

**Rock Valley College**  
**Student Government Association**  
**Constitution and By-Laws**

**Approved by Associated Students of Rock Valley College**

**Date:**

**March 22, 1979**

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# **STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

## **PREAMBLE**

We, the students of Rock Valley College, in order to form a more perfect Student Association, advocate for and provide support to the rights, freedoms, and responsibilities of individual students and groups to local, state, national, and international bodies; promoting the basic principles of freedom of expression and freedom from discrimination; encouraging student involvement; engaging students in the political process; and improving the general student welfare hereby establish the Rock Valley College Student Government Association as the official governing organization of the student body.

## **ARTICLE I**

The name of this organization shall be: The Rock Valley College Student Government Association.

## **ARTICLE II**

The following pertains to the purposes and powers of the Student Government Association.

To support and advocate for the students at Rock Valley College through service, leadership, and civic engagement Student Government Association shall have the liberty to take action necessary to the pursuit of its purposes in accordance with Rock Valley College Administration policies, guidelines, and procedures which shall include, but not limited to the following:

Section 1: Cooperate in the development of a student leadership program for Rock Valley College and provide input into the review and development of college policies while serving as the liaison between students, faculty, and administration.

Section 2: Provide student input relating to the management of student and auxiliary services.

Section 3: Allocate up to \$1000 of seed money to all new student clubs and organizations registered after the first Student Government Association meeting and before the last Student Government meeting of the year and provide input into the Budget Allocation Committee for disbursement of Student Activity Fee money.

Section 4: Establish the foundation for worthwhile standards of student tradition and school spirit for Rock Valley College.

### **ARTICLE III**

The following pertains to the general membership of the Student Government Association.

Section 1: Any student registered in an activity fee-paying class at Rock Valley College shall be considered a member of the Student Association.

Section 2: No person shall be allowed to hold more than one of the following positions:

1. Member of the Student Government Association Executive Governing Board.
2. Executive member of any student organization recognized by the Student Life Department concurrent with serving in the Student Government Association Executive Governing Board.

The following pertains to the Executive Board and Ex-Officio positions:

Section 3 : The Executive Board shall be composed of the following positions:

President  
Vice President of Academic Affairs  
Vice President of Student Development  
Vice President of Business Affairs  
Secretary  
Student Trustee  
Parliamentarian/Senate Leader (ex-officio)  
Coordinator of Public Relations (ex-officio)  
Chief of Staff (ex-officio)

Section 4: All ex-officio members shall have no voting or veto powers.

The following pertains to the Student Senate positions:

Section 5: The Student Senate shall be composed of the following positions:

- Transfer Senator
- Outreach Senator
- Diversity Senator
- Special Needs Senator
- Student Clubs/Organizations Senator
- International Senator
- Freshman Senator (2)
- Non-Traditional
- Athletic Senator

Section 6: Student Senators shall represent the Student Association and voice the opinions of the constituencies they are a part of during regularly scheduled meetings. There shall be a Senate Leader/Parliamentarian who will organize and oversee the work of the Senate. The President shall nominate this person to the position and must be voted in by a majority of the SGA.

Section 7: Senators will be required to be in contact with the constituencies they represent on a regular basis. Senators must keep the Student Government Association and their represented constituents informed of all information that affects them or the Student Association via memos and verbal communication.

Section 8: Senators are required to file a monthly summary report of their efforts to gain feedback from their constituencies. This information should be readily available for review by the Student Association, faculty, staff, and members of the Student Government Association.

#### **ARTICLE IV**

The following pertains to the power and authority that shall control the Student Government Association:

Section 1: All powers of the Executive Branch and Student Senate of the Student Government Association are delegated to it by the Student Association and by the authority of the administration of the college through the Vice President of Student Development.

Section 2: The Vice President of Student Development, President, and/or Board of Trustees reserve the right to veto any act of the Student Government Association that he or she considers

inimical to the best interest of the college.

Section 3: This Constitution and Bylaws document shall be the supreme governing document of the Rock Valley College Student Government Association and shall take precedent over any other documents created by the said body.

Section 4: This Constitution and Bylaws document is subject to the laws of the United States of America, the State of Illinois, and the rules and regulations of Rock Valley College as set forth by the District No. 511 Board of Trustees or their specifically designated representatives.

Section 5: The Student Government Association shall adopt and maintain certain standing rules, which though not a part of this document, shall hold higher precedence than normal legislation. These standing rules must include Senate Procedural Rules, Student Government Association Budget Policy, Student Government Association Election Policy, Student Government Association Judicial Procedures, New Student Club/Organization Allocation's Policy, Student Government Association Ethics Policy, and Regulation Policy unless otherwise provided in this Constitution and Bylaws. These Standing Rules may not be suspended in their entirety, rescinded, annulled, or repealed. These Standing Rules may be amended by a two-thirds vote of members present at a regularly scheduled meeting provided at least two weeks' notice is given.

Standing Rules may also be amended in cases where it would be impossible to legally proceed otherwise by a two-thirds vote of the entire Student Government Association. Any amendments made under these emergency conditions shall only remain in force for the duration of the current academic year. Any one item of a Standing Rule document may be suspended for any period of time up to the end of the current session by a two-thirds vote of the entire Student Government Association.

## **ARTICLE V**

No student shall be excluded or receive special treatment from the Student Government Association on account of race, age, gender, sexual orientation, national origin, disability, religion, sex, or political affiliation.

