

Student Government Association (SGA) Constitution

Approved September 12, 2018

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1. Formal Name of the Organization

The formal name of the organization is the Student Government Association (SGA). The Student Government Association is the body that represents all Aims Community College students, who make up the Associated Students of Aims Community College.

2. Organization's Purpose

The Student Government Association (SGA) is the representative body for Aims students. SGA fosters a comfortable learning environment that is inclusive, engaging, and encouraging to all.

3. Organization Structure

The SGA will be led by an Executive Board composed of the six positions enumerated below. Position descriptions and detailed responsibilities are outlined in the **Bylaws**. SGA shall include four standing committees, enumerated below, each chaired by an SGA Vice President. Any Aims Community College fee-paying student shall be welcome to join any of the SGA standing committees.

4. Membership Composition

A member shall be defined as an individual who is selected as an Executive Board member or an individual who is involved with one of the SGA Committees. Involvement may be defined as, but not limited to, consistently attending committee meetings, active participation in committee activities, or any other participation as decided by the Vice President overseeing said committee.

Executive Board members shall have equal voting rights on the Executive Board. Committee members shall have equal voting rights on their committee.

4a. Executive Board Procedures

1. The Executive Board shall be composed of the President, Executive Vice President for Finance, Vice President for Academic Affairs, Vice President for Facilities & Operations, Vice President for Public Relations, and Vice President for Student Engagement, Inclusion, & Success. The President shall refrain from voting unless in the case of a tie.
2. The Executive Board shall be responsible for implementing and enforcing the Constitution and **Bylaws** of the SGA.
3. The Executive Board shall establish and implement a budget for the SGA as well as for all Aims Student Organizations, and may adjust it accordingly.
4. The Executive Board shall discuss issues of significance to the Aims Community College student body and may delegate or recommend a course of action to a standing committee.
5. The Executive Board shall keep the student body and Aims staff, faculty, and administration informed of its major decisions and actions.

6. All Executive Board meetings shall be open to the public, except where forbidden by Robert's Rules of Order.
7. The Executive Board shall be selected each spring semester through an application process. A selection committee composed of the SGA advisors, a student representative from SGA, one additional staff member, and one faculty member will make recommendations to the SGA advisors, who will make the final decisions selection and appointment.

4b. Executive Board Areas of Responsibility

1. All members of the SGA Executive Board shall:
 - a. Attend (President chairs) weekly SGA Executive Board formal and informal meetings and functions.
 - b. Chair one SGA Committee (President chairs Executive Board; Executive Vice President for Finance does not chair an SGA Committee).
 - c. Participate in SGA-sponsored activities/events.
 - d. Maintain frequent contact with students, including seeking input to determine needs, interests, and opinions, and communicating SGA information out to students via flyers, emails, word-of-mouth, etc.
 - e. Maintains frequent contact with faculty, staff, and administration, including representing the SGA on campus committees.
 - f. Work closely with the SGA Advisors, including weekly 1:1 meetings.
 - g. Serve as a voting member of the SGA Executive Board (President only votes in the case of a tie).
 - h. Attend Campus Activities Programming (CAP) Board events on a regular basis.
2. The SGA President shall:
 - a. Represent the students at Aims to College Trustees, Aims Foundation Board, administration, faculty, and staff as well as entities outside the college community.
 - b. Execute the provisions of the SGA Constitution.
 - c. Give assistance, guidance, supervision, and support to SGA officers.
 - d. Call and preside over weekly Executive Board formal and informal meetings and act as a tie-breaker.
 - e. Act as a liaison for student needs on the Fort Lupton, Loveland, and Windsor Campuses.
 - f. One person may not serve as SGA President for more than two years.
3. The SGA Executive Vice President for Finance shall:
 - a. Oversee SGA budget, including tracking expenditures, preparing budget recommendations for future, and making recommendations for improved cost effectiveness.
 - b. Oversee Student Organization budget, including training organization officers and organization advisors on the SGA Funds Request process and helping organization officers navigate the process.
 - c. Represent students on college related finance committees.
 - d. Execute the duties and powers of the SGA President in their absence.

- e. Serve as recording and corresponding secretary, including taking meeting minutes and attendance at each meeting, and publishing all pertinent acts and decisions of the SGA.
4. The SGA Vice President for Academic Affairs shall:
 - a. Call and preside over regular SGA Academic Affairs Committee meetings.
 - b. Represent student interests to and work collaboratively with the Aims Academic Affairs Division.
5. The SGA Vice President for Facilities & Operations shall:
 - a. Call and preside over regular SGA Facilities & Operations Committee meetings.
 - b. Represent student interests to and work collaboratively with the Aims Facilities & Operations units.
6. The SGA Vice President for Public Relations shall:
 - a. Call and preside over regular SGA Public Relations Committee meetings.
 - b. Represent student interests to and work collaboratively with the Aims Community & College Relations units.
7. The SGA Vice President for Student Engagement, Inclusion, & Success shall:
 - a. Call and preside over regular SGA Student Engagement, Inclusion, & Success Committee meetings.
 - b. Represent student interests to and work collaboratively with the Student Engagement, Inclusion, & Success Division.

