

**Palo Alto College  
Student Government Association  
Bylaws**

**Article I  
Section 1.**

**Name**

This organization, by its full title, shall be known as Palo Alto College Student Government Association (SGA).

**Article II  
Section 1.**

**Purpose**

The purposes of this organization are to promote the general welfare of the student body, promote student involvement that leads to an enhanced student experience, and by employing equitable practices to ensure belonging and connectedness. This organization also serves:

1. To stimulate interest in, and support those activities contributing to our cultural, social, and physical enrichment.
2. To continue to promote democratic participation in relevant areas to the student college community.
3. To provide students with the equitable opportunity for involvement and experience in a collegiate governance process

This organization shall serve as the official liaison for communication between the student body, faculty, and administration. It is the responsibility of this organization to take appropriate action on behalf of the student body, make recommendations and represent the student body in all aspects pertaining to the student experience, in alignment with board policy F.4.2 Student Code of Conduct.

**Article III  
Section 1.**

**Membership**

Non-voting members of this organization shall consist of any student currently enrolled at Palo Alto College

**Ex-officio members**

All previous SGA executive members are considered ex-officio members. Ex-officio members do not have voting privileges, however, may serve as mentors at the discretion of the SGA executive board and SGA advisor(s).

**Article VI  
Section 1.**

**Officers**

**The officers of this organization shall be:**

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Parliamentarian
6. Historian

## Section 2.

### **Powers and Duties of Officers:**

- a. The **President** shall preside at all meetings of the organization and shall approve the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President of this organization will participate as primary delegate in the Student District Council, a District-wide representative Council for student governments and leaderships of the five Alamo Colleges. If the President is unable to fulfill their duties as primary delegate, the SGA advisor(s) will select an alternate.
- b. The **Vice President** shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. The Vice President of this organization will participate as secondary delegate in the Student District Council, a District-wide representative Council for student governments and leaderships of the five Alamo Colleges. If the Vice President is unable to fulfill their duties as secondary delegate, the SGA advisor(s) will select an alternate.
- c. The **Secretary** shall create the agendas in collaboration with the SGA president. The agenda will then be forwarded to the SGA advisor(s) by the SGA secretary for review. The secretary will take meeting minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members via the college's online platform. The Secretary shall be responsible for all organizational correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.
- d. The **Treasurer** shall oversee all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the organization with the assistance of the SGA advisor(s).
- e. The **Parliamentarian** of this organization shall be elected or appointed and attends all executive meetings, has the constitution and parliamentary authority in their possession at all meetings, enforce and/or bring to notice guidelines of the documents that govern this organization (i.e., keep order at all meetings).
- f. The **Historian** of this organization shall maintain a digital record of all the organization's activities and events, update and maintain this organizations online portal, social media accounts, and flyers as needed and attend all executive meetings.

- g. The following **Executive Officer** position and duties can be combined with another officer position as necessary and at the discretion of the SGA president and SGA advisor(s).

### **Parliamentarian**

- h. If the position of **President** becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.
- i. **Additional Officers**  
Senators are non-voting officers of the SGA that support SGA executive board members. Senators hold their position at the discretion of SGA executive board and the SGA advisor(s).

## **Article V** **Section 1**

### **Selection of Officers** **Requirements**

Executive Board members must have a minimum cumulative grade point average of 2.75 or higher, be enrolled in a minimum of six (6) credit hours during both Fall and Spring semesters at Palo Alto Vista College and must not be on either academic or disciplinary probation at their college of enrollment during their term of office. The term in office for executive board members shall be one year. The term will begin immediately after the Spring semester and will end the following year after elections are completed and a new executive board has been selected. If candidates for executive board positions do not meet the requirements above, approval for their participation will be required from the SGA advisor(s) and the Dean of Student Success.

## **Section 3**

### **Elections**

The SGA shall conduct all regular elections for officers no later than thirty (30) days before the end of the Spring semester.

An elections committee may be comprised of SGA advisor(s) and a designee appointed by the SGA advisor(s) or dean or student success.

Special elections may be held at any time during the semester if a vacancy occurs at the discretion of the SGA executive board and SGA advisor(s).

**Section 4****Voting**

Voting for executive officers takes place on the college's online platform in April. Voting is limited to the student body of (insert college).

**Section 5****Executive Officer Removal Process**

Violation of the student code of conduct or failure to maintain appropriate academic standing will result in immediate removal from office.

At the time of the third unexcused absence, a warning letter will be sent by the SGA president. Should there be any indications that the officer is not fulfilling their duties and responsibilities the officer will be required to meet with the SGA advisor(s) to discuss a solution. The SGA advisor(s) will evaluate and determine if improvements have been made. If no improvements have been made, an impeachment process against the officer will be initiated by the SGA advisor(s) and sent to the parliamentarian who will issue a letter of impeachment to the officer. Officers may be impeached and removed from office for failure to fulfill duties and responsibilities mandated by the constitution and bylaws.

