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# **Student Government Association By-Laws**



**Eastern Gateway Community College**

**Office of Student Activities**

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(330) 480-0726 x3129

[sga@egcc.edu](mailto:sga@egcc.edu)

<https://egcc.edu/students/sga/>

<https://egcc.edu/students/student-life/activities/>



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**Purpose:** The purpose of the Student Government Association (SGA) is to represent the student body in matters that are of concern to them and to serve as a liaison between the students, faculty, staff, and the administration. Members of the SGA, known as Student Senators (unless specified as Cabinet members), will be actively involved in sponsoring a variety of co-curricular activities and events.

**Section I. All Student Senators shall:**

1. Strive for the ideals established in the Preamble and Purpose of the Student Government Association Constitution.
2. Agree to foster a sense of goodwill and fellowship with the SGA.
3. Follow the Student Government Association By-Laws.
4. Work on selecting goals for the upcoming year prior to the start of the fall semester.
5. Accept all obligations and responsibilities of being a SGA representative.
6. Attend all SGA functions, unless prior notice is given in writing.
7. Represent the students at functions where official representation is deemed advisable.
8. Attend all scheduled SGA meetings.
9. Notify the Office of Student Activities and the Director of Student Activities in the event of an absence from the SGA meetings or office/ service hours.
10. Represent and vote on all matters pertaining to the SGA.
11. Represent SGA committees as assigned by the SGA President.
12. Exercise all additional rights necessary or required to serve the best interests of the college and the SGA.
13. Be aware of the ideas and opinions of the SGA.
14. Encourage student involvement campus-wide.
15. Promote integration, coordination, and cooperation between all clubs/organizations on campus.
16. Maintain an unbiased attitude toward all clubs/organizations and individuals.
17. Maintain complete confidentiality of all clubs/organizations information and internal SGA matters.
18. Maintain professional relationships with fellow SGA members, staff, faculty, administration and community.
19. Follow the instruction of the Advisor as well as the rules listed in the Campus and Student Codes of Conduct.
20. Maintain a good rapport with club representatives.

**Section II. The Student Government Association Cabinet**

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### **A. The President:**

The main duty of the President is to oversee all functions in accordance with the Student Government Association Constitution and governing By-Laws.

**Position Summary:** The President of the Student Government Association is responsible for executing the provisions of the Student Government Association Constitution and assists the Director of Student Activities in leading the SGA in expressing the opinions of the student body. The President oversees the general operation of the SGA and assures goal completion and senators' effectiveness. The President is under the general supervision of the Director of Student Activities.

**Nature and Scope:** Primary duties are generally limited to the type of function of the assigned office or area. May have frequent contact with other offices requiring knowledge of college organization and procedures. Work is performed with regular supervision. Assignments are given in the form of verbal or written instructions. May work with other College employees. Typical duties include, but are not limited to the following:

### **General Responsibilities:**

- (A) Fosters a sense of goodwill and fellowship with the Eastern Gateway Community College Student Government Association and provides representation as deemed advisable.
- (B) Assists in creating and completing tactical, student focused goals of the SGA for the upcoming year prior to the start of each semester and presents them at the first General Meeting of the semester.
- (C) Attend all SGA related functions and meetings, unless prior notice is given in writing to the Director of Student Activities and approval is granted.
- (D) Acts as a liaison between the Student Government Association, faculty, staff, and the college administration.
- (E) Assist in planning and implementing all SGA events held virtually or in-person (if they are located at a campus).
- (F) Represents Student Government Association at SGA meetings and assigned committee and council meetings.
- (G) Votes only on matters before the SGA in the instance of a tie.
- (H) Exercises all additional recommendations necessary or required to serve the best interests of the College and the Student Government Association as directed by the Director of Student Activities or the administration.
- (I) Provides efficient communication of ideas and opinions from the Student Government Association, administration, faculty, and staff while encouraging campus-wide involvement.
- (J) Promotes integration, coordination, communication, and cooperation between all student clubs, organizations, committees, councils, and societies on campus in an unbiased manner.

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- (K) Maintains complete confidentiality of all student clubs, organizations, committees, councils, societies, and individuals pertaining to sensitive and/or confidential information.
  - (L) Acts as a mediator between student clubs, organization, and societies as needed.
  - (M) Maintains professional relationships with the Student Government Association, administration, faculty, staff, and community.