## **ARTICLE VI**

The following pertains to the branches that shall comprise the Student Government Association:

Section 1: Student Government Association shall be composed of two branches: the Executive branch and Legislative branch. All judicial issues shall be handled by the established Student Government Association Student Judiciary Board and submitted to the Director of Enrollment Management when deemed necessary by the Student Government Association Advisor or designee at Rock Valley College.

Section 2: All meetings shall be open to the general public with the exception of committee meetings.

Section 3: The powers and privileges listed in these Constitution and Bylaws shall serve as a checks and balance on the Student Government Association.

Section 4: All branches of Student Government Association shall be responsible to and for the Student Body of Rock Valley College.

## **ARTICLE VII**

The following pertains to the qualifications of executive officers, student senators, and the Student Trustee:

Section 1: Executive Officers must have at least 24 credit hours by the end of the summer semester the SGA elections are held in, hold a 2.5 cumulative grade point average and maintain that average while in office, be enrolled in at least 6 credit hours. The Student Government Association President must have served or been involved in the Student Government Association for a minimum of one semester prior to running for election. If there are no experienced members of Student Government Association able or willing to run for the Presidency, then any student of Rock Valley College with at least 12 credit hours at the time of election, hold a 2.5 accumulative grade point average, and be enrolled in at least 12 credit hours at the end of the election semester.

Section 2: Student Senators must have at least 12 credit hours by the end of their first semester in office, hold a 2.3 accumulative grade point average and maintain that average while in office, and be enrolled in at least 6 credit hours at the time of election.

Section 3: No student shall be eligible to hold office if at any time prior to the current academic year of Student Government Association said member was removed by impeachment

and found guilty.

## **ARTICLE VIII**

The following pertains to the duties of the respective Executive Officers and the respective Student Senators:

Section 1: The duties and powers of the Student Government Association President shall be to:

- A. Maintain day to day operations of the Student Government Association.
- B. Represent Student Government Association at college sponsored events and activities hosted by student organizations and clubs, faculty and staff, and Student Government Association.
- C. Host student forums for the entire student body and college as issues arise.
- D. Be the voting party for Rock Valley College on the Illinois Board of Higher Education-Student Advisory Committee and serve as the alternate voting Representative of the Illinois Community College Board-Student Advisory Committee, upon confirmation of the Board of Trustees, if the Student Member of the Board is unable to attend.
- E. Chair any Executive Committees.
- F. Nominate Student Senators to fill vacant Executive Governing Board positions, subject to the confirmation of the Student Government Association.
- G. Appoint a Coordinator of Public Relations and a Senate Leader/Parliamentarian. The President may appoint a Chief of Staff if so desired.
  
- H. Issue Executive Orders to be deliberated upon by the Student Government Association.
- I. Oversee all legislation confirmed by the Student Government Association Assembly, Executive Board, and general student body in accordance with this Constitution and Bylaws.
- J. Release any non-elected Executive Governing Board member from office, subject to the confirmation of the Student Government Association Assembly by a 2/3 majority.
- K. Schedule meetings with the Rock Valley College President at least twice a semester.
- L. Have the power to call emergency or special meetings of the Student Government Association as well as to cancel meetings within a 48 hour notice.
- M. Meet weekly with the Student Government Association Advisor and with the Executive Officers, Student Senate Leader/Parliamentarian, and Student Trustee at least monthly.

- N. Establish goals and objectives to be completed each semester by the Student Government Association of that person's term.
- O. Represent Student Government Association where media and public relation needs are involved with the college or Student Government Association. The President will work closely with the Coordinator of Public Relations to ensure appropriate exposure and expression of Student Government Association issues.
- P. Submit an annual report to advisor and interested parties.
- Q. Coordinate with Student Life Department leadership conferences and training options for all Student Government Association activities.
- R. Shall release any student senator who does not attend three meetings without giving advanced notice to the President, Senate Leader/Parliamentarian, or Secretary.
- S. Shall release any senator who wishes to resign his or her position.
- T. Follow all regulations as set forth in Section 8 of this Article.

Section 2: The duties of the Student Vice President of Academic Affairs shall be to:

- A. Exercise the duties of the President in his or her absence.
- B. Oversee the phases pertaining to academic programs, curriculum, student faculty relations, instructional support, registration, advisement, and student concerns and opinions.
- C. Consider and propose ideas designated for research and consideration by the Student Government Association. This information shall be made available to the student body.
- D. Communicate all concerns and recommendations to the appropriate academic department and administrative office relating to the academic needs shared by the student body.
- E. Meet monthly with the Student Government Association Advisor, Executive Board, Senate Leader/Parliamentarian, and Student Trustee as well as oversee, train, and meet with the student senators representing the academic areas.
- F. Keep updated on all changes and current academic policy.
- G. Communicate and maintain contact with the academic Deans and Chairs to encourage the filling of senators' seats and communications of Academic Affairs about student related academic issues and concerns.
- H. Along with Student Life, organize and oversee all Student Government Association elections. In the event that the Vice President of Academic Affairs is in contention for a position or is unable to perform this task the Student Government Association President or designee thereof shall assume this duty.

- I. Follow all regulations as set forth in Section 8 of this Article.

Section 3: The duties of the Student Vice President of Student Development shall be to:

- A. Shall counsel and advise the Student Government Association on matters of policy and procedures relating to the life and general welfare of the student body.
- B. Serve as the chairperson of any committee dealing with inter-club relations including Student Club Roundtable.
- C. Consider such matters, as may be designated, for research and consideration by the Student Government Association. This information shall be made available to the student body.
- D. Be the direct liaison between Student Government Association and Associate Vice President of Student Development.
- E. Meet monthly with the Student Government Association Advisor, Executive Board, and Senate Leader/Parliamentarian.
- F. Assist the student Vice President of Business Services with all discussion concerning newly registered student organizations and money allocations.
- G. Keep records of all newly registered organizations and allocations.
- H. Along with the Office of Student Life, coordinate the autumn and spring student organization recruitment party and the annual student leadership banquet.
- I. Suggest revisions to policies and procedures manual for student organizations and advisors.
- J. Along with Student Life, maintain the Student Roundtable Internet conference.
- K. Follow all regulations as set forth in Section 8 of this article.

