

Trinidad State Junior College (TSJC)-Valley Campus
Student Government Association (SGA)

Bylaws

Article I-Purpose

The bylaws shall be the working rules and regulations of the TSJC SGA student senate. They shall also serve to define the specific duties of each Senate position. Neither these bylaws nor any subsequent amendments or additions shall be in conflict with the Student Government Association Constitution.

Article II-Duties of Executive Officers and Senators

Section 1: Duties of voting members of the SGA Senate-Executive Officers and Senators

A. The duties of the President of the Student Body shall be to:

- The President shall serve as a non-voting member of the SGA.
- Preside over all Student Government meetings.
- Call all special meetings.
- Sign all financial documents of the organization.
- The President shall report to the students all pertinent and relevant information discussed at the TSJC President's Cabinet meeting.
- Attend to all SGA financial correspondence.
- The President shall hold a seat on appropriate campus committees.
- The President oversees the filling of any vacant Executive Board Positions.
- Will meet with the SGA advisor weekly.
- Work with the Student Body Vice President, Treasurer and SGA advisor to establish an annual budget, which should happen one week after the census date of each semester.
- Shall represent the student body of the TSJC Valley Campus at all public and private activities when called upon by the administration and/or SGA advisor.
- Shall coordinate all SGA related business via email during the summer semester as needed.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Set and post a minimum of 3 office hours per week in the Student Government Office.
- Will be paid accordingly outlined by Article VII in the SGA Constitution

B. The duties of the Vice President of the Student body shall be to:

- Succeed the President should the President for any reason be unable to carry out the Presidential duties.
- Coordinate club collaboration activities, such as the holiday party or other mass club fundraising activities/events.
- Shall chair all SGA related committees.
- Shall serve as the SGA parliamentarian.
- Secure space for all related SGA meetings and activities.
- Be responsible for establishing and maintaining SGA property inventories.
- Work with SGA President, Treasurer and SGA advisor on budgets and expenditures.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.

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Article II-Duties of Executive Officers and Senators (Continued)

- Set and post a minimum of 3 office hours per week in the Student Government Office.
 - Will be paid accordingly outlined by Article VII in the SGA Constitution.
- C. The duties of the Vice President of Programming shall be to:
- Responsible for maintenance of all SGA controlled bulletin boards.
 - Review programming for the term with SGA advisor at the beginning of each semester.
 - Maintain a monthly activity board and campus marketing for events.
 - Coordinate publicity for all SGA activities.
 - Assist Student Life Office as needed.
 - Be responsible for all SGA public relations.
 - Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
 - Will fill other duties as assigned by the advisor or SGA President.
 - Set and post a minimum of 3 office hours per week in the Student Government Office.
 - Will be paid accordingly outlined by Article VII in the SGA Constitution.
- D. The duties of the State Student Advisory Council Representative (SSAC Rep):
- Serve as a voice for the TSJC student body at the state level.
 - Attend all SSAC required meetings (via in person, phone or poly com).
 - Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
 - Give an overview of all SSAC meetings during scheduled SGA meetings.
 - Communicated with SSAC board members about additional opportunities.
 - Abide by all SSAC Constitution and Bylaws.
 - Attend yearly conference held by SSAC for all Colorado Community Colleges SGA's.
 - Will fill other duties as assigned by the advisor or SGA President.
 - Set and post a minimum of 3 office hours per week in the Student Life Office.
 - Will be paid accordingly outlined by Article VII in the SGA Constitution.
- E. The duties of the Treasurer shall be to:
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
 - Maintain a current and accurate account of all delegated funds related to SGA activities.
 - Prepare and present a monthly budget report at regular SGA meetings.
 - Assist in preparing fundraising request and matching funds for club representatives.
 - Assist will any campus improvement projects or special considerations presented by students that may use the student fee monies.
 - Will fill other duties as assigned by the advisor or SGA President.
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- Set and post a minimum of 3 office hours per week in the Student Government Office.
 - Will be paid accordingly outlined by Article VII in the SGA Constitution.

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Article II- Duties of Executive Officers and Senators (Continued)

F. The duties of the Secretary shall be to:

- Responsible for all agendas, minutes, and bills. Agendas and previous meeting minutes must be saved to the V: Drive and emailed to the senate by 5pm Friday the week before the meeting.
- Keep an electronic file of all recordings on the network's V: drive, and a hard copy filed in the Student Life Office.
- Present a typed copy of previous meeting's minutes at all SGA meetings.
- Shall record attendance at all SGA meetings and calculate quorum.
- Attend to all written correspondence as deemed necessary.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Set and post a minimum of 3 office hours per week in the Student Government Office.