**Position Specific Responsibilities:**

- (A) Oversees and delegates, as deemed necessary and appropriate, such duties to carry out the functions and day-to-day business of the SGA.
- (B) Represents the Student Government Association at functions where the President is specifically requested. If the President is unable to be the official student representation, the President appoints another cabinet member to do so.
- (C) Appoints Student Senators to serve on Eastern Gateway Community College Committees and Councils at the beginning of each fall term with guidance from the Director of Student Activities.
- (D) Calls to order, resides, and maintains order over scheduled and emergency SGA meetings as the chairperson.
- (E) Calls emergency meetings, which require a majority of the present total membership of the SGA with no less than twenty-four (24) hours advanced notice.
- (F) Notifies the Student Government Association of the cancellation of General meetings.
- (G) Gives a speech at Spring Commencement for Eastern Gateway Community College.
- (H) Serves as the spokesperson for the Student Government Association with assistance from the campus Executive Vice Presidents.
- (I) Maintains a professional relationship with the Student Government Associations from other local Community Colleges, with the assistance from the campus Executive Vice Presidents.
- (J) Attends or views college Board of Trustee meetings to stay informed of college operations or decisions.
- (K) Has oversight and input of the meeting agendas of the SGA and order of business prior to every General meeting.
- (L) Acts as the main correspondent between the Director of Student Activities and SGA with assistance from the campus Executive Vice Presidents.
- (M) All other duties as assigned by the Director of Student Activities.

**Qualifications:**

- (A) Must be a high school graduate or currently enrolled in the College Credit Plus or the Early College programs.

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- (B) Must be registered as a student of EGCC.
  - (C) Must have at least a 3.0 cumulative GPA in accordance with official college records.
  - (D) Must have completed at least twelve (12) credit hours of Eastern Gateway Community College coursework and maintain a total of six (6) credit hours per semester at EGCC.
  - (E) Must maintain good academic standing within EGCC as determined by the Registrar.

**Preferred Qualifications:**

- (A) Previously served on the Eastern Gateway Community College SGA.
- (B) Experience in peer leadership with the ability to effectively lead and serve on a team.
- (C) Ability to work independently and to collaborate effectively with other employees.
- (D) Experience with business communication in a professional environment.
- (E) Previous experience with public speaking.

**B. The Campus Executive Vice Presidents**

The main duty of the Campus Executive Vice Presidents is to perform the duties of the President in his/her absence and to assist in the efforts of the SGA towards its goals. One (1) Executive Vice President will represent each of EGCC's campus modalities: Steubenville, Youngstown, and Online.

**Position Summary:** The Campus Executive Vice Presidents of the SGA are responsible for the effectiveness and efficiency of the SGA in conjunction with the President. The Campus Executive Vice Presidents of the SGA are responsible for fulfilling the duties of the President in their absence. The Campus Executive Vice Presidents of the SGA are under the general supervision of the Director of Student Activities.

**Nature and Scope:** Primary duties are generally limited to the type of function of the assigned office or area. May have frequent contact with other offices requiring knowledge of college organization and procedures. Work is performed with regular supervision. Assignments are given in the form of verbal or written instructions. May work with other College employees. Typical duties include, but are not limited to the following:

**General Responsibilities:**

- (A) Fosters a sense of goodwill and fellowship with the Eastern Gateway Community College Student Government Association and provides representation as deemed advisable.

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- (B) Assists in creating and completing tactical, student focused goals of the SGA for the upcoming year prior to the start of each semester and presents them at the first General Meeting of the semester.
  - (C) Attend all SGA related functions and meetings, unless prior notice is given in writing to the Director of Student Activities and approval is granted.
  - (D) Acts as a liaison between the Student Government Association, faculty, staff, and the college administration.
  - (E) Assist in planning and implementing all SGA events held virtually or in-person (if they are located at a campus).
  - (F) Represents Student Government Association at General meetings and assigned committee and council meetings. Votes on all matters where voting is required.
  - (G) Exercises all additional recommendations necessary or required to serve the best interests of the College and the Student Government Association as directed by the Director of Student Activities or the administration.
  - (H) Provides efficient communication of ideas and opinions from the Student Government Association, administration, faculty, and staff while encouraging campus-wide involvement.
  - (I) Promotes integration, coordination, communication, and cooperation between all student clubs, organizations, committees, councils, and societies on campus in an unbiased manner.
  - (J) Maintains complete confidentiality of all student clubs, organizations, committees, councils, societies, and individuals pertaining to sensitive and/or confidential information.
  - (K) Acts as a mediator between student clubs, organization, and societies as needed.
  - (L) Maintains professional relationships with the Student Government Association, administration, faculty, staff, and community.

