

Navarro College Student Government Association Constitution

Revised: 22nd day of August 2008

Preamble

We, the members of the Student Government Association (SGA), in order to represent, communicate with, and act upon student needs, concerns, and social well being to the administration, and to make a difference in the institution, and the community, do hereby establish this constitution.

Article I Name

This organization shall be named the Student Government Association of Navarro College, hereafter referred to as the SGA/ ΣΓΑ.

Article II Officers

Section I: The Executive Board

Clause I: The officers of the Executive Board shall be:

- President
- Vice President
- Parliamentarian
- Secretary
- Public Relation Representative
- Cabinet Member(s)
- Freshman Representative(s)
- *State Representative*
- *Regional Representative*

Clause II: The number of Cabinet Members and Freshman Representatives shall be determined by the acting Executive Board and the Director of Student Activities.

Section II: Qualifications of the Executive Board are:

- To have and maintain a 2.5 Grade Point Average
- To be a full time student
- To be in good standing at Navarro College
- To be on neither scholastic nor disciplinary probation

- To not have any disciplinary action taken upon them by any department or faculty member within Navarro College
- To not have any disciplinary action taken upon them by any city, county, state or federal law enforcement agencies.

Section III:

Disciplinary Actions of the Executive Board

Clause I: Should any Executive Board Officer receive three (3) unexcused absences from any SGA (ΣΓΑ) activity as described by the President of the SGA (ΣΓΑ) or the Director of Student Activities, that officer will be subject to review by the President of the SGA (ΣΓΑ) and the Director of Student Activities and may be subject to removal or probation.

Clause II: All Executive Board Officers will sign a three (3) strikes agreement given by the Director of Student Activities. If the any officer does not abide by the agreement they will serve the consequences stated in Article X Disciplinary Procedures for Officers.

Section IV:

Duties of the Executive Board

Clause I General Officer Requirements

- Represents the student body of Navarro College on and off campus
- Attends all meetings or conferences pertaining to the SGA (ΣΓΑ).
- Performs all duties assigned by the President or the Director of Student Activities
- All college business performed by the SGA student officers must first be approved by the Advisor of SGA

Clause II: Advisor

- Shall enforce all college policies, procedures and regulations
- Shall dismiss from the meeting any member or spectator who is discourteous, rude, or disrespectful
- Shall offer assistance and advice for all Student Government undertakings
- Shall veto any resolution of the Association deemed improper or unwise
- Shall permit any vetoed measure to be referred to the Vice-President of the Student Services if the Association desires, provided

the advisor is informed of such an action in advance of its occurrence

Clause I: President

- Presides over all Congressional and Executive meetings
- Assists the Director of Student Activities in coordinating events
- Provides all members and the Director of Student Activities with a complete agenda prior to the Call to Order of each meeting.
- Attends all meetings and/or conferences pertaining to SGA (ΣΓΑ)
- May not be president or an officer of any other club
- Is required to live on campus during his/her tenure in order to benefit from the Presidential Scholarship

Clause II: Vice President

- Executes the duties of the President in his/her absence
- Is Chair of the Activities Board
- Coordinates all campus elections
- Responsible for informing the Senate of information pertaining to SGA (ΣΓΑ)
- Responsible for maintaining an accurate roll sheet for all Senate members and informing Senators of excessive absences

Clause III: Parliamentarian

- Executes the duties of the Vice President in his/her absence
- Maintains Parliamentary Procedure and order at all Congressional and Executive meetings
- Shall be the contact person for all the club and organizations
- Shall enforce the guidelines during Elections and help count ballots

Clause IV: Secretary

- Executes the duties of the Parliamentarian in his/her absence
- Records minutes at all Congressional and Executive meetings, and prepares them for each following meeting

- Maintains accurate roll sheet for all student organizations and informs club representatives of excessive absences
- Clause V. Public Relations Representative
- Executes the duties of the Secretary in his/her absence
 - Responsible for advertising and promoting all SGA sponsored event
 - Be the official SGA voice to the administration about clubs and on/off campus events the SGA participates in.
 - To assist other organizations events on/off campus.
 - Serve as the chair for the Historian Committee.
 - To serve at the SGA representative at the Navarro College Board meetings.
- Clause VI: Cabinet Member(s)
- Executes the duties of the Parliamentarian in his/her absence in the event that the Secretary is unable
- Clause VII: Freshman Representative(s)
- Serve as the voice for the Freshman Class
 - Serve as the Chair for the decorations and clean up of upcoming or new events.
- Clause VIII: State Representative
- The state representative shall be chosen by the SGA Advisor and should the Navarro College SGA hold such an office. It is recommended that the representative be a member of the Executive Board who has previously attended the TJCSGA State Convention. If the chosen person is the newly elected President or Vice-President the chosen one must step down from that office and become a Cabinet Member. The vacancy shall be filled in accordance to the guidelines in Article V; Succession of Officers until a permanent replacement can be found under Article IV, Section IV*
- Clause IX: Regional Representative
- Depending upon the office held, if any, at the regional level, the Executive Board may choose to follow the same guidelines established in Article II, Section IV, Clause VII to determine the duties of the Regional Representative. The decision to apply Article II, Section III, Clause VII to the Regional*

