

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Purpose

The purpose of the Student Government Association is to serve and represent the student body; to work toward the improvement of the College; to provide a sound, democratic self-government; to encourage cooperation among students, faculty, administration, and community; and to promote a sense of school spirit and loyalty to Georgia Perimeter College.

Each campus unit of Georgia Perimeter College is authorized to elect an individual campus Student Government Association as indicated in this constitution. This Constitution serves the entire college student body, and may be supplemented by individual campus SGA operating guidelines

Authority: The Student Government Association will have authority and responsibility in Student Activities Fee allocations, appointments of students to college committees, as the official voice of the students, and in issues of concern to the students of Georgia Perimeter College.

Article I Name

The name of this organization shall be the Georgia Perimeter College Student Government Association, also referred to as the SGA Senate.

Article II Membership, Qualifications, and Terms of Office

- A. The membership shall be composed of all enrolled students at Georgia Perimeter College who pay fees to support the Student Activities program. The SGA senate shall consist of 4 elected Executive Officers (President, Vice President, Secretary, and Treasurer) and six elected senators.
- B. No student who is on disciplinary probation, or with a grade point average below 2.0, may serve on the SGA, or any of its committees.
- C. No student may hold more than one SGA position at the same time.
- D. Qualifications for Senators
 1. Senators must be qualified as described in Article II, Sections A, B, and C. Learning Support courses shall be included in the calculation of grade point average.
 2. Senators must be enrolled at the campus at which the office is held for the duration of the term of office.
- E. Qualifications for Executive Officers:
 1. Executive Officers must be qualified as described in Article II, Sections A, B, and C, with the additional requirement that Executive Officers have and maintain a 2.5 grade point average. Learning Support courses shall be included in the calculation of grade point average.
 2. Executive Officers must have accumulated 16 semester hours at Georgia Perimeter College.
 3. Executive Officers must be enrolled at the campus at which the office is held for the duration of the term of office.
- F. Terms of Office
 1. The term of office of the SGA Executive Officers and Senators elected in the spring semester shall begin at the conclusion of spring commencement.
 2. All other Senate members and committee chairs shall assume their duties at the time the Oath of Office is administered.
 3. The term of office for all SGA Executive Officers, Senators and committee chairs shall end at the yearly spring commencement.
 4. Senate members do not need to be enrolled during the summer term, but are expected to attend all meetings held.
 5. No member may serve more than 2 academic years as an Executive Officer and/or a Senator.

Article III Elections and Appointments

- A. Candidates must submit an official petition containing the signatures and proper identification of 25 currently enrolled students. The Director of Student Life will confirm eligibility.
- B. Elections shall be by secret ballot and be coordinated by the SGA Secretary.

- C. SGA Executive Officers and 3 Senators shall be elected, following the midterm, in spring semester.
- D. Three Senators will be elected no later than the midterm of fall semester.
- E. When only one candidate is seeking a position, balloting for these positions shall be suspended and the President of SGA shall declare the candidate elected at the first meeting following the election date.
- F. Presidential vacancies shall be filled with the Vice President. Vice President, Secretary, and Treasurer vacancies shall be filled when the President, after consultation with the Executive Board, appoints one eligible senate member. These appointments will be confirmed by a 2/3 vote of the Senate. Senator vacancies shall be advertised to the general student body and filled by appointment after approval of the Senate.

Article IV Job Descriptions

- A. The Executive Board shall:
 - 1. Be composed of the SGA President, Vice President, Secretary, and Treasurer. The President will serve as chair.
 - 2. Preview matters to be brought before the Senate and establish meeting agendas.
- B. The President shall:
 - 1. Coordinate Senate activities with the administration and report pertinent data during SGA Senate meetings.
 - 2. Preside over all SGA meetings.
 - 3. Make appointments after approval of the Senate.
 - 4. Secure all legislation for approval or veto by the next Senate meeting. Failure to sign or veto legislation enacts the document as effective. A two-thirds vote overrides any veto.
 - 5. Call special meetings of the Senate.
 - 6. Appoint all ad hoc committees.
 - 7. Serve as ex-officio member of all SGA committees.
 - 8. Attend meetings each semester with all four SGA Presidents in order to discuss issues and encourage programs that will enhance college-wide unity.
- C. The Vice President shall:
 - 1. Preside over SGA meetings in absence of President.
 - 2. Assume the duties of the President in the absence of or at the request of the President.
 - 3. Preside over the Campus Programming Board.
 - 4. Preside over any ad hoc committee responsible for amending the SGA Constitution.
 - 5. Ensure that all legislation to be considered by Senate is in proper order and has a Senate member as a sponsor.
 - 6. Deliver all legislative matters to the Senate in an expedient manner.
 - 7. Maintain a record of all resolutions and the vote in book form to be available to all SGA members.
- D. The Secretary shall:
 - 1. Record the minutes of all Senate functions.
 - 2. Distribute copies of Senate meeting minutes to the SGA Senate and appropriate college offices.
 - 3. Post minutes in a visible location for the general student body.
 - 4. Preside over SGA meetings in the absence of the President and Vice President.
 - 5. Coordinate all student elections and petitions.
- E. The Treasurer shall:
 - 1. Supervise SGA financial affairs.
 - 2. Maintain records of expenditures and income.
 - 3. Make a financial report bi-weekly at regular Senate meetings.
 - 4. Coordinate Campus Budget hearings for clubs and committees.
 - 5. Perform the functions of Parliamentarian and Sergeant-at-Arms.
- F. Senators shall:
 - 1. Serve as general representatives for the student body.

