

Student Government Association Constitution



Eastern Gateway Community College

Office of Student Activities

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Eastern Gateway Community College Constitution of the Student Government Association (SGA)

Preamble

We, the students of Eastern Gateway Community College, in order to enhance student life and academic merit; to stimulate and assist in the integration and coordination of all clubs and organizations; to foster the development of student morale and leadership; to promote awareness of the rights and responsibilities of all the members of the campus community; and to serve as a forum for the expression of student views and interests, do ordain and establish this constitution for the Student Government Association (SGA) of Eastern Gateway Community College (EGCC).

I. Name and Purpose

- a. The name of this organization is the Eastern Gateway Community College (EGCC) Student Government Association (SGA and will hereafter be referred to as the SGA. Members of the SGA will be known as Student Senators, unless specified as Cabinet members.
- b. The purpose of SGA:
 - i. To participate in leadership development activities.
 - ii. To participate and voice themselves in their social and academic education and participate and engage in the campus community.
 - iii. To improve campus life
 - iv. To serve as a communication link between the student body and the Staff, Faculty, and Administration.
 1. To provide opportunities for students to participate and voice themselves in their social and academic education.
 2. To support student programs and otherwise aid in their coordination and enrichment.

II. Membership

a. Conditions of Membership

- i. Student members will abide by the EGCC Code of Conduct Policy as outlined in the most recent College Catalog.
- ii. Student members will not discriminate based on race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin.
- iii. Student members will ensure that its members will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

b. Classes of Membership

- i. **Student Senators:** Members of the SGA are comprised of all registered credit students of Eastern Gateway Community College including CCP programs.

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- ii. **Cabinet:** Cabinet members shall be elected by the student body, and will serve as the lead liaisons between the SGA and the Staff, Faculty, and Administration. The cabinet is comprised of:
 - 1. One (1) President, who may be from any campus,
 - 2. Three (3) Executive Vice Presidents, representing each campus (Steubenville, Youngstown, and Online), and,
 - 3. One (1) Secretary/Communications Manager, who may be from any campus.
- iii. **Voting Members:** The elected or appointed Student Senators, which shall include at least one (1) CCP Senator, and the members of the Cabinet, with the exception of the President.
 - 1. The President will only vote in instances where there is a tie.

c. Organizational Structure

i. Student Government Association

- 1. The SGA will be comprised of not more than fifteen (15) registered credit students from all campus modalities, including CCP.
- 2. The SGA is a recommending, not a decision-making, body.
- 3. Cabinet members shall be elected or appointed as:
 - a. President
 - b. Executive Vice President – Steubenville Campus
 - c. Executive Vice President – Youngstown Campus
 - d. Executive Vice President – Online
 - e. Secretary/Communications Manager
- 4. All positions are of equal influence and are listed in rank order.
- 5. Additional positions may be created to assist in the achievement of SGA goals and objectives.
 - a. These positions may report to the officers but may not receive the same benefits of an officer.
 - b. Example(s) may include; Educational Programming Chair, Financial Officer.

d. Student Clubs and Organizations

- i. Eastern Gateway Community College offers an assortment of clubs and organizations on campus. Membership in these clubs and organizations is open to any member of the SGA, as they are open to any EGCC student.
 - 1. Clubs are student groups participating in self-directed activities, which encourage leadership and service to the

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College and the community, while experiencing interaction with a diverse student body.

2. All student clubs must have at least 3 officers which can include the titles below:
 - a. President – Presides over meetings and represents the club or organization when applicable.
 - b. Vice President – Assist the President with their duties and oversee club proceedings when the President is absent.
 - c. Secretary – Arranges meetings, creates meeting agendas and maintains non-financial records.
 - d. Treasurer – Maintains financial information and approves the payment of invoices.
 3. Any group of students interested in chartering a student club must contact the Office of Student Activities to obtain a Club Chartering Application. The procedure outlined in the Club Chartering Application must be completed before a student club can become sanctioned (recommended for approval or disapproval) by the SGA.
- ii. Student organizations are defined as student groups, which are connected to an academic program and may or may not have budgets established by EGCC.
- e. Advisors**
- i. The Director of Student Activities and the Senior Vice President of Academic Affairs (or their designees) are the co-advisors to the SGA.
 - ii. EGCC faculty and staff serve as advisors to the student clubs.
 - iii. The faculty of individual academic programs serves as advisors to academic-based student organizations.