Section 4: The duties of the Student Vice President of Business Affairs shall be to:

- A. Act as the treasurer and shall be co-chairperson of the Budget Allocation Committee.
- B. Work with the Student Life, Student Government Association Advisor, and the Business Division Office of the college in maintaining a system of receipts and expenditures of the Student Government Association activity fund and student organization allocations.
- C. Make a financial report at least once a month.
- D. Assist Student Life with budget training for Student Organizations.
- E. Receive and disburse all monies of the Student Government Association while keeping an accurate account of all monies received and disbursed and a list of all assessments due and paid. Provide a reported hard copy to Student Life once a month.
- F. Have the right to nominate an assistant to provide support with everyday duties of

business affairs.

- G. Meet regularly or as needed with the treasurers of each active organization.
- H. Preferably have a background or a field in accounting, economics, or finances.
- I. Have the right to veto any financial legislation. The veto can be overridden by the SGA with a 2/3 vote of the entire government body.
- J. Follow all regulations as set forth in Section 8 of this Article.

Section 5: The duties of the Secretary shall be to:

- A. Notify all Student Government Association members of meetings and all other appropriate Student Government Association and college announcements.
- B. Record attendance at the beginning and end of all Student Government Association meetings.
- C. Arrange all room and equipment reservations for Student Government Association related meetings and events.
- D. Collect minutes and records at meetings, Student Club Roundtable meetings, and all official meetings of the Student Government Association.
- E. Post all approved minutes, agendas, and other notes on the Student Government Association Internet conference two days after the meetings and as needed.
- F. Send out minutes of all meetings of the Student Government Association two days prior to the next meeting via either the Internet or mailbox.
- G. Place one copy of all Student Government Association proceedings, flyers, and posters into the Student Government Association binder in the Student Life Office.
  
- H. Keep official records of all final votes in the Student Government Association. The Secretary shall document all seat votes individually in Student Government Association general meetings. All records must be made available to the public on the Internet conference and a hardcopy file.
- I. Along with Student Life, report conferences and conventions pertaining to Student Government Association and Leadership as well as plan and coordinate these events.
- J. Follow all regulations as set forth in Section 8 of this Article.

Section 6: The duties of the Student Trustee shall be to:

- A. Serve as the student representative to the Rock Valley College Board of Trustees.
- B. Meet regularly with the Associate Vice President of Student Development and the SGA Advisor/Manager of Student Life.
- C. Meet as needed with members of the Leadership Team.
- D. Serve as the Rock Valley College representative to the Illinois Community College Board – Student Advisory Committee (ICCB-SAC).
- E. Serve as the co-chair of the Budget Allocation Committee with the Student VP of Business Affairs.
- F. Coordinate Student Advocacy Day in the spring semester.
- G. Complete two (2) community service projects, one (1) each in the fall and spring semesters.
- H. Complete and file the Student Trustee Annual Report.
- I. Follow all regulations set forth in Section 9 of this Article.

The Duties of the Senate Leader/Parliamentarian shall be to:

- A. Serve as chairperson of the Rock Valley College Student Government Association Senator meetings and general assembly meetings.
- B. Collect and compile all reports of senator activities using Student Government Association activity time log or another method deemed reliable and individual reports from Senators.
- C. Oversee and train all student senators.
- D. Maintain the Student Government Association activity log and be prepared to submit a monthly report to the Executive Board.
- E. Present to the Executive Board all final recommendations.
- F. Be responsible for having a working knowledge of this Constitution and Bylaws and Robert's Rules of Order.
- G. Be aware of the performance of all Student Government Association Senate members and report non-fulfillment and violation of their conduct, decorum, attitudes, and duties to the Student Government Association.
- H. Advise the President and other chairpersons on the rules and precedents governing the meetings of the Student Government Association.
- I. Provide training sessions in partnership with Student Life to student organizations and Student Government Association on Parliamentarian rules and precedents.
- J. Attend workshop or training to gain more knowledge on rules and procedures as needed.
- K. Meet with the Student Government Association President two days prior to

meetings to inform the President of any noted changes or considerations in the order of business.

- L. Act as a non-voting member of the Student Government Association.
- M. Follow all regulations as set forth in Section 8 of this Article.

Section 7: The duties of the Coordinator of Public Relations shall be to:

- A. Coordinate publicity and information for Student Government Association events via newspapers, posters, electronic media, and the Public Relations Department.
- B. Communicate and maintain relationships with the college's marketing, mass communication and Public Relations Department.
- C. Along with Student Life, maintain and update the Internet conference and Student Government Association calendar.
- D. Consult with the Student Vice President of Student Development to send memos and Internet announcements updating student organizations and the student body at large of Student Government Association business and as a method of communication.
- E. Submit a list of Student Government Association events and activities for the master calendar.
- F. Follow all regulations as set forth in Section 8 of this Article.

