

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the students of Georgia Perimeter College, a multi-campus institution within the University System of Georgia, do hereby form a more effective and functional student government. We will foster the spirit of loyalty to the College and spirit of unity among the students, to encourage individual responsibility. We will work to provide an experience in democratic living, to provide a means for expression of student needs to strive toward a closer understanding between the faculty, staff, and students, and to assume the fullest responsibility and power of self-government consistent with the Constitution, policies of this College, and the laws of the State of Georgia. We do hereby ordain and establish this Constitution for a Student Government Association that advocates for the student body of Georgia Perimeter College.

Authority

The Student Government Association is the official voice of the student body, and shall work with faculty, staff, and administration in efforts of serving the students of Georgia Perimeter College. The Student Government Association has the authority and responsibility in participating in the recommendation of Student Activity Fees allocations, appointing student representatives to college committees, maintaining self-governance, and working to resolve institutional student issues and concerns.

Each campus unit of Georgia Perimeter College is authorized to elect an individual campus Student Government Association as indicated in this constitution. Each campus Student Government Association will participate (periodically) in College-wide meetings during the fiscal year to discuss and address matters of mutual concern.

ARTICLE I – General Organization:

- S 1. The name of this organization shall be the Student Government Association of Georgia Perimeter College and may hereinafter be referred to as the SGA.
- S 2. The supporting membership of this organization shall include all students that have enrolled and paid a student activity fee to the institution of Georgia Perimeter College.
- S 3. The Student Government Association shall be organized into three branches: Senate, Executive, and Judicial. All meetings of the Senate Branch, the Executive Branch, and the Judicial Branch of the SGA shall be conducted on a Georgia Perimeter College campus or site.
- S 4. The officers of the SGA Executive Branch shall be President, Vice President, Secretary and Treasurer. The officers of the SGA Senate Branch shall consist of six elected/appointed Senators and the Vice President. The Judicial Branch hereinafter referred to as College Court shall consist of an appointed Student Chief Justice and two appointed Student Justices.
- S 5. All official Student Government Association meetings shall be open to the public. Such meetings shall be advertised 24-48 hours in advance. Summary notes and minutes will be posted as directed by the Georgia Open Meetings Act Procedure Manual. The Student Government Association of Georgia Perimeter College recognizes the *State of Georgia – Open Meetings Act* O.C.G.A -50-14, 1-6. (*Note: All members and visitors shall adhere to appropriate parliamentary procedures during meetings*)
- S 6. The Campus Programming Board hereinafter referred to as Jaguar Activity Group (JAG) shall be recognized as a sub-agency of the Student Government Association, and shall be governed by the guidelines set forth in the JAG By-laws.

ARTICLE II – Qualifications and Terms of Office:

- S 1. No student under disciplinary sanction, or with a cumulative grade point average below 2.0/ 4.0, may serve on the SGA, or any of its committees.
- S 2. No student shall hold more than one SGA position at a time.
- S 3. Students holding a SGA position must be enrolled at Georgia Perimeter College and shall serve on the campus or site where majority of his / her classes are held. If there are any discrepancies in reference to qualifications, the Directors of Student Life will render a final decision.
- S 4. Qualifications for Senators:
 - a) Senators must be qualified as described in Article II, Sections 1, 2, and 3, with the additional requirement that Senators must have and maintain a 2.5/ 4.0 cumulative grade point average.
 - b) Senators must also be enrolled in a minimum of six (6) credit hours at the campus where the office is held for the duration of the term of office excluding summer semesters.
 - c) Learning Support courses may be calculated into the Senator's cumulative grade point average. All manual Learning Support grades calculations will be verified by Enrollment and Registration Services.
- S 5. Qualifications for Executive Officers:

- a) Executive Officers must be qualified as described in Article II, Sections 1, 2, and 3, with the additional requirement that Executive Officers must have and maintain a 2.5/ 4.0 cumulative grade point average.
 - b) Executive Officers must have accumulated 12 semester credit hours at Georgia Perimeter College.
 - c) Executive Officers must be enrolled in a minimum of six (6) credit hours at the campus where the office is held for the duration of the term of office excluding summer semesters.
- S 6. Terms of Office:
- a) The term of office for the SGA Executive Officers and Senators elected in the spring semester shall begin at the conclusion of spring commencement and continue through the Spring commencement of the next year.
 - b) SGA Executive Officers, Senators, and Judicial members shall assume their duties at the time the Oath of Office is administered after the Spring Commencement.
 - c) The term of office for all SGA Executive Officers, Senators, and Judicial Members shall end at the yearly spring commencement.
 - d) Executive, Senate, and Judicial members do not need to be enrolled during the summer term, but are expected to attend all meetings and trainings as scheduled.
 - e) No SGA member may serve more than 2 consecutive terms as an Executive Officer, Senator, or Judicial Member.

ARTICLE III – Elections and Appointments:

- S 1. Candidates must submit an official SGA application packet containing a petition with signatures and proper identification of 25 currently enrolled students. The Director of Student Life will confirm eligibility.
- S 2. Elections shall be by secret ballot and will be coordinated by the Director of Student Life with assistance from the SGA Secretary.
- S 3. SGA Executive Officers and Senators shall be elected, following the midterm, in spring semester. If the election timeline and election dates thereof are unsatisfactory, the President may recommend alternate dates to the Director of Student Life. The Director of Student Life will have final approval on all Election dates and timelines therein.
- S 4. Election and installation of officers:
 - a) To be elected, a candidate must receive a majority of votes cast for the position sought. If no candidate receives a majority vote, a run-off election shall be held.
 - b) Voting in elections shall be by secret ballot and conducted according to procedures established by the Office of Student Life.
 - c) Executive Officers and Senators shall be elected by campus student body vote.
 - d) All elected officials shall assume office at the conclusion of the Spring Commencement and shall hold office for a period of one year.
 - e) The Senate shall determine election rules and regulations.
- S 5. An appointment process will be deemed appropriate to fill vacant positions if after elections, seats are available. The President has the authority to appoint eligible students to vacant positions with confirmation from the Senate.
- S 6. A Special Election may be considered to fill vacant positions with the approval of the Director of Student Life.
- S 7. When only one candidate is seeking a position, election for that position shall be suspended and the President shall declare the candidate elected at the first meeting following the election date.
- S 8. 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 51% simple majority vote of the Senate. Senator vacancies shall be advertised to the general student body and filled by appointment after 51% simple majority vote of the Senate.

ARTICLE IV – Senate Branch: Organization and Powers and Duties:

- S 1. All Senate powers granted herein shall be vested in a Senate, which is hereby created to represent the institution of Georgia Perimeter College.
- S 2. The Senate, which shall be unicameral, shall consist of the following members: The elected Vice President and six elected/ appointed Senators which will serve as the representatives of all students of Georgia Perimeter College.
 - a) There shall be no more than seven voting representatives on the Senate.
 - b) The Vice President shall serve as the Chairperson of the Senate.
 - c) The Senate Vice-Chairperson shall be a Senator appointed and confirmed by 51% simple majority vote of the Senate.
 - d) In the absence of the Chairperson, the Senate Vice-Chairperson shall forfeit their voting privileges to facilitate the Senate meeting.
 - e) All Senators shall have equal authority and equal vote as members of the Senate, with the exception of the Chairperson or Vice-Chairperson, who shall vote only in the case of a tie.
 - f) If after the General and Runoff Elections, there are unfilled seats on the SGA Senate, the vacant seats shall be filled through the appointment process outlined in this constitution. Seats may be filled only after advertisement in campus

media outlets stating associated application timelines deemed appropriate by majority vote of the Senate with the approval of the Office of Student Life.

- S 3. The Senate shall have regularly scheduled meetings which will be determined at the first meeting of each semester, or at a special session called by the President, or by a majority vote of the Senate members. The dates, times, and locations of future meetings shall be designated by Senate action. Meeting times, locations, and agendas will be publicized in a reasonable amount of time before each meeting. Advance notice of special sessions must be given at least two instructional days prior to such meeting time. *(Note: Fridays are designated as official SGA Business, Budget, and Committee meeting days by which SGA members are expected to be available unless otherwise approved by ¾ majority vote of the Senate and approval granted by the Office of Student Life)*
- S 4. A quorum shall consist of at least 51 percent of the total current voting membership.
- a) Quorum shall be necessary to vote and conduct Official SGA Business.
 - b) If quorum has not been established at the start of a regularly scheduled meeting, the assembly may wait and try again to establish quorum. During this period of wait, the assembly can only entertain announcements. If quorum is not established at the second attempt, the assembly maybe dismissed and the minutes reflect failure to establish quorum, announcements, and attendance records.
 - c) No proxy or absentee votes will be allowed.
 - d) All voting tallies shall be based on members present.
 - e) All voting tally results shall be interpreted as passed or failed motions based on Yea Votes and Nay Votes.
 - f) Abstain votes will count as a Vote not casted and will not be calculated in determining the majority or 51% simple voting outcome.
 - g) Motions that require a 51% simple majority vote, the tally will be calculated using the votes casted for Yea and Nay votes only.
 - h) Motions that require a 3/4 majority vote, the tally will be calculated using the votes casted for Yea and Nay votes only.
 - i) A “Show of Hands” will be the primary voting procedure, unless otherwise requested and adopted by the Senate.
 - j) Simple Majority shall primarily determine voting outcome unless otherwise specified.
 - k) Senators shall be allowed two (2) regularly scheduled SGA meeting absences per semester. Upon the third absence, the Senator forfeits his / her seat. In the event a Senator forfeits his / her seat due to attendance, he/she will be eligible for one reappointment at the next scheduled meeting. There will be no more than one reappointment per semester per person. If a reappointment is confirmed, The Senator will be extended and credited the equivalent of one absence. Upon the expenditure of that absence, the Senator forfeits his / her seat.
 - l) Absences during special sessions shall not be counted against a Senator’s record.
 - m) Senators will not be tardy to regularly scheduled SGA meetings. If a Senator is not present when their name is called during roll call, the Senator’s record shall be marked tardy. Two (2) tardies constitute one (1) absence. If a Senator is not present at the start of old business, the Senator’s record shall marked absent.
- S 5. The Senate shall have the following powers:
- a) To approve student organization charters on campus by appropriate legislation.
 - b) To appoint its own Vice-Chairperson.
 - c) To discipline its own members by appropriate legislation.
 - d) To review and recommend modifications to the Student Activity Fee Codes.
 - e) To confirm all appointments made by the President by a 51% simple majority vote of members present. This includes, but is not limited to, College Court positions and any other non-elected positions of the Executive Cabinet.
- S 6. Robert’s Rules of Order (Revised Edition) shall be followed at all meetings and enforced by the Chairperson of the Senate, except where this Constitution or amendments to this Constitution or laws passed by the Senate are in conflict with Robert’s Rules of Order (Revised Edition).
- S 7. Duties of the Officers of the Student Senate:
The Chairperson of the Senate shall be the elected Vice President of the SGA Executive Branch and shall preside over meetings of the Senate. The Chairperson shall be allowed to vote only in the event of a tie vote.
- a) The Vice-Chairperson of the Senate shall be elected by a majority vote of the members present. The election of the Vice-Chairperson shall be conducted at the second regular scheduled Senate meeting of the semester after the installation of new officers. The Vice-Chairperson of the Senate shall assume the duties of the Chairperson, if for any reason that office becomes vacant, or when requested to serve in the Chairperson’s absence.
 - b) When serving as a Chairperson, the Vice-Chairperson shall vote only in the event of a tie vote.
 - c) When not serving as Chairperson, the Vice-Chairperson shall resume his / her duties as a member of the Senate.
- S 8. The Senators of the SGA shall have the duties:
- 1) Serve as a voting member of the SGA.
 - 2) Represent the Student Body at large.
 - 3) Sponsor appropriate legislation.
 - 4) Be knowledgeable about the SGA constitution, Code of Laws, SGA legislation, Georgia Perimeter College policies, and campus resources.