G. The duties of each student Club Senator and Department Representative will be to:

- Serve as liaison between SGA Senate and their respective organizations.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will volunteer to assist the SGA Senate or SGA advisor with a minimum of two events per semester.
- Will fill other duties as assigned by the advisor or SGA President.
- Will be paid accordingly outlined by Article VII in the SGA Constitution.

H. Department Representative include:

- Associates of Science Representative
- Associates of Arts Representative
- Associates of General Studies Representative
- Career and Technical Education Representative
- Women's Cross Country Representative
- Men's Cross Country Representative

I. Annual Clubs recognized by SGA with active participation (will need to be approved annually)

- Nursing Level 2
- Nursing Level 1
- PTK- Phi Theta Kappa (Beta Kappa Mu)
- PBL- Phi Beta Lambda
- Additional clubs may seek SGA membership as long as they are in compliance with the SGA Constitution and Bylaws

Article III-Duties of the SGA Advisor

Section 1: The duties of the SGA Advisor shall be to:

J. The advisor shall not be a voting member of SGA senate.

K. The Coordinator of Student Life will be the designated SGA advisor.

L. In case of Coordinator of Student Life position vacancy, the Vice President of Student Services will appoint a TSJC faculty or staff to serve in this capacity.

M. Attends all SGA meetings.

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Article III-Duties of the SGA Advisor (Continued)

- N. Ensures policies and procedures of college and as stated in the SGA Constitution and By-Laws are followed; in collaboration with student leaders.
- O. Signs off on funding approved by the SGA Senate.
- P. Oversees budgetary matters of the SGA Senate and Student Life.
- Q. Offers guidance and feedback to executive board and student leaders.
- R. Offers trainings, workshops etc. for student leadership and club involvement.
- S. Conflict resolution as needed.
- T. Oversee the legal and ethical obligations of the SGA.

Article IV- Attendance policy

Section 1: All members of the SGA Senate are expected to be active participants and present at all SGA Senate meetings and activities.

Section 2: All members/member organizations of the SGA are required to volunteer to assist the SGA Senate or SGA advisor with a minimum of two events per semester.

Section 3: If a member is faced with an emergency, the SGA Secretary or advisor must be notified via e-mail, text or phone call at least one hour prior to scheduled meeting or event. Valid excuses for an excused absence include 1)Personal Emergency 2)Family Emergency 3)Work Emergency Obligation 4)School Emergency. The term emergency means an event that could not have been reasonably been expected prior.

Section 4: Any member that accrues two unexcused absences within a semester will receive a written warning from the SGA President or advisor. Any additional unexcused absence will result in expulsion from the SGA Senate. All absences are unexcused unless deemed an emergency as outlined in Article IV Section 3.

Section 5: If the designated club senator is unable to attend the meeting, the designated alternate representative may be sent in place of the designated senator a maximum of two times throughout the semester. Unless otherwise authorized by the SGA senate. Only one student will be identify at the beginning of each semester to be the Club Contact, however a member of the club must be present at meetings to participate in voting and so forth.

Section 6: Any expelled member can appeal this decision by following the appeal procedure outlined in Article IX of the SGA Constitution.

Section 7: Any recognized organization that has had their student Senator expelled from the SGA Senate, must appoint a new representative within one week of written notification of the dismissal of the Senator. An extension of an additional week may be granted with the authorization of the voting senate. Any additional infractions of the attendance policy by the newly appointed senator will result in loss of club recognition and forfeiture of all SGA club funding. If the organization fails to replace the Senator, the club will be dropped from the SGA, the club will forfeit all SGA club monies and the club must petition to be recognized as a new organization.

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Article V-Finances

Section 1: All finances shall be handled in accordance with the established fiscal procedure in effect for the college.

Section 2: Funds shall be used for the operation of the organization as directed by 2/3 of the voting SGA senate.

Section 3: In the event of loss of student club/organization recognition, any SGA allotted funds remaining in the organization's campus account shall be forfeited and any further funding from SGA will cease.

Section 4: In order to receive funding from the SGA, a recognized club/organization must:

- A. Must have a club member serve as Club Senator for the SGA Senate who must adhere to the attendance policy as outlined in Article IV of the SGA bylaws, as well as the SGA recognized club funding procedures outlined in Article V Section 5 of the SGA bylaws.
- B. Fill out a funding request form and attach a current copy of cumulative fundraising tracking sheet as found in the Student Government Office.
- C. All requests for SGA assistance will be signed by SGA Senator and club advisor and will be proposed in writing and presented to the senate by the respective club's President/representative and advisor at least three weeks prior to the event, unless otherwise approved by SGA Senate and advisor.
- D. In addition, the Secretary must place the proposal on the agenda and assign a coinciding bill number to the minutes, the agenda and the new proposal at least one week prior to the presentation.
- E. All monies will be voted upon by a majority vote of the SGA Senate.