Section 8: The duties of all Executive Board members, the Senate Leader/Parliamentarian, and the Student Senators shall be to:

- A. Represent the Student Association and voice the opinions of the constituencies they are a part of during regularly scheduled meetings.
- B. Student Government Association members are required to file a report of their efforts to gain feedback from their constituencies.
- C. Student Government Association members must keep Student Government Association and represented constituents informed of all information that affects them or the Student Association via memo and verbal communication.
- D. Student Government Association members shall be willing and available to serve on committees that will assist in accomplishing the tasks of the Student Government Association.
- E. Student Government Association members shall maintain an active role in the

Student Government Association by attending all regularly scheduled meetings and post and maintain no less than five office hours during the week. These may include but are not limited to office time, meetings with target constituencies, research and planning Student Government Association activities.

- F. Attend at least one Student Organization club event and/or meeting per month and report back to the Student Government Association. These roles may be chosen or assigned.
  
- G. Host focus groups and discussion groups to gather input from the student association as needed.
- H. Follow attendance policy as laid out in the Rock Valley College Student Government Association Constitution and Bylaws.
- I. Have working knowledge of the Rock Valley College Student Government Association Constitution and Bylaws and Robert's Rules of Order.
- J. Check the mailbox in the Student Life office frequently.

The following pertains to electoral procedures and vacancies of executive officers and senators.

Section 1: The procedures for the election of the executive officers and senators of the Student Government Association and the procedure for a referendum shall be decided by an election committee headed by the Senate Leader/Parliamentarian. Recommendations of this committee will regulate such things as the planning and facilitating of the candidates meeting and procedure for campaigns, petitions, voting, location, counting ballots, and other things pertaining to the elections.

Section 2: Any student who meets the qualifications stated in Article VII of this Constitution and who follows the regulations provided by the election committee shall be eligible to run for a senator seat or office of the Student Government Association.

Section 3: The election for Student Government Association officers and senators for the ensuing year shall be held during the spring semester, the time scheduled being left to the discretion of the election committee. They shall assume office at the inauguration ceremony.

Section 4: The nominations of Senate Leader/Parliamentarian, Coordinator of Public Relations and, if so desired, a Chief of Staff shall take place as soon as possible by the Student Government Association President.

Section 5: The election shall be at large and by secret ballot.

Section 6: Candidates must possess leadership ability and have current knowledge of Student Government Association issues, policies, and procedures.

Section 7: Presidential candidates shall speak in front of the Student Government Association and Student Association during the week prior to the elections. At this time all presidential candidates will be required to express their platform or primary reason they should represent their student body.

Section 8: All potential candidates are required to attend a pre-election training and informative series. The date of these series shall be determined by the Election Committee. These sessions will be co-planned and co-facilitated by the Student Life office and Student Government Association Election Committee. Sign-up sheets will be made available in the spring semester. The current Student Government Association President and Senate Leader/Parliamentarian or designee shall be required to attend pre-election sessions.

Section 9: All candidates will have a two week period to campaign concluding with a public speech in the Student Center by the Presidential candidates. Voting will begin the Monday after the speeches for five days at the main campus and Stenstrom Center. Please see standing rules for campaigning guidelines.

Section 10: Should a vacancy occur in a position or an officer in the Student Government Association, other than President, the Student Government Association shall elect someone from within the Student Government Association to serve out the term no later than one week after vacancy occurs. Should the office of President be vacated, the Vice President of Academic Affairs shall succeed the President. In a case of no one available or willing to fill the vacancy using the above process, an open election shall take place under the coordination of the Senate Leader/Parliamentarian no later than one week after the vacancy is unable to be filled.

Section 11: The term of office for Student Government Association officers and senators shall be one fiscal year, which is inclusive of the autumn, spring, and summer semesters.

Section 12: The term of office for the Student Trustee shall be one fiscal year, which is inclusive of summer, autumn, and spring semesters.

Section 13: Referendum procedures: All students have the right to petition to initiate a referendum or Student Government Association action. Students, upon presentation to the Student Government Association members may call for a referendum. All referendums will be submitted to the Student Government Association Executive Committee, which shall have the

power to ensure that the issue is clearly and objectively stated. The Student Government Association Election Committee shall then be instructed to carry out the referendum. The results of the student body referendum shall be advisory only.

Section 14: A student may not serve as a member of Student Government Association for more than three total academic years.

## **ARTICLE IX**

The following pertains to new student clubs and organizations and budget allocation to said clubs and organizations:

Section 1: Any students desiring to organize a club or organization shall apply and register with Student Life. All organizations are required to comply with Student Life registration and organization deadlines.

Section 2: Student Life and Student Government Association shall share the responsibility in recognizing all student clubs and organizations of all campus activities. Student Life reserves the right to withdraw any student organization that does not comply with college policy or student code of conduct.

Section 3: Allocate up to \$1000 of seed money to all new student clubs and organizations registered after the first Student Government Association meeting and before the last Student Government meeting of the year and provide input into the Budget Allocation Committee for disbursement of Student Activity Fee money.

Section 4: All registered student clubs and organizations shall submit a proposed budget to the Budget Allocation Committee during the spring semester. Student organizations must be registered by April 1 in order to be considered by the allocations committee.

## **ARTICLE X**

The following pertains to documents and memos published by the Student Government Association:

Section 1: All student publications shall work under charter privileges granted by the Student Government Association.

Section 2: The Student Government Association shall anticipate that all such publications shall appear under sponsorship of the Division of Communications, but the Student Government Association shall expect representation on the Board of Control of such organizations.

## ARTICLE XI

The following pertains to general legislation and adoption of bylaws.

### **Definition: Legislation**

- 1. making of laws:** the process of writing and passing laws
- 2. law or laws:** a law or laws passed by an official body, especially a governmental assembly

Section 1: All legislation shall be submitted to the Secretary to be distributed to the appropriate student Senator. All legislation shall be archived in the same way as the agenda and minutes.