*Representative requires a simply majority vote of
the Executive Board*

Article III

Membership Requirements

Section I: The Congressional Body of the SGA (ΣΓΑ) shall consist of the House of Representatives and the Senate

Section II: The House of Representatives shall consist of at least one designated representative from each club or organization as named on the Club Information Sheet, and the Senate shall consist of general students, or Senators, who are not named as a club representative on any Club Information Sheet

Section III: The House of Representatives

- Clause I: Active Membership will be based upon attendance policy as established by the Executive Board and the Director of Student Activities.
- Clause II: Each club or organization may have up to three Representatives, but will have only one vote
- Clause III: Each Representative is required to maintain a 2.0 Grade Point Average and must not be on either scholastic or disciplinary probation
- Clause IV: Representatives may only represent one organization, unless special approval is granted by the Director of Student Activities or the President of SGA (ΣΓΑ), and may not speak on behalf of any other organization on campus, regardless of their membership within the organization
- Clause V: The duties of the Representative shall be:
- To represent his/her on-campus organization and SGA (ΣΓΑ) at student activities, on and off campus.
 - To vote on all motions brought to the General Assembly.

Section IV: The Senate

- Clause I: Active Membership will be based upon attendance policy as established by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.
- Clause II: Each Senator is required to maintain a 2.0 Grade Point Average, be a full time student and not be on either scholastic or disciplinary probation.
- Clause III: At the beginning of each fall semester, Senators will be appointed by the Executive Board and the Director of Student Activities. Senators must complete an application and interview process in order to be appointed. The number

of Senators appointed shall be determined by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.

- Clause IV: The duties of the Senator shall be:
- To represent SGA (ΣΓΑ) positively at student activities, on and off campus.
 - To vote on all motions brought to the General Assembly.
 - To work with the executive board, in an efficient manner, in order to progress SGA (ΣΓΑ) in a positive direction.
 - To help organize, work at, and participate in activities and events sponsored by the SGA (ΣΓΑ).
 - To serve on the Activities Committee, which shall be chaired by the Parliamentarian of SGA (ΣΓΑ).
- Clause V: Any senator that does not perform the duties stated in Article III, Section IV, Clause IV of this constitution, is subject to removal by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.

Article IV Elections

- Section I:** Two elections will be held for electing the SGA (ΣΓΑ) Executive Board
- Clause I: The President, Vice President, Parliamentarian, Secretary, Public Relations Representative, and a selected number of Cabinet Member(s) shall be elected in the spring semester preceding the school year in which they will serve
- Clause II: A selected number of Cabinet Member(s) and Freshman Representatives shall be elected at the following fall semester.
- Clause III: Senators will be selected after all vacant offices are filled in the fall election.

Section II: It is required that the President be a full time student for at least two semesters, be a full time student during his/her tenure, actively and effectively served in SGA (ΣΓΑ) as an officer or Senator at least a minimum of one semester and be actively involved with campus and student activities, exceptions made only by the Director of Student Activities

Section III: Voting and Interviews

- Clause I: All Officers must go through an election and interview process before taking office.
- Clause II: All student registered at Navarro College may vote in SGA (ΣΓΑ) elections.

- Clause III: The student's votes will count for fifty (50) percent and the interview will count for the remaining fifty (50) percent when running for office.
- Clause IV: The final choice for electing an Officer will be with the interview committee, which will consist of three (3) outgoing Executive Board members, the Director of Student Activities and at least two other faculty, staff or administrative employees of Navarro College.
- Clause V: If a tie occurs, the candidate with the higher interview score will assume the office.
- Clause VI: No write in votes or absentee voting shall be permitted.
- Clause VII: All ballots and interview sheets will be secured by the Director of Student Activities and must be destroyed within seventy two (72) hours after the announcement of the results of the election, unless the election has been contested.

