

Quinebaug Valley Community College
Student Government Association
Constitution 2015-2016

Updated 10/2/15: amendment made to Article VII D

Preamble: We, the students of Quinebaug Valley Community College, establish this constitution as a guideline for the Student Government Association (SGA) in an effort to promote and secure the general well-being and rights of our fellow students.

ARTICLE I: PURPOSE

- A. To provide an effective means of communication between the students and other College constituencies.
- B. To provide leadership and coordination for a well-balanced co-curricular student activities enrichment program.
- C. To oversee the distribution and expenditure of the Student Activities Account pursuant to established SGA, College and State regulations.
- D. To act as a voice to inform the public about the needs of Community College students.

ARTICLE II: MEMBERSHIP AND ELECTIONS

- A. Any full or part-time student with a GPA of at least 2.0 is eligible for election by the student body to a Student Government Office. Officers must maintain good academic standing for the length of their terms.
- B. A member of the QVCC faculty or staff shall be appointed by the QVCC Dean to serve as the Advisor to the SGA.
- C. Elections for the Student Government Association Executive Board will occur in either October of the current academic year, or in April for the following academic year.
- D. In the case that a Student Government Association Office(s) is vacant after the fall semester, a mid-year election will occur in February to fill the position(s).
- E. In order for a student's name to be placed on the ballot, he/she must have attended an SGA meeting prior to elections. He/she must also submit to the Advisor to the SGA, a statement citing reasons for seeking office and a petition of 25 student signatures, two weeks prior to the election. Forms will be available outside the Student Services Office at the Danielson campus and at the front desk at the Willimantic Center. In addition, the Student Government Association Advisor and a current Student Government Association Officer must interview all applicants.
- F. Students receiving the highest number of affirmative votes will be elected to office in the Student Government Association.
- G. Elections will be organized and conducted by the Advisor to the SGA and his/her designees. A person seeking election to an SGA office may not assist in the election process.
- H. The Advisor to the SGA may appoint a QVCC student to any vacant officer's position if no students seek candidacy for said position during regularly scheduled elections.

ARTICLE III: RESPONSIBILITIES OF OFFICERS AND REPRESENTATIVES

EXECUTIVE COMMITTEE MEMBERS

1. The Executive Committee of the SGA shall be comprised of the SGA President, Vice President, Secretary, Treasurer, SGA Representative to the QVCC Foundation, Inc., QVCC Representative to the Student Advisory Committee of the Board of Regents, the QVCC Alternate to the Student Advisory Committee of the Board of Regents, and one Member at Large. A representative from the Willimantic Standing Committee shall also be appointed to the SGA Executive Committee, should such representation from the Willimantic Center be made available.
2. Shall act in accordance with the policies and provisions as provided in the QVCC Student Government Constitution.
3. Shall represent the Student Government at social functions and college activities.
4. Shall be a liaison between the SGA and the College Community
5. Shall be available to the College Community to give input to the SGA
6. Shall assist in the development of leadership workshops and orientations
7. SGA Officers may also be elected to represent the student body on the Student Advisory Committee of the Board of regents concurrently. They will only hold one vote on Executive Committee regardless of their dual role.

PRESIDENT

1. Shall preside over meetings.
2. Shall vote on any matter in which the Government is dead-locked.
3. Shall appoint committees and delegate responsibility.
4. Shall with the input of the Advisor organize group functions including agenda, time, and logistics, of all SGA meetings.
5. Shall be an ex-officio advisor to all committees.
6. Shall be able to assign replacement representatives.
7. Shall oversee public relations and recruitment of new members.
8. Shall facilitate democratic decision-making.
9. Shall call Executive Board meetings twice a month unless deemed unnecessary by a majority of the other board members.

VICE PRESIDENT

1. Shall inform all college organizations when their policies or actions are deemed in conflict with the interest of another college organization.
2. Shall assume those duties delegated by the President.
3. Shall replace the President in the case of his/her removal from office, inability to attend meetings, resignation, or inability to discharge powers and duties of the said office.

SECRETARY

1. Shall be responsible for all correspondence and to bring any information pertaining to such correspondence to the meetings.

2. Shall be responsible for publishing and distributing the meeting agenda to SGA members and the College Community.
3. Shall take and distribute the minutes for SGA meetings and keep an accurate file of all SGA minutes.
4. Shall assume the leadership duties of the SGA if the President and Vice President are unable to perform said duties.
5. Shall inform the SGA members of special meetings.
6. Shall inform the Treasurer of any bills outstanding.