**Position Specific Responsibilities:**

- (A) Assumes all assigned powers as well as performs all duties of the SGA President in their absence. The Campus Executive Vice President who has the most completed credit hours shall perform those duties.
- (B) Assumes Presidency in case of the SGA President's position becomes vacant until the next regularly scheduled election of the SGA. An election shall be held at the next General Meeting of the SGA following the vacancy for Student Senators to elect a new President from among the Campus Executive Vice Presidents.
- (C) Oversees the process of replacing the Campus Executive Vice President's position, if a vacancy occurs.
- (D) Assists the SGA President in overseeing the work and representation of the SGA.
- (E) Submits to the Director of Student Activities an end-of-semester initiative report and executive summary of ongoing and completed agenda items and college committee representation.

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- (F) Assists the Student Senate President in maintaining professional relationships with Student Government Associations from other local Community Colleges.
  - (G) Manages the attendance and tardiness of all Student Senators and reports concerns to the President and Director of Student Activities.
  - (H) Provides assistance to the President where correspondence with Director of Student Activities is necessary.
  - (I) All other duties as assigned by the President and/or the Director of Student Activities.

**Qualifications:**

- (A) Must be a high school graduate or currently enrolled in the College Credit Plus or the Early College programs.
- (B) Must be registered as a student of EGCC.
- (C) Must have at least a 3.0 cumulative GPA in accordance with official college records.
- (D) Must have completed at least twelve (12) credit hours of Eastern Gateway Community College coursework and maintain a total of six (6) credit hours per semester at EGCC.
- (E) Must maintain good academic standing within EGCC as determined by the Registrar.

**Preferred Qualifications:**

- (A) Previously served on the Eastern Gateway Community College Student Senate.
- (B) Have leadership experience in a professional environment.
- (C) Ability to work independently and to collaborate effectively with other employees.
- (D) Experience with business communication in a professional environment.
- (E) Previous experience with public speaking.

**C. The Executive Secretary/Communications Manager shall:**

The main duty of the Executive Secretary is to serve as manager of the SGA.

**Position Summary:** The Executive Secretary/Communications Manager of the Student Senate is responsible for all official documents related to the SGA including meeting agendas and minutes. The Executive Secretary/Communications Manager is also responsible for regular interaction between other offices, organizations, and clubs. The Executive Secretary/Communications Manager is under the general supervision of the Director of Student Activities.

**Nature and Scope:** Primary duties are generally limited to the type of function of the assigned office or area. May have frequent contact with other offices requiring knowledge of college organization and procedures. Work is performed with regular supervision. Assignments are given in the form of verbal or written instructions. May

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work with other College employees. Typical duties include, but are not limited to the following:

**General Responsibilities:**

- (A) Fosters a sense of goodwill and fellowship with the Eastern Gateway Community College Student Government Association and provides representation as deemed advisable.
- (B) Assists in creating and completing tactical, student focused goals of the SGA for the upcoming year prior to the start of each semester and presents them at the first General Meeting of the semester.
- (C) Attend all SGA related functions and meetings, unless prior notice is given in writing to the Director of Student Activities and approval is granted.
- (D) Acts as a liaison between the Student Government Association, faculty, staff, and the college administration.
- (E) Assist in planning and implementing all SGA events held virtually or in-person (if they are located at a campus).
- (F) Represents Student Government Association at General meetings and assigned committee and council meetings. Votes on all matters where voting is required.
- (G) Exercises all additional recommendations necessary or required to serve the best interests of the College and the Student Government Association as directed by the Director of Student Activities or the administration.
- (H) Provides efficient communication of ideas and opinions from the Student Government Association, administration, faculty, and staff while encouraging campus-wide involvement.
- (I) Promotes integration, coordination, communication, and cooperation between all student clubs, organizations, committees, councils, and societies on campus in an unbiased manner.
- (J) Maintains complete confidentiality of all student clubs, organizations, committees, councils, societies, and individuals pertaining to sensitive and/or confidential information.
- (K) Acts as a mediator between student clubs, organization, and societies as needed.
- (L) Maintains professional relationships with the Student Government Association, administration, faculty, staff, and community.

