

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

**Constitution**

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**Preamble**

We the students of Trinidad State Junior College (TSJC)-Valley Campus, in order to establish a spirit of community among students, faculty, staff, administration, and trustees; appropriate Student Activity Fee funding for a specific purpose; coordinate student activities and regulate funding for these events as needed; maintain a high standard for the college by exemplifying a high level of personal conduct; desiring to preserve free discussion; to insure the rights and general welfare of the entire student body; do hereby establish this constitution for the Student Government Association of the TSJC- Valley Campus.

**Article I-Name**

The name of this organization shall be Trinidad State Junior College (TSJC)-Valley Campus Student Government Association (SGA).

**Article II-Purpose**

The purpose of TSJC Valley Campus' SGA is to represent the interests and welfare of the student body at TSJC- Valley Campus. The primary purpose of SGA is the encouragement of student participation, involvement in co-curricular and student life events, as well as promoting a strong college community. SGA is committed to its responsibility to govern the legislation of Student Activity Fee monies, as such is committed to transparency and fairness of all expenditures. Student government is dedicated to improving student's academic, social, as well as cultural environments; all while striving to promote an understanding of the importance of diversity and multiculturalism throughout our community. SGA is committed to excellence and dependability.

**Article III-Membership**

All registered, activity-fee paying students of TSJC-Valley Campus, without regard to race, sexual orientation, gender identity, religion, color, creed, national origin, sex, age, disability, are voting members of the SGA.

**Article IV-Structure**

**Section 1:** The Student Government Association shall be a united legislative branch.

- A. The Executive Board and Representatives shall serve as the legislative branch of the SGA. The Executive Board additionally fulfills administrative responsibilities.
- B. Veto power will be vested with the President of the SGA, who is a nonvoting member. Veto may be overwritten by 2/3 vote of the student body.
- C. The Executive Board will consist of: President of the Student Body, Vice President of the Student Body, Vice President of Programming, State Student Advisory Council Representative (SSAC Rep), Treasurer and Secretary.
- D. Representatives will include all TSJC recognized Club Representatives and TSJC academic and non-academic Department Representatives.
- E. All senators and executive officers shall have one vote; President is a non-voting Member, but will only vote in case of a tie.
- F. The Executive Board will not consist of any Student Life Work Study to avoid conflict of interest

**Section 2:** All student voting members of the organization must be in good academic standing (2.0 GPA or higher), no open conduct cases and have at least 6 credit hours. A new student (student has completed less than one semester) may be elected to the SGA Senate and will be considered a student in good standing by the SGA.

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**Section 3:** All SGA representatives will maintain appropriate and professional conduct in regards to behavior on and off the Trinidad State Junior College campus. This will include via email, social media and all public appearances, as we are all representatives of the institution at all

**Article IV-Structure (Continued)**

times. Any instance of inappropriate conduct will be documented and directed to an ad hoc committee as outlined in Article VIII of the SGA Constitution.

**Section 4:** The term for the officers of Student Government Association shall be from the first day of classes of the regular academic year to graduation day in May of the following year.

**Section 5:** The officers shall be elected by all voting members of the student body at the annual election held between April 5<sup>th</sup> and 20<sup>th</sup>. Candidate petitions must be completed and turned in by the 3rd week of March of the prior academic year.

**Section 6:** Vacancies of officers shall be elected by a SGA Student Senate vote with at least majority of quorum, as overseen by the President of Student Government Association.

**Article V-Meetings**

**Section 1:** Members shall maintain professional, respectful and appropriate behavior during all meetings called by the SGA. If a member is found to be disruptive during the meetings of the SGA in any way, they will be advised to cease the behavior. If such behavior continues, that member shall be asked to leave the meeting and appropriate documentation will be filed with the SGA Advisor and appropriate administration. Any additional participation by that member will be reviewed by an ad hoc committee as outlined in Article VIII of the SGA Constitution.

**Section 2:** The regular meetings shall be decided by the current senate, and will meet no less than 3 times per month throughout the academic year.

**Section 3:** Special meetings of the organization shall be called by the President of the SGA, the Executive Board, or the advisor.

**Section 4:** All SGA members must follow the outlined attendance police in Article IV of the SGA Bylaws.

**Article VI-Elections**

**Section 1:** The executive SGA elections will be held between April 5<sup>th</sup> and April 20<sup>th</sup> of the current academic year, elected officers will serve during the following academic year.

**Section 2:** The student body shall nominate candidates for the SGA executive officer positions.

- A. The nominations shall be by petition signed by ten fee-paying students. Petition templates can be obtained from the Student Life Office or SGA Advisor
- B. Nominated candidates must be in good academic standing (2.0 GPA or higher), no open conduct cases and have at least 6 credit hours to be eligible to hold office
- C. If elected, these members shall maintain the requirements stated in the above section B.
- D. If an executive board position remains open after elections or at any point in the academic year this position may be filled with 2/3 vote from the current SGA, the elected position must maintain the requirements stated in the above section B.

**Section 3:** Candidates may campaign from the last week in March up until the day before the election.

- A. Campaign material must be approved by SGA Advisor and will be kept professional and free of any libelous or slanderous remarks towards opposing candidates.
- B. Any campaign material must be removed from the campus by 5:00pm by the **last** day of the election. (i.e. VOTE posters may remain)

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- C. Campaign material cannot be posted in the designated voting area and must be removed by 5:00pm the day **before** the election starts.