III. Roles and Responsibilities

a. SGA Roles

- i. The executive powers of the SGA are vested with the Cabinet. The Cabinet will represent the SGA in all matters pertaining to students of EGCC before the Staff, Faculty, and Administration.
- ii. Cabinet Position Specific roles are outlined in the EGCC SGA By-Laws.

b. Student Senator Responsibilities

- i. To recommend the chartering of student clubs within EGCC according to the conditions set forth in the SGA By-Laws.

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- ii. To conduct regular meetings in order to accomplish the purpose as identified in Article I.b.
- iii. To establish and remove SGA committees to accomplish goals and objectives.
- iv. To make recommendations regarding potential funding for active student clubs through the processes outlined by the Office of Student Activities.
- v. Each new body of Student Senators shall adopt goals for the coming year, which will be determined at a mandatory retreat (made available through different modalities) prior to the start of the academic year.
- vi. Represent the SGA members in any manner they deem relevant and be aware at all times the opinions and ideas of the SGA members.
- vii. Adhere to the statements in the Preamble and the Purpose of this Constitution.
- viii. Maintain an effective working relationship with other Student Senators.
- ix. Vote on all motions placed before the SGA.
- x. Attend and participate in SGA sponsored functions, meetings, and events.
- xi. Perform other duties related to their positions as established in the By-Laws.
- xii. Maintain good academic standing and maintain the appropriate number of credit hours. (Refer to Article IV.a)
- xiii. Avoid actions that would be considered conduct warranting disciplinary action or removal from office including but not limited to;
 - 1. Dereliction of duties
 - 2. Dishonesty, defamation, or theft
 - 3. Publishing false or malicious statements concerning other members of the college community
 - 4. Abusive language, actions, or threats.
 - 5. Refusal to comply with reasonable requests from the college administration
 - 6. Non-compliance with the Student Code of Conduct
- xiv. All Student Senators are expected to comply with the Student and Campus Code of Conduct both on campus, via virtual meetings and events, and while participating in official functions off campus.
- xv. Students Senators are expected to comply with the recommendations of the Director of Student Activities,

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Administration and/or Board of Trustees regarding conduct and standards of behavior. Failure to meet these standards may result in disciplinary action.

- xvi. Student Senators shall take no action that would violate any local, state or federal laws, any policies or procedures adopted by the Administration, Board of Trustees or any student's rights to privacy.
- xvii. Each officer is expected to follow the outlined roles and responsibilities as described in the By-laws.

c. Clubs and Organizations Roles

- i. Student clubs and organizations shall not discriminate against any person on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, sexual orientation, or disability.
- ii. Each club will be encouraged to have one (1) representative attending a regular Student Government Association meeting each semester to report on organization activities.

d. Clubs and Organizations Responsibilities

- i. Maintain an active status as established by the Office of Student Activities and the SGA.
- ii. Hold annual elections for officers.
- iii. Participate in Welcome Week each semester along with providing the Office of Student Activities a complete list of officers, updated club constitution and membership roster.
- iv. All club members must comply with the Student and Campus Code of Conduct both on campus and while participating in official functions off campus

e. Advisor Roles

- i. Student Government Association Advisors
 - 1. The Director of Student Activities and the Senior Vice President of Academic Affairs (or their designees) are the co-advisors to the SGA.
 - 2. The advisors may designate additional individuals to assist with the advisor role.
- ii. Club Advisors
 - 1. Club Advisors serve as the advisor to individual clubs and organizations.
 - 2. Club Advisors may designate additional individuals to assist with the advising role.

f. Advisor Responsibilities

- i. **The Student Government Advisors or their designee(s) shall:**

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1. Be the first line of connection to the SGA.
2. Provide guidance and direction in all activities of the SGA, review recommendations regarding events, travel, and other activities.
3. Provide leadership training, advising of EGCC policies and procedures, and assistance with ensuring financial accountability.
4. Monitor academic progress of current Student Senators.
5. Monitor, review, and make decisions on conduct issues related to the entire SGA or an individual Student Senator.
6. Mediate any internal conflicts between Student Senators and adjudicate as appropriate.
7. May dismiss individuals who fail to uphold their conduct, violate college policies or procedures, or who are no longer in attendance at the institution due to legal or other entanglements as outlined in the By-Laws, Section III.
8. Monitor, review or oversee the replacement process for vacant positions; this would include the elections process.
9. Serve as parliamentarian to the SGA.
10. Be responsible of identifying areas of performance enhancement for the Student Senators and work with them in developing an approach to obtain outlined enhancements. The Student Senators are responsible for following through on the outlined approach.
11. Other staff, faculty and administrators may serve as additional advisors to the Student Government Association and the Student Senators.