Section 2: All legislation shall first be read and summarized by the senator representing the proposed issue and then brought before the Student Senate. At this time, a second reading will happen and a proposed recommendation will be presented to the Executive Branch. From there, the Executive Branch, excluding the President's vote, will consider the recommendations with a final oppose or proponent stated on the document. The document shall then be introduced to the Student Government Association general session for vote. After vote has been taken the Student Government Association President shall finalize the vote by signature.

Section 3: The following pertains to legislative procedure:

Section 3.1: All legislation shall be drafted, submitted, debated, and voted on in accordance with the Student Government Association Procedural Rules and the current edition of Robert's Rules of Order. Any legislation passing the Student Government Association shall be forwarded to the Student Government Association President or an empowered designee thereof within two business days of passage.

Section 3.2: The Student Government Association President shall then sign the legislation, with either approval or veto, and then forward two copies to the Secretary, one to be placed in the Student Government Archives and one to be posted on the Student Government Association Internet conference within ten business days. If the Student Government Association President elects not to sign the legislation within the ten day period, it shall automatically be approved. Once legislation is approved it becomes effective immediately.

Section 3.3: Vetoed legislation shall be returned to the Student Government Association with a list of objections within ten days of the Student Government Association President's receipt of the legislation. During the Student Government Association President's report, notice shall be given that the legislation was vetoed and the list of objections shall be read. The Student Government Association, at its discretion, may override the veto by a two-thirds majority vote of the members present within the same session. In this case the legislation becomes immediately binding following the overturn of the veto.

Section 4: The following pertains to the kinds of bills that can be proposed in the Student Government Association and how the bills shall be submitted.

Section 4.1: The following describes the kinds of bills that can be proposed in the Student Government Association:

- A. Administrative: Administrative covers any and all legislation which is presented by the faculty, administration, and District 511 Board of Trustees.
- B. Student Body: Student Body covers any and all legislation which will affect the student body and the Student Government Association recognized clubs and organizations.
- C. Constitution and Bylaws amendment: Constitution and Bylaws amendment covers any and all legislation which will affect the current Constitution and Bylaws.
- D. Student Organizations: Student organizations cover any and all legislation that is necessary for the continued relationship between student organizations and Student Government Association.
- E. Executive: Executive covers any and all legislation presented by the Executive Governing Board of the Student Government Association.
- F. Resolution: Resolution covers any and all public statements decided upon by the Student Government Association.
- G. Senate: Senate covers any and all legislation that is presented by the Student

Government Senate which will affect the Student Senate.

- H. Standing Rules Amendment: Standing Rules covers any and all legislation which will affect any current Standing Rules.

Section 4.2: The following describes the submission of bills proposed in the Student Government Association, what should be included on the bills, and procedure for passing the bills:

- A. Bill Number: The bill number noted by the Secretary, starting from 001 for all bill types, is presented in numerical order as they are presented to the Student Government Association.
- B. Year Number: The year number is the last two digits of the current year.
- C. Semester Number: Spring semester bills shall be noted as #1, summer semester bills shall be noted as #2, and fall semester bills shall be noted as #3.
- D. Title: The name of the proposal, which should be unique to that session.
- E. Sponsor(s): The name of the member or members who brought the proposal to the Student Government Association floor. In the event where the sponsor is the same as the author, this field may be omitted.
  
- F. Date: The date the proposal was submitted.
- G. Preamble: Explanation of the principle reason(s) behind the legislation, usually started with whereas in accordance with Robert's Rules Order.
- H. Body: The action of the proposal, usually starting with, "Be it resolved", in accordance with Robert's Rules of Order.
- I. Vote Count: The count of the vote, by which the proposal passed or failed. This shall include; for, opposed, abstaining, not present. In the event that legislation passes by general or unanimous consent, the for field shall reflect the number of voting members present, the opposed field shall say "unanimous consent", and the not present field shall reflect the number of voting members not present.
- J. Date of Vote: The date on which Student Government Association voted on the legislation.
- K. Signature of the Student Government Association President: If passed, the signature of the President (or designee thereof) and the date on which the legislation was signed. The signature of the President shall make the legislation legally binding. In the event that the President does not sign a piece of legislation within ten days of its approval by the Student Government Association Assembly, the legislation shall automatically become legally binding, without option to veto.
  
- L. Final Action: The Secretary will then forward one copy to the Public

Relations coordinator for posting and original to be set in the Student Government Association binder in the Student Life office.

Section 5: In addition to the information listed above, financial proposals must contain the following:

- A. The purpose of the allocation.
- B. An itemized budget including exact dollar amounts.
- C. The time frame by which funds must be spent.
- D. The individual in charge of the allocation.
- E. The source of the funds in the case of reallocation.
- F. The responsibilities of the benefiting party or organization.

Bills of this nature must also have a copy of the written financial requests affixed to the proposal.

Section 6: The following pertains to proposing and ratifying amendments to the Student Government Association Constitution:

Section 6.1: Any student, college, administrator, or faculty member through a Student Government Association member may submit amendments to this Constitution.

Section 6.2: Suggested amendments should be tabled for a reading period of at least seven business days prior to the next Student Government Association general meeting by the Student Senate and Executive Board members before taken to vote. It must be passed by a two-thirds vote of all Student Government Association members. Otherwise a full vote by the student body is required.

Section 6.3: After the Student Government Association votes and there is not a two-thirds majority, a proposed amendment must be presented through a referendum election for a vote by the student body at large. A simple majority vote of the student body at large will be necessary for approval of the amendment. The student body vote is final and is not subject to Presidential veto.