- 5) Participate in the establishment and execution of SGA goals.
- 6) Serve as an official college representative when called upon to do so.
- 7) Attend SGA sponsored events and functions held each semester.
- 8) Meet all qualifications for Senator as specified in the SGA constitution.
- 9) Participate in Student Activity Fee Budget and Special Request processes.
- 10) Attend mandatory training as scheduled by SGA and/or Office of Student Life.
- 11) Attend SGA meetings.
- 12) Work a minimum of 3 office hours per week in the SGA office.
- 13) Uphold the constitution and all ordinances of the SGA.
- 14) Assist in the promotion of all SGA Events.
- 15) Coordinate at least one Senate-based program or initiative each semester.
- 16) Submit all program and initiative proposals at least 2 months in advance.
- 17) Provide a mentorship to the newly-elected SGA Senators lasting a minimum of two weeks not to exceed thirty one calendar days.
- 18) Serve on Georgia Perimeter College committees as designated by SGA President or the Office Student Life.
- 19) Serve as Student Advocates by working to address student issues and concerns on campus.
- 20) Serve as a liaison and build positive relationships between the faculty, staff, students, and administration.
- 21) Attend College-wide SGA meetings.

ARTICLE V – The Senate Process:

- S 1. The Senate shall consider and enact legislation necessary for the operation of the SGA. All legislation must be signed by the Chairperson of the Senate and forwarded to the President of the SGA by the Secretary within two instructional days after passage. The President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
- 1) If the President signs the legislation, the SGA Secretary will forward it to the Dean of Student Services or a designate of the Vice-President for Student Affairs and Enrollment Services.
 - 2) If the President does not sign the legislation, the Vice-President must forward the legislation to the Dean of Student Services or a designate of the Vice-President for Student Affairs and Enrollment Services within two instructional days.
 - 3) If the President vetoes the legislation, he/she must return it to the Senate at its next meeting, stating reasons for the veto and offering any recommendations he/she may have. The President's veto may be overridden by a 3/4majority vote of the Senate, and the legislation must then be forwarded to the Dean of Student Services or a designate of the Vice-President for Student Affairs and Enrollment Services by the Chairperson of the Senate within two instructional days.
 - 4) The President shall have the power to use a line-item veto. A line-item veto shall be defined as any section or portion of legislation pertaining to that specific item vetoed by the President. If the President employs the use of a line-item veto, he/she must send the entire legislation back to the Senate stating the reason for any line-item veto and offering any recommendations he/she may have for consideration by the Senate at its next meeting. Only the sections vetoed may be considered again by the Senate. Each line-item veto must be treated individually and may be overridden by a three-fourths vote of the Senate. Any line-item vetoes failing to receive a three-fourths override vote will be deleted from the legislation. After this process has been completed, the legislation will then be forwarded to the Dean of Student Services or the designate of the Vice-President for Student Affairs and Enrollment Services, by the President within two instructional days.
- S 2. Upon receiving legislation, the Dean of Student Services or a designate of the Vice-President for Student Affairs and Enrollment Services must sign, not sign, or veto legislation within one week of receipt.
- a) If the Dean of Student Services or a designate of the Vice-President for Student Affairs and Enrollment Services signs the legislation, it becomes law.
 - b) If the Dean of Student Services or a designate of the Vice-President for Student Affairs and Enrollment Services vetoes the legislation, he/she must then return it to the President, together with his reason for the veto; the President will then return it to the Senate to be considered at its next meeting.
 - c) The Senate may vote by three-fourths majority to override the veto and forward the legislation to the Vice President for Student Affairs and Enrollment Services by way of the SGA President.
 - d) If the Senate fails to override the veto then the legislation dies.
- S 4. Within five instructional days of receiving legislation, the Vice-President for Student Affairs and Enrollment Services should appoint an ad hoc committee to advise him/her on the contents of the legislation.
- 1) This ad hoc committee shall be composed of at least two (2) Senators, the SGA President, and the Dean of Student Services. This committee shall serve in an advisory capacity, only.
 - 2) After meeting with the ad hoc committee, the Vice-President for Student Affairs and Enrollment Services shall either sign or veto the legislation within five instructional days.
 - 3) The decision of the Vice-President for Student Affairs and Enrollment Services is final.

- S 5. Any legislation that receives approval of the Senate, the President's signature or an overriding vote of a Presidential veto by the Senate, and any one of the following signatures, it shall then become law.
- 1) The Dean of Student Services.
 - 2) The Vice President for Student Affairs and Enrollment Services.

ARTICLE VI – Executive Branch: Organization, Powers, and Duties:

- S 1. All executive powers and duties of the SGA shall be vested in the offices of President, Vice President, Secretary, and Treasurer.
- a) The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. The Executive Board provides overall leadership to the Student Government Association and preview matters to be brought before the Senate and execute goals of establishing a government working in the interests of its constituents.
- S 2. The President of the SGA shall have the duties and powers:
- 1) To execute the Constitution and the laws passed by the Senate and approved by the Dean of Student Services, or any other constitutionally appropriate officer.
 - 2) To make recommendations to the Senate and provide the Senate with information relevant to any such proposals.
 - 3) To organize and preside over a President's Cabinet to be composed of the four elected SGA Executive Officers, Chief Justice, Chief Programming Officer, and such additional members as he/she may appoint with the consent of a 51% simple majority vote of the Senate. The President may remove an appointed member of the Executive Cabinet at will with majority consent of the Senate.
 - 4) Attend all SGA Senate, and President's Cabinet meetings.
 - 5) To appoint committee chairpersons at the organizational session of the Senate. Such appointments must be confirmed by a 51% simple majority vote of the Senate.
 - 6) To appoint applicants to fill vacant Senate positions. Such appointments must be confirmed by a 51% simple majority vote of the Senate.
 - 7) To call a special session of the Senate at any time deemed necessary for the interest of the student body. An advanced notice of two (2) instructional days must be given for any special session.
 - 8) To veto, line-item veto, sign, or not sign any legislation passed by the Senate and recommend alterations to such legislation as the President deems necessary.
 - 9) To appoint applicants to fill vacant College Court positions. Such appointments must be confirmed by a 51% simple majority vote of the Senate.
 - 10) To recommend to the Director of Student Life, dates for the holding of SGA special elections or referendums when required as hereinafter provided.
 - 11) To perform such functions as authorized or requested by the administration of the College which may include serving on College committees, appointment of student representatives for committee assignments or other designated assignments.
 - 12) To organize temporary committees to perform any special function not specifically delegated in this Constitution. The President may appoint members to committees, define the function of the committee, and terminate any committee formed by the authority of this Article.
 - 13) Provide a mentorship to the newly elected President lasting a minimum of two weeks not to exceed thirty one calendar days.
 - 14) Shall attend SGA sponsored events and functions.
 - 15) Attend mandatory training events each semester as scheduled by SGA and/or Office of Student Life.
 - 16) Complete a minimum of five (5) office hours per week as defined in the Constitution.
 - 17) Schedule and attend weekly meetings with the Director of Student Life.
 - 18) Shall serve as an ex-officio member of all SGA committees.
 - 19) Participate in a minimum of two (2) meetings annually with SGA Presidents in order to discuss intra-campus issues and to encourage programs that will enhance college-wide unity.
 - 20) Serve on the Student Advisory Council (SAC) sponsored by the Board of Regents.
 - 21) Attend College-wide SGA Meetings.
 - 22) Participate in the Student Activity fee Budget process as defined in the (revised edition) Student Activity Fee Codes.
 - 23) To serve on the Student Activity Budget Committee as defined in the Student Activity Fee Codes (Revised Edition).
- S 3. The Vice President of the SGA shall have the duties and powers:
- 1) To preside over the Senate as Chairperson, and to vote only in the event of a tie vote.
 - 2) To assume the Office of President, if for any reason that office should become vacant or when requested to serve in the President's absence.
 - 3) To perform other such duties as the President may assign in the administration of the Executive Branch.
 - 4) To serve on the President's Cabinet.
 - 5) To forward all legislation unsigned by the President after the allotted time to the Dean of Student Services.

- 6) To provide a mentorship to the newly-elected SGA Vice President lasting a minimum of two weeks not to exceed thirty one calendar days.
- 7) Shall preside over any ad hoc committee responsible for amending the SGA Constitution.
- 8) Will ensure that all legislation to be considered by Senate is in proper order and has a Senate member as a sponsor.
- 9) Attend mandatory training events each semester as scheduled by SGA and/or Office of Student Life.
- 10) Will work a minimum five (5) office hours per week in the SGA office during each semester.
- 11) Shall uphold the constitution and the Code of Laws of the SGA.
- 12) Attend all SGA Senate and President's Cabinet meetings.
- 13) Attend SGA sponsored events and functions.
- 14) Present appropriate information to the Senate and President's Cabinet at meetings.
- 15) Participate in Student Activity fee Budget and Special Request processes.