ii. Club Advisors shall:

1. Attend club meetings
2. Work with students, club officers, and club members to establish goals, campus events, fundraisers, and etc.
3. Be familiar with college guidelines and offer input to Student Clubs.
4. Assist with outside contacting and contracting.
5. Be accessible.
6. Provide guidance to Club Officers' decisions to ensure that they are in accordance with EGCC guidelines.
7. Refer any issue between advisors and club members to the SGA and/or the Director of Student Activities.

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IV. Elections

a. Qualifications to Hold a Senate Position

- i. A Student Senator at the time of their election, or appointment and through the duration of their time in office:
 1. Must be registered as a student of EGCC.
 2. Students running for an SGA Cabinet position (President, Campus Executive Vice President, and Secretary/Communications Manager) must have at least a 3.0 cumulative GPA in accordance with official college records.
 3. Students running for one of the ten (10) Senate positions must have at least a 2.50 cumulative GPA in accordance with official college records.
 4. Must have completed at least twelve (12) credit hours and maintain a total of six (6) credit hours per semester, except summer.
 5. Must maintain good academic standing within EGCC as determined by the Registrar.

b. Nomination Process

- i. All Student Government Association Candidates must meet all the qualifications listed in Article IV.a.
- ii. To be placed on the election ballot candidates must complete the nomination application and return by the submission deadline.
- iii. Applications for the ballot will become available the week following Spring Break and remain open for two weeks; students seeking to self-nominate themselves for officer positions will have one (1) week following eligibility verification to complete the officer ballot application.
- iv. Candidates will receive verification from the Office of Student Activities or other election committee designee one (1) week following the date in which nomination petitions are due.
- v. In the event the nomination form is found unacceptable as filed, the candidate will be granted an additional three (3) business days to meet all requirements necessary for approval.
- vi. The candidates winning the most votes for each Cabinet position will be the next academic term's Cabinet.
- vii. Those individuals not winning in the spring elections will remain in the Student Government Association candidate pool, and may fill vacancies as outlined in IV.f.ii. All open Cabinet positions can be

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filled by an appointment with a SGA majority vote and approval by the Director of Student Activities/SGA Advisor.

- viii. In the event that enough candidates are not secured by the time of the Spring Election, the open positions will be filled according to the By-Laws Section III.C after elections have taken place.

c. Election Process for Student Government

- i. A Spring Election is held to select the entire Student Government body for the next academic year.
- ii. To become a candidate in SGA elections, students must complete an Election form per the process outlined in IV.b.
- iii. Election ballots will be available online and will be open for one week (Monday through Monday).
- iv. Must be held at least four (4) weeks before the end of the semester
- v. Shall be conducted by the Elections Committee (3 persons) which is chaired by the Director of Student Activities.
- vi. Spring Election Results:
 - 1. Votes will be counted within one (1) business day after the conclusion of voting.
 - 2. Votes will be counted by the Director of Student Activities, the incumbent SGA president, and another EGCC representative.
 - 3. Results will be publicly announced within one (1) business day after the conclusion of voting. Results must be reported to all candidates by the Elections Committee.
 - 4. A recount shall be conducted upon written request of a candidate to the Chairperson of the Elections Committee no later than 4:00 p.m. EST the following business day after the official election results have been announced.
 - 5. The elections will culminate upon the completion of voting.
 - 6. When the newly elected Student Senators have taken the Oath of Office as administrated by the Director of Student Activities or a designee, the Student Senator's term will commence.
 - 7. Installation of elected Student Senators will occur no later than the beginning of fall semester.

d. Terms of Office

- i. Each Student Senator position is understood to commence for one academic year from the date of installation, including summer term.