Section 7: Any rules or regulations necessary for the smooth functioning of Student Government Association business may be adopted by a two-thirds majority vote by the Student Government Association. Such bylaws do not become binding upon a new Student Government

Association until they are adopted by a two-thirds majority vote by the entire new Student Government Association.

## **ARTICLE XII**

The following pertains to the procedures in the Student Government Association meetings and voting in the Student Government Association meetings:

Section 1: All debates will follow the general rules of Robert's Rules of Order.

Section 2: During debate, unless provided otherwise, each speaker shall be limited to a total of three minutes on any one issue and on any one day. In the event that a speaker chooses to yield the floor to another individual or to hear a point of information that time shall be not be deducted from that member's speaking time.

Section 3: In order to maintain the impartiality of the Student Government Association President, the President may not speak on any issue unless he or she has first passed the gavel to the second in command as long as they have not spoken on the issue for the remainder of the discussion and voting period on that issue. The President shall be required to step down and be seated among the Assembly as a regular member. The presiding officer shall gain rights to finish the meeting after the motion has been finished.

Section 4: Amendments to motions should follow all guidelines as set forth in Robert's Rules of Order.

Section 5: Voting shall proceed as an “yes” and “nays” voice vote. Voting shall take place by unanimous consent only in the time period immediately following the initial reading of the motion by the Student Government Association chairperson. In the case that a member calls for division of the house, the chairperson shall immediately call for a show of hands, using the Parliamentarian and Robert's Rules of Order as a reference. Referencing Robert's Rules of Order, the Parliamentarian may move for a roll call vote. Being that all Student Government Association Assembly meetings are to be open to the public, secret ballot voting shall always be out of order with the exception of in-house elections. In case of in-house elections, voting shall occur in accordance with the Student Government Association Election Policy. Proxy and absentee voting shall not be permissible for issues regarding the Student Government Association budget or funding, but for all other issues shall be determined by the Executive Board. All funding request must be voted on by Student Government in

## **ARTICLE XIII**

The following pertains to the availability and the approval of the minutes of the Student Government Association meetings:

Section 1: It shall be the responsibility of the Student Government Association Secretary to record minutes during all Student Government Association Assembly meetings. Minutes shall be recorded at all Student Government Association Assembly meetings.

Section 2: It shall be the responsibility of each Committee Secretary to record an agenda of each committee meeting and hand them to the Student Government Association Secretary.

Section 3: Minutes shall be made available to the respective assemblies two business days prior to the next regularly scheduled meeting or as needed. All Student Government Association Assembly minutes shall be made publicly available no later than one week following the approval by the Student Government Association Assembly.

Section 4: Minutes from the previous meeting shall be amended and approved by a majority vote of Student Government Association members present. The chairperson shall initiate amendments to the minutes and then members will be called by a speaker's list in order to make further amendments.

#### **ARTICLE XIV**

The following pertains to archiving all documents written and all legislation voted by the Student Government Association:

Section 1: Within two weeks of the passage or failure of legislation, the legislation must be permanently archived and made publicly available. Copies of all legislation shall be kept in the following locations:

- A. Secretary files.
- B. The Student Government Association Treasury and Minutes/Agendas Binder.
- C. The Student Life Office.
- D. The Student Government Association Internet conference. Original signed copies of all legislation shall be archived by the Rock Valley College Library at the conclusion of each session.

Section 2: The Student Government Association Secretary shall be responsible for archiving legislation or designee. Any bills presented to Student Government Association, regardless if they are passed, shall be archived in the Student Government Association meeting binders and the Student Life Office.

Section 3: Legislation shall be available for review by any student, staff, faculty, and administration.

Section 4: Agendas and minutes approved by the Student Government Association shall be archived in the Student Government Association Binder and the Student Life Office.

Section 5: Any amendments to these Constitution and Bylaws or to the Student Government Association Standing Rules which pass shall be renumbered so as to form a sequence, omitting the year and physically attached and archived along with the original with the original copies of that document.

## **ARTICLE XV**

The following pertains to the student body's ability to require the Student Government Association to take action on an issue or investigate a specific concern:

Section 1: The student body of Rock Valley College shall have the power to require the Student Government Association to take action on an item or investigate a question by submitting to the Student Government Association President a petition signed by ten percent or more of the student body. The President shall introduce the initiative item as the first item of business at the next regularly scheduled Student Government Association meeting.

Section 2: In the event that the petition requires that the Student Government Association hold a referendum on a given yes or no question, the petition shall be read to the Student Government Association. The Senate Leader/Parliamentarian or President shall then initiate the referendum as outlined in the Student Government Association Election Policy.

Section 3: In the event the petition requests that Student Government Association take a particular action, the question of whether or not to take that action shall be treated as a motion sponsored by the Student Body Petition and handled in the same fashion as any other motion.

Section 4: In the event that the petition is of a form not covered in Article XVI, Section 1 or Section 2, the petition shall be read to the Student Government Association Assembly. The President shall then entertain a motion relating to the topic of the petition.

## **ARTICLE XVI**

The following pertains to impeachment proceedings, impeachable offenses, and failure to maintain eligibility of office in Student Government Association:

A review committee shall only use this following procedure when hearing charges against a Student Government Association member in violation of Article III, Section 4. This committee shall consist of:

- A. Senate Leader/Parliamentarian
- B. One Student Government Association member, chosen by the President
- C. Two non-Student Government Association membership
- D. One Rock Valley College Administration member, besides the Student Government Association advisor

Section 1: Impeachment proceedings may be initiated by a two-thirds majority of the Student Government Association present and voting, by the Review Committee, by the Student Government Association President, or by a petition of ten percent of the student body. Once impeachment charges are made the Executive Governing Board member or student senator facing impeachment shall be notified in writing of the charges against him or her within two business days. The Executive Governing Board member or student senator shall have ten business days to prepare a defense. Evidence shall be available to the charged and public for the full ten days.

