

Rock Valley College 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.

Name

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

Article I

The following pertains to the purposes of the SGA:

Section 1: The purpose of the SGA is to govern over the Rock Valley College Student Body.

Section 2: The SGA shall also advocate for the Student Body in matters pertaining to the SGA member's position.

Section 3: The SGA shall allocate up to \$500 to each new club or organization recognized by Student Life at the beginning of each Fall Semester.

Article II

The following pertains to the power and authority that shall control the SGA:

Section 1: All powers of the Executive Branch and Student Senate of the SGA are delegated to it by the Student Body 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 SGA that is considered against the best interest of the college.

Section 3: This Constitution shall be the supreme governing document of the Rock Valley College SGA, and shall take precedent over any other bodies created by the said body.

Article III

The following pertains to the general membership in the SGA:

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

Section 2: No student shall be excluded or receive special treatment from the SGA on account of race, color, ethnicity, national origin, ancestry, citizenship status, religion, sex, gender, sexual orientation, age, physical or mental disability, marital status, order of protection status, veteran status or unfavorable military discharge, use of lawful products while not on campus, genetic information, or other legally protected categories.

Section 3: The SGA shall be composed of an Executive Board and a Student Senate.

Section 4: The Executive Board shall be composed of the following positions:

- President (non-voting)
- Vice President of Academic Affairs
- Vice President of Student Development
- Vice President of Business Services
- Student Trustee
- Secretary
- Parliamentarian (Ex-Officio)
- Coordinator of Public Relations (Ex-Officio)
- Chief of Staff (Ex-Officio)

Section 5: Ex-Officio members shall have no voting power.

Section 6: In the case of a tie, the President shall have the deciding vote, but in all other cases, shall not vote.

Section 7: The Student Trustee must also meet the qualifications set forth by the Rock Valley College Board of Trustees.

Section 8: Convening of general meetings shall require quorum. Quorum is 2/3 of voting members present. Ex-Officio and non-voting members shall not contribute to quorum.

Section 9: Each voting member of SGA shall have one vote.

Section 10: The Parliamentarian, Coordinator of Public Relations, and Chief of Staff shall be appointed by the SGA President during the first official convening of the SGA during the Fall Semester, and approved by 2/3 of the members present.

- Section 11: No person shall be allowed to hold more than one of the following positions:
1. Member of the SGA Executive Board.
 2. Executive member of any student organization recognized by the Student Life Department concurrent with serving on the SGA Executive Board.

Section 12: The Student Senate shall be composed of the following positions:

Outreach Senator
Diversity Senator
Special Needs Senator
Student Clubs/Organizational Senator
International Senator
High School Senator
Freshman Senator
Non-Traditional Senator
Athletic Senator
Off-Campus Senator

Section 13: The SGA may add, or remove positions on the Executive Board or the Student Senate upon 2/3 approval of members.

Article IV

The following pertains to the qualifications of the members of the Executive Board and the Student Senate:

Section 1: Executive Board members must have at least 12 credit hours by the end of the spring semester the SGA elections are held in, hold at least a 2.3 grade point average, and maintain that average while in office, and be enrolled in at least 6 credit hours.

Section 2: The SGA President must have served or been involved in the SGA for a minimum of one semester prior to running for election. If there are no experienced members of the SGA willing to run for the Presidency, then any student of RVC with at least 24 credit hours at the time of election, holding at least a 2.3 accumulative grade point average, and being enrolled in at least 6 credit hours at the end of the election semester, may run for election for the Presidency.

Section 3: Student Senators must have at least 6 credit hours by the end of their first semester in office, hold at least a 2.1 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 4: No student shall be eligible to hold office if, at any time prior to the current academic year of SGA, said member was removed by impeachment and found guilty.

Section 5: A student may not serve on the SGA for more than three total academic years. An academic year consists of the fall, summer, and spring semesters combined.

Section 6: Should an SGA member exhibit undesirable academic performance, Student Life reserves the right to place said member on a period of probation, until the academic performance is met at acceptable standards.

