

BYLAWS

OF THE STUDENT GOVERNMENT ASSOCIATION OF EAST CENTRAL COLLEGE

Amended fall 2017; spring 2018; fall 2019

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ARTICLE I – EXECUTIVE BOARD

Section 1 – PURPOSE

The purpose of the SGA Executive Board is to manage, direct, and monitor all of the activities and procedures of the Student Senate and Club Council, and to act as a voice for the students of East Central College.

Section 2 – AUTHORITY

As defined in Article II of the Constitution, all powers herein granted shall be vested in the Executive Board, Student Senate, and Club Council. Such powers include the direction and regulation of all activities, policies, procedures, and enactment of measures for the general welfare of the Student Government Association. As delegated by East Central College's Board of Trustees, expenditures funded by the six-percent of the Student Activities Fees allotted to SGA will be voted upon and approved by the Student Senate. Whenever possible, SGA will take active measures to implement best practices as outlined by MCCA-SG and national SGA organizations.

Section 3 – EXECUTIVE BOARD POSITIONS

As defined in Article IV of the Constitution, the Executive Board is comprised of the members listed below. The Student Life and Leadership Coordinator or designee shall serve as a non-voting advisor on the Executive Board.

1. President
2. Vice President
3. Chief Recording Officer
4. Public Relations Officer

Section 4 – ELECTION OF EXECUTIVE BOARD POSITIONS

As defined in Article IV, the Executive Board positions are elected in April by the entire Student Body. Students wishing to run for an Executive Board position must submit an application to the Student Life and Leadership Coordinator no later than two weeks prior to the election. If elected, the SGA President and Vice President cannot hold officer positions in other ECC student organizations, though they can participate as general members. The Chief Recording Officer and Public Relations Officer may hold other executive office positions with ECC student organizations. All officers must refrain from representing their club at Student Senate and Club Council meetings and must abstain from voting on issues directly relating to their club. If the student meets the requirements of the position, they will be placed on the ballot and allowed to campaign for office on campus. The student running for each position with the most votes will be appointed and assume the duties of their office in May. *[amended spring 2018]*

In the event there are no students running for a position in the spring semester, elections will be held again at the start of the fall semester. Duties of vacant positions will be divided among officers until the position is filled, or the President may choose to appoint an interim officer until a special election is held. The Vice President will serve as the interim President in the event the President vacates office. Special elections for vacant positions need a two-thirds majority vote by all currently enrolled ECC students present at the Student Senate. The offices of President and Vice President must be elected by the student body.

In the event an officer vacates their position, but has otherwise preformed their duties satisfactorily, the Executive Board will hold a roundtable discussion about appropriately compensating the officer who has resigned.

Section 5 – TERM OF OFFICE AND ASSUMPTION OF DUTIES

Term of office shall be May of the year selected—throughout the East Central College academic year—to May of the following year.

1. Oath of Executive Officers and of Senators
 - a. The Executive Officers and all senators of the student body shall take the following oath of office: “I _____ solemnly swear (or affirm) to execute the duties of my office as prescribed in the Constitution and Bylaws of the student body for the benefit of all members in the student body.”

Section 6 – CONDITIONS OF EXECUTIVE BOARD TENURE

1. Each member of the Executive Council shall be responsible for fulfilling his/her/their job description.
2. To remain in office, the President and Vice President shall be enrolled in 12 credits, earning a minimum GPA of 2.50. The Chief Recording Officer and Public Relations Officer shall be enrolled in 6 credits, earning a minimum GPA of 2.50.
3. Each member shall be in good standing with the East Central College Student Code of Conduct.
4. Each member shall sign a “terms of appointment” contract.
5. Officers cannot serve more than four semesters in any one or combination of Executive Board offices.

Section 7 – EXECUTIVE BOARD MEETINGS

1. Meetings of the Executive Board shall be held weekly in the fall and spring semester.
2. Special Meetings may be called as necessary.
3. Each member of the Executive Board shall exercise one vote except for the President.
4. The President shall cast a vote in the event of a tie.

