



ALAMO COLLEGES DISTRICT
Palo Alto College

Palo Alto College
Student Government Association
Constitution
Revised April 2024

Article I

Name

This organization, by its full title, shall be known as Palo Alto College Student Government Association (SGA). Student Government means the representative student organization directly elected by the student body of a general academic teaching institution. (Texas Education Code, 2005) This organization aligns with Alamo Colleges District Board Policy F. 5.1., Registered Student Organizations.

Article II

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 accordance with board policy F.4.2 Student Code of Conduct.

Article III

Membership

Section 1. Requirements

Non-voting members of this organization shall consist of any student enrolled at Palo Alto College. Voting members of the Student Government Association (SGA) shall be elected or appointed to SGA and will be referred to hereinafter as the Executive Board. The Executive Board 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 College and must not be on either academic or disciplinary probation at their college of enrollment during their term of office.

Section 2. Anti-discriminatory Statement

In accordance with Board Policy H.1.2, which states. "It is the policy of the Alamo Colleges District to provide an educational, employment and business environment free of discrimination, harassment, and retaliation based on protected criteria. Students and employees are responsible for maintaining an educational environment free of discrimination, harassment, retaliation and

complying with all policies. Alamo Colleges District is committed to promoting the goals of fairness and equity in all aspects of its operations and educational programs and activities.”

Section 3. Selection Procedures

The executive board as described in Article III, Section 1, shall be elected annually by the student body through an online ballot located in our online engagement platform.

DATES Campaign Time Credit Hours GPA

Section 4. Accountability and Removal Process (definitions of warning, probation, removal)

- A. Any Executive Officer or member of the SGA can submit a member in violation of the organization purpose, requirements, or Palo Alto College policy to the President of this organization and the organization advisor.
- B. Once the President receives notice of the violation, it will be discussed at the next SGA meeting.
- C. If the Executive Board finds the violation credible then they will schedule a time for the member to speak to the Executive Board about the violation.
- D. The Executive Board will vote on whether to move forward with a warning, probation, or removal. A unanimous vote is required to move the process forward. The Executive Board can also find there was no violation and there is no need to move forward with an accountability process.
- E. If the member is not present when the vote takes place, they should be notified of the vote within 24 hours.

Article IV

Executive Officer Titles and Duties

Executive Officers must have a minimum cumulative grade point average of 2.75, be enrolled in a minimum of six (6) credit hours at Palo Alto College and must be in good academic standing with the college as stated in Article III Section 1.

Section 1. Titles

There shall be the following elected officers of the organization:

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

Section 2. Duties

- A. The **President** of this organization shall be elected or appointed to the SGA and will be referred to hereinafter as an Executive Board member:
 1. Preside over all executive meetings and General Assemblies
 2. Communicates with officers, advisors, and members on all matters pertaining to this organization.
 3. Not be enrolled in any college system other than Alamo Colleges

4. Serve as a representative of the student body to the administration of Palo Alto College the Board of Trustees of the Alamo Colleges District, Student District Council. The president will represent and function as a liaison between Palo Alto College and local, state, and national governments.
5. Form Ad Hoc committees and nominate members to such committees.
- B. **The Vice-President** of this organization shall be elected or appointed to the SGA and will be referred to hereinafter as an Executive Board member:
 1. Faithfully execute all acts of this organization
 2. Preside over all meetings and assume all duties of the president if the president is absent or unable to fulfill their duties.
 3. The Vice-President has the power to vote unless acting as President.
 4. Should the office of President shall become vacant, the Vice-President shall automatically assume the office of President.
 5. Support the agenda and assist the President with their duties.
- C. The **Secretary** of this organization shall be elected or appointed to the SGA and will be referred to hereinafter as an Executive Board member:
 1. Maintain an accurate membership roster and directory of this organization.
 2. Maintain and publish accurate and detailed records of all meetings and proceedings of this organization on the district approved online platform.
 3. Performs other duties as delegated by the President and Vice-President
- D. The **Treasurer** of this organization shall of this organization shall be elected or appointed to the SGA and will be referred to hereinafter as an Executive Board member:
 1. Maintain accurate records of all organization transactions.
 2. Provide budget updates to the Executive Board.
- E. The **Parliamentarian** of this organization shall be elected or appointed to the SGA and will be referred to hereinafter as an Executive Board member:
 1. Attends all executive meetings.
 2. Has the constitution and parliamentary authority in their possession at all meetings.
 3. Enforce and/or bring to notice guidelines of the documents that govern this organization (i.e., keep order at all meetings)
 4. Run this organizations meeting if the President or Vice-President are absent.
- F. The **Historian** of this organization shall be elected or appointed to the SGA and will be referred to hereinafter as an Executive Board member:
 1. Maintain a digital record of all the organization's activities and events.
 2. Update and maintain this organization's online portal, social media accounts, and flyers as needed.
 3. Attends all executive meetings.

Article V.