Article V

The following pertains to the duties of the Executive Board and Student Senate:

Section 1: The specific duties of Executive Members and Student Senators shall be primarily to advocate for students, and resolve issues relevant to their position. SGA members may take suggestions for duties from the Student Life Department.

Section 2: The general duties of the Executive Board shall be to carry out the day to day affairs of the SGA.

Section 3: The general duties of the Student Senate shall be to work in accordance with the Executive Board to address matters pertaining to the Student Body.

Section 4: The collective duties of all Executive Board Members and Student Senators shall be to:

- A. Represent the Student Body and voice the opinions of the constituencies they are a part of during regularly scheduled meetings.
- B. Keep the SGA and represented constituents informed of anything that directly affects them or the SGA.
- C. Be willing and available to serve on committees that will assist in accomplishing the tasks of the SGA.
- D. Maintain an active role by attending all regularly scheduled meetings, unless an absence is excused through informing the SGA President and/or Secretary.
- E. Maintain at least two hours of active service each week. These hours may include, but are not limited to, office time, meetings with target constituencies, research, and planning SGA activities.

- F. SGA members should also attend at least one Student Organization club event, and/or meeting per month and report back to the SGA. These roles may be chosen or assigned.
- G. Host focus groups and discussion groups to gather input from the Student Body as needed.
- H. Have working knowledge of the Rock Valley College Student Government Association Constitution and Bylaws, as well as Robert's Rules of Order.
- I. Check his or her respective mailbox in the Student Life Office frequently.

Section 5: The work of the Student Senate shall be overseen by the Parliamentarian, or in his or her absence, any other member of the SGA appointed as the interim Parliamentarian, until a new Parliamentarian is appointed.

Section 6: The general meetings of the SGA shall be chaired by the SGA President. Should the SGA President be unable or unwilling to chair, the duty shall fall to the Vice President of Academic Affairs. Should the Vice President of Academic Affairs be unable or unwilling to chair, any other SGA member may chair upon approval of the SGA.

Section 7: Any SGA member who will be absent for any SGA general meeting must let the President or Secretary know in advance of said meeting. Should any member miss two consecutive meetings without giving notice to the President or Secretary, that member may be subject to removal at the discretion of the SGA.

Section 8: Any SGA member who misses five or more total SGA general meetings per semester may be subject to removal at the discretion of the SGA.

Article VI

The following pertains to electoral procedures of SGA members:

Section 1: All electoral procedures shall be overseen by the Student Life Department. These procedures include, but are not limited to, campaigns, petitions, voting, location(s), counting ballots, and anything else pertaining to the elections.

Section 2: Elections for SGA members shall be conducted in the spring semester at the discretion of the Student Life Department.

Section 3: The election shall be at large, and by secret ballot.

Section 4: All potential candidates must attend a pre-election training and informative series. The date and content of these series shall be determined by the Student Life Department.

Section 5: Upon approval of the Student Life Department, Presidential candidates may speak in front of the SGA, and the Student Body during the week prior to the elections.

Section 6: Every position available on SGA, excluding Ex-Officio, shall be available on the ballot.

Section 7: The winner of the election shall be determined by the greatest number of the popular vote.

Article VII

The following pertains to vacancies of Executive Board members and Student Senators:

Section 1: Vacant Executive Board member positions may be filled through appointing new individuals to the vacant position.

Section 2: Vacant Student Senate positions may be filled through appointing new individuals to the vacant position.

Section 3: Appointments must be approved by 2/3 consensus of SGA members.

Article VIII

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

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

Section 2: Student Life and SGA shall share the responsibility in recognizing all clubs and organizations of all campus activities.

Section 3: All registered student clubs and organizations shall submit a proposed budget to the Budget Allocation Committee during the spring semester. Student clubs and organizations must be registered in order to be considered by the Budget Allocation Committee.

Article IX

The following pertains to the SGA committees:

Section 1: The SGA may upon request of a member establish, with a majority consensus, a committee to address a specific issue concerning the Student Body.