TREASURER

1. Shall monitor and interpret the expenditures of all SGA accounts, sponsored clubs and organizations.
2. Shall assume the leadership duties of the SGA if the President, Vice President and Secretary are unable to perform said duties.
3. Shall notify the College Community when to apply for budget requests. The Treasurer shall supply and accept forms, and will present them to the SGA.
4. Shall be a liaison between the Business Office and the Student Government Association.
5. Shall be present at any/all fundraisers that are sponsored by the SGA.
6. Shall work with the SGA Advisor to become familiar with State regulations and to be responsible for SGA event ticket reports and receipts for all SGA sponsored events.

REPRESENTATIVE TO THE QVCC FOUNDATION

1. Shall inform all members of the QVCC Foundation of the proceedings of the SGA.
2. Shall be responsible for creating, publishing, and distributing a monthly report which shall be directly submitted to a full-time faculty or staff of QVCC for review prior to submission to the QVCC Foundation.
3. Shall act as a liaison between the SGA and the QVCC Foundation.
4. Shall be present at any/all events sponsored by the SGA, and any events sponsored by the QVCC Foundation as seen fit by the Board Director.
5. Shall attend all meetings including but not limited to SGA meetings, QVCC Foundation meetings, and SGA Executive Board meetings.
6. Shall represent SGA at all QVCC Foundation Board meetings, as well as social functions, or appoint an alternate to attend in his/her place.
7. Shall inform the SGA advisor of any outstanding grievances against the SGA by the QVCC Foundation, or the college community at large.
8. Shall assume leadership duties of the SGA if the President, Vice President, Secretary, and Treasurer are unable to perform said duties.
9. Shall be responsible for training the incoming Representative to the QVCC Foundation before leaving office.

REPRESENTATIVE TO THE STUDENT ADVISORY COMMITTEE OF THE BOARD OF REGENTS/CONNSCU.

1. Shall represent QVCC at meetings of the Student Advisory Committee (SAC) of the Board of Regents (BOR) for Connecticut State Colleges and Universities (CONNSCU).
2. Shall be a liaison between the SAC and the QVCC College Community

3. Shall be available to the College Community to give input to the SAC and the Board of Regents.
4. Shall represent the rights and interests of the students of Quinebaug Valley Community College
5. Shall be granted authority by the SGA Executive Board to make decisions and cast votes based on the best interests of the Quinebaug Valley Community College student body.
6. Shall be responsible for attending committee or other additional SAC-related meetings.

ALTERNATE TO THE STUDENT ADVISORY COMMITTEE OF THE BOARD OF REGENTS/CONNSCU

1. Shall attend meetings of the SAC of the BOR as often as possible
2. Shall all assume the duties of the Representative when the Representative is unable to attend meetings.
3. Shall be responsible for attending committee or other additional SAC-related meetings as deemed appropriate by the SAC.
4. Shall be a liaison between the SAC and the QVCC College Community
5. Shall be available to the College Community to give input to the SAC and the Board of Regents.
6. Shall represent the rights and interests of the students of Quinebaug Valley Community College.

MEMBER AT LARGE OF THE EXECUTIVE COMMITTEE

1. Shall attend all executive meetings of SGA.
2. Shall be available to participate in sub-committee meetings as dispatched by the President.
3. Shall be the first to be considered for interim service, filling any executive post left open by the resignation, demise, removal, or reassignment of other executive members, only after the Vice President, Secretary, Treasurer, and Representative to the Foundation exercise their charge herein to assume greater leadership duties, and by a majority vote of ratification by all Executive Board members.

MEMBERS

1. Shall vote on all matters related to the goals of the Student Government Association.
2. Shall participate on committees voluntarily or by appointment for at least one committee per year
3. Shall solicit the advice and attitudes of the College Community on issues pending before the SGA.
4. Shall work actively to develop a comprehensive co-curricular student enrichment program.
5. Shall be responsible for obtaining material and information on any meetings missed.
6. Shall be willing to be identified as an SGA member.
7. Shall be willing to serve as a representative at college functions.
8. Shall be willing to be a membership recruiter.

ADVISORS

1. Shall be available for all of the SGA meetings, as a non-voting ex-officio member.
2. Shall insure that the Student Government is discharging its responsibilities pursuant with College and State regulations.
3. Shall supervise the development of a comprehensive co-curricular student enrichment program.
4. Shall provide leadership and training to students and staff involved in the activities program.