Section VI: Contested Elections

- Clause I: If a candidate feels that an election was conducted in an improper manner, the candidate may petition the Director of Student Activities for a complete review and investigation of the election in question. The investigation must be completed before any new election may be conducted.
- Clause II: Any candidate listed on the ballot, or a group of twenty-five percent (25%) of the members of SGA (ΣΓΑ), may petition for an investigation, but this petition must be received not more than seventy-two (72) hours after the original results has been announced.
- Clause III: A committee composed of the SGA (ΣΓΑ) President, the Director of Student Activities and the Vice President of Student Services shall investigate any contested elections. If the President is a candidate, the SGA (ΣΓΑ) shall elect, by a majority vote, a representative to serve on this committee.
- Clause IV: If, in the opinion of the committee, the election was conducted improperly, a new election must be held within three weeks following the contested election. If, in the opinion of the committee, the election was conducted properly, the election can not be petitioned again and the ballots and interview sheets must be destroyed immediately.

Section V: Fulfillment of Vacancies

If a vacancy occurs for any reason, it shall be filled by the following procedure:

- Clause I: The number of vacancies shall be announced by the Secretary of SGA (ΣΓΑ) not less than one week prior to being filled.

Clause II: Prospective members shall make application to the Director of Student Activities and make a personal appearance before the election.

Clause III: The SGA (ΣΓΑ) shall vote to determine which of the qualified prospective members shall fill the vacancies. The vacancies shall be filled, in order, by the candidates receiving the highest number of votes cast.

Article V Succession of Officers

Section I: In the event that the President is unable to fulfill his/her responsibilities, the Vice President will succeed the President

Section II: In the event that the Vice President succeeds the President, or is unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Vice President

Section III: In the event that the Parliamentarian is elected to another position, or is unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Parliamentarian

Section IV: In the event that the Secretary is elected to another position or unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Secretary

Section V: In the event that a Cabinet Member or a Freshman Representative is elected to another position or unable to fulfill his/her responsibilities, a special election may be held in accordance with the guidelines established in Article IV, Section IV in order to fill the vacancy. The Executive Board may also choose not to fulfill the vacancy in accordance with Article II Clause II.

Article VI Meetings

Section I: General Sessions

Clause I: A quorum, which is defined as 50% of the House of Representatives, Senate and Officers, is required to conduct official business

Clause II: Special Meetings may be called as deemed necessary by the Executive Board or the Director of Student Activities

Section II: Executive Board Meetings

- Clause I: Executive Board Meetings shall be held weekly to discuss plans for campus activities and to prepare for General Meetings
- Clause II: Special Meetings may be called by the President or Director of Student Activities as deemed necessary
- Clause III: A quorum is required to conduct official business and is defined as a simple majority of the Executive Board

Article VII Committees

Section I: Activities Committee

- Clause I: The Chairman for the Activities Committee will be the Vice President of SGA (ΣΓΑ).
- Clause II: The Vice Chairman for the Activities Committee will be a Senator appointed by the current Executive Board.
- Clause III: All Senate members are required to serve on this committee as part of their membership within SGA (ΣΓΑ). Any SGA (ΣΓΑ) officer, club representative or general student may also sit on this committee.
- Clause IV: The Committee will be responsible for planning special events, activities, lectures, workshops, concerts, etc., to provide student development and student activity programming for the student body.

Section II: Publicity Committee

- Clause I: The Chairman for the Publicity Committee shall be appointed with the approval of the majority of the Executive Board officers.
- Clause II: Any SGA (ΣΓΑ) officer, Senator, club representative or general student may sit on this committee.
- Clause III: The Committee will be responsible for organizing, planning and effecting publicity for all SGA (ΣΓΑ) functions. The Committee will also be responsible for a monthly update of the SGA (ΣΓΑ) webpage, sending out a monthly newsletter to students and working with the Marketing and Public Information office as necessary to promote events.

Section III: Representation Committee

- Clause I: The Chairman for the Representation Committee shall be appointed with the approval of the majority of the Executive Board officers.
- Clause II: Any SGA (ΣΓΑ) officer, Senator, club representative or general student may sit on this committee.
- Clause III: The Committee will be responsible for liaison with the administration, faculty and staff of Navarro College and for initiating any necessary actions to insure communication and representation for and by the SGA (ΣΓΑ).

Section IV: Historian Committee

- Clause I: The Chairman for the Historian Committee shall be appointed with the approval of the majority of the Executive Board officers.
- Clause II: Any SGA ($\Sigma\Gamma A$) officer, Senator, club representative or general student may sit on this committee.
- Clause III: The Committee will be responsible for creating a scrapbook for competition entry at the annual state convention, collecting and organizing pictures, clippings, flyers and other memorabilia of the year's SGA ($\Sigma\Gamma A$) activities, and for submitting pictures and articles to the state bulletin schools.