Section 8 – COMPENSATION FOR EXECUTIVE BOARD MEMBERS

1. The officers elected to the offices of President and Vice President shall be paid in through an end-of-semester stipend in the amount of \$1000 per semester with the following pay-out stipulations:
 - a. Both officers satisfactorily served the entire semester including consistent and regular attendance of required meetings and events.
 - b. Both officers charted five weekly office hours.
 - c. Both officers completed a mid-semester and end-of-semester performance review with the Student Life and Leadership Coordinator.
 - i. The mid-semester evaluation may include a contract between the Student Life and Leadership Coordinator and officer outlining expected improvements if performance is not satisfactory. If the end-of-semester performance review is

favorable, the full amount of the stipend will be awarded. If the end-of-semester review is less than favorable the stipend award may be reduced.

2. The officers elected to the offices of Public Relations Officer and Chief Recording Officer shall be paid through an end-of-semester stipend in the amount of \$500 per semester with the following pay-out stipulations:
 - a. Both officers satisfactorily served the entire semester including consistent and regular attendance of required meetings and events.
 - b. Both officers charted two weekly office hours.
 - c. Both officers completed a mid-semester and end-of-semester performance review with the Student Life and Leadership Coordinator.
 - i. The mid-semester evaluation may include a contract between the Student Life and Leadership Coordinator and officer outlining expected improvements if performance is not satisfactory. If the end-of-semester performance review is favorable, the full amount of the stipend will be awarded. If the end-of-semester review is less than favorable the stipend award may be reduced.

Section 9 – GENERAL DUTIES OF EXECUTIVE BOARD MEMBERS

1. Promote the goals and objectives of the students at East Central College.
2. Serve as conduits of information and expression of concerns between the Board of Trustees, College Administration, Student Senate, and the student body at large.
3. Attend all Executive Board, Student Senate, and Club Council Meetings.
4. Attend mandatory training, leadership development sessions and overnight retreats.
5. Serve, when appointed, as chairs of Student Senate Committees and College Committees as assigned.
6. Assist with fall and spring New Student Orientation dates and Commencement.
7. Train and mentor incoming officers and senators.
8. Have a working knowledge of the SGA Constitution and Bylaws and the East Central Student Code of Conduct.
9. Adhere to all State laws and College policies, procedures, and departmental guidelines.
10. Be willing to work with institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
11. Communicate well through spoken, written, and electronic means of communication.
12. Attend and represent SGA at College events as assigned.
13. Post and maintain regular office hours.
14. Accurately track and report weekly work hours.

Section 10 – SPECIFIC DUTIES OF EXECUTIVE BOARD MEMBERS

1. President
 - a. Serve as a liaison to the College Administration and attend all Board of Trustees meetings as the student representative.
 - b. Serve as the Chair of the Executive Board, Student Senate, and Club Council.
 - c. Provide oversight of the Executive Board.
 - d. Establish any necessary committees in the Student Senate.
 - e. Serve as an ex-officio member of all committees.

- f. Appoint, with Senate approval, representatives to fill vacancies among officers of the Executive Board.
- g. Appoint, with approval of the Senate, representative to student-faculty-administration committees.
- h. Ensure involvement of the student body in the formation of college policies.
- i. Prepare agendas for and reside over the Executive Board and Student Senate meetings.
- j. Implement action on motions passed by the Student Senate.
- k. Possesses the power to make Executive orders, however the Senate can overturn the orders with a simple majority vote if evidence exists of inappropriate use.
- l. Work five office hours per week.

2. Vice President

- a. Assist the President in matters related to the Executive Board, Student Senate, and Club Council.
- b. Perform all duties of the President in the event of their absence or resignation.
- c. Coordinate and assist all committees and act as a chairperson to at least one committee.
- d. Serve as Parliamentarian during meetings under the guidelines of Robert Rules of Order.
- e. Assist clubs with establishing constitutions and preparing reports for the Club Council meetings as necessary.
- f. Assist the Chief Recording Officer with attendance and tracking volunteer hours as necessary.
- g. Work five office hours per week.

3. Public Relations Officer

- a. Maintain and keep current the Student Government bulletin board.
- b. Produce calendars, flyers, posters, postcards, newsletters, and informational brochures for Student Government for recruitment, meetings, events, and elections.
- c. Assist student clubs and organizations with advertisement as requested.
- d. Compose well-written and grammatically correct emails to College Administrators, student club advisors, the Student Senate, and community partners whenever necessary.
- e. Manage and post to all Student Government social media accounts with regular frequency.
- f. Assist the Vice President with Student Senate committees.
- g. Work two office hours per week.