5. Shall facilitate the organizing of new Student Governments.
6. Shall set-up elections in October, February, and/or April.
7. Shall guide and direct members in finding information within and outside the College Community.
8. Shall work with student leaders on developing leadership workshops.

ARTICLE IV: MEETINGS

- A. Shall be held once every two weeks when classes are in session and at the convenience of the officers' schedules, and be open to the College Community.
- B. Shall be held only when minimally a quorum of the executive membership is present. A quorum shall consist of one more than $\frac{1}{2}$ of the membership of the Executive Board..
- C. If no quorum exists and an emergency condition prevails, an expanded Executive Board meeting may be called consisting of the officers and members present. This body may conduct business.
- D. Special meetings may be scheduled if deemed necessary by the Executive Board and provided that the SGA members were notified at least 24 hours in advance by a designated member.
- E. Meetings shall be conducted in accordance with the constitution of this organization and Robert's Rules of Order Newly Revised Edition. However, the President has the prerogative to conduct informal meetings.

ARTICLE V: IMPEACHMENT

- A. Impeachment proceedings shall be initiated against officers, SGA representatives to the foundation or the SAC₂, or members if there is flagrant violation of the SGA Constitution.
- B. Impeachment shall require a written petition signed by at least $\frac{1}{2}$ of the entire voting membership present at a regularly scheduled SGA meeting.
- C. This petition shall be submitted to the President or Vice President at a regularly scheduled meeting and necessitate action within two weeks.
- D. The officer or member facing impeachment must:
 1. Be given a written statement of the charge(s).
 2. Be allowed one week after the written statement is given to prepare his/her case.
 3. Be allowed reasonable time on the floor of the meeting to present his/her case.
- E. Removal from office or membership must be supported by a two-thirds majority of the entire voting membership present at a regularly scheduled SGA meeting in which prior notice has been given.

ARTICLE VI: RATIFICATION AND AMENDMENTS

- A. This constitution shall be introduced at the beginning of each semester.
- B. Amendments may be proposed by a student, faculty member, or administrator and ratified by a two-thirds vote of the voting membership. Proposed amendments must be presented to the Student Government at one regularly scheduled meeting, and will be voted on at the next scheduled meeting.
- C. This constitution shall be ratified by a majority vote of the Student Government Association membership present at a meeting in which at least 24 hours' notice has been given.

ARTICLE VII: BY-LAWS

- A. A member who has attended at least two meetings and is unable to attend a meeting may authorize a proxy vote on any matter except impeachment by delegating his/her membership in the following manner in writing:
“I name do hereby authorize name to vote on my behalf on all items on the agenda for the SGA meeting to be held on date . Signed.” The proxy must be a QVCC student.
- B. Separate notification of impeachment proceedings must be included with minutes of the meeting at which impeachment proceedings were initiated.
- C. No expenditure of SGA funds shall be made without prior approval by the Executive Board.
- D. The SGA shall not entertain funding requests submitted retroactive to any event or expenditure unless this funding request comes from the faculty/staff advisor(s) for expenditures outside of the semester. If expenditures outside of the semester occur the faculty/staff advisor(s) will notify SGA officers via text and email in a good faith effort to inform.
- E. The SGA Advisor shall handle any payment of bills already approved by the Executive Board that may occur between the end of one school semester and the first day of the next new school semester.

ARTICLE VIII: STANDING COMMITTEE

A. WILLIMANTIC STANDING COMMITTEE

- 1. To develop a standing committee of the SGA that will provide a strong connection between the QVCC Danielson campus and the Willimantic Center.
- 2. Identify ways in which student activities can be coordinated between campuses to ensure that all students are being served.
- 3. To investigate transportation issues between the main campus and the Willimantic Center
- 4. To strengthen relationships and communication between all students at QVCC
- 5. A member of the Willimantic Standing committee shall be appointed as a member of the Executive Committee of the Student Government Association.

B. ***Multicultural Program Planning Committee***

- 1. To develop a Multicultural Program Planning Committee to provide cultural programs for the college and community.
- 2. Identify ways in which cultural programming connects with academic offerings and enhances the image of the college.
- 3. Make decisions on requests for funding received from other college groups for cultural activities.
- 4. Members of the Multicultural Program Planning Committee can be SGA members, students, faculty and staff.
- 5. A member of the Student Government Association shall serve as a member of the Multicultural Program Planning Committee.

Amended and ratified 11/12 and 11/19/2013