

**CONSTITUTION OF THE
COWLEY COUNTY COMMUNITY COLLEGE
AND AREA VOCATIONAL-TECHNICAL SCHOOL
STUDENT GOVERNMENT ASSOCIATION**

PREAMBLE

We, the students of Cowley County Community College and Area Vocational-Technical School, in order to stimulate and improve student government, establish better communications with the administration, and foster the recognition of the rights and responsibilities of students of the college, do hereby establish this Constitution of the Student Government Association.

ARTICLE I - NAME

The name of this body shall be the Cowley County Community College and Area Vocational-Technical School Student Government Association, hereafter referred to as SGA.

ARTICLE II - PURPOSE

The purpose of SGA is to promote the interests of students to various councils, the administration, and other groups. SGA supports extracurricular activities, student organizations and special events that promote mental and physical wellness and growth opportunities for a diverse student population.

ARTICLE III - MEMBERSHIP

Section 1 - Organizational Membership: Any college organization certified by the college administration shall be admitted to organizational membership in SGA. This includes one representative (or an alternate should the regular member be absent).

Section 2 - General Membership: Any person who is recognized by the college to be a student (full or part-time) shall be admitted to general membership in SGA.

Section 3 - Special Membership: Special types of membership (such as honorary or associate) may be established and provided by a two-thirds majority vote of the members in attendance.

Section 4 - Executive Membership: The officers of SGA shall be admitted to executive membership. The president, vice president, secretary and treasurer (or a combined secretary-treasurer) shall be elected from the student body.

ARTICLE IV - MEETINGS

SGA members shall meet throughout the academic year (at times established by the SGA bylaws) to conduct all business of SGA. The members shall be responsible for:

- A. Nominating and electing subsidiary officers;
- B. Approving all appointments made by the president of SGA;
- C. Determining student policies and programs to be undertaken in the name of SGA;
- D. Acting as liaisons between SGA and organizations that are represented. This includes reporting organizational activities to SGA and vice-versa.

- E. Revising any bylaws to meet the needs of SGA with a two-thirds vote of members present at the meeting called for that purpose;
- F. Determining and approving expenditures of SGA;
- G. Impeaching, suspending, or removing its own members or officers on the basis of the findings of SGA, by majority vote of the membership of SGA;
- H. Creating standing committees to promote student interests and welfare.

ARTICLE V - BUDGET

A budget summary of expenditures and remaining projected expenses for the current school year shall be presented to the membership at the April or May meeting. Based on the current-year budget summary, the SGA's current and newly elected executive membership will prepare a proposed budget for the upcoming college year. The proposed budget will be given to the sponsor and appropriate administrators.

ARTICLE VI - CONSTITUTION

The Constitution of SGA may only be altered and amended by a two-thirds vote of the executive and organizational membership.

ARTICLE VII - DURATION

The duration of SGA shall be for the period of the existence of the college, unless sooner terminated by its memberships.

ARTICLE VIII - SGA SPONSOR

The college administration shall appoint a sponsor of faculty or administrative status for advisory purposes to SGA. The sponsor shall not cast a vote on any proposals.

ARTICLE IX - RATIFICATION

The Constitution shall become effective immediately upon its ratification by majority vote of SGA organizational and executive members.

SGA BYLAWS

ARTICLE I - MEETINGS

Section 1: Place of Meeting: All meetings of SGA shall be specified by officers with an advance notice of two weeks whenever possible. It is the officers' responsibility to arrange the availability of the meeting site.

Section 2: Regular Meetings: Officers should schedule two meetings per month: one executive/organizational meeting and one general meeting. Officers will set up a regular meeting schedule at the start of the school year.

Section 3: Notice of Regular Meetings: The secretary shall be responsible for publicizing the meetings and placing a notice in the student newspaper, stating the place, time, and purpose of the meeting.

Section 4: Special Meetings: Special meetings of SGA may be called by the president or requested by any of the officers or organizational members.

Section 5: Voting: Each member shall have one (1) vote on any issue.

Section 6: Conduct of Meeting: The president, or in his/her absence the vice president, shall preside over all meetings. If any officers are not present, their functions may be performed by any of the subsidiary officers present or chosen by those members in attendance.

Section 7: Attendance:

- A. All organizational members are expected to attend meetings, either by personal representation or by designated alternate.
- B. After three consecutive absences of an organizational member, the secretary will request the organization that the member represents to elect a new representative.
- C. The secretary is responsible to work with the Dean of Student Life's secretary to ensure minutes are prepared and distributed to administration, sponsors, and representatives. Attendance will be noted on the minutes, and club/organization representatives will be notified when their representative is not present at regularly scheduled meeting times.