4c. General Membership Procedures

1. Any Aims Community College fee-paying student can join a standing SGA committee at any time during the academic year.
2. Active, registered members shall have the right to vote at standing committee meetings. All students in attendance shall have the right to speak at committee meetings.
3. Active and registered membership is defined by the following provisions:
 - a. Member has been added to and confirmed their membership on the committee roster on Campus Connect.
 - b. Member has completed the ASACC Participant Intake Form.
 - c. Member has attended the previous two committee meetings.

5. Organization Decision-Making Model

1. The Executive Board will be responsible for making decisions concerning the overall SGA budget, Student Organization funding requests, daily operations of the SGA, and will be expected to review and approve advocacy initiatives proposed by the standing committees. All Executive Board decisions shall be made by a simple majority vote.
2. Standing committees shall have the right to decide on specific uses of their budgets as well as internal committee business. Standing committees must submit their overall plan for any

externally focused advocacy initiatives to the Executive Board for approval prior to moving forward. Standing committees shall make decisions through a simple majority vote.

3. All SGA meetings shall be run in accordance with Robert's Rules of Order.

6. Meeting Structure and Requirements

6a. Executive Board Meetings

1. The SGA Executive Board shall meet weekly during the academic year (not including the summer term) including bi-weekly formal meetings and bi-weekly informal meetings.
2. All Executive Board meetings, whether formal or informal, shall meet the following requirements:
 - a. Meetings shall be scheduled by the President, who shall plan, set agendas for, and chair all Executive Board meetings.
 - b. All Executive Board members shall be required to attend Executive Board meetings. Executive Board members are allowed one pre-approved excused absence per semester.
 - c. Meetings must be announced publicly at least 48 hours in advance.
 - d. Quorum shall be defined as four members of the Executive Board.
 - e. All voting members of the Executive Board, excluding the chair (President), shall vote in Executive Board meetings. In the case of a tie, the chair shall vote to break the tie.
 - f. All Executive Board meetings are open to the public, who will be invited to speak during public comment, or as determined by the chair.
 - g. A draft of the meeting minutes must be posted within 48 hours of the Executive Board meeting. Final, approved meeting minutes must be posted within 48 hours of their approval at the subsequent Executive Board meeting.
 - h. No more than one consecutive formal meeting may be cancelled.
3. Official business, including all voting, is limited to formal meetings. In case of unusual and unforeseen circumstances, the chair may call a formal meeting within a previously scheduled informal meeting provided the formal meeting is publicly announced at least 48 hours in advance.

6b. Standing Committee Meetings

1. Each standing committee shall meet bi-weekly during the academic year (not including the summer term), or at the discretion of the committee chair.
2. All standing committee meetings shall meet the following requirements:
 - a. Meetings shall be scheduled by the chair, who shall plan, set agendas for, and chair their respective committee meetings.
 - b. Meetings must be announced publicly at least 48 hours in advance.
 - c. All active, registered members of the committee, excluding the chair, shall vote in committee meetings. In the case of a tie, the chair shall vote to break the tie.
 - d. All standing committee meetings are open to the public, who will be invited to speak during public comment, or as determined by the chair.

- e. Each committee shall determine a method for appointing a minute-taker (can be a semester or year-long commitment, or rotate meeting by meeting). A draft of the meeting minutes must be sent to the Vice President for Public Relations to be posted publicly within 48 hours of the committee meeting. Final, approved meeting minutes must be posted within 48 hours of their approval at the subsequent committee meeting.

7. Organization Advisor

Organization advisors will be assigned by the Executive Director of Student Activities, Inclusion, and Leadership (SAIL) or their designee. The advisors will serve as a liaison between SGA and Aims Community College, will facilitate training and ongoing professional development for SGA members and leaders, and will provide guidance and advice to all SGA members and officers. At least one organization advisor must be present at every SGA Executive Board and standing committee meeting. Additionally, SGA advisors serve as supervisors of the six paid Executive Board positions, and as such may apply supervisory authority in matters related to fulfillment of responsibilities, absenteeism, and/or unacceptable conduct.

8. Organization Funds

8a. Assessment and Collection of Funds

SGA may obtain funds from any of the following:

1. Fee assessed by Aims Community College to fee-paying enrolled students. Student fees are directly allocated to SGA, who is responsible for stewarding these funds responsibly. SGA is not required to apply for use of these funds.
2. Dollar or in-kind donations, in accordance with the Aims Community College Foundation's policies and procedures.
3. Income collected through registration fees or sales of goods (i.e. bus passes).

8b. Budget Decisions

1. SGA votes annually to approve the following year's budget by the last day of February.
2. SGA shall review and vote to approve any changes to the budget once per semester.

8c. Student Organization Funds

1. SGA oversees the Student Organization Budget and allocates funds to student organizations upon request or completion of specific tasks that earn organizations money. SGA shall follow the policies and procedures outline in the **By-Laws** when making decisions regarding requests for funding.

9. Amendments

The SGA Constitution can be amended at any formal Executive Board meeting by a 2/3 vote of the members present. Proposed amendments must be submitted to the Executive Board at least fourteen (14) days prior to the Executive Board meeting at which the vote will take place. This fourteen (14) days must include an informal Executive Board meeting.

10. Enabling Clause

This Constitution shall replace and render any and all previous constitutions, procedures, practices, and precedents for SGA null and void effective August 6, 2018.

President Date

SGA Executive Vice President for Finance Date

SGA VP for Academic Affairs Date

SGA VP for Facilities & Operations Date

SGA VP for Public Relations Date

SGA VP for Student Engagement,
Inclusion, & Success Date