S 4. The Secretary of the SGA shall have the duties:

- 1) To serve as the corresponding and recording Secretary for the Student Government Association, President's Cabinet, Senate, and Campus Special Request Committee as directed by The President or Advisor.
- 2) To serve on the President's Cabinet
- 3) To file and manage an accurate and permanent record of the minutes of the meetings of the Executive Cabinet and Senate.
- 4) To keep and make available to the Executive Cabinet a permanent record of the Constitution and constitutional amendments passed by the Senate and signed by the Dean of Student Services or any other constitutionally appropriate officer.
- 5) To forward all legislation passed by the Senate, and signed by its Chairperson, to the President within two (2) instructional days after passage, and to forward all legislation signed by the President to the Dean of Student Services.
- 6) To perform such other duties as the President may assign in the administration of the Executive Branch.
- 7) To post all agendas, summary notes, and approved minutes.
- 8) To provide a mentorship to the newly-elected SGA Secretary lasting a minimum of two weeks not to exceed thirty-one calendar days.
- 9) Maintain a record of all resolutions and the voting records to be available to the public.
- 10) Attend SGA sponsored events and functions.
- 11) Attend all SGA Senate and President's Cabinet meetings.
- 12) Attend mandatory training events each semester as scheduled by SGA and/or Office of Student Life.
- 13) Work a minimum of five (5) office hours per week in the SGA office during each semester.
- 14) Keep official record of SGA Office Hours, Meeting Attendance, and Initiatives.
- 15) Coordinate and submit SGA Mid-Year and End-of-Year Report to the Office Student Life.
- 16) Uphold the constitution and all ordinances of the SGA.
- 17) Participate in Student Activity fee Budget and Special Request processes.
- 18) Ensure that all legislative matters be delivered to the Senate.
- 19) Distribute copies of the minutes of all SGA meetings to the SGA members, Student Life Designee, Director of Student Life, and Dean of Student Services, and designated bulletin Boards.
- 20) Serve as the Student Election Coordinator, assisting the Director Student Life or their designee with the planning and coordination of all student election activities.

S 5. The Treasurer of the SGA shall have the duties:

- 1) To serve on the Student Activity Budget Committee as defined in the Student Activity Fee Codes (Revised Edition).
- 2) Participate in the Student Activity fee Budget process as defined in the (Revised Edition) Student Activity Fee Codes).
- 3) Preside over the Campus Special Request s committee meetings as directed by The President and Advisor.
- 4) Assist in all trainings related to Campus Student Activity Fee Trainings.
- 5) Keep Official SGA Record of all financial transactions, budgets, and reconciliations of the SGA account(s).
- 6) To prepare and submit an itemized financial report to the Senate at the end of each semester. Each itemized financial report must be presented on or before the first Senate meeting of the next semester, and shall include a starting balance, an itemized list of income and expenses, and the closing balance in the general journal for that time period.
- 7) To serve on the President's Cabinet.
- 8) To serve as Parliamentarian for the SGA Senate Meetings, President's Cabinet, and other committees as assigned.
- 9) Provide parliamentarian workshops each semester for SGA.
- 10) To perform other such duties as the President may assign in the administration of the Executive Branch.
- 11) Provide a mentorship to the newly-elected SGA Treasurer lasting a minimum of two weeks not to exceed thirty-one calendar days.
- 12) Assist in the Coordination of the Student Activity Fee Campus Budget hearings for clubs organization, committees and departments, and maintain records of income and expenditures.
- 13) Attend SGA sponsored events and functions.

- 14) Co-coordinate and Chair all Campus Budget Hearings and Meetings.
 - 15) Attend all SGA Senate and President's Cabinet meetings.
 - 16) Attend mandatory training events each semester as scheduled by SGA and/or Office of Student Life.
 - 17) Must work a minimum of five (5) office hours per week in the SGA office during each semester.
 - 18) Uphold the constitution and all ordinances of the SGA.
 - 19) Report expenditures at SGA Meetings on all financial affairs, on a bi-weekly basis.
 - 20) Shall meet with the Director of Student Life or the Campus Budget Manager monthly to discuss the budget.
- S 6. The President's Cabinet shall be composed of the 4 elected/ appointed Executive Officers (President, Vice President, Secretary, and Treasurer), Jaguar Activity Group (JAG) Chief Programming Officer, Judicial Chief Justice, and any other appointed positions deemed necessary for the advisement of the cabinet. The President's cabinet will have the following functions and duties:
- 1) Attend regularly scheduled President's Cabinet meetings.
 - a. Meetings will be scheduled every semester based on the Cabinet's class schedule.
 - b. Failure to attend regularly scheduled President's Cabinet meetings shall result in stipend deduction.
 - c. A tardy will be defined as not present during roll call.
 - d. Two (2) tardies will equal one (1) absence.
 - e. All tardies and absences will be subject to stipend deductions.
 - f. All additional appointed members not specified above, may forfeit their seat for attendance violations.
 - 2) Work to provide leadership and promote campus unity.
 - 3) Execute assignments of the President assigned in the administration of the Executive Branch.
 - 4) Submit area reports to the President at regularly scheduled President's Cabinet meetings.
 - 5) Assist in the preparation of the Senate meeting agenda.
 - 6) Assist in the planning and implementation of SGA In-House workshops.
 - 7) Provide support to the execution of the SGA mission and goals.
 - 8) To prepare all laws of the Senate in cooperation with the President.
 - 9) To serve as an advisory body to the President.
- S 7. Failure to perform official duties by a member of the SGA receiving a stipend may result in the suspension or reduction of full stipend amount. Such actions shall be considered upon the filing of a written complaint with the President alleging dereliction of duties. The suspension of salary and removal from office shall be considered by the Internal Affairs Committee and enacted by a 51% simple majority vote.

Article VII – Internal Affairs Committee (IAC):

- S 1. Any member of the Student Government Senate, Executive Board, or College Court, who fails to perform assigned duties as indicated in the SGA Constitution, or who fails to adhere to the bylaws, legislation signed into law or guidelines in the Georgia Perimeter College *Student Handbook*, shall be open to charges of alleged violation of constitutional codes and responsibilities.
- S 2. These submission charges of alleged violations must be typewritten and submitted to the President and the Director of Student of Student Life, to be heard by the Internal Affairs Committee, hereafter referred to as the IAC.
- S 3. The IAC shall be an ad hoc committee consisting of one (1) member of the SGA Executive Committee and two (2) Senators.
- S 4. The IAC shall be chaired by the President. If the President is accused or is the accuser, the chair reverts to the Vice President of SGA or the next chain of command officer.
- S 5. The chair of the IAC shall be responsible for ensuring that the accused is provided due process as described below:
- a) **Notice:** Any member of the SGA accused of violation must be notified in writing within three (3) instructional days of the complaint submission, and notification must clearly state and explain all charges and/ or violations. The accused is afforded the right to respond in writing to the aforementioned letter within three (3) instructional days of receipt and may give available times if the accused wants to participate in the hearing process. The President will arrange and communicate the final hearing date, time, and location to the IAC and the accused.
 - b) The hearing must take place within 10 instructional days of the accused receiving notification. If the accused can't meet, the hearing will proceed.
 - c) The IAC will review the complaint and all evidence 1 hour before the hearing.
 - d) **Due Process:** Students have the right to due process when accused of any violations of college regulation or rules of conduct. A student will find adequate due process accorded through the Student Government Association Constitution, administrative procedures, and the College Court. This right shall include the following:
 - i. Right to a notice in writing of any charges.
 - ii. Right to admit the alleged violation, waive a hearing in writing and accept the sanction.
 - iii. Right to admit the alleged violation but request a hearing.
 - iv. Right to deny the alleged violation and request a hearing.
 - v. Right to a hearing before an impartial committee.

- vi. Right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be interpreted as indicative of guilt.
 - vii. Right to select an advisor of their choice, in accordance with the College Court policy, to attend the hearing with them.
 - viii. Right to call witnesses and present evidence on their behalf.
 - ix. Right upon request to a list of witnesses who will appear against them.
 - x. Right to confront and cross-examine witnesses and/or accusers during the hearing.
 - xi. Right to request a copy of any available record or tape recording of a hearing if the offenses involve possible suspension or expulsion.
 - xii. Right to appeal to the Dean of Student Services.
 - xiii. The Internal Affairs Committee is the designated ad hoc committee to hear charges regarding alleged violations of the established constitutional codes and responsibilities.
- e) **Fair Hearing:** The accused has the right to introduce facts pertinent to the complaint and to communicate reasons for said violation. He/she may have a personal advisor to assist him/her. The Advisor cannot speak to the committee. The accused has the right to have witnesses testify on his / her behalf.
 - f) At the designated day and time, the Chair will call the hearing to order time, perform a roll call, read the charge letter, and ask the accused for their plea. If there is a Guilty plea, The IAC will convene for deliberations. If there is a non-guilty plea, The Chair will present the charges and evidence to the IAC.
 - g) After all evidence has been presented, the accuser will have the opportunity to address the IAC about the charges and evidence. The accused has the right to introduce facts or witness testimony pertinent to the complaint and to communicate reasons for said violation. The IAC may ask follow-up questions to gain clarity as needed. Then the IAC will move to deliberation to decide if there has been an infraction or violation and the appropriate sanction. The IAC may decide to further interview the accuser and/ accused. Then return to deliberation.
 - h) **Majority:** In order to sustain charges against the accused, a 51% simple majority must be achieved.
 - i) The accused must be notified in writing, of the findings within five (5) instructional days of the hearing.
 - j) **Confidentiality:** The findings of the IAC must remain confidential if the accused is found not guilty.
 - k) A guilty finding by the IAC may result in removal from office and/or reduction in stipend, or any sanction deemed appropriate.
 - l) **Appeal Request** of the IAC hearing results may be submitted to the campus Dean of Student Services with two (2) instructional days of receipt. Appeals submitted after the time allotted will be forfeited.