ARTICLE II - Officers

Section 1: Qualifications:

- A. All officers of SGA must be full-time students (12 or more hours) of the college and must maintain during their service at least a 2.50 cumulative grade-point average while passing at least 12 credit hours per semester.
- B. Candidates for the offices of president, vice president, secretary, and treasurer are required to have at least a 2.75 cumulative grade-point average at the time they declare their candidacy.
- C. Potential candidates whose grade-point average is between 2.5 and 2.75 may appeal to an election committee for the right to enter the election. The committee will include current SGA officers and sponsors.
- D. Candidates must have completed at least one semester as a full-time student at Cowley College prior to declaring their candidacy.

Section 2: Election of Officers

- A. All officers of SGA shall be elected from the student body of the college by the members of the student body, faculty, and staff.
- B. All candidates running for office must complete a Declaration of Intent form to be filed by March 1 or the first school day following March 1.
- C. The date(s) for the election, which will be held by March 31, shall be determined by Feb. 15 by the sponsor of SGA.
- D. The student body will be made aware of the candidates and their campaign platforms through notices and features in the student newspaper no later than one week prior to election.

Section 3: Office and Term of the President:

- A. The president shall preside at all meetings and shall have general supervision and management of SGA. Any major decision, however, will be subject to a majority vote of the

members present. The president shall have special duties as may from time to time be prescribed by these bylaws or designated to him/her by resolution of the members.

- B. The president of SGA shall be elected for the term of one year, to begin with the SGA meeting immediately following the election. He/she shall remain in office until the election of the new SGA president or until his/her impeachment, suspension, or removal.
- C. The past president of SGA shall remain in SGA as a general member and in an advisory capacity to the new president until the end of the current semester.

Section 4: Duties of Other Officers:

- A. The president and vice president shall follow the SGA Constitution in planning and conducting meetings and coordinating events.
- B. Both the secretary and the treasurer shall keep a complete and permanent record of all proceedings of the meetings, shall have general charge of the books and records of SGA, and shall perform such other duties as may be prescribed by the bylaws or delegated by resolution of the members. In the absence of the secretary or treasurer, the vice president shall assume these responsibilities.

Section 5: Removal of Officers

- A. Grounds for the removal of an officer include poor academic standing, excessive absences from meetings and activities, not performing the duties set forth in the SGA bylaws (Article 2, section 3 & 4), or general conduct not appropriate for an officer.
- B. A written declaration of impeachment needs to be submitted by a current Cowley student to an SGA sponsor. The declaration should include grounds for removal. The sponsor will then place the item on the agenda to be discussed at the next open meeting.
- C. Removal must be approved by a majority vote of all members in attendance at the open meeting.
- D. If the president is removed from office his position must be filled by the vice-president.
- E. If the vice-president is removed, the secretary shall have the option of filling the vacant position. If the secretary chooses to remain as secretary, then the treasurer shall have the option of filling the vacant position. If neither party chooses to fill the position then an election will be planned during the next open meeting for the vacant position.
- F. If the office of secretary or treasurer is vacated, an election will be planned during the next open meeting for the vacant position.

Section 6: Grants for SGA officers: The president, vice president, secretary, and treasurer shall each receive a full tuition and textbook grant.

ARTICLE III – Elections

Section 1: Conduct of Election Practices:

- A. Campaigning cannot disrupt organized classes.
- B. No signs shall be placed on the outside of the buildings; all signs must be placed inside (but not on glass doors or windows).
- C. Banners, posters, etc. may be placed in the classrooms with approved staff signatures.
- D. Banners, posters, etc. must be hung so that they will not deface the wall or any college property.

- E. Handbills and similar promotional materials of candidates should be handed directly to potential voters.
- F. Candidates are asked to respect other candidates' banners, posters, etc., and to help prevent defacement.
- G. Candidates are responsible for the removal of all banners and posters, etc., immediately following the completion of the election.
- H. Candidates must furnish all materials for banners and their hanging and pay for all printing costs and incidental expenses of their campaigns. No student funds are available for such purposes.
- I. All controversial matters concerning the election will be ruled upon finally by the SGA sponsor or another authorized designate.
- J. Candidates shall submit to the sponsor of SGA a signed Declaration of Intent to become candidates by March 1 or the first school day following March 1.
- K. The Declaration of Intent shall read as follows:

DECLARATION OF INTENT FOR SGA OFFICE

I, _____, as a student at Cowley County Community College do hereby declare that I am a candidate for _____ of the Student Government Association for the 20__-20__ academic year. It is understood that the term begins with the first meeting following SGA elections. It is in good faith that I make the following pledge:

If elected,

1. I will continue my studies to graduation, and pass at least 12 semester hours work during each semester.
2. I will take an active interest in all school affairs and strive to provide constructive leadership in student activities, cooperating with the faculty, administration and student body.
3. I will submit my resignation immediately upon being informed by the SGA sponsor that I am ineligible by reason of maintaining less than 2.50 cumulative grade-point average.
4. I will carry out the constitutional duties of my office to the best of my ability and conduct myself at all times with the realization that I am the official representative of the student body of Cowley County Community College and that my actions will be construed by the public to be representative of that body. I further recognize the authority of SGA to impeach officers or demand their resignation as provided by the Constitution.