4. Chief Recording Officer

- a. Keep an account of all Senate funds.
- b. Make a monthly financial report to the Student Senate.
- c. Record the minutes of Student Senate and Club Council meetings.
- d. Maintain Senate and Club Council files.

- e. Post typed copies of meeting minutes to Student Government bulletin board.
- f. Take roll call at all Student Senate and Club Council meetings.
- g. Notify Club Council members and club Advisors when they have an unexcused absence.
- h. Record excused and unexcused absences of Student Senate members.
- i. Maintain a current list of all voting members, from which roll will be called.
- j. Assist the Vice President with Student Senate committees.
- k. Record and track senator's volunteer hours.
- l. Work two office hours per week.

Section 11 – REMOVAL OF OFFICERS

1. Executive Officers

- a. The Executive Officers shall be indicted for dishonesty, abuse of power of office, nonperformance of duty, or failure to abide by the ECC student conduct code by a petition signed by twenty percent of the total qualified Senate membership, and convicted and removed from office upon the passage of a resolution to that effect by a two-thirds majority vote of those senators present and voting on the issues.

2. Senators

- b. All inferior officers of the executive branch and all senators of the Student Court shall be indicted for dishonesty, nonperformance of duty, or failure to abide by the ECC student conduct code by a petition signed by twenty percent of the total qualified Senate membership, and convicted and removed from office upon the passage of a resolution to that effect by a three-fourths majority vote of those senators present and voting on the issue.

3. Procedure

- c. Any resolution must be presented along with the indictment petition for the first reading at any regularly scheduled Senate meeting and must be voted on at the next regularly scheduled Senate meeting after the first reading. An officer against whom such an indictment has been presented must be allowed to make a defense before the Senate and before any committee considering the issue before the vote on any resolution is taken.
- d. SGA retains the right to ban individuals engaged in excessive and willful behavior that is counterproductive to the goodwill and productivity of SGA from attending SGA Student Senate and Club Council meetings. Parties may be banned from meetings indefinitely by a two-thirds vote of current senators. This Bylaw does not supersede impeachment proceedings. *[Amended 11/16/2017]*

ARTICLE II – STUDENT SENATE

- 1. The Student Senate shall be the Legislative Body for the Student Government Association at East Central College.
- 2. The President of the Executive Board shall preside over the Senate meetings.

3. Meeting procedure will be discussed and deliberated at the beginning of the semester. The Student Senate may choose if they wish to use Robert's Rules of order exclusively, or loosely for official business such as voting, nominations, elections, and motions.
4. The voting members of the Student Senate shall be the Vice President, Public Relations Officer, Chief Recording Officer, and senators. The President shall only vote to break a tie. If the Chief Recording Officer or Public Relations Officer holds executive office in another ECC student organization, they must abstain from voting in matters directly related to their club. *[amended spring 2018]*
5. Student Senators must meet the following requirements:
 - a. Currently enrolled as a student at East Central College and in good standing as stated in the East Central College student code of conduct.
 - b. Voting members must attend two consecutive meetings to be established as a voting member.
 - c. Each senator must serve on at least one committee each semester.

Section 1 – DUTIES OF STUDENT SENATE

1. Attend regular meetings during the fall and spring semesters.
2. Make motions, discuss, and vote on Senate business.
3. Draft resolutions that express the opinion of the Student Body.
4. Recognize new student organizations.
5. Be a communication link between the Executive Board and general student body.
6. Approve amendments to the Constitution and Bylaws.
7. Approve budget allocations funded by the proportion of Student Activities Fees allotted to Student Government.
8. Complete five volunteer hours on behalf of Student Government per semester.
9. Regularly attend committee meetings.
10. Serve on committees as requested.

Section 2 – SENATE MEETINGS

1. The Student Senate shall meet on a regularly scheduled basis.
2. A quorum of the Senate shall be forty percent or two-fifths of senators with voting rights and shall be necessary to transact business.
3. All laws, referendums and resolutions require a simple majority vote of the senators present and voting for passage.
4. All appropriations shall require at least a two-thirds majority vote of the senators present and voting for passage.
5. Any bylaw or appropriation passed by the necessary votes in the Senate shall be sent to the President, and if they approve, they shall sign it within ten days. If they do not approve, they shall return it to the Senate at the next meeting, along with their objections, and it shall immediately stand reconsidered. If passed by a two-thirds majority vote of those senators present and voting, it shall become valid over the President's veto. If the President shall fail to sign or veto a bylaw or appropriation within ten days, it shall become valid automatically.