**Position Specific Responsibilities:**

- (A) Maintains attendance records and creation of letters with assistance from the advisor, communicates updates to the college's SGA website team.
- (B) Maintains social media channels to help inform the student body of initiatives undertaken by the SGA, remind them of important college information, and introduce them to members of the SGA.



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- (C) Creates memos, proclamations, petitions, proposals, and other SGA related documents with assistance from the advisor.
  - (D) Prepares and distributes SGA agendas, records, minutes, and other related documents upon request with assistance from the advisor.
  - (E) Distributes copies of the General Meeting agenda's, minutes and other public documents upon request with assistance from the advisor.
  - (F) Maintains general and complete SGA files, accessible to all Student Senators.
  - (G) As a member of the Student Government Association Cabinet, assist the SGA President and Campus Executive Vice Presidents in serving as the primary contact between the SGA and College departments in all matters pertaining to the Student Senate.
  - (H) Updates office related calendars with meeting times, events, and other activities using office technology; ensures information is shared with all necessary parties.
  - (I) All other duties as assigned by the Director of Student Activities.

**Qualifications:**

- (A) Must be a high school graduate or currently enrolled in the College Credit Plus or the Early College programs.
- (B) Must be registered as a student of EGCC.
- (C) Must have at least a 3.0 cumulative GPA in accordance with official college records.
- (D) Must have completed at least twelve (12) credit hours of Eastern Gateway Community College coursework and maintain a total of six (6) credit hours per semester at EGCC.
- (E) Must maintain good academic standing within EGCC as determined by the Registrar.

**Preferred Qualifications:**

- (A) Experience in an office environment.
- (B) Proficient in Microsoft PowerPoint, Word, Publisher, and social media
- (C) Highly skilled in organization, writing, and proofreading.
- (D) Ability to work independently and to collaborate effectively with other employees.
- (E) Experience with business communication in a professional environment.

**Section II. Spring Election**

During the Spring General Elections, the SGA Election Committee is established as a non-partisan body to ensure a fair elections process. The committee, appointed prior to election season, sets all deadlines and polling dates, establishes voting methods for students, and oversees any campaign violations and investigations.

- 1) Spring Election is held to select the entire Student Government Association.
- 2) Ballots will be available online.
- 3) Must be held four (4) weeks before the end of the semester.

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4) Shall be conducted by the Elections Committee.

5) Spring Election Results

- a. Votes must be counted within one (1) business day after the conclusion of voting.
- b. Votes will be counted by the current SGA President, Director of Student Activities, and another EGCC representative.
- c. Must be publicly announced within one (1) business day after the conclusion of voting.
- d. Must be reported to all candidates by the Director of Student Activities or designee.
- e. A recount shall be conducted upon written request of a candidate to the Chairperson of the Elections Committee or the Director of Student Activities no later than 4:00 p.m. EST the following business day after the official election results have been announced.
- f. The elections will culminate when voting concludes.
- g. Installation of elected Student Senators will occur at the beginning of the summer semester.

**A. Terms of Office**

- a. Each Student Senator position is understood to commence for one academic year from the date of installment including summer term. All positions will conclude at the end of spring semester, unless a Senator has been reelected.
  - i. This excludes Senators that are appointed mid-term or after the fall semester, whose terms will also conclude at the end of the spring semester.
- b. No officer may serve for more than two elected terms in the same position consecutively.
- c. No Student Senator may serve for more than three (3) elected/appointed terms as a Student Senator.