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Terms of office begin the first day of Summer Semester classes and end the last day of Spring Semester classes.

1. This excludes Senators that are appointed mid-term or after the fall semester begins.
- ii. No officer may serve for more than two elected terms in the same position consecutively.
- iii. No Student Senator may serve for more than three (3) elected/appointed terms as a Student Senator.

V. Removal and Vacancies

a. Resignations

- i. A Student Senator or Cabinet member 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.
- ii. Process and procedures are outlined in the SGA By-Laws in Section III, part A.

b. De Facto Student Senate Resignation by Absence(s)

- i. A Student Senator or Cabinet member, having been absent without due cause or excused from five (5) consecutive SGA meetings, excluding emergency meetings is deemed to have resigned.
- ii. Process and procedures are outlined in Section III, Part B of the SGA By-Laws.

c. Administrative Discipline or Removal of a Student Senator

- i. The College Administration reserves the right to unilaterally institute disciplinary actions including the removal of a Student Senator or Cabinet member 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.
- ii. Process and Procedures are outlined in the SGA By-Laws Section III, Part D.

d. Student Senate Recommendation to Remove a Student Senator

- i. The SGA may recommend the removal of any Student Senator or Cabinet member 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.
- ii. Process and Procedures are outlined in the SGA By-Laws Section III, Part E.

e. Student Government Association Removal of Student Senator

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- i. A member of the SGA may seek to remove a Student Senator by Written Petition which must state the specific reason(s) for the removal within the petition.
- ii. Process and Procedures are outlined in the SGA By-Laws Section III, Part F.

f. Vacancy

- i. If no current Student Senator assumes the vacant position, the position will be filled by advertisement or appointment.
- ii. Runners-up from the Spring election will be contacted in order of next highest vote count received to fill the Senator vacancy.
- iii. Campus-specific or Secretary/Communications Manager vacancies may be filled by advertisement if there is no runner-up in those categories from the Spring election.
- iv. Process and Procedures are outlined in the SGA By-Laws Section III. Part C.

g. Reinstatement after Removal from Office

- i. Any position of the SGA may be recalled by a petition bearing the signatures of 33.4% of the entire SGA Membership.
- ii. Process and Procedures is outlined in SGA By-Laws Section III. Part G.

VI. Meetings and Quorums

a. Meetings

i. General Meetings

- 1. The SGA shall have General Meetings, bi-weekly during the summer, fall, and spring semesters where the Senate shall consider all questions placed before it. Meetings will be held at a consistent time each week – unless a holiday should require a change in meeting time.
- 2. Student Senators may make/vote on proposals or resolutions.
- 3. The SGA will be informed of cancellations of any General Meetings by the Cabinet.
- 4. Emergency General Meetings may be called at the request of a Student Senator, the Director of Student Activities or the Administration.
- 5. All scheduled Student Senate General Meetings and activities shall be publicly announced.
- 6. All General Meetings are open and may be attended by all interested faculty, staff, administration, and the general

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public; however, these individuals do not have voting privileges.

7. All Student Senators must attend these meetings unless prior notice is given to the Director of Student Activities and the President of the SGA in writing no less than six (6) hours before a meeting.
 - a. This constitutes an excused absence.
 - b. Each Student Senator is permitted three excused absences per academic year.

ii. Open Forums:

1. Open Forums are open meetings to be held for each EGCC campus modality (Steubenville, Youngstown, and Online) each semester and may be attend by all interested members of the SGA, faculty, staff, administration, and general public.
 - a. This forum will be presided over by the Executive Vice President of that campus.
 - b. This is an opportunity for members of that community to bring concerns, as well as SGA members to gauge opinion on subjects of interest to the college.
2. All Student Senators representing each the campus modalities must attend these forums unless prior notice is given to the Director of Student Activities and the President of the SGA in writing one (1) week prior to the forum.

b. Meeting Voting Procedures

i. General Meetings:

1. Voting members include the elected or appointed Student Senators, which shall include at least one (1) CCP Senator, and the members of the Cabinet, with the exception of the President.
2. The President shall only vote in the instance of a tie.
3. Each voting member has one (1) vote for each motion. For a motion to pass the motion must be carried with a majority (51%) vote.
4. Any Student Senator that serves as a student club officer shall abstain from voting in all matters pertaining to the respective club.

c. Quorum

- i. The SGA shall have a quorum (2/3) of the voting membership; a majority (51%) must be present before any business of the SGA may be conducted.