After the Review Committee has conducted its investigation or the time limit of twenty-one days or three Student Government Association meetings has passed, a report must be issued to the Student Government Association members. This report can recommend the Student Government Association either one of three disciplines:

- A. The report can exonerate or clear the accused; if this action is recommended and is voted on in the affirmative, then accusations may not be investigated again concerning the same charges.
- B. The report can recommend suspension, which is only applicable to senators. The

suspension may only be a maximum of two weeks. During the suspension the student senator can keep the title of student senator, but will be excused without penalty from Student Government Association meetings, committee meetings, and office hour obligations. After the suspension, the student senator will be allowed to attend Student Government Association meetings and committee meetings and be required to fulfill office hour obligation. This action may only be used once on a senator. If the senator is accused of another wrongdoing that senator will not be eligible for suspension again.

- C. The final recommendation is impeachment. If the Review Committee recommends impeachment, it must notify the accused in writing of the committee's decision so the accused may prepare a defense. After the report is read in front of the Student Government Association, the accused will have ten minutes to make a defense. A vote shall be taken on the recommendation for impeachment. If the Student Government Association votes for impeachment then that senator or Executive Board member loses all the rights and privileges of being in Student Government Association after the vote.

Section 2: Impeachment proceedings may be initiated by a petition of ten percent of the student body. Once impeachment charges are made, the procedures follow as described in Article XVI, Section 1.

Section 2.1: After the Review Committee finishes the investigation of wrongdoing concerning the Student Government Association President and all requirements of this Constitution and Bylaws have been met, the Review Committee will then issue their report on the investigation with recommended action to take. If the recommendation is impeachment of the President, the President shall have ten minutes to make his or her defense to the Student Government Association. The Student Government Association is then able to ask questions to the accused. Review Committee members may not ask questions and may not answer any questions towards them. If the accused commits perjury a member of the Review Committee may refute the falsehood. The Student Government Association must then take up a vote on the recommendation of impeachment. If two-thirds of those present and voting vote for impeachment, the accused shall then be removed from the office of the Student Government Association President and must relinquish any office and cabinet keys that person may possess. That person must then hand the gavel to the Vice President of Academic Affairs and forfeit all business cards and any other stationary that identifies him or her as President.

Section 2.2: In the case of the Student Trustee being brought up on charges for impeachment by a petition of ten percent of the student body, moved by the Student Government Association to referendum by the student body, and passed by a two-thirds majority of those voting, the Student Government Association President, or designated representative, shall then present all evidence to the District 511 Board of Trustees, including the petition signed by ten percent of the student body and tallies of those voting in the student body referendum, for final passage of the impeachment of the Student Trustee from his or her position in the Student Government Association only.

Section 3: Impeachable offenses shall include, but not limited to:

- A. Contempt of the Student Government Association: Failure to comply with a discrete Student Government Association resolution within the time period given in the resolution.
- B. Inappropriately claiming to represent the views of Student Government Association with regards to correspondence or statement of policy.
- C. Violation of this Constitution and Bylaws, any Student Government Association Standing Rules, or legislation currently in force.
- D. Failing to maintain a professional level of responsibility as a student leader.
  
- E. Failure to attend three or more Student Government Association meetings without a valid excuse or notification to the Student Government Association Secretary or designee. This offense is not subject to emergencies. Notification for absences and rationale should be placed in the President or Secretary's mailbox.
- F. Violation of college policies and regulations while acting as a member or representative of the Student Government Association.
- G. Violation of Federal, State, or Local Law while acting as a member or representative of the Student Government Association.

Section 4: In the event that any member fails to maintain eligibility requirements for their position, the member shall immediately cease to hold that position without hearing.

## **ARTICLE XVII**

The following pertains to the method that the Constitution can be ratified and adopted by the college:

Section 1: This Constitution shall be ratified by a two-thirds vote of this Student Government Association and approved by the Vice President of Student Development, College President, and District 511 Board of Trustees.

Section 2: Within ninety days of its ratification by the Student Government Association, this Constitution must be submitted to a vote of the student association. A simple majority of the student body votes will constitute final ratification and adoption based on the number of students who placed a vote.

## **STUDENT GOVERNMENT ASSOCIATION BY-LAWS**

### **ARTICLE I**

The following pertains to dates, times, procedures, and affairs of meetings held by the Student Government Association:

Section 1: All regularly scheduled Student Government Association meetings shall be held during the fall and spring semesters on the last Wednesday of the month at 3:00 PM. The Study Session, chaired by the Student Trustee, shall be the first Wednesday of every month, Executive Board meetings shall be held on the third Wednesday of every month and Student Senate meetings will be held on the second Wednesday of every month.

Section 2: Adjourned meetings or special meetings may be called by the President as necessary or by a written request of all Student Government Association members 24 hours before the meeting.

Section 3: Notification of the Student Government Association members will be the responsibility of the Student Government Association Secretary. If a Student Government Association member cannot be reached for a special meeting, the Secretary will count him or her as excused.

Section 4: Student Government Association shall hold Student Forums as needed. Forum times shall be determined by the current Student Government Association membership.

## **ARTICLE II**

The following defines the procedures and points of order in the Student Government Association meetings:

Section 1: All defined procedures and points of order should follow Robert's Rules of Order using the Senate Leader/Parliamentarian as a reference.