ARTICLE III - COMMITTEES

Section 1 – COLLEGE COMMITTEES

Whenever possible, senators may be invited to serve on a campus committee to represent student views associated with the governance of East Central College.

Section 2 – SENATE COMMITTEES

Committees within the Student Senate can be formed at the Executive Board discretion to address the interests and issues they determine in collaboration with the Senate at the beginning of each semester. For example: Recruitment, Representation, Membership & Fundraising, Community Engagement, Student Activities Board, Homecoming, MCCA-SG Special Projects, etc.

- a. Each committee must have approximately equal members.
- b. Each committee must create short and long-term objectives at their first meeting.
- c. Committees should meet at least twice per month.

Section 3 – CONSTITUTIONAL REVIEW COMMITTEE

At minimum, every three years a Constitutional Review committee must be formed by the Student Senate.

- a. The Vice President shall chair the committee.
- b. The Student Life and Leadership Coordinator will keep a calendar to track this three-year cycle.
- c. This committee may be called for special meetings to conduct an informal review of the constitution when related to administrative changes.

Section 4 – JUDICIAL REVIEW COMMITTEE

The Judicial Review Committee will be formed in the case of officer impeachment proceedings.

1. The committee will be made up of five members of the Student Senate. Students who are directly involved with the grounds for impeachment will not be allowed to sit on the committee. The Executive Board will recommend members to sit on the committee, and the Student Senate will approve the committee by a majority vote.
2. The Student Senate Vice President shall chair the committee as a non-voting member.
 - a. If the Vice President is up for impeachment, the Chief Recording Officer shall take this role.
3. The Student Life and Leadership Coordinator shall give instructions to the Judicial Review Committee.
 - a. A second meeting may be called for more information.
 - b. The decision of the committee must be published within 48 hours of the final impeachment proceedings for an individual case.

Section 5 – SPECIAL COMMITTEES *[added fall 2019]*

Special committees may be created on an as-needed basis either by the President, or by request of the Student Senate.

1. The chairs, composition, and meeting frequency shall be determined on a case-by-case basis.
2. All Special Committees will be disbanded at the end of the semester, or after their task is complete.

ARTICLE IV – CLUB COUNCIL

Section 1- GENERAL INFORMATION

1. The Club Council shall be the representative body for all student clubs and organizations at East Central College.
2. Each organization or club shall have one Club Council representative. Only one representative per club per meeting will be considered a voting member.
 - a. In the event a club representative cannot attend a meeting, an alternate representative must take their place and will be permitted to vote on the club's behalf. *[amended spring 2018]*
3. In the event an organization is without representation at a Club Council meeting, the advisor will be informed and their seed money may be proportionally reduced to reflect the unexcused absence(s).
4. The Club Council will meet on the Tuesdays every week at 2:00PM in Hansen Hall 286.

Section 2 – DUTIES OF CLUB COUNCIL REPRESENTATIVES

1. Regularly attend weekly meetings during the fall and spring semesters.
2. Present a club report at each Club Council disclosing recent club activity regarding meetings, events, and service efforts.
3. Collaborate with other clubs to fulfill seed money requirements whenever possible.
4. Discuss, vote, and implement measures to improve club policies and procedures at East Central College.
5. Participate in conversations and efforts to improve recruitment, student leadership development opportunities, and officer transitions.