ARTICLE VIII – Judicial Branch: Organization, Jurisdiction, and Procedures:

- S 1. Name:
The name of Judicial Branch of Georgia Perimeter College Student Government Association shall hereinafter be referred to the College Court.
- S 2. Purpose:
The College Court shall have the powers to:
 - a) Provide educational programs and interventions directed at encouraging responsible, community-minded behavior.
 - b) Enforce reasonable and clear limits designed to protect the community and the rights of its members.
 - c) Support a positive learning environment.
 - d) Educate students regarding responsibility and accountability for their actions.
 - e) Encourage and foster self-insight and self-initiated change of behavior.
 - f) Protect the rights of individuals accused of violating College rules and regulations.
 - g) Provide a fair, supportive, and timely hearing process to address instances of alleged violations of College rules and policies.
- S 3. Organization:
 - 1) The College Court shall be composed of a one (1) Chief Justice, two (2) Student Justices, and two (2) Alternate Student Justices.
 - 2) The College Court members shall also include two (2) full-time GPC faculty members who will be appointed by the Dean of Student Services.
- S 4. Term of Office:
The Court's Student members shall serve a term of 12 months beginning in the month of May, after the Spring Commencement, and ending the following year on the Spring Commencement date.
- S 5. Chief and Student Justices Qualifications:
Appointment of the Chief and Student Justices will be confirmed by the Student Government Association President's recommendation; 51% simple majority vote of the Senate and approval of the Dean of Student Services.
 - a) Completion of 12 semester credit hours.
 - b) Must have and maintain a minimum cumulative grade point average of 2.50/4.0 (inclusive of Learning Support Courses)

- c) Current enrollment at the Georgia Perimeter College campus of appointment.
 - d) Exclusive SGA service to Judicial Branch only.
- S 6. Chief Justice Position Responsibilities:
- a) Provide leadership to Court Justices.
 - b) Preside over judicial hearings as related to student conduct and traffic violations.
 - c) Communicate with Dean of Student Services in matters of judicial concerns.
 - d) Attend all meetings and judicial processes as assigned.
 - e) Be knowledgeable of the College Catalog, and Student Guidebook (inclusive of SGA Constitution) policies and procedures.
 - f) Ensure a fair and impartial consideration of conduct and appeal charges.
 - g) Adhere to confidentiality as it pertains to FERPA laws.
 - h) Serve on the President's Cabinet and other college committees as assigned.
 - i) Work a minimum of three (3) office hours per week.
- S 7. Student Justice Position Responsibilities:
- a) Arrange schedule to assure attendance of mandatory meetings and all scheduled court proceedings.
 - b) Be familiar with the resources required to perform position duties (i.e. Student Guidebook, SGA Constitution, Code of Conduct).
 - c) Ensure a fair and impartial deliberation on cases presented to the court.
 - d) Adhere to confidentiality as it pertains to student cases and FERPA laws.
 - e) Serve on college committees as assigned.
 - f) Work a minimum of two (2) office hours per week.
- S 8. Faculty Justice Position Responsibilities:
- a) Arrange schedule to assure attendance of mandatory meetings and all scheduled court proceedings.
 - b) Be familiar with the resources required to perform position duties (i.e. Student Guidebook, SGA Constitution, and Code of Conduct).
 - c) Ensure a fair and impartial deliberation on cases presented to the court.
 - d) Adhere to confidentiality as it pertains to student cases and FERPA laws.
- S 9. Student Chief and Student Justices Reductions and Removal from Position:
- 1) Failure to adequately meet and fulfill position responsibilities may result in a stipend reduction or removal from position.
 - 2) Any Student Justice may be removed from a position through an impeachment process as defined by the SGA Internal Affairs Committee (Article VII). The removal of a Justice shall not lower the number of Justices on the court to less than three (3) student members.
- S 10. Jurisdiction:
All procedures, rules, and regulations pertaining to the judicial process which are not contained directly herein shall be incorporated in the Student Guide Book, Student Code of Conduct, Registered Clubs and Organization Bylaws, and the SGA Code of Laws.

ARTICLE IX – SGA Standing Committees and Sub-Agency:

The following committees will be recognized as SGA standing committees with the following duties and powers vested:

- S 1. Election Committee – Chaired by the Secretary of SGA
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Assist in the coordination of all election activities.
 - c) Evaluate all election regulations.
 - d) Assist in the advertisement of campus elections.
 - e) Promote student success through ensuring that election process fair and equitable.
- S 2. Budget Committee – Chaired by the Treasurer of SGA
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Assists the Treasurer in monitoring expenditures associated with campus budgets.
 - c) Works with the Treasurer to prepare SGA budget reports.
 - d) Serves on Campus Student Activity Fee Budget related committees.
 - e) Assist in educating campus clubs and organization about budgeting processes and opportunity to increase financial accountability and awareness of student leaders and advisors.
 - f) Serve as representatives for any subsidiary committee as deemed appropriate by the Treasurer.
- S 3. Public Relations and Publicity Committee – Chaired by the President
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Promote cultural vitality by coordinating external public relations effort to communicate with GPC community.
 - c) Foster teamwork by coordinating marketing efforts on behalf of SGA and its programs.
 - d) Evaluates effectiveness of marketing efforts.

- e) Utilize latest marketing techniques to enhance quality communication about SGA.
- S 4. Student Relations Committee – Chaired by an appointed Senator
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Foster student success by implementing goals to resolve student concerns on campus.
 - c) Construct, write, and present resolutions of support for SGA initiatives.
 - d) Create, administer, and compile student satisfaction surveys.
 - e) Host campus forums to probe and address student concerns.
 - f) Work to foster positive relationships between students, faculty, staff, and administration.
- S 6. Student Services Committee – Chaired by an appointed Senator
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Serve on associated committees as assigned.
 - c) Promote teamwork by building positive relationships between student services administrators, students, and staff.
 - d) Educate and build student awareness about student services policies and procedures.
- S 7. Academic Affairs Committee – Chaired by an appointed Senator
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Serve on associated committees as assigned.
 - c) Work to build positive relationships with Academic Affairs faculty and staff.
 - d) Educate and build student awareness about academic policies and procedures.
- S 8. Spirit and Sustainability Committee – Chaired by an appointed Senator
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Coordinate opportunities for students to build school spirit and campus unity.
 - c) Coordinate efforts to manage and assist sustainability efforts on campus.
 - d) Increase awareness and educate students about global sustainability through campus efforts.
- S 9. Student Club and Organization Council – Chaired by an appointed Senator and Co-chaired by JAG Special Events Chair
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Coordinate and preside over the Inter-Club Council (ICC) for SGA recognized student organizations.
 - c) Coordinate and host Council meetings with clubs and organizations.
 - d) Promote Student Success by providing opportunities for clubs and organizations to share event calendars.
 - e) Provide pertinent information to Clubs and Organizations.
 - f) Represent the interest of clubs and organizations to the Senate.
 - g) Track Club and Organization events and attendance.
 - h) Serve as referral agent to clubs and organizations.
 - i) Assist in the charter and renewal process of Clubs and Organizations.
- S 10. Government Affairs Committee – Chaired by an appointed Senator
- a) Committee members may include eligible SGA/ non-SGA members appointed to serve on committee.
 - b) Coordinates voter registration drives fall, spring, and summer semesters.
 - c) Educate and inform students on internal and external government issues relative to students.
 - d) Build awareness about governmental processes that effect student accessibility to higher education.
- S 11. The Jaguar Activity Group herein after referred to as JAG will be recognized as a standing SGA sub-agency performing the duties of a campus programming board. The following functions and powers are vested:
- 1) The Chief Programming Officer shall serve as the Chair of JAG and provide leadership as outlined in the JAG bylaws (revised).
 - 2) The Chief Programming Officer will serve on the SGA President’s Cabinet.
 - 3) The Chief Programming Officer will provide updates on JAG activities at the SGA President’s Cabinet meetings.
 - 4) Provide campus programming for the diverse student population of Georgia Perimeter College that supports the college’s strategic goals.
 - 5) Provide programming in key areas to include, but not limited to Entertainment, Lyceum, Wellness, Community Service, Special Events, and Publicity.
 - 6) Operate within the procedures, rules, and regulations outlined in the JAG bylaws (revised).
 - 7) Execute and uphold all Student Guide Book rules and regulations; Georgia Perimeter College policies, and Federal, State, and Local laws.

Article X – Clubs and Organizations

All student organizations must be recognized by with the Student Government Association and the Office of Student Life. All organizations must Re-charter annually and submit an updated roster, calendar of events, and constitution. All organizations must have a Faculty or Staff Advisor. All organizations must abide by all policies, rules, and regulations of the Georgia Perimeter College, Student Financial Codes (revised), Student Government Association, and the Student Guide Book.

Article XI – SGA and JAG Advisor

The Director of Student Life or a designate of the Vice President for Student Affairs and Enrollment Services shall serve as the Advisor to the Student Government Association and SGA committees. The Coordinator of Student Life Programs or a designate of the Dean of Student Services will serve as the Advisor to the Jaguar Activity Group.

ARTICLE XII – Compensation of SGA Officers

The President, Vice President, Secretary, Treasurer, Senators, College Court Justices, and JAG officers shall be eligible for a stipend to be processed at the conclusion of each semester. The budgeted stipend amounts are determined through the Student Activity Fee Budget process. Students are not guaranteed the full amount of a stipend by mere virtue of the position. Each student receiving a stipend may earn the full amount through the completion of office hours, meeting attendance, satisfactory completion of job duties etc. Each student in a stipend position must complete a standard deduction sheet which outlines associated penalty deductions. Failure to submit this form will result in loss of stipend and or position. Note: Stipends are directly associated with job performance and may be reduced or forfeited based on the same. No student can receive a stipend for any two of the positions listed above.

ARTICLE XIII – Amendment(s) to the Constitution

- S 1. Amendment(s) to this Constitution may be initiated in one of the following ways:
- a) A vote of a 51% simple majority of the Senate at all Georgia Perimeter College campuses.
 - b) A petition signed by ten percent of the student body, to be defined as ten percent of the number enrolled during the fall term.
- S 2. After one (1) of the two (2) preceding steps has been completed, the following process must occur in specified order:
- 1) The Senate at each campus must vote by 51% majority of members present to accept the proposed amendment(s).
 - 2) After passage by the Senate, the Constitution must be approved by the Deans of Student Services and the Vice-President for Student Affairs and Enrollment Services, before presentation to the student body.
 - 3) The text of the proposed Constitution shall be published in Toto in the student newspaper.
 - 4) The proposed amendment(s) shall be presented to the student body in a referendum no less than ten (10) instructional days and no more than twenty (20) instructional days after publication in the student newspaper. A 51% simple majority of votes cast must be affirmative to pass the amendment(s).
 - 5) Copies of the amendment(s) shall be available for review upon request at each polling location, and for at least seven (7) instructional days prior to the election, in the SGA office.
 - 6) The Constitution and Code of Laws shall be reviewed annually.

ARTICLE XIV – Code of Laws

The SGA shall consider and enact a Code of Laws and any legislation deemed necessary to complement this Constitution and coordinate the operation of the SGA. All legislation intended for incorporation into the Code of Laws shall be subject to the same process outlined for regular legislation, except that it will require a presentation at a college-wide meeting and a 51% simple majority approval of the Senate at each Georgia Perimeter College campus.