Section 2: A roll call vote will be required of all motions, which release money in excess of fifty dollars from the activity fund.

Section 3: All negatively phrased motions or improper language shall be ruled out of order.

## **ARTICLE III**

The following pertains to advance notice of monetary allotments for non-Student Government Association members and speaking time for all speakers in the meetings:

Section 1: Matters concerning monetary allotments for non-Student Government Association Functions or Policies which require the approval of Student Government Association must be submitted in writing to all Student Government Association members one meeting prior to the meeting at which they are to be voted on.

Section 2: All speakers addressing the Student Government Association will be allowed a maximum of five minutes speaking time unless, by a majority vote, an extension is approved.

## **ARTICLE IV**

The following pertains to the qualifications, appointment, roles, and responsibilities of the advisor of Student Government Association:

Section 1: The Advisor of the Student Government Association shall be appointed or designated by the office of Student Life. There shall be a secondary faculty advisor selected by the Student Government Association membership within the second general meeting. This advisor must be approved by the Student Life manager and meet the necessary requirements for advisors to Rock Valley College. Exceptions can only be made by the Associate Vice President of Student Development. The faculty co-advisor shall perform the duties of the advisor in the advisor's absence and is to be a liaison between the Student Government Association and the faculty.

Section 2: The advisor should be one of guidance and should act as a good conscience for the Student Government Association on all matters and functions that occur within the Student Government Association. The advisor's role should not be one of dictating what actions the Student Government Association should take, but no action by the Student Government Association should be taken without presentation to and discussion with the advisor. The advisor's major contribution will be to assist to the Student Government Association in making correct and proper decisions on running their government.

Section 3: It shall be the responsibility of the advisor to announce the names of those students who are no longer eligible for office.

Section 4: Although the advisor shall have no voting rights, the advisor must be recognized by the chairperson in the same manner as regular Student Government Association members to discuss, debate, or advice on how any matters under consideration.

## **ARTICLE V**

The following pertains to the authority of the Parliamentary procedures and of the Senate Leader/Parliamentarian:

Section 1: In all matter of procedure not specifically expressed in the Constitution and By-Laws of the Student Government Association, the parliamentary authority shall be Robert's Rules of Order, Revised.

Section 2: The President shall nominate a person to serve as Senate Leader/Parliamentarian with the majority consent of the Student Government Association. That person will not be a voting member of the Student Government Association.

## **ARTICLE VI**

The following pertains to records kept by committees, committee reports, and eligibility of committee membership:

Section 1: The chairperson of each committee will ensure that an agenda is kept for all meetings kept. This agenda will include committee membership, planned activities, planned meeting times, and discrete objectives. A minimum of three committee members must be present for business to be conducted, with the exception of the summer semester.

Section 2: All Student Government Association committees will be chaired by a current Student Government Association member. All motions made by a committee will be presented by a committee chairperson's delegate.

Section 3: Any activity fee-paying student registered at Rock Valley College is eligible to become a committee member.

## **ARTICLE VII**

The following pertains to the meeting agenda for all Student Government Association general meetings, the deadlines for topics to be on the agenda, and the order of the agenda:

Section 1: All Student Government Association General Meetings shall have a written agenda. These agendas shall be submitted to the Secretary and archived in the same way as minutes and legislation.

Section 2: Agenda items and any bills represented on the agenda must be presented to the Senate Leader/Parliamentarian on the Saturday before the Student Government Association meeting. In turn, the Secretary, President, or Senate Leader/Parliamentarian must prepare the agenda and make it publicly available no later than 48 hours prior to the meeting.

Section 3: If an item is not submitted to the chairperson on time to appear on the agenda, it may be heard under general discussion.

Section 4: The order of Student Government Association Assembly meeting agendas shall be as follows:

- I. Call to Order
- II. Opening Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Recognition of Visitors
- VI. Presentations
- VII. Officers' Reports
  - A. President
    - 1. General Announcements
  - B. Student Vice President of Academic Affairs
  - C. Student Vice President of Student Development
    - 1. Club Council Report
    - 2. General Announcements
  - D. Student Vice President of Business Services
    - 1. Budget Update
    - 2. General Announcements
  - E. Secretary
    - 1. Correspondence
    - 2. General Announcements
  - F. Student Trustee
    - 1. General Announcements
  - G. Special Needs Senator
    - 1. General Announcements
  - H. Student Clubs/Organizations Senator
    - 1. General Announcements
  - I. Diversity Senator
    - 1. General Announcements
  - J. International Senator
    - 1. General Announcements
  - K. First Year Experience Senator
    - 1. General Announcements
  - L. Freshman Senator
    - 1. General Announcements
  - M. Senate Leader/Parliamentarian
    - 1. General Announcements
- VIII. Standing Committee Reports
- IX. Special Reports
- X. Unfinished Business
- XI. New Business

- XII. Advisor's Report
- XIII. General Discussion
- XIV. Adjournment

#### **ARTICLE X**

The Student Government Association shall draft an annual report of work accomplished with recommendation for activities by next year's Student Government Association.

#### **ARTICLE XI**

The Student Government Association shall adopt a Student Government Association budget for the upcoming school year by May 1. A public hearing on the budget will be held prior to its adoption. Notice of the hearing will be posted one week in advance.

#### **ARTICLE XII**

To amend or rescind these by-laws requires written notice one week in advance to be scheduled on the agenda and a two-thirds majority vote of the entire Student Government Association.

#### **ARTICLE XIII**

A two-thirds vote by the entire Student Government Association is required to ratify these by-laws.