**Article VI-Elections (continued)**

**Section 4:** The duly nominated candidates shall be voted into office by the student body.

**Section 5:** Election by secret ballot will be held and the candidate receiving the majority of votes for each respective office will serve in that office for the ensuing year.

**Section 6:** A list of all students voting will be maintained by the election committee to ensure one vote per fee-paying student.

**Section 7:** Counting will be comprised at least two appropriate administration/ Staff including the SGA advisor.

- A. Any person running for office may request to have his or her representative present to witness the ballot counting; however, this witness may not be running for office.
- B. In the case of a tie vote. A special election will be held via electronic vote with the results counted and tallied within one week.
- C. Any person running for office may request a recount within twenty-four hours of the initial election. After this time period, the election will be considered final, and official ballots will be destroyed.

**Section 8:** New officers shall observe and assist the present officers for the remainder of the year.

**Section 9:** Violations of the election procedures shall be heard by an ad hoc committee.

**Article VII-SGA Compensation**

- A. To be eligible for compensation all SGA members must complete their required events for the semester and meet the attendance policy for meetings.
- B. The Executive Team made up of the President of the Student Body, Vice President of the Student Body, Vice President of Programming, State Student Advisory Council Representative (SSAC Rep), Treasurer and Secretary, shall receive \$100 dollars per month for each month that they have actively served and fulfilled all responsibilities as outlined in their job description- Pay will be allotted by the SGA advisor once at the end of the Fall semester and once at the end of the Spring semester.
- C. Club Representatives and Department Representatives shall receive \$50.00 dollars per month for each month that they have actively served and fulfilled all responsibilities as outlined in their job description- Pay will be allotted by the SGA advisor once at the end of the Fall semester and once at the end of the Spring semester Clubs Representative may choose to forfeit or split a personal \$250.00 (\$50.00x 5 months) stipend and have that money be allocated to the club at the end of each semester.
- D. Department Representatives shall include: Associates of Science Representative, Associates of Arts Representative, Associates of Applied Studies Representative, Associates of General Studies Representative, Career and Technical Education Representative, Student Life Representative
- E. Club Representative may be elected during spring elections; however, changes can happen if new clubs are added by following the process outlined in Article VI- SGA Chartered Clubs and Organizations in the SGA Bylaws.
- F. To compensate additional work, all SGA members have the opportunity to receive an additional \$25 per committee or additional event, up to a maximum of \$50 per member,

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per semester. (Vice president will be exempt for additional committee work, as they are required to attend and chair all committees)

- G. The Executive Team will received no more than \$3300.00 per semester from the budget.
- H. It is the President of SGA responsibility to inform SGA board members to fill out appropriate paperwork to receive stipend and report to the SGA advisor at the beginning and end of each semester.

**Article VIII: Committees**

An Ad Hoc Committee of Inquiry will be used as necessary to consider questions of impeachment, sanctioning, and removal; additionally to assist in special circumstances and programs. Members of the committee shall be chosen by the student senate.

**Article IX: Impeachment, Sanctioning, and Removal**

**Section 1:** Officers, members, and/or student club/organizations of the SGA student senate may be impeached, sanctioned or removed on the basis of not fulfilling the purposes and policies of the organization and college as outlined in the constitution and bylaws or for violating college programming and/or financial procedures.

**Section 2:** Any member of the organization may initiate impeachment, sanctioning and removal proceedings by giving written notice to the SGA advisor; the written notice must include at least 5 signatures of the voting Senate members and these signatures must include at least 1 executive board member.

**Section 3:** Upon formal notification, it is the advisor's responsibility to convene an Ad Hoc Committee of Inquiry in order to consider the filed allegations if requested by the student.

**Section 4:** Any individual or group who receives notification of intended impeachment proceedings shall be given written notice of the allegations against him/her, and shall have the opportunity to respond as facilitated by the advisor.

**Section 5:** The Ad Hoc Committee of Inquiry investigates the validity of the charges, and makes recommendations regarding sanctioning to the SGA student senate. If it is decided that the proceedings demand a hearing, the hearing would be open to the TSJC community, facilitated by the SGA advisor, and voted upon by the appointed voting members of the Ad Hoc Committee of Inquiry.

**Section 6:** Recommendations for sanctioning made by the Ad Hoc Committee of Inquiry, in order to be implemented, must be approved by SGA student senate majority of quorum.

**Section 7:** Possible sanctions include, but are not limited to reprimand, censure, and/or removal.

**Section 8:** An individual or group may appeal his/her sanction by submitting an appeal request to the organization's advisor within 10 calendar days of his/her notification of the sanction.

**Section 9:** An appeal may be requested only on the basis of one of the three following claims:

- A. That there was procedural error in the conduct of the impeachment proceedings.
- B. That there is significant new evidence which was previously not available
- C. That the sanction imposed was unreasonably harsh.

**Section 10:** The advisor shall determine whether there are grounds for appeal and may choose to affirm the sanction or remand the case for a re-hearing by a new Ad Hoc Committee of Inquiry.

**Section 11:** If an appeal hearing is granted, based upon one of the reasons in Section 9, it will be conducted in accordance with the provisions of Sections 5-7, and with new evidence submitted or procedural error removed.

**Article X: Bylaws**

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This organization shall establish bylaws that shall serve as the working rules and regulations for conducting the day-to-day business of the organization.

**Article XI: Amendments**

**Section 1:** Amendments to this constitution and bylaws may be proposed by 2/3 of the SGA student senate or by a petition submitted by 10% of the voting members of the student body.

**Section 2:** A majority of voting members shall be necessary to approve amendments to this constitution and bylaws.