ARTICLE XV – Ratification of a New Constitution

- S 1. At such time that it becomes necessary by the request of the Senate or ten (10) percent of the student body, the Presidents shall appoint a Constitutional Committee to rewrite the Constitution.
- S 2. The Senate at each campus must pass the new Constitution by a 3/4 majority vote of members present.
- S 3. After passage by the Senate, the Constitution must be approved by the Deans of Student Services and the Vice President for Student Affairs and Enrollment Services before presentation to the student body.
- S 4. The text of the proposed Constitution shall be published in Toto in the student newspaper.
- S 5. The proposed Constitution shall be presented to the student body in a referendum no less than ten (10) days and no more than twenty (20) days after publication the student newspaper. A majority of votes cast must be affirmative to pass the Constitution.
- S 6. Copies of the proposed Constitution shall be available for review upon request at each polling location, and for at least seven (7) instructional days prior to the election, in the SGA office
- S 7. Since this Constitution's purpose is to unify in government and bind all students of the Georgia Perimeter College who pay a Student Activity Fee, it should be recognized that constitution, like contracts are generally viewed as agreements between those assenting to be bound and those provisions found therein.

ARTICLE XVI - Supersession:

This Constitution shall supersede all other legislation wherein lies conflict.

ARTICLE XVII - Bill of Rights:

“Membership in the college community confers upon students certain rights and imposes certain responsibilities, which are defined in the Georgia Perimeter College Guidebook. The SGA supports these rights and responsibilities.” (See Guidebook)

- S 1. Students of the college possess certain inalienable rights which will, if necessary, be actively defended by intercession of the SGA on their behalf.
- S 2. The SGA recognizes the following to represent a guaranteed, although not exhaustive, list of rights of the Student Body:
 - a) Access to education and associated resources, as well as free mobility throughout campus facilities, are basic necessities for inclusive learning; therefore, the right for physically, mentally, and emotionally challenged students to do so shall not be abridged or impaired.
 - b) Education recognizes no color or creed; students shall be entitled to attend classes without racial, sexual, political, economic, or other illegitimate discrimination.
 - c) As freedom of expression is essential in education, students shall have the right of access to a student press.

Article XVIII - 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.

CODE OF LAWS

Georgia Perimeter College

STUDENT GOVERNMENT ASSOCIATION

TITLE I

TABLE OF CONTENTS AND DEFINITIONS

S 100.0 Table of Contents

S 100.1 There shall be titles, each composed of numerically designated sections, as follows:

TITLE I	TABLE OF CONTENTS AND DEFINITIONS.....	(S100-199)
TITLE II	EXECUTIVE BRANCH.....	(S200-299)
TITLE III	SENATE BRANCH.....	(S300-399)
TITLE IV	STUDENT ORGANIZATIONS.....	(S400-499)
TITLE V	STUDENT GOVERNMENT ASSOCIATION ORGANIZATION CHART	(S500-599)

S 100.2 Each section may be subdivided by means of a decimal arrangement, For example: Section 100 may be divided into 100.1, 100.2, 100.3, etc.

TITLE II

EXECUTIVE BRANCH

S 200.0 Introduction:

S 200.1 The Student Government Association does hereby establish the following guidelines concerning the SGA Executive Branch.

S 201.0 President’s Cabinet:

S 201.1 The President’s Cabinet shall be composed of the SGA President, Vice President, Secretary, Treasurer, Chief Programming Officer, Chief Justice, and any such additional members deemed necessary by the President to be appointed and confirmed by a 51% simple majority vote of the Senate. Any appointed member may be removed at will by the President with majority consent of the Senate.

S 201.2 The President shall be required to call a meeting of the President’s Cabinet at least once bi-monthly during the fall and spring semester and at least monthly during the summer term.

- S 201.3 The dates, times, and locations of the meetings shall be designated by the President and should be convenient for the Cabinet as a whole.
- S 201.4 All Cabinet members shall attend all scheduled President's Cabinet meetings. The President may call an emergency meeting one (1) instructional day in advance.
- S 201.5 Members of the President's Cabinet shall be required to attend formal SGA Training Session(s).
- a) If a member is absent, he/she shall remain on the President's Cabinet; however, his / her attendance record shall not be cleared, but merely show the absence or tardy.
- b) All absences and tardies shall be subject to Stipend reduction.
- S 201.6 Anyone approved by the President's Cabinet may attend a Training Session as a guest of the SGA.

TITLE III

SENATE BRANCH:

S 300.0 Meetings:

S 300.1 The Senate shall convene at least bi-monthly within a the semester for the purposes of roll call; reading of the minutes; committee reports; old business; first reading of new bills, resolutions, and amendments; appointments; student forum; and announcements, beginning the first full week of the fall semester.

S 300.2 Committees shall meet at least bi-monthly.

S 300.3 All meeting times shall be set at least five (5) instructional days prior to the meeting.

S 301.0 Passage of Bills:

S 301.1 All bills introduced shall be presented in the following form:

- a) All bills must be typewritten and submitted to the Chairperson of the Senate no later than five (5) instructional days prior to the next Senate meeting.
- b) All bills shall be titled, and the title shall be centered at the top of the first page.
- c) All bills shall be numbered by using "Bill #," followed by the first two letters of the appropriate semester (i.e., FA for fall and SP for Spring), followed by an Arabic numeral, followed by the appropriate year (Example: Bill # SP- 01-01). This bill number shall be numbered consecutively for one year beginning with the summer and shall be placed directly under the title on the first page.
- d) They shall have at the top left corner of the first page the words, "DATE INTRODUCED," under which shall be the words, "DATE VOTED UPON."

S 301.2 Any person or group can originate a bill (i.e. student, organization, committee, etc...).

S 301.3 All bills shall be sponsored by a Senator.

S 301.4 Once the bill is acted upon, it shall follow the procedures set forth in the SGA Constitution

S 302.0 Passage of Amendments:

S 302.1 All amendments introduced shall be presented in the following form:

- a) All amendments must be typewritten and submitted to the Chairperson of the Senate no later than five (5) instructional days prior to the next Senate meeting.
- b) All amendments shall be titled, and the title shall be centered at the top of the first page. All amendments shall be titled by using the words, "Amendment to," followed by the title of the appropriate bill.
- c) All amendments shall be numbered consecutively according to the bill they amend. This number shall be placed directly under the title, using, "Amendment #," followed by the first two letters of the appropriate semester, followed by the appropriate year. (Example: Amendment # FA-1-01). This number shall be placed directly under the title on the first page.
- d) They shall have at the top left corner of the first page the words, "DATE INTRODUCED," under which shall be the words, "DATE VOTED UPON."

S 302.2 All amendments shall have an originator and a sponsor.

S 302.3 Any person or group may originate an amendment (i.e., student, organization, committee, etc.).

S 302.4 All amendments shall be sponsored by a Senator.

S 302.5 All those originating alterations to the initial form of any legislation shall be responsible for submitting a corrected copy to the Vice President of the SGA before it is signed.

S 303.0 Passage of Resolutions:

S 303.1 All resolutions introduced shall be presented in the following form:

- a) All resolutions shall be typewritten and submitted to the Chairperson of the Senate no later than five (5) instructional days prior to the next Senate meeting.
- b) All resolutions shall be titled, and the title shall be centered at the top of the first page.
- c) All resolutions shall be titled by using either of the following forms:
- i. By using the words, "Resolution on," followed by a word or words indicating a subject matter.
- ii. By using a word or words indicating the subject matter, followed by the word, "Resolution".

- d) All resolutions shall be numbered by using the word, "Resolution #," followed by the first two letters of the appropriate semester, followed by an Arabic numeral, followed by the appropriate year.
 - i. (Example: Resolution #FA-1-01).
- e) This number shall be placed directly under the title on the first page. Resolutions shall be numbered consecutively for one year, beginning with the summer semester and terminating at the end of the spring semester of that Senate year.
- f) All resolutions shall have written at the top left corner of the first page the words "DATE INTRODUCED," under which shall be the words "DATE VOTED UPON."

- S 303.2 All resolutions shall have an originator and a sponsor.
- S 303.3 Any person or group can originate a resolution (i.e., student, organization, committee, etc.)
- S 303.4 All resolutions shall be sponsored by a Senator.
- S 303.5 Resolutions shall require a majority vote of the Senate and the signature of the Vice President, only.

Voting Procedures:

- 1) For Bills:
 - a) The final vote on all bills shall be by roll call vote.
- 2) For Amendments to Bills:
 - a) The final vote on all amendments to bills shall be by either hand vote or by voice vote. A roll call vote can be requested.
- 3) For Resolutions:
 - a) The final vote on all resolutions shall be by either hand vote or by voice vote.
- 4) A 51% simple majority vote shall be required:
 - a) To adopt all bills, amendments to bills, and resolutions.
 - b) To elect a Vice-Chairperson of the Senate.
 - c) As required by Parliamentary Procedures.
- 5) A 51% simple majority vote shall be required:
 - a) To suspend the rules.
 - b) To close debate.
 - c) To approve Presidential appointments.
 - d) To vote not to send a bill to a committee.
 - e) To vote to bring a bill out of committee when a committee refuses to bring the bill out of committee.
 - f) To adopt amendments to the Code of Laws, as outlined in the SGA Constitution.

S 305.0 **Senator Attendance:**

- S 305.1 Senators shall be required to attend all regularly scheduled Senate meetings.
- S 305.2 Senators shall be allowed two regularly scheduled SGA meeting absences per semester. Upon the third absence, the Senator forfeits his / her seat. In the event a Senator forfeits his / her seat due to attendance, he/she will be eligible for one reappointment at the next scheduled meeting. There will be no more than one reappointment per semester per person. If a reappointment is confirmed, she Senator will be extended and credited the equivalent of one absence. Upon the expenditure of that absence, the person forfeits their seat.
 - a) Absences during special sessions shall not be counted against a Senator's record.
 - b) Senators will not be tardy to regularly scheduled SGA meetings. If a Senator is not present when their name is called during roll call, the Senator's record shall be marked tardy. Two (2) tardies constitute one 1 absence. If a Senator is not present at the start of old business, the Senator's record shall marked absent.
 - i. An absence shall be awarded to any Senator, without regard to quorum, upon failure to attend a regularly scheduled meeting.
- S 305.3 An automatic excused absence shall be granted the Senator whose absence is the result of SGA-sponsored business; however, the Senator shall submit in writing to the Senate the reason for his / her absence.
- S 305.4 Any Senator who enters a Senate meeting after Committee reports or who leaves the meeting before the announcements shall be considered as absent, and his / her absence shall be entered in the minutes.
- S 305.5 Members of the Senate shall be required to attend a SGA Training Retreat to be held during the summer semester.
- S 305.6 Senators may be excused from the Training Retreat only for emergency reasons with approval of the President's Cabinet.
- S 305.7 The penalty for absences for Senators during a Training Retreat shall be two (2) Senate absences against his / her record.
- S 305.8 The SGA President and/or President's Cabinet shall enforce any penalty.
- S 305.9 It shall be the responsibility of the elected SGA Secretary:
 - a) To keep an attendance record of the SGA Senate.
 - b) To notify all Senators via written letter and email when they have two or more absences.
- S 305.10 It shall be the responsibility of the Chairperson of the Senate to inform the Senate of any Senator's two absences.
- S 305.11 It shall be the responsibility of each Senator:
 - a) To keep up with his / her own attendance record.