**Article VI****Section 1****Meetings**

Regular meetings shall be scheduled (weekly, bi-weekly, monthly) during the academic year subject to revision by the SGA executive board.

Meeting times and dates will be decided and regulated by the executive board.

All SGA meetings are required to be open to the public either in person or via zoom and are required to be recorded. The agenda, meeting minutes, and video recording of all meetings are required to be uploaded to the college's online platform.

Meetings with college administrators shall take place at the discretion of the college administration.

The dean of student success or designee must be present at all SGA meetings.

**Section 2**

Special meetings can be called by the President or a majority of the Executive Board, with the knowledge of the SGA advisor(s). All members and SGA advisor(s) must be given at least 24 hours' notice before the meeting.

**Section 3.****Office Hours**

The mandatory office hours required by SGA executive members are six hours minimum per officer per week. Office hours may include attending SGA events, SGA meetings, and other events that require SGA representation. Must be representing SGA only.

**Section 4. Voting/Quorum**

Business cannot be conducted unless a quorum of two-thirds (2/3) of the membership is present. A quorum for this organization is defined as a majority of the voting membership. Members must be present to vote.

Absentee or proxy voting is at the discretion of the SGA executive board and SGA advisor(s). All votes will be taken by a show of hands or by stating yay or nay.

**Section 5. Attendance**

Executive board members are expected to attend all scheduled meetings. An executive board member must provide a minimum of twenty-four (24) hour notice to the SGA President and Secretary for the absence to be excused.

For emergencies notice must be provided to SGA advisor(s).

**Section 6. Committees**

The executive board has the right to form an Ad Hoc Committee, upon a majority vote of two-thirds (2/3), to address specific subjects/objectives. The Ad Hoc Committee shall be comprised of SGA executive board members.

**Officials of an Ad Hoc Committee shall be the following:**

**Chair:** The Chair of an Ad Hoc Committee shall be responsible for moderating and facilitating all meetings, establishes agendas, introduces new business, and approves Ad Hoc meeting minutes, and make bi-weekly reports to the Council Secretary on the committee's progress.

**Secretary:** The Secretary of an Ad Hoc Committee shall be responsible for recording all meeting minutes, distribute agendas and meeting minutes after Chair approval, moderate any meeting in which the Chair is not present, keep a record of any voting that occurs within the committee, and maintain Ad Hoc committee membership records.

Quorum for any committee meeting shall be five (5) members and any vote, to be passed, shall require a three-fifths majority of members when quorum is met.

Executive board members may be asked to participate in college committees at the request of college administration. Participation in these committees is at the discretion of the executive board members and the advisor(s) of SGA.

**Section 7****Training**

All executive board members must complete leadership training provided by the Office of Student Life, the college, and/or by Alamo Colleges District.

**Article VII  
Section 1****SGA Advisors****Selection Process and Expectations**

This organization shall select at least one full time individual employed as a faculty member or a staff member of Palo Alto College to serve as an SGA advisor(s) to this organization. The SGA advisor(s) shall serve on an academic year basis or until a successor has been selected.

**Section 2****Responsibilities of the SGA Advisor**

1. The SGA advisor(s) will provide feedback by listening and giving perspective and insight for the organization's development.
2. The SGA advisor(s) will support the organization in crisis and intervene when appropriate. Be knowledgeable of the college and/ or national policies that may impact the organization.
3. The SGA advisor(s) will assist with the development and coordination of goals for the academic year.
4. The SGA advisor(s) will assist with event planning and facilitation.
5. The SGA advisor (s) will be aware of the Palo Alto College Student Code of Conduct and will assist this organization with adherence to these expectations.
6. The SGA advisor(s) will uphold all provisions of these Constitution and Bylaws.
7. The SGA advisor(s) will manage the budget with the assistance of this organization's treasurer.
8. The SGA advisor(s) will be required to attend the ACD student government training.
9. A minimum of one SGA advisor(s) shall attend all SGA meetings.

**Article VIII****Amendments**

Any proposed amendment to the Constitution and/or bylaws shall be made available for public inspection and forwarded to the executive board members of SGA and the SGA advisor(s) within two (2) weeks of the regular scheduled meeting where the amendment will be voted on. Any amendments to the constitution and/or bylaws must be passed by a two-thirds (2/3) majority vote.

**Approval:**

Organization President: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Advisor: Jennifer Flores Date: 09/03/2024

Organization Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:**

Director of Student Life: Jennifer Flores Date: 09/03/2024

V.P. of Student Success: \_\_\_\_\_ Date: \_\_\_\_\_

College President: \_\_\_\_\_ Date: \_\_\_\_\_