Officer Elections and Removal Process

The Executive Board 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 College and must not be on either academic or disciplinary probation at their college of enrollment during their term of office as stated in Article III, Section 1.

Section 1. Executive Board Election Process

- A. The SGA shall conduct all regular elections for officers no later than thirty (30) days before the end of the Spring semester.
- B. Prospective candidates and current officers must be in good academic and disciplinary standing at Palo Alto College. Any officer who is placed on scholastic or disciplinary probation during their term shall automatically resign their position. This is in accordance with Board Policy F.4.2 Student code of Conduct-Non-Academic Misconduct, Academic Integrity.
- C. Any officer within this organization at Palo Alto College cannot hold the same position in the Student Government for more than two consecutive terms.
- D. All prospective candidates for any executive office position must have at least a cumulative Grade Point Average of 2.75 or better and have a minimum course load of six semester hours to hold office.

Section 2. Executive Officer Removal Process

- A. An officer may be removed/suspended from office should the student fail to maintain the eligibility requirements as stated in Article III, Section 1.
- B. Removal/suspension of an officer shall be initiated by an Executive Officer of this organization and the advisor. If the officer wishes to appeal, at least two weeks' notice must be afforded for the officer in question to respond.
- C. A meeting time must be established so all Executive Officers, at least one advisor, and the officer in question may be present. In lieu of the officer in question being present at the meeting, the officer in question may provide a letter of appeal or waive their right to be present.
- D. Removal/suspension of the officer in question will be upheld by a unanimous vote of the remaining Executive Officers. The suspension period of an officer will last for 30 days. After 30 days, a unanimous vote of the remaining Executive Officers will determine the reinstatement of the officer, full removal of officer duties, or full removal of their membership.
- E. Should an Executive Officer's GPA fall below 2.75, they will be placed on a probationary status until the following semester. At this time, proof of eligibility can be provided and reviewed at the discretion of this organization's advisors.

Article VI. Relationship with other Departments/Organizations

The SGA of Palo Alto College maintains relationships with both internal and external departments/organizations to enhance collaboration, receive training and consultations, and to enhance the student experience.

Section 1. Departmental Relationships

- A. This organization has a relationship with all Palo Alto College Departments as a representative of the student body to include Palo Alto College administration, and the President of the college.

Section 2. External Relationships

The SGA of Palo Alto College maintains relationships with both internal and external departments/organizations to enhance collaboration, receive training and consultations, and to enhance the student experience.

- A. This organization may establish and maintain relationships with external organizations to include but not limited to Texas Junior College Student Government Association (TJCSGA) and with American Student Government Associations. This relationship includes an annual membership that offers training and consultation to the officers and advisors of SGA.
- B. This organization acts as a liaison between Palo Alto College and the Alamo College District.

Article VII. Finances

In accordance with Board Procedure F.2.3, “Each college shall have a Student Services Fee Advisory Committee (SSFAC) with full membership to include five students and four faculty/staff members for a nine-member voting committee. Up to four non-voting student alternates may be appointed (or elected in the absence of a student government) to the committee. Voting privileges may be extended to the student alternate(s) in the absence of the appointed/elected student member by the chair of the committee.”

Article VIII. Meetings

Section 1. Quorum

A minimum of 3 officers are required to make a quorum. In the event an officer abstains to vote there is a tie, the items shall be presented to the SGA President to vote and break the tie.

Section 2. Voting

The voting membership shall decide on the item; a 2/3 vote is needed to see the item passed.

Article IX. Advisor Selection Process and Expectations

Section 1. Selection Process

This organization’s advisor shall be any Palo Alto College employee. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, goals, and activities of this organization.

Section 2. Responsibilities of the Advisor

1. The advisor will provide feedback by listening and giving perspective and insight for the organization’s development.
2. The advisor 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 advisor will assist with the development and coordination of goals for the academic year.
4. The advisor will also assist with event planning and facilitation.

5. The advisor will be aware of the Palo Alto College Student Code of Conduct and will assist this organization with adherence to these expectations.
6. The advisor will uphold all provisions of these Constitution and Bylaws.

Article X. Parliamentary Authority

Section 1. Roberts Rules of Order

This organization shall use Robert's Rules of Order Newly Revised, Deluxe 12th Edition. Annual training will be provided to all SGA Executive Officers, SGA members, and SGA advisors.

Article XI. Method of Amendment

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 within two (2) weeks of the regular scheduled meeting where the amendment will be voted on.

This Constitution supersedes all previous constitutions of the Student Government Association. This Constitution shall take immediate effect upon ratification.

This Constitution and its associated rules and regulations are subject to Alamo Colleges District board policies.

The Board of Trustees and/or administration of this system may not amend, suspend, or abolish the constitution, bylaws, rules of order, or standing rules without providing a written notice at least (60) days prior to such intended action and with a valid legal reason. Such notice shall be delivered to all executive board members and all advisors.

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: _____