- b) To make sure the SGA office has the correct address, email, and contact number.
- c) To submit when necessary a written excuse to the Senate in accordance with this Code of Laws, Section 305.3.
- d) To send a written letter of resignation to the Chairperson of the Senate, should the Senator resign.

S 306.0

Extended Absences:

S 306.1

Permission for extended absences may be given to those who must miss more than three scheduled meetings because of severe illness, family trauma, or other extreme circumstances.

S 306.2

Extended absences shall require a written request submitted to the SGA Secretary and a three-fourths vote of approval of the Senate.

S 306.3

Mandatory military and jury duty shall be considered automatic extended absences and require no vote, regardless of number of days missed.

S 306.5

Extended absences shall not count against an individual in the tally of meetings attended, but shall be documented for future reference and record-keeping purposes.

- a) In cases where an extended absence has been granted. The voting member roll will drop to a number minus the individual(s) granted an extended absence.

S 307.0

Committee Structure:

S 307.1

There shall be nine (9) standing committees.

S 307.2

The standing committees shall hold regular scheduled meetings.

S 307.3

Every Senator shall be a member of, or Chair one of the six (6) Senator specific standing committees (Student Relations, Student Services, Academic Affairs, Spirit and Sustainability, Student Club and Organization Council, and Government Affairs).

S 307.4

Each committee shall have, as close as possible, an equal distribution of members from the Senate.

S 307.5

Within two (2) weeks after being elected/ appointed, any SGA Senator may submit to the President's Cabinet a statement listing first and second preference for committee membership.

S 307.6

Within one (1) week of receiving the preference statement from the Senator, the President's Cabinet shall assign each elected/appointed Senator to one (1) of the six (6) Senator specific standing committees with consideration to the Senator's preference. The assignment shall be made within three weeks after the new Senator takes office, regardless of submission of a preference statement.

S 307.7

Senators who desire to change committees shall be allowed to do so provided he/she has the majority approval of the President's Cabinet.

S 307.8

The Committee's Chairpersons shall vote only in case of a tie.

S 307.9

The Vice-Chairperson shall assume the office of the Chairperson if, for any reason, that office becomes vacant, and shall be responsible for serving as a committee liaison.

- a) Each Committee shall have a Vice-Chairperson elected from among its SGA or non-SGA members

S 307.10

Each committee shall have a Secretary appointed by the chairperson of that respective committee. The Secretary does not have to be a Senator. The Secretary shall:

- a) Keep written minutes, including committee member's attendance and a record of the vote on all committee action.
- b) Provide a copy of all committee minutes for the SGA file, committee members, and the SGA President.
- c) Shall notify committee members by phone and email when they have more than two absences.

S 307.11

The Chairperson of each committee shall meet with the SGA President on a bi-monthly basis to discuss the progress of committee's business.

S 307.12

Any eligible student of the College may join any committee and shall be considered a voting member upon attending two (2) consecutive meetings. Students shall be restricted to voting membership for only one committee, and shall be required to attend all committee meetings. If three (3) regularly scheduled meetings are missed by a non-Senator, he/she shall be removed from the committee.

S 307.13

In the event that a committee chairperson is not a member of the SGA Senate, he/she shall be required to attend all committee meetings, and shall be removed from his / her position as chair upon missing two (2) meetings in any given semester. He/she shall be subject to removal from the committee in accordance with Section 307.13 of the SGA Code of Laws.

S 308.0

Calling Special Sessions of the Senate:

S 308.1

Proper notice of a Special Session shall be considered given when the Senate Chairperson calling the meeting, emails the Senate, posts the announcement in a prominent spot in the SGA office two (2) instructional days in advance and provides a written letter of notification the Secretary or President when the Secretary is unavailable.

S 308.2

Within one business day of being notified by the caller of the Special Session, the SGA Secretary and / or another member of the Cabinet designated by the President, shall attempt to inform all Senators of the Special Session.

S 309.0

Student Forum:

S 309.1

Students shall have the right to address the Senate at all regularly scheduled meetings to express concerns and complaints about the campus community.

- S 309.2 Students wishing to make a statement shall file with the SGA Secretary the following information no later than four instructional days before the meeting at which they plan to speak: address, phone number, and a brief summation of topic.
- S 309.3 Students participating in the student forum shall have three minutes in which to speak, and be entitled to hold the floor until it is yielded, the prescribed time has expired, or they have concluded their remarks. After the student has finished, he/she may verbally petition the Senate for another three (3) minute period in which to speak, if he/she so desires. A majority vote of the Senate will be required to allow him/her another three (3) minute period in which to speak.
- S 309.4 The student forum portion of the SGA meeting shall immediately precede announcements, and terminate upon the completion of comments by the final recognized student.
- S 309.5 Anyone who is not a member of the SGA Senate or President's Cabinet shall only speak during SGA meetings through the process of student forum, or if yielded the floor by a Senator or Chairperson of the Senate

TITLE IV

STUDENT ORGANIZATIONS:

- S 400.0 **Definitions:**
- S 400.1 Student Organizations are defined as any departmental or special interest club, group, or organization recognized by the SGA and the Office of Student Life. This Code of Laws shall be used for SGA recognition purposes.
- S 401.0 **Recognition of Student Organizations:**
- S 401.1 Refer to Georgia Perimeter College Student Club and Organization recognition (Charter and Re-charter) Guidelines (revised).
- S 401.2 The student group must submit a Charter Packet requesting recognition as a student organization at GPC with the signatures of an Advisor and at least five (5) charter members to the appropriate College Official. These charter members must be currently enrolled as GPC students.
- S 401.3 The student group must submit a copy of its Constitution, Statement of Purpose, and completed packet to the Director of Student Life.
- S 401.4 The student group must have a faculty or staff member from this College campus to serve as an advisor.
- S 401.5 The student group's Constitution must reflect democratic procedures for the election of officers; it must conduct an annual election for these positions and shall be limited to Georgia Perimeter College students.
- S 401.6 A student group cannot discriminate on the basis of sex, race, creed, national origin, age, religion, physical disability, or sexual orientation.
- S 401.7 A student group must not:
- a) Have illegal aims or goals;
 - b) Participate in an attempt to physically overthrow the United States Government or be affiliated with any organization which plans or participates in an attempts to physically overthrow the United States Government;
 - c) Propose or participate in activities which would violate Regulations of the Georgia Board of Regents or the College, Federal, State and/or Local Laws and Regulations, or materially and substantially disrupt the work and discipline of the College;
 - d) Advocate incitement of imminent lawless action which is likely to produce such action.
- S 401.8 The purpose, policies, and objectives of an organization must not conflict with the educational goals and functions of the College.
- S 401.9 An organization's purpose must not be within the idea or philosophy of a currently-recognized student organization. An organization may not use a name which is misleading nor one that is the same or similar to that of a currently-recognized campus student organization.
- S 402.0 **Membership Categories:**
- a) Regular membership in an organization must be limited to currently enrolled GPC students.
 - b) Associate membership shall be open to community members, GPC faculty, staff and/or spouses of students, if so provided in the group's Constitution. Associate members shall not be granted a vote in an organization's elections or official business.
- S 403.0 **Conditions of Recognition:**
- S 403.1 Refer to GPC Student Club and Organization Guidelines
- S 403.2 The re-charter (renewal process) is an annual process. All re-charters are due by end of September, every Fall semester
- S 403.3 Annual renewal of recognition will depend on an organization's demonstration of compliance with the following:
- a) It must continue to adhere to all requirements set forth in this document.
 - b) It must submit all changes in its Constitution or Statement of Purpose for SGA approval.
 - c) It must submit a written report of all activities to the SGA Student Organization and Clubs committee each semester.

- d) It must properly schedule all sponsored events that are held on campus through the designated College Official or office.
- e) It must comply with all GPC regulations concerning the use of the college facilities.
- f) It must comply with all GPC policies which govern student organizations.
- g) It must maintain at least five students as regular members, with the exception of the summer semester.
- h) Upon its annual election, it must submit an Organizational Update Form, otherwise recognition will be withdrawn.

S 404.0

Probation, Suspension, and Withdrawal of Recognition:

S 404.1

The SGA Student Clubs and Organization Committee shall be held responsible for maintaining an updated list of SGA recognized Student Organizations.

S 404.2

Recognition of student organizations is a privilege that has with it commensurate responsibilities. Any organization found to be in non-compliance with any of the criteria or procedures for procuring and maintaining recognition status will be subject to probation, suspension, or withdrawal of recognition.

S 404.3

An organization is subject to be placed on probation, suspension, or to have recognition withdrawn for any of the following reasons:

- a) The organization fails to comply with any requirements set forth in this Code of Law, and the Student Clubs and Organizations Guidelines.
- b) The organization fails to comply with any future provisions set forth which govern student organizations;
- c) The organization requests withdrawal of recognition.
- d) Infraction of the SAF Financial Codes as detailed in the Student Activity Fee Financial Code (Revised) can result in sanctions being placed on a club/organization.

S 404.4

To accuse an organization of non-compliance with any regulation or regulations, one must file a complaint with the College Court as outlines in the Student Guide Book.

S 404.5

An organization has the right to appeal after a decision of probation, suspension, or de-certification. The organization shall follow procedures set forth in the Student Guide Book, SGA Constitution and Code of Laws.

S 404.6

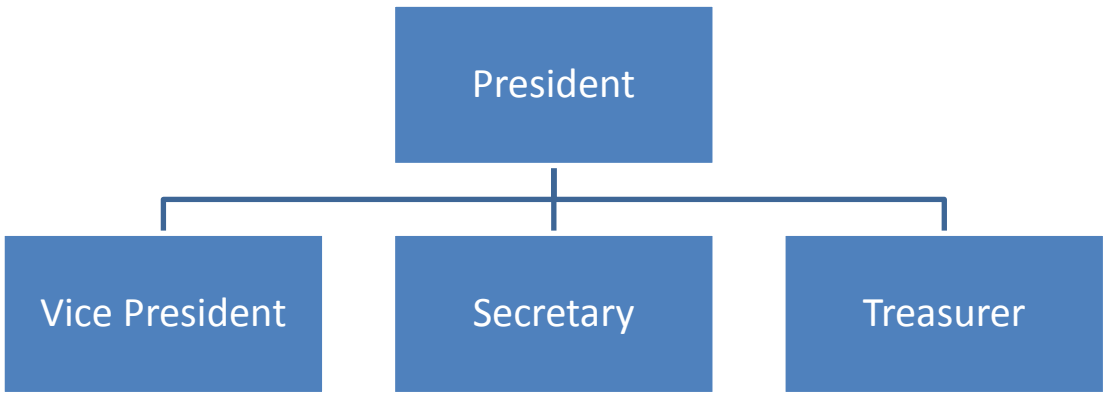
Any organization which is placed on probation may continue to hold campus meetings, but may not sponsor any activity or program. An organization which is under Suspension may not engage in or sponsor any activity or program, and may not schedule any campus facility.

