall appoint a new Vice President to be approved by two-thirds of the Senate.

Section 9. In the event any cabinet member cannot serve, the President shall appoint new cabinet members to be approved by a majority of the Senate.

Article VIII
Elections

Section 1. Student Government Association executive officer nominations shall be turned in by the first week in March.

Section 2. Elections will take place for:

a. Student Body President

b. SGA Vice President

c. Student Body Senator-At-Large

d. Other matters requiring a student body vote

Section 3. Elections shall take place the first week of April

Section 4. The Chief of Staff shall act as elections commissioner, unless the Chief of Staff is running for elected office. If so, the President shall be the elections commissioner. This person, with the advisor, shall verify elections and monitor campaign activities throughout the elections process.

Section 5. Each candidate shall be responsible for upholding all campus policies during the campaigning process.

Section 6. All candidates/issues/projects must receive a 51% plurality of the votes. The candidate/issue/project with at least 51% of the votes will be declared the winner.

Section 7. In the event no candidate/issue/project receives 51% of the vote, a run-off between the top two candidates/issues/projects will be held the first Wednesday following the election week.

Section 8. Voting locations will be determined and posted one month prior to the election date.
Article IX
Creation of Amendments

Section 1. Amendments to this Constitution can be recommended by any member or by a petition of at least three percent of the student body.

Section 2. Proposed amendments to this Constitution shall be presented in writing to the Student Government Association in a regular meeting time in resolution form. There will be an automatic two-week consideration and debate period.

Section 3. The amendment will then be re-read by the sponsor of the resolution and voted upon by the Student Government Association.

Article X
Ratification and Empowerment

Section 1. An amendment shall be approved for submission to the student body after a two-thirds vote of the Senate of the Student Government Association. If the student body votes in favor of the amendment, with at least ten percent turnout and a majority of the votes, the amendment will be considered ratified.

Section 2. Any ratified amendments shall take effect at the beginning of the new academic year.

Section 3. A complete revision of this Constitution can only be considered after submission of a petition of twenty-five percent of the student body. The Chief of Staff will lead a committee to take suggested revisions for the Constitution. The revised Constitution must then be approved for submission to the student body by unanimous vote of the Senate. If the Student Body votes in favor of the revised Constitution, with at least twenty-five percent turnout and at least two-thirds of the votes, the revised Constitution will go into effect by the date specified by the Student Government Association. The revised Constitution will be forwarded to the Vice President of Student Services and the President of State Fair Community College for final approval.