Article VIII Amendments

The Constitution may be amended at any regular or called General Session by two-thirds vote after being presented to the Congressional Body and the Executive Board at two prior consecutive meetings. Each club representative will be furnished with a copy of the amendment(s) at the initial reading.

Article IX Resolutions

Section I: A resolution shall be defined as a written motion when passed by the majority of the assembly, and will constitute the positions of the assembly

Section II: All resolutions must be presented in writing to the SGA ($\Sigma\Gamma A$) Executive Board one week prior to being presented to the assembly

Section III: Rules of Debate, Discussion and Adoption

- Clause I: The resolution must be read in its entirety before discussion may begin. After the resolution is read, the author(s) of the resolution may have 5 minutes to explain the resolution. If the entire time is not used, the author may waive the remaining time.
- Clause II: The assembly will then have five minutes to ask the author questions about the resolutions. After questioning, those wishing to debate the resolution will have five minutes per side to explain whether the assembly should vote for or against the resolution.
- Clause III: After debate, the assembly will have a voice vote with those in favor stating "Aye" and those against stating "Nay." If the vote cannot be determined by voice, a hand

vote or roll call vote will be taken. The resolution requires a simple majority to pass. The resolution will then go to the Vice President and President of SGA (ΣΓΑ) for their respective signatures.

Section IV: Overruling a Veto

- Clause I: If either the Vice President or President of SGA (ΣΓΑ) chooses to veto the resolution, they must prepare a statement in writing to the assembly stating why they chose not to sign the resolution.
- Clause II: The assembly may overrule the veto with a 2/3 vote, which will send the resolution to the Director of Student Activities and the Vice President of Student Services without the Vice President or President of SGA (ΣΓΑ) signatures.
- Clause III: If the Director of Student Activities or the Vice President of Student Services chooses to reject the resolution, it may not be overturned by the assembly.

Article X

Disciplinary Procedures for Officers and Senators

- Section I:** Any Congressional member, Executive Board member, or Navarro College Administrator or Faculty may bring disciplinary actions against any Executive Board officer or Senator of the SGA (ΣΓΑ)
- Section II:** Any Executive Board member or Senator to whom disciplinary charges are brought against may request a hearing by the Disciplinary Committee according to Article VII Section V.
- Section III:** Any Executive Board member or Senator to whom disciplinary charges are brought against may appeal the decision put forth by the Disciplinary Committee through the Appeals Committee which is constructed of Navarro College Faculty and two chosen by the Appeals Committee core members.
- Section IV:** Any executive board member or senator found in disciplinary trouble with Navarro College or in legal trouble may temporarily be removed from the executive board, pending the outcome of the issue and may be removed indefinitely once the issue has been resolved in the event that the individual is found at fault.

Article XI

Disciplinary Procedures for Campus Organizations

Section I: Suspension of Campus Organizations

- Clause I: Suspension is defined as prohibiting an organization from participating in or conducting any activities on campus. These activities shall include fund raising and/or any other activity as determined by SGA (ΣΓΑ).
- Clause II: Suspension will occur when no representative from an organization has been present at three consecutive SGA (ΣΓΑ) meetings during one semester. These three unexcused absences will suspend and deprive both the representative and the organization represented of any voice in the SGA (ΣΓΑ) or its meetings. Any committee member(s) the club may have had will be expelled from such committee(s).
- Clause III: The suspension may be lifted by the Executive Board at the end of the semester if the number of absences does not exceed four. If an organization is still on suspension at the beginning of the following semester, the suspension may be lifted if a representative attends the first three regular SGA (ΣΓΑ) meetings.
- Clause IV: If the organization is not returned to good standing by following the guidelines established in Article XI, Section 1, Clause III, the organization must file a new petition with the Director of Student Activities and the SGA (ΣΓΑ).

Article XII

Ratification

Upon ratification by two-thirds of the Congressional body, this constitution shall become the superior document of the Navarro College ΣΓΑ

Article XIII

Parliamentary Authority

The rules contained in the current edition of the Roberts Rules of Order Newly Revised shall govern the ΣΓΑ in all cases in which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the ΣΓΑ may adopt

Article XIV

Oath of Office

Newly elected officers inducted into office must take the following oath before assuming office:

“I, (officer’s name), do solemnly swear to assume the responsibilities of (elected office) for the Navarro College Student Government Association. I pledge to fulfill my responsibilities to the best of my ability, to serve with my time, ideas and integrity, and above all, to be dedicated to the purpose of the Navarro College Student Government Association.”