2. Present and address issues and concerns from student body.
3. Chair and serve on committees as assigned.
4. Coordinate special projects as assigned.

Article V Quorum and Meetings

1. The SGA Senate shall meet at regularly scheduled times and be available for meetings called by the President when notified at least 48 hours in advance.
2. The presence of a majority of the current Senate members shall constitute a quorum.
3. Senate members are required to attend all regular and special SGA meetings.
4. No more than 2 total unexcused absences per semester will be allowed.
5. The rules contained in the current edition of Robert's Rules of Order shall govern the SGA meetings.

Article VI Legislation

1. Legislation shall be defined as any constitutional amendment, requests for funds or support, endorsements, resolutions, petitions, or any topic relevant to the student body.
2. Legislation will contain the following:
 - A listing of the items that will form an official motion on the Senate floor
 - A detailed description of the funds desired
 - The appropriate budget source for funding
 - The name of the person or organization requesting the funds or support
 - The name of the senate member who will act as sponsor during the senate meetings and will be informed of all facts related to the legislation.
6. All legislation shall be submitted to the Vice President no later than noon on the day prior to the senate meeting in which it will be introduced as new business.
7. All legislation to be considered by the Senate shall be in prescribed form and read to the Senate by the sponsoring Senate member.
8. All new legislation will be tabled for one scheduled meeting. The legislation will then be reread at the next Senate meeting and acted upon.
9. If immediate action is requested, the tabling procedure may be suspended by majority vote of the voting members at the initial submission of the legislation.
10. The absence of a sponsor during the Senate meeting may cause legislation to be tabled.
11. Legislation may be introduced for consideration in the Senate by a petition containing signatures of 25 currently enrolled students. This shall constitute a student body membership request for Senate action and shall be dealt with as any new legislation.

Article VII Senate Voting

1. All voting in Senate meetings shall be by a show-of-hands or general consent, unless otherwise stated or requested by a simple majority of Senate members.
2. Proxy or absentee votes may be accepted if submitted in advance of the meeting.
3. The President or chair shall not have the right to vote in Senate meetings, except to break a tie vote.

Article VIII Internal Affairs

1. Any member of the SGA senate or Campus Programming Committees who fails to perform assigned duties as indicated in this constitution or who fails to adhere to guidelines in the Georgia Perimeter College *Student Handbook* shall be open to accusations by members of the SGA Senate.
2. These accusations shall be heard by the Internal Affairs Committee, hereafter referred to as the IAC.
3. The IAC shall be an ad hoc committee consisting of one member of the SGA Executive Committee and two senators.
4. The IAC shall be chaired by the President of SGA. If the President is accused, the chair reverts to the Vice President of SGA.
5. The chair of the IAC shall be responsible for ensuring that the accused is provided due process as described below:

- Notice: Any member of the SGA Senate accused of violation must be notified within 48 hours of the complaint and notification must clearly state all charges.
 - Fair Hearing: The accused has the right to introduce facts pertinent to the complaint and to relay reasons for said violation.
 - Majority: In order to sustain charges against the accused, a 2/3 majority must be achieved.
 - Confidentiality: The findings of the IAC must remain confidential if the accused is found not guilty.
6. A guilty finding by the IAC may result in removal from office and/or reduction in stipend.
 7. Appeals of the IAC hearing results may be made to the campus Dean of Student Services.