ARTICLE V – GENERAL GUIDELINES FOR CLUBS & ORGANIZATIONS

1. The Club Success Guide shall be the official policies and procedures manual for all chartering requirements, financial guidelines, travel guidelines, and seed money requirements.
2. The purpose shall be to give students the opportunity to organize as a sanctioned club and offer a wider variety of student involvement opportunities to the student body. Approved clubs will be awarded \$100 in start-up seed money.
3. Fully sanctioned clubs are eligible to apply for seed money totaling up to \$200 each semester following the process outlined and forms located in the Club Success Guide. These forms will be reviewed by the Student Senate and Club Council. Awards will be dispersed by the Student Life and Leadership Coordinator.
 - a. Clubs are encouraged to seek additional financial resources through fundraising.
4. Each club is required to have an advisor who is an East Central faculty or staff member. The role and responsibilities of an advisor shall be set forth in the Club Handbook. Due to payroll constraints, only full-time ECC faculty and staff are eligible for the club advisor stipend. Part-time faculty and staff may still serve as club advisors, but they must do so on a volunteer, or financially uncompensated basis. *[amended spring 2018]*
5. Each club shall meet at least twice per semester and shall have written meeting minutes from, at minimum, two meetings per semester.
6. Each club shall have a least five active members to receive all the rights and privileges of a fully sanctioned club.

7. Each club shall be granted one voting seat in the Club Council.
8. If the Chief Recording Officer or Public Relations holds executive office in another ECC student organization, they must abstain from voting in matters directly related to their club. *[amended spring 2018]*
9. Membership in any sanctioned campus organization must be open to all students who pay the Student Activities fee without regard to gender, ethnic background, economic status, sexual orientation, age, ability, cultural, religious background, or program of study.
 - a. Membership dues and GPA requirements are permissible by clubs, but must be disclosed to the Club Council.
10. All clubs and organizations must be fully recognized by the Club Council and Student Senate if they are to:
 - a. Use the name of the college.
 - b. Use the facilities of the college outside of regular business hours with the supervision of the club advisor or another available ECC faculty or staff member.
 - c. Administer services, programs, or activities.

*Informal student study and interest groups are occasionally permitted exceptions to these rules and may advertise themselves accordingly.

11. Clubs experiencing low membership or difficulty retaining leadership may choose to file for up to two consecutive semesters of inactive status as outlined in the Club Handbook. Following two semesters of inactivity, the club must either become active or disband.

ARTICLE VI – AMENDMENTS

Section 1 – GRAMMAR, SPELLING, AND PUNCTUATION IN THE CONSTITUTION AND BYLAWS

Grammar, spelling, and punctuation changes may be approved by a two-thirds majority vote of the Senate.

Section 2 – HOUSEKEEPING REVISIONS TO THE CONSTITUTION AND BYLAWS

Minor revisions that do not substantially change the overall intent may be approved by a two-thirds majority vote of the Senate.

Section 3 – AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall be initiated by Senate action or by administrative action in collaboration with the Senate. Approval of Amendments to the Constitution shall require a two-thirds majority vote from the Senate.

Section 4 – AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws shall be submitted to the Student Senate for approval and shall pass upon a two-thirds majority vote of the senators present.

Section 5 – AMENDMENTS TO THE CLUB HANDBOOK

Amendments to the Club Success Guide shall be in compliance with the Constitution and Bylaws and be approved by the Student Life and Leadership Coordinator.

ARTICLE VII – NOTICE OF NONDISCRIMINATION

The Student Government Association will not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status.

ARTICLE VIII – RATIFICATION

This Constitution and accompanying Bylaws will go into effect when approved by a two-thirds majority vote of the Student Senate.

ARTICLE IX – DEFINITION OF TERMS

Ad hoc – Committee that is formed as needed.

Amendment – A change made to a motion, bill, or constitution by correction, addition, or deletion.

Board of Trustees - The governing body of the institution, they are elected by voters in the East Central College district and provide oversight to College operations and ensure the needs of East Central College students are met.

Chair – A person who is designated to preside over a meeting and/or committee.

Charter – A governing document.

Ex-Officio – One who becomes a member not through the regular appointment process, but due to the power or influence of one's office. Ex-Officio members have no voting authority.

Initiative – The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

Majority – More than half of a voting body.

Quorum – The minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.

Referendum – The submission of a proposed public measure to a direct popular voice.

Robert's Rules of Order – A book of rules for presiding over a meeting, written by Henry M. Martin in 1876 and subsequently updated through many editions.

Student Activities Fee – Tuition money paid by students that is set aside for services and activities to benefit the student body. Student Government's allocation and expenditure of these funds shall be subject to approval by the Student Senate.

SGA – Student Government Association at East Central College.

Tenure – The status of holding one's position during the academic year.