Signed: _____ Date: _____

Section 2: Election Committee: The vice-president of SGA shall act as commissioner of the elections held by SGA. At least one SGA sponsor will assist the vice president with online voting results. If paper ballots are used, the vice president will form a committee with at least two students and one sponsor. The vice president will report results and total vote count to officers and sponsors. The vice president will also provide a report at the next full SGA meeting.

Section 3: Voting Eligibility: Any person designated as a student (full or part-time) at the college is eligible to vote in all elections. Also, any faculty or staff member is eligible to vote in SGA elections.

Section 4: Tiebreaking Procedure: The current president of SGA shall not vote in the officer election. He/she will vote only for the purpose of breaking any ties.

Section 5: Oath of Office: Officers shall take the following oath of office, as administered by the outgoing SGA president, as soon as possible after the election outcome is known:

- (1) I, _____, do solemnly swear
- (2) to uphold the Constitution of the Cowley County Community College Student Government Association;
- (3) to take an active interest in all student affairs:
- (4) to do my best to promote understanding and harmony between the faculty and students;
- (5) to promote the welfare of Cowley County Community College to the best of my ability;
- (6) to serve as representative and spokesman for the student body.
- (7) I hereby engage myself to continue my studies at the college,
- (8) to graduation, if it be within my power to do so.
- (9) I will carry out the constitutional duties assigned to my office to the best of my ability;
- (10) and so conduct myself as to reflect credit upon the student body it is my privilege to represent.

ARTICLE IV – Regulations for SGA Homecoming Elections

Section 1: Candidate Nominations: Each college-sponsored organization and varsity sport (active during the semester of the election) shall be able to nominate one candidate for the election of king and one candidate for the election of queen. In the event that only one gender is involved in an organization (such as a male in men's basketball) there will be only one nomination.

Section 2: Nominee Guidelines: Nominees must currently be full-time students (12 hours or more) with a total of 24 cumulative credit hours completed before the beginning of the fall semester. At the time of the nomination, the nominee must have, at a minimum, a 2.0 cumulative GPA.

Section 3: Voting:

- A. Each student (full-time or part-time) faculty and staff member may vote once per election.
- B. There will be two elections. One will be a preliminary election, narrowing down the nominees to the top 5 king and top 5 queen candidates. The final election will be held the week of homecoming.

Section 4: Voting Procedure

- A. If voting booths/ tables are used, there should be one, preferably two, workers running the voting booth during a specific time period
- B. There will be no campaigning or soliciting of votes for any candidate by those running the voting booths
- C. All voters should be instructed to cast their ballots directly into the ballot box themselves.
- D. If online voting is held, the voting shall be open for a minimum of one week.
- E. The highest-ranking officer who is not a Homecoming candidate shall not vote in any Homecoming election. That designated officer will vote only in case of a tie.

Section 4: Crowning Ceremony: Candidates who are not present at the crowning ceremony cannot be crowned as king or queen. The king and queen will be crowned based on the candidates who received the most votes and are present at the crowning ceremony.

ARTICLE V – APPROVAL OF NEW STUDENT ORGANIZATIONS

In order to be recognized by the college, student organizations are approved by the Student Government Association and the administration.

Section 1: Approval: Groups wishing to organize under college sponsorship must complete the Application for Charter form available from an SGA sponsor or the Dean of Student Life or from the college website. The Dean of Student Life, the Vice President of Student and Academic Affairs, and the college president shall review and approve or reject the application. Once the application has been approved by the college president, it will be placed as an action item at the next Student Government Association meeting. The proposed club sponsor and the ten application petitioners shall verbally present the proposal at the meeting. The Student Government Association will hold a vote. If the charter is approved, it

is duly recorded and issued to the new organization as its constitution. If the charter is denied, it is duly recorded and the petitioners may appeal to the Student Affairs Committee.

Section 2: Sponsors: Students requesting the club are responsible for finding a sponsor. The sponsor assumes the responsibility for the conduct and affairs of the organization.

Section 3: Club Functions: Social events and functions sponsored by the organization are subject to the rules and regulations of the college. Organizational functions must be approved by SGA through the Dean of Student Life's office and reported for publication in the school calendar at least two weeks in advance of the function.

Section 4: Code of Conduct: Private parties held by club members in their homes, at commercial establishments, or at other non-college locations do not come under the jurisdiction of the college in any way. Neither the name of the college nor the club shall be used in advertising these functions or in making financial arrangements for them.

ARTICLE VII – RATIFICATION

The establishment of the by-laws shall become effective immediately upon its ratification by two-thirds vote of the members of Student Government Association represented at the meeting called for ratification purposes.

Revised spring 1977

Revised spring 1984

Revised spring 1985

Revised spring 1994

Revised spring 2003

Revised spring 2004

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