Article X Judicial - College Court

1. The purpose of the College Court is to hear violations of the student conduct code.
2. The College Court shall be composed of a Student Chief Justice, two additional Student Justices, and two Faculty Justices.
3. The Chief and Student Justices shall be appointed by the SGA Executive Committee with the approval of the SGA Senate during the spring semester, to begin service summer semester.
4. Faculty Justices shall be actively employed as Faculty members at the campus where they are appointed and serve.
5. Faculty Justices shall be appointed by the Campus Provost during the spring semester, to begin service summer semester.
6. Chief, Student, and Faculty Justices shall serve one year terms, beginning upon appointment and ending at spring commencement.
7. The Chief and Student Justices shall:
 - A. Have and maintain at least a 2.75 cumulative grade point average, including Learning Support courses.
 - B. Have accumulated at least 16 semester hours earned at Georgia Perimeter College, including Learning Support courses.
 - C. Be currently enrolled at the campus where they are appointed and serve.
8. The College Court shall:
 - A. Adhere to appropriate rules and procedures as found in the Georgia Perimeter College *Student Handbook* for the hearing of cases within its jurisdiction. The rules and procedures shall be filed in the SGA office and copies made available to students.
 - B. Notify the SGA President 48 hours in advance of scheduled meeting times and place.

Article X Campus Programming Board

The Campus Programming Board shall be chaired by the SGA Vice President. The Director of Student life will coordinate the Board's activities. Board members include chairs of the following committees:

1. Entertainment - responsible for providing activities of an entertaining nature.
2. Lyceum - responsible for choosing and arranging forums, seminars, and special events speakers which will offer information, intellectual stimulation, and various points of view.
3. Wellness - responsible for working with the Wellness Coordinator to provide programs relating to health and wellness.
4. Community Service - responsible for coordinating volunteers and volunteer programs at the College and in the community.
5. Interclub Council - responsible for coordinating club activities and for providing clubs with information concerning budgeting and institutional policies.

Committee chairs shall be appointed by a majority vote of the SGA Senate. They should have a 2.0 minimum grade point average (including Learning Support courses) and be enrolled at the

campus at which they hold a position for the duration of their service. Committee Chairs serve one-year terms, beginning on appointment and ending at spring commencement.

Article XI Standing Committees

1. Election Committee - Chaired by the Secretary of SGA, this committee coordinates the elections of the SGA Executive Officers and Senate members.
2. Budget Committee - Chaired by the Treasurer of SGA, this committee coordinates the campus budget hearings for the clubs and committees.

Article XII Clubs and Organizations

All student organizations must register with the Student Government Association.

Article XIII SGA Advisor/Faculty Liaison

The Director of Student Life shall serve as the advisor for the Student Government Association and SGA committees. A campus SGA may select a faculty liaison from that campus if so desired.

Article XIV Amendments

1. Amendments to this constitution may be submitted by any student who provides a petition containing signatures and proper identification of 200 students who support it, or by a Senate member.
2. The amendment(s) must be submitted in writing and conform to legislative form.
3. Any proposed amendment shall be declared ratified upon receiving a majority vote of each voting Senate and a majority of the votes cast in an election that encompasses all students of Georgia Perimeter College.

Article XV Oath of Office

All elected and appointed officials of the SGA shall be installed by the Dean of Student Services or a designee or by a justice of the College Court, who shall administer the following oath:

I (name), do solemnly affirm that I will serve the student body faithfully, execute the duties and responsibilities entrusted to me by virtue of my office and will, to the best of my ability, preserve, protect, and enforce the constitution of the student body of Georgia Perimeter College.

STUDENT ORGANIZATION FUND RAISING PROJECTS POLICY

Fund raising as it pertains to student organizations is defined as the seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged.

Only official registered student organizations or clubs of Georgia Perimeter College will be authorized to conduct fund-raising projects.

1. All student organizations or club fund-raising project proposals must be submitted to the Office of Student Life for approval by the Director at least two weeks prior to the proposed event. Fund-raising project request forms maybe obtained from the Office of Student Life.
2. Projects may not in any way interfere with normal academic programs or functions. The proposed fund-raising project should not interfere with existing College-operated services, contracts, or College Development (fund-raising) activities. Projects that would present extended competition with products of services that are available through existing College-operated contract with a commercial vendor will not be approved. Use of campus mail service is prohibited. Fund raising is not permitted in offices, classrooms, corridors or food facilities. Fund raising on campus may be conducted only in areas approved by the Director of Student Life.
3. An organization of club may not use coercive acts that might intimidate those persons from whom support is sought. Advertisements for fund-raising projects must follow the bulletin board policy. A maximum of three fund-raising projects (one per semester) will be allowed during the academic year for each student organization or club. Procedures for collecting monies must be approved by the Office of Student

- Life for proper processing and accounting. No outside accounts are permitted. Fund-raising projects must abide by local, state and federal laws and regulations.
4. Georgia Perimeter College will not accept any type of financial liability with reference to the student fund-raising projects. Written acknowledgement of this fact must be made by the student organization or club president on a Fund-Raising Project Request Form. All financial expenditures and liability necessary for any project must be underwritten as a condition of approval of each project.