TITLE V

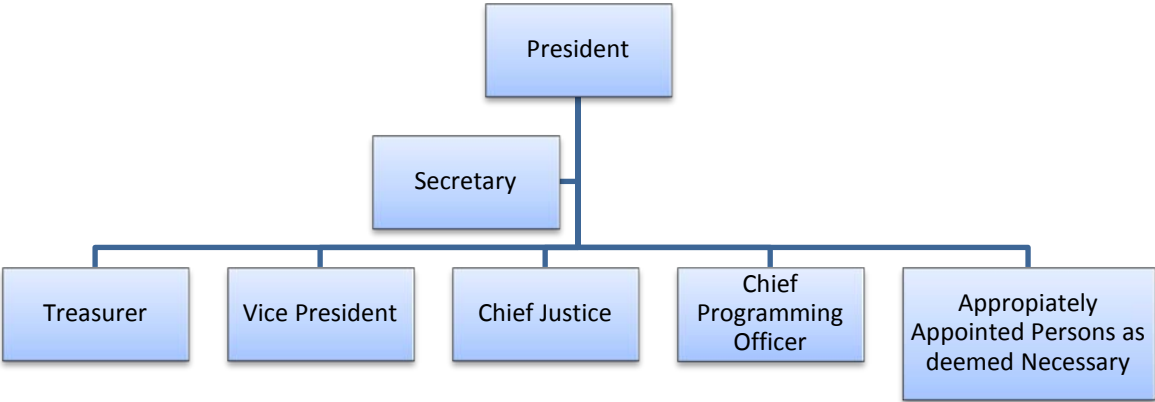
STUDENT GOVERNMENT ORGANIZATION CHART:

S 501.0

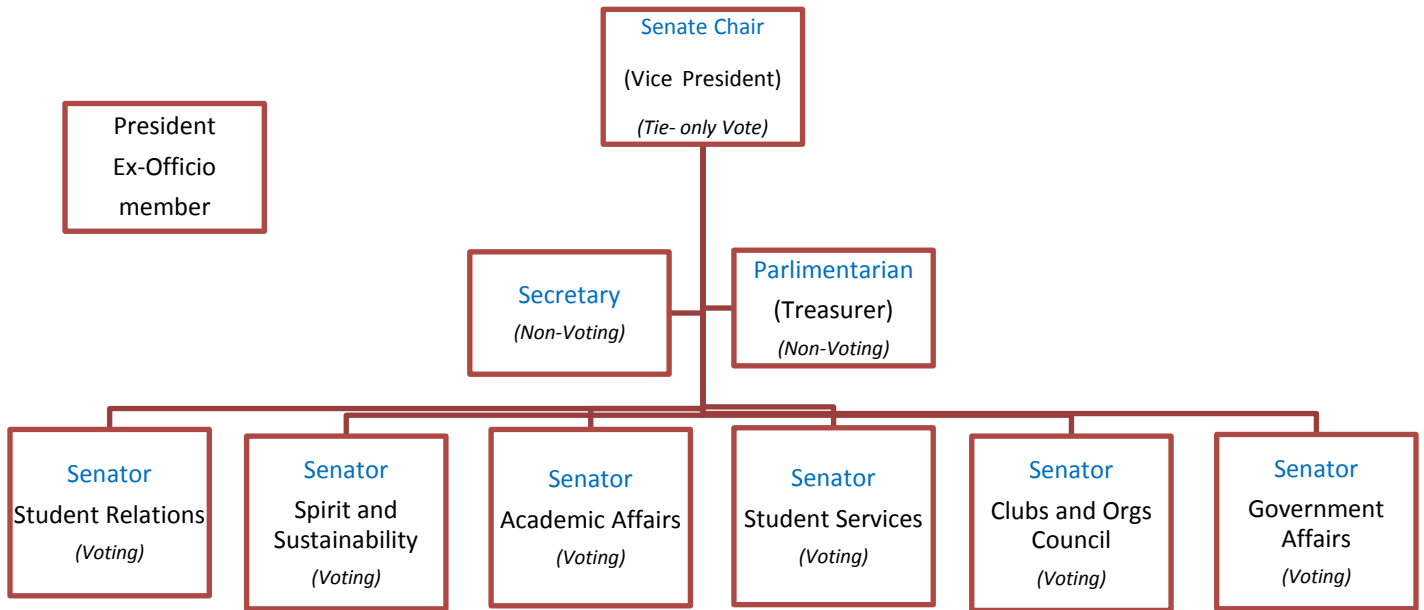
Executive Branch (Executive Board)



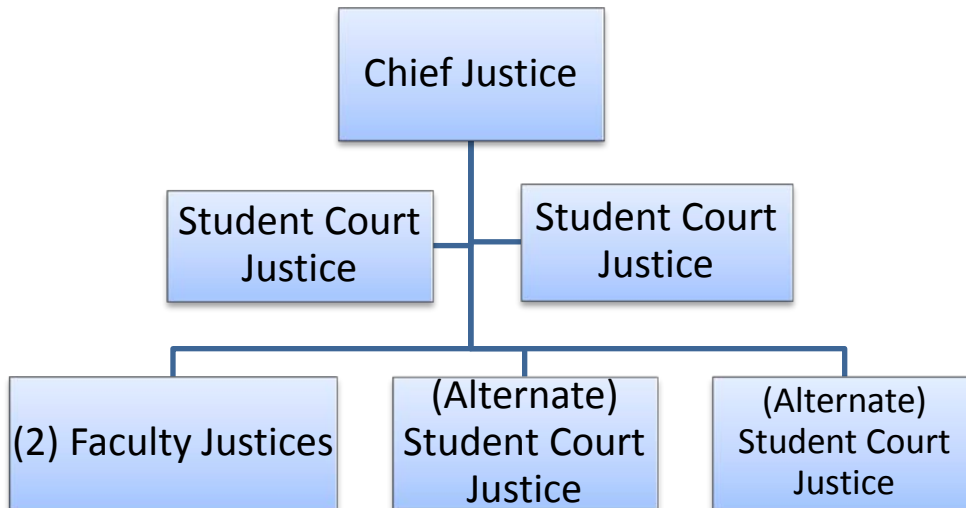
S 501.1 Executive Branch (President's Cabinet)



S 501.0 Senate Branch (The Senate)



S 502.0 Judicial Branch (College Court)



ARTICLE I: NAME

The name of this organization shall be the Jaguar Activity Group, herein after referred to as JAG.

ARTICLE II: AFFILIATION

The Jaguar Activity Group is a sub-agency of the campus Student Government Association and is advised by the Georgia Perimeter College (GPC) Office of Student Life. Jaguar Activity Group funding is allocated through the Student Activity Fee Budget Committee (SAFBC).

ARTICLE III: PURPOSE

The purpose of JAG shall be to:

- A. Plan, promote, and execute a variety of diverse student centered programs.
- B. Promote student development and involvement.
- C. Support the mission and strategic goals of Georgia Perimeter College.

ARTICLE IV: MEMBERSHIP

Section 1. Executive Officers

A. Chief Programming Officer (CPO)

a. Qualifications

- i. Must maintain a minimum 2.5 cumulative GPA inclusive of learning support courses.
- ii. Must be currently enrolled as a GPC Student, having earned at least six (6) credit hours at GPC.
- iii. Must have served on a Jaguar Activity Group committee for at least one semester.
- iv. Demonstrate a desire and commitment to plan a diverse schedule of quality programs.
- v. Be responsible, reliable, dedicated, and flexible.
- vi. Possess good communication and listening skills in order to facilitate team meetings and work with fellow JAG members.
- vii. Display a willingness to help others and enjoy working with people.
- viii. Serve as a role model by displaying responsibility and maturity as a student leader.

b. Duties

- i. Serves as a voting member of the President's Cabinet.
- ii. Preside over all JAG General Meetings and create agenda for each General Meeting.
- iii. Assist the Jaguar Activity Group chairs.
- iv. Represent the campus and serves as its voice.
- v. Provide and assist Chairpersons with budget information, with consultation of Advisor.
- vi. Maintain Disciplinary Report for all JAG Members, including:
 1. Attendance at meetings, events, office hours, etc.
 2. Keep track of all infractions, probations, and dismissals
 3. Evaluation of members at the conclusion of each semester and recommend to the Advisor any changes and improvements deemed necessary.
- vii. Promote the development of leadership skills through communication with Advisor to address concerns.
- viii. Co-Chair college-wide special events (Homecoming, etc.).
- ix. Serve on college-wide and campus committees, as requested.
- x. Attend all mandatory training events per semester (campus-based and college-wide) as scheduled by the Office of Student Life.
- xi. Work a minimum of four (4) office hours per week in the office during each semester (consisting of one (1) study hour, one (1) Jaguar Activity Group meeting hour, one (1) hour meeting with Advisor, and one (1) work hour).
- xii. Collect and report findings from assessments (including checklist, surveys, and evaluations) of all programs and events.

c. Terms

- i. The term of office shall officially begin in the spring semester at the conclusion of spring commencement.
- ii. The CPO shall assume duties at the time the Oath of Office is administered.
- iii. The term of office shall end at the yearly spring commencement.
- iv. Training may occur prior to official term.
- v. No member may serve more than two (2) academic years as an Executive Board member.
- vi. Shall not hold office in SGA or serve as a STAR Leader during term.
- vii. CPO vacancies shall be filled internally with a qualified Chairperson or Committee Member through an interview process.