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VII. Committees

a. Committee Structures

- i. Committees shall be formed in order to review, make recommendations on business items, to complete SGA goals, or to carry out the business functions of the SGA.
- ii. Committees shall be of two types: Standing or Ad Hoc.
- iii. Chairs of the committees shall be determined by the Student Senators.
- iv. Members of the committees may be comprised of members of the SGA and community as needed.
- v. All the work of the committees is to be reviewed by the SGA and the Director of Student Activities.
- vi. Supervision of committees falls onto the Student Senator to whom it is assigned and the Director of Student Activities or her/his designee.

b. Standing Committee

- i. Elections Committee
 1. Shall review and make recommendations for changes to the SGA electoral process.
 2. Shall govern the electoral process and shall report findings.
 3. Shall be comprised of the chair, the Director of Student Activities and additional members to oversee the process.
 4. The chair of the Elections Committee shall be the Director of Student Activities or her/his designee.

c. Ad Hoc Committee

- i. Ad hoc committees shall be formed for purpose of a specific task or to oversee particular projects.
- ii. Committees shall be assigned to report to a Student Senator for progress and recommendations.
- iii. Committees shall be created by a vote of the SGA with a majority.
- iv. Timelines for the completion of projects shall be determined by the motion creating the committee.
- v. Changes or extensions to timelines can be requested by the committee.
- vi. Committees can be dissolved by completion of projects or by vote of the SGA with a majority.

VIII. By-Laws

a. Adoption

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- i. Adoption of the SGA By-laws requires a majority vote of the Student Senators in a scheduled or emergency special General Meeting of the SGA.
- ii. No amendment to the 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-law.

b. Revisions

- i. Revisions of the SGA By-laws require a majority vote of the Student Senators in a scheduled or emergency SGA General Meeting.

c. Submission

- i. A revision, addition, or removal of a By-law must be submitted to the SGA in writing two (2) weeks prior to a General Meeting at which time it will be put to a vote at a General Meeting, during which time it will be reviewed by the Document Review Committee.

IX. Constitutional Amendments

a. Amendments

- i. Amendments to this Constitution may be submitted by anyone in the Student Government Association to the President and the SGA Advisor
- ii. Upon approval from the President and the SGA Advisor, the proposed amendment(s) shall be announced at least two (2) weeks prior to the vote at a General Meeting.
- iii. Amendments can be made by a majority vote of the Student Government Association in attendance at a General Meeting, or by a petition bearing the signatures of 33.4% the entire SGA membership.
- iv. A Student Senator shall receive proposed amendments and valid signatures of the petition by referring to the official College records and submit the amendments for the vote at any scheduled or emergency meetings.
- v. A proposed amendment to this Constitution shall become effective if it receives an affirmative majority of the votes cast for it at a Student Government Association meeting, and approval by the College's administration and/or the Board of Trustees.

b. Constitutional Revisions Committee

- i. A committee may be appointed to undertake revision of this Constitution.

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- ii. Revisions of this Constitution shall be submitted for a majority vote at a SGA General Meeting or by a petition bearing the signatures of 33.4% of the entire SGA Membership.
- iii. A Student Senator shall receive the petition for the constitutional revision from the SGA membership, validate the signatures on the petition by referring to the official College record, and submit the revision for a vote at any scheduled or emergency meeting.
- iv. The proposed revision of this Constitution shall be announced at least two (2) weeks prior to the General Meeting at which the SGA will put it to a consensus to proceed.
- v. A proposed revision to this Constitution shall become effective immediately upon receiving an affirmative majority of the votes cast for it at the Student Government Association General Meeting and approval by the College's administration, and/or the Board of Trustees, if necessary.

X. Adoption of Constitution

a. Adoption

- i. Upon adoption by the Student Government Association, this constitution becomes effective immediately and supersedes all previous Eastern Gateway Community College Student Government Association Constitutions, which may exist and may have been in force to this date.
- i. In all respects, this Constitution and the rights and responsibilities of the SGA Membership shall be and remain subject to the authority of the Board of Trustees, which reserves the right to replace any or all of the Constitution's provisions in the interests of better attaining the mission of the college.