**Section III. Removals and Vacancies**

**A. Resignations**

- a. A Student Senator who is no longer willing or able to perform their duties may submit a letter of resignation to the Director of Student Activities with a copy to the Student Senate.
- b. Upon receipt of the resignation, the Director of Student Activities may have a meeting with the Student Senator who submitted the resignation to discuss.
- c. Upon acceptance by the Director of Student Activities, the position will be considered vacant and the individual subject to the resignation will no longer

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represent the Student Senate in any official capacity including, but not limited to, functions or activities.

- d. The Director of Student Activities shall assist the SGA with replacing and filling the vacant Student Senate position in accordance with the SGA Constitution, Article V, Section F.

#### **B. De Facto Student Senate Resignation by Absence(s)**

- a. A Student Senator having been absent without due cause or excused from three (3) consecutive Student Senate meetings is deemed to have resigned, excluding emergency meetings.
- b. The Director of Student Activities has the authority to excuse a Student Senator from any meetings of the Student Senate.
- c. If a Student Senator has not been excused by the Director of Student Activities and has been absent from three (3) consecutive meetings, the Director of Student Activities may remove the absent Student Senator or the Student Senate may remove the absent Student Senator by a majority vote; the Director of Student Activities must then be informed of the decision.
- d. The Director of Student Activities shall assist the Student Senate with filling the vacant position in accordance with the SGA Constitution, Article V, Section F.

#### **C. Vacancy**

- a. A vacancy in the Presidency of the Student Senate will be filled by one of the Campus Executive Vice Presidents, as determined by a vote of the body.
- b. The Vice Presidency will be offered to any other current Student Senator if they are enrolled at the corresponding campus (Steubenville, Youngstown, or Online). If no Student Senator represents that campus, the position shall be filled by advertisement.
- c. If any of the ten (10) Senator seats becomes vacant, the position will be filled by the next runner-up from the spring semester's election process.

#### **D. Administrative Discipline or Removal of a Student Senator**

- a. The College Administration reserves the right to unilaterally institute disciplinary actions including the removal of a Student Senator for a violation of the Student Code of Conduct, any performance or conduct agreements, and/or any policy or procedure adopted by the Board of Trustees.
- b. The Director of Student Activities may also place disciplinary sanctions on a Student Senator who fails to fulfill SGA responsibilities, Student Code of Conduct issues, or fails to fulfill any performance or conduct agreement.

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- c. The Director of Student Activities may utilize a variety of sanctions to address any and all issues as they relate to the SGA, including the removal of a Student Senator.
  - d. If a Student Senator is removed or disciplined and desires to appeal the administrative action, the appeal process will be governed by the Student Grievance procedure as stated in the College's catalog.

#### **E. SGA Recommendation to Remove a Student Senator**

- a. The Student Government Association may recommend the removal of any Student Senator to the Director of Student Activities, who fails to abide by the Student Government Association Constitution, the policies and procedures of the College or has been subject to Administrative Discipline by the College.
- b. The SGA Recommendation to Remove a Senator must be approved by a majority vote of the Student Senate in a staff or emergency meeting of the Student Senate.
- c. The SGA Recommendation to Remove a Student Senator must state the specific reasons for removal to the Director of Student Activities.
- d. The Student Senator, who has been recommended for removal, must be invited to a meeting with the Director of Student Activities to discuss the matter. The Notice of the Meeting shall include the date, time, locations, and subject matter.
- e. The Director of Student Activities may consult with the SGA Cabinet and any other EGCC or community persons prior to acting on the Student Senate Recommendation to Remove a Student Senator.
- f. After the meeting, if the Removal Recommendation is accepted by the Director of Student Activities, the Student Senator subject to be removed may file an appeal within seven (7) days of receipt of the decision for removal. The appeal must follow the Student Grievance procedure as outlined in the College Catalog.
- g. To fill a vacancy in any other office of the SGA, the position will be filled by an advertisement for appointment, as determined in the By-Laws and Constitution.
- h. An application and interview process will commence with the current Student Senate and the Director of Student Activities.
- i. The successful candidate must be approved by a majority vote of the entire Student Government Association.
- j. The candidate assumes responsibility upon taking the oath of office.