B. Chairpersons

a. Qualifications

- i. Must maintain a minimum 2.5 cumulative GPA inclusive of learning support courses.
 - ii. Must be currently enrolled as a GPC Student, having earned at least six (6) credit hours at GPC.
 - iii. Demonstrate a desire and commitment to plan a diverse schedule of quality programs.
 - iv. Be responsible, reliable, dedicated, and flexible.
 - v. Possess good communication and listening skills in order to facilitate team meetings and work with fellow JAG members.
 - vi. Display a willingness to help others and enjoy working with people.
 - vii. Serve as a role model by displaying responsibility and maturity as a student leader.
- b. Duties
- i. Serve as a voting member of the JAG.
 - ii. Preside over all JAG Committee Meetings and create agenda for each Committee Meeting.
 - iii. Delegate responsibilities to committee members to ensure success of events.
 - iv. Serve on college-wide and campus committees, as requested.
 - v. Mandatory attendance at all regularly scheduled JAG General Meetings and provides typed and oral reports on activity status including but not limited to committee meeting minutes.
 - vi. Maintain budgetary records for committee.
 - vii. Attend all mandatory training events per semester (campus-based and college-wide) as scheduled by the Office of Student Life.
 - viii. Work a minimum of four (4) office hours per week in the office during each semester (consisting of one (1) study hour, one (1) Jaguar Activity Group meeting hour, and two (2) work hours).
 - ix. Chair regular committee meetings to plan, implement, promote, and evaluate programs.
 - x. Prepare and complete assessments (including checklist, surveys, and evaluations) of all programs and events.
 - xi. Shall participate in college-wide committees.
- c. Chair Descriptions
- i. General Entertainment - The General Entertainment Chair promotes social and entertainment needs for Georgia Perimeter College students and strengthens the bond between Georgia Perimeter College and the community.
 - ii. Lyceum - The Lyceum Chair coordinates a series of forums, seminars, and special event speakers which will offer information, intellectual stimulation and various points of view to students, faculty and staff of the college.
 - iii. Publicity - The Publicity Chair coordinates all promotion, advertising and media related to the Jaguar Activity Group.
 - iv. Service - The Service Chair strengthens the bond between Georgia Perimeter College and the community at large by organizing volunteer activities in and around the community.
 - v. Special Events - The Special Events Chair is responsible for coordinating annual college wide and campus special events (Homecoming, Welcome Week, Spring Fling, Club Rush, etc.).
 - vi. Wellness - The Wellness Chair promotes the physical, mental and emotional well being of Georgia Perimeter College students. The Wellness Chair plans, promotes, and executes programs for students to enhance a healthy lifestyle.
- d. Terms
- i. The term of office shall officially begin in the spring semester at the conclusion of spring commencement.
 - ii. The Chairperson shall assume duties at the time the Oath of Office is administered.
 - iii. The term of office shall end at the yearly spring commencement.
 - iv. Training may occur prior to official term.
 - v. No member may serve more than two (2) academic years as an Executive Board member.
 - vi. Shall not hold office in SGA or serve as a STAR Leader during term.
 - vii. Chair vacancies shall be filled internally with a qualified Committee Member through an interview process. Should there not be a qualified replacement; applications will be distributed to the student body followed by an interview process.

Section 2. General Members

A. Committee Members

a. Qualifications

- i. Must be currently enrolled as a GPC Student.
- ii. Demonstrate a desire and commitment to plan a diverse schedule of quality programs.
- iii. Be responsible, reliable, dedicated, and flexible.
- iv. Possess good communication and listening skills in order to contribute to team meetings and work with fellow JAG members.

- v. Display a willingness to help others and enjoy working with people.
 - vi. Serve as a role model by displaying responsibility and maturity as a student leader.
- b. Duties
- i. Serve as a non-voting member of JAG.
 - ii. Attend all JAG Committee Meetings.
 - iii. Serve on college-wide and campus committees, as requested.
 - iv. Attend all mandatory training events per semester (campus-based and college-wide) as scheduled by the Office of Student Life.
 - v. Fulfill all committee duties and responsibilities as assigned.
- c. Terms
- i. The term of Committee Members shall officially begin in the spring semester at the conclusion of spring commencement.
 - ii. The term of Committee Members shall end at the yearly spring commencement.
 - iii. Training may occur prior to official term.
 - iv. Committee Member vacancies shall be filled through application process distributed to the student body.

Section 3. New Member Selection

A. Qualifications

- a. General
- i. Must be currently enrolled as a GPC Student.
 - ii. Demonstrate a desire and commitment to plan a diverse schedule of quality programs.
 - iii. Be responsible, reliable, dedicated, and flexible.
 - iv. Possess good communication and listening skills in order to facilitate team meetings and work with fellow JAG members.
 - v. Display a willingness to help others and enjoy working with people.
 - vi. Serve as a role model by displaying responsibility and maturity as a student leader.
- b. Specific Credentials
- i. Chief Programming Officer
 - 1. Must have and maintain a minimum 2.5 cumulative GPA inclusive of learning support courses.
 - 2. Must have served on a Jaguar Activity Group committee for at least one semester.
 - ii. Chairpersons
 - 1. Must have and maintain a minimum 2.5 cumulative GPA inclusive of learning support courses.

B. Process

- a. Chief Programming Officer
- i. Applications will be available for pick up at the Office of Student Life by internal applicants only.
 - ii. All applications will be reviewed and individuals will be selected for Individual Interviews.
 - iii. Notification is forwarded via GPC Email Address.
 - iv. Selection Committee will include the following 5 individuals: outgoing Chief Programming Officer (if seeking reelection, then this selection committee position will be filled with a qualified JAG member from any campus), one (1) Chairperson or Member of the Jaguar Activity Group, one (1) currently enrolled student designee from any campus, one (1) faculty/staff member, and the Advisor (Coordinator of Student Life Programs).
- b. Chairpersons
- i. Applications will be available for pick up at the JAG Information Session and the Office of Student Life.
 - ii. All applications will be reviewed and individuals will be selected for interviews.
 - iii. Notification is forwarded via GPC Email Address.
 - iv. Selection Committee will include the following five (5) individuals: outgoing Chief Programming Officer, incoming Chief Programming Officer, Current Chairperson or Committee Member of Committee (if all running for office, a different committee member/chairperson will be selected for selection committee) from any campus, a faculty/staff member, and Advisor (Coordinator of Student Life Programs).
- c. Committee Members
- i. Applications will be available for pick up at the JAG Information Session and the Office of Student Life.
 - ii. All applications will be reviewed and individuals will be selected for committee assignments.
 - iii. Notification is forwarded via GPC Email Address.
 - iv. Selection Committee will include the following individuals: incoming Chief Programming Officer, Advisor (Coordinator of Student Life Programs), and Committee Chairpersons.

Section 4. Advisor

- A. The Advisor of the Jaguar Activity Group shall be the Coordinator of Student Life Programs in the Office of Student Life.
- B. Attends all General Meetings.
- C. Supervises, or Student Life designee, all JAG programs.
- D. Assumes responsibility for final approval of all programs, contracts, supporting financial documents, budgets, and advertisement.
- E. Supervises CPO and assists with the coordination of the leadership and professional development of student leaders.
- F. Meets with individual members, as needed.
- G. Guides the overall function of JAG.

ARTICLE V: MEETINGS

Section 1. General Meetings

- A. Occur once a week during fall and spring semesters, and during the summer as required.
- B. The Chief Programming Officer is responsible for providing agendas recording minutes, and presiding over General Meetings.
- C. Votes on the executive business of the Jaguar Activity Group.
- D. 51% of voting membership shall constitute quorum.
- E. Meetings are governed by the latest edition of Robert’s Rules of Order, where those rules are not in conflict with the articles in these Bylaws.
- F. Reports on the status of JAG and all standing committees.

Section 2. Committee Meetings

- A. Regular meeting dates, times and locations will be scheduled and posted after the first meeting of each semester.
- B. Responsibility of Chairpersons to provide agendas for Committee Meetings.
- C. Report on the status of upcoming committee events and delegate tasks.

ARTICLE VI: DISCIPLINARY PROCEDURES

The Jaguar Activity Group has adopted an attendance and performance based disciplinary procedure. The intent of this disciplinary procedure is to ensure quality service to the student body, accountability, and to provide due process to all members. *Please note that certain offenses will constitute automatic release from a position on JAG, including but not limited to failure to attend training sessions, fiscal mismanagement, or failure to maintain minimum membership qualifications (i.e. GPA).*

Calling other members of the Jaguar Activity Group to notify them of an absence or tardy is unacceptable. Members must notify the Chief Programming Officer.

Infractions are as indicated below (not an all inclusive list):

- No call/no show
- Not completing an assigned task
- Missing a programming deadline
- Not attending a meeting, pre-event, event, or post-event
- Inappropriate or offensive behavior at an event or meeting
- Tardiness or early departure of an event or meeting following a ten (10)-minute grace period (three (3) tardies, three (3) early departures, or any three (3) combination of each shall be the equivalent of one (1) unexcused absence).
- Misuse of office and/or supplies
- Missed office hours

Disciplinary action in the Disciplinary Procedure is denoted as follows:

- 1st Occurrence
 - Consultation with Chief Programming Officer and Advisor
 - Written Letter of Understanding
- 2nd Occurrence
 - Written and verbal warning from Chief Programming Officer and Advisor
 - Meeting with Chief Programming Officer and Advisor
 - Possible reduction in stipend
- 3rd Occurrence
 - Meeting with Chief Programming Officer and Advisor
 - Advisement of release from position on JAG
 - Appeals may be submitted in writing to the Director of Student Life
 - Must submit in writing

- Must submit within five (5) Instructional Days
- Disciplinary procedure for Chief Programming Officer shall follow the same process outlined above, with all written grievances by members to be forwarded to the Advisor.
- Stipends for executive board members will be determined according to attendance and performance (see deduction sheet). Committee members will be released from their committee for failure to perform duties and responsibilities as assigned.
- Students will observe and follow the proper chain of command under all circumstances.
- Violation of student code of conduct will be referred to the Dean of Student Services, and may result in loss of Participation and/ or removal from Office.

ARTICLE VII: FINANCES

- A. Members are not to incur debt in the name of the Jaguar Activity Group, Office of Student Life, or Georgia Perimeter College nor expect personal reimbursement without proper written prior approval of the Advisor.
- B. Receipts for approved reimbursements must be turned in to the Advisor before any processing is to occur.
- C. Members may not enter into any contractual agreements on behalf of the college.
- D. All contracts and/or quotes must be routed to the Advisor for approval and processing.
- E. Expenditures must be in accordance with the approved budget awarded by the Student Activity Funds allocation committee or reallocated by the campus SGA.
- F. Any reallocations or new requests for funding must be routed to the Advisor for signature/approval prior to presentation at the Student Activity Funds allocation committee.

ARTICLE VIII: AMENDMENTS

- A. Revisions require majority approval by the college wide committee and 51% approval by college wide members with voting rights.
- B. Operational guidelines may be adopted to accompany the Jaguar Activity Group Bylaws.
- C. All amendments to the Jaguar Activity Group Bylaws must receive final approval by the Advisors.