Section 2: Each SGA member may serve on a maximum of three committees.

Section 3: Each committee shall be chaired by an SGA member, elected by the voting members of that committee.

Section 4: Only SGA members may hold voting power on a committee. Any other individuals may attend the committee as non-voting participants.

Article X

The following pertains to impeachment procedures regarding SGA members:

Section 1: Impeachable offences include, but are not limited to, consistent breach of the SGA Constitution and By-Laws, breaches of college, local, state, and federal laws, or a lack of good and ethical behavior.

Section 2: Impeachment charges may be introduced by any SGA member, with signatures from at least 1/3 of the SGA members, and presented at the general meeting of the SGA.

Section 3: Upon the introduction of the impeachment charges, an impeachment hearing shall be scheduled for at least one week after the introduction of said charges, and no later than three weeks. The impeachment hearing shall be chaired by the SGA President. Should the President be the one impeached, the duty of chairing the meeting shall fall to the Vice President of Academic Affairs. Should the Vice President of Academic Affairs be unable to chair the hearing, any other SGA member may chair upon approval of the SGA.

Section 4: The impeachment hearing shall be closed, meaning only SGA members and Student Life Administrators or Representatives may attend. The accused shall be given appropriate time to defend himself or herself. The accused shall take no part in deliberation. Upon deliberation, the chair of the impeachment hearing shall issue a recommendation to the SGA, which shall be delivered to the SGA in the next general meeting.

Section 5: The recommendation from the impeachment hearing shall be voted upon by the SGA at the next general meeting. Removal of the member shall require a minimum of 2/3 vote from the SGA present. If the affirmative takes place, the member shall be thanked for his or her service, and dismissed.

Article XI

The following pertains to amendments to this Constitution and By-Laws:

Section 1: This Constitution may be amended through 2/3 consent of all SGA members.

Section 2: Amendments to the By-Laws may be proposed by any SGA member, and must have at least two co-sponsors.

Section 3: The amendment to the By-Laws shall be presented before the SGA, and requires 2/3 approval of the members present.

Rock Valley College SGA By-Laws

Article I

The following pertains to the general meetings held by the SGA:

Section 1: All regularly scheduled meetings shall take place weekly, at a time and place at the discretion of the SGA and Student Life.

Section 2: Adjourned meetings or special meetings may be called by the SGA President as necessary, with notice given to all SGA members at least 48 hours in advance.

Section 3: The SGA shall hold Student Forums as needed. Forum times shall be determined by the SGA members.

Article II

The following pertains to the procedures and points of order in the SGA meetings:

Section 1: All defined procedures and points of order shall follow Robert's Rules of Order. The Parliamentarian shall be the in-meeting reference for the procedures.

Section 2: All motions which release funds of fifty dollars or greater shall require a roll call vote.

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-SGA members and speaking time for all speakers in the meetings:

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

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

Article IV

The following pertains to the qualifications, appointment, roles, and responsibilities of the advisor(s) of the SGA:

Section 1: The Advisor of the SGA shall be appointed or designated by the office of Student Life. There shall be a Co-Advisor selected by the Student Life Department. Exceptions can only be made by the Vice President of Student Development. The Co-Advisor shall perform the duties of the Advisor in his or her absence, and shall also be a liaison between SGA and the Administration.

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

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

Section 4: Although the advisor(s) shall have no voting rights, the advisor(s) must be recognized by the chairperson in the same manner as regular SGA members to discuss, debate, or advise on any matters under consideration.

Article V

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. 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 meetings conducted in the summer semester.

Section 2: Any activity fee-paying student registered at Rock Valley College, who is not a member of the SGA, is eligible to be a non-voting committee member.

Article VI

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

Section 1: All SGA general meeting 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 must be submitted to the Secretary at least 24 hours before the convening of the SGA general meeting.

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

Section 4: The order of the SGA agenda shall be determined by the SGA members. The agenda shall contain, among other items, an open session and a closed session.