#### **F. Student Government Association Removal of a Student Senator**

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- a. A member of the SGA may seek to remove a student senator by written petition, which states the specific reason(s) for the removal within the petition.
  - b. This written petition requesting an election for removal of a specific student senator must be filed with the Director of Student Activities.
  - c. Petitioner(s) have fourteen (14) calendar days after filing with the Director of Student Activities to secure the appropriate number of signatures.
  - d. The petition must bear signatures and student numbers of at least 33.4% of the entire SGA Membership.
  - e. The Director of Student Activities and any other designated staff will verify the student numbers on the petition.
  - f. The Student Senate will be promptly notified that a *Petition to Remove* a Student Senator has been filed with the Director of Student Activities.
  - g. Upon validation of the signatures on the petition, a special election to remove a Student Senator will be held within fourteen (14) days.
  - h. A notification of the special election to remove a Student Senator will be posted throughout campus and online in order to notify the SGA 48 hours after validation of the petition. This notification will include dates, times, and how the election will proceed.
  - i. The ballot language will present two statements: (1) To remove said Senator or (2) Not to remove said Senator.
  - j. The Director of Student Activities will oversee the special election process.
  - k. The Director of Student Activities and an EGCC staff member will review the results.
  - l. The College administration reserves the right to void any *Petition to Remove* a student senator if it seeks to disrupt College academics or student services, violates public policy, and/or any policy or procedure adopted by the Board of Trustees.
  - m. Any Student Senator subject to special election for removal will be notified within eight (8) hours after the results of the election has been verified.
  - n. The results of the election will be posted after the Senator in question has been notified.
  - o. A special request for a recount must be in writing and filed with the Director of Student Activities within 24 hours of the posting of the election results.
  - p. The recount process will follow the steps as outlined above in Section III, D. 11-14 and the results will be final.

#### **G. Process for Reinstatement after Removal from Office**

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- a. Reinstatement can only be done if the grounds for removal allow for reinstatement according to the SGA By-Laws and College policies and procedures.
  - b. A member of the EGCC SGA may seek to reinstate a student senator by written petition, which must state the specific reason(s) for reinstatement.
  - c. This written petition requesting an election for reinstatement of a specific senator must be filed with the Director of Student Activities within forty-eight (48) hours after the removal.
  - d. The College administration reserves the right to void any Petition to Reinstate a Student Senator if it seeks to disrupt College academic or student services, violates public policy and/or any policy or procedure adopted by the Board of Trustees.
  - e. The petitioning process must follow the steps listed under Section F, 4-16.

## **Section IV. Election Code**

- 1) The primary purpose of the SGA Election Code is to provide guidelines to ensure honest, fair, and open elections for all students involved.

### **A. Nomination Procedure**

- a. Potential candidates are required to complete a nomination packet and return the entire packet to the Office of Student Activities by the specified date and time. Application and nomination packets will be made available via email to the entire student body and on the SGA website during the application-accepting period.
- b. The Election Committee will inform individuals of any additional information that may become relevant after completion of the packet.
- c. Potential candidates will be notified within one (1) week of submission of the packet whether or not they have met the qualifications.

### **B. Qualifications**

- a. Candidates must have previously taken twelve (12) credit hours through Eastern Gateway Community College.
- b. Candidates must be enrolled as a student taking at least six (6) credit hours per full semester at Eastern Gateway Community College at the time of his/her induction and through the duration of their term in office.
- c. Candidates must have both at the time of his/her induction and through the duration of their term in office, a minimum cumulative 3.0 GPA for the

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Cabinet members, and a 2.50 cumulative GPA for the remaining Senator positions.

- d. Elected candidates must be willing to assume power of said office at the time of their induction.
- e. Candidates must understand and agree to the SGA By-Laws and the duties pertaining to the office they are seeking.
- f. Candidates must understand and agree to fulfill and follow the Student Government Association Constitution.

## **Section V. Adoption and Revision of By-Laws**

- 1. Adoption of the Student Senate By-Laws requires a majority vote of the entire Student Senate.
- 2. Revisions of the of the Student Senate By-Laws requires a majority vote of the entire Student Senate.
- 3. No amendment to the Student Senate By-Laws shall conflict with the Constitution or with any policy or procedure adopted by the College. In the event of such conflict, the Constitution, policy or procedure shall supersede the By-laws.