Section 5: SGA Recognized Club funding points and matching system

- A. Each recognized club shall be awarded a start-up fund of \$250 once per academic year at the time of recognition, provided funds are available. The purpose of these monies is to allow students a fund to begin fundraising, and exploring ways to become a sustainable organization.
- B. Matching System and Spending
 - o In addition to the start-up fund, SGA recognized clubs may request an additional maximum of up to \$250 per semester based on meeting guidelines outline in the Bylaws and Constitution.
 - o Requests for SGA matching funds and club membership must be submitted by the First meeting in November for the Fall Semester and the first meeting in April for the Spring Semester
 - o All monies for the Fall or Spring semesters that are not requested before this date will be re-appropriated into the general SGA budget for the academic year.
 - o A request or letter of intent may be submitted prior to the last week of March to insure the club has access to remaining funds for the spring semester.
 - o Club may petition to fundraiser during the summer with Spring money by the April deadline, however any money raised will go towards the clubs Fall budget.

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Article V-Finances (continued)

- All monies for the Spring semester that are not requested before this date will be re-appropriated into the general SGA budget for the academic year.
 - SGA will not approved any funding for any club over \$500.00 any semester unless special circumstances apply which will be discussed and approved by 2/3 vote of SGA.
 - A club may request access to their \$250 club recognition fees by submitting a fundraising request and/or bill to the SGA Treasurer and Secretary to be presented three weeks prior to the event/purchase unless approved by SGA Senate and advisor. This is an intended process to ensure clubs are using funding that aligns with their club's goals and mission.
 - For food related expenses the funds must be approved by SGA following an Official Functions Form to be filled out by the Club Advisor or SGA Advisor and signed off by the College President within 2 weeks of the event.
 - Clubs may request matching funds up to \$250.00 after they have raised at least \$250.00
 - Clubs must submit a completed matching funds form found in the Student Government Office, along with a detailed record of revenue and expenses to receive matching funds.
 - Clubs may spend the club funds with the approval of SGA to ensure expenses are directly related to the club's constitution. This is an intended process to ensure clubs are using funding that aligns with their club's goals and mission.

Section 6: In order to receive funds from the SGA, an unrecognized organization must:

- A. Fill out a funding request form along with a Bill found in the Student Government Office.
- B. All requests for SGA assistance will be proposed in writing and presented three weeks prior to the event unless approved by SGA Senate and advisor.
- C. All monies will be voted upon by a majority vote of the SGA Senate.

Article VI- SGA Chartered Clubs and Organizations

Section 1: Criteria for chartered clubs and organizations

- A. Membership criteria to all clubs and organizations on the TSJC Valley campus must be on file with the Student Government this will include a Constitution that follows guidelines and examples provided by SGA.
- B. In order to be a recognized club or organization, there must be two active student members and one staff or faculty advisor.
- C. In order to receive recognition, all organizations must fill out the Club Recognition Form and be placed on the agenda for an SGA Senate meeting to be voted into active status.
- D. The Club Recognition Form must be submitted alongside the Club Constitution and kept on file in the Student Life office.

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Article VI- SGA Chartered Clubs and Organizations *(Continued)*

Section 2: Disciplinary action

- A. The SGA Senate shall have the power to place on probation or temporarily suspend any member organization, which fails to carry out the responsibilities to the college or the SGA.
- B. Any organization that is placed on probation or suspension will be notified in writing by the SGA Senate within 24 hours of said action.
- C. Any organization placed on probation or suspension may appeal such action by following Article IX of the SGA Constitution.

Section 3: Chartered organizations that have been granted recognition by the SGA Senate will have the following privileges:

- A. The right to hold meetings in the Student Life Space or Student Government Office.
- B. The right to program student activities on campus.
- C. The privilege of conducting fundraising campaigns on campus.
- D. The right to request funds from the SGA.

Article VII-Solicitation

Section 1: Solicitation by students or groups for the purpose of selling merchandise or services or to obtain contributions on campus or off campus by recognized college organizations is subject to authorization.

Section 2: Proceeds from sales must be used towards fulfilling the purpose of the soliciting organization.

Section 3: Solicitations by individuals or non-college groups are prohibited, except through the established college sales outlets; and/or as approved by the administration of the college.

Section 4: Any chartered organization or individual student must schedule with the Student Life Office, any activity or project to be held on campus.

Article VIII: Rules of Procedure

Section 1: Robert's Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert's Rules of Order conflict with this Constitution, this constitution takes priority.

Section 2: In order to maintain active status, the organization agrees to abide by those rules and procedures, including financial regulations which pertain to all student organizations.