

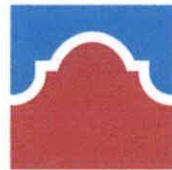
Constitution

of the

Student Government Association

at

San Antonio College



ALAMO COLLEGES DISTRICT

San Antonio College

Constitution
And
By-Laws
of the
Student Government Association
at
San Antonio College

Article I

DEFINITION

This student organization shall be known as Student Government Association at San Antonio College, here on referred to as SGA at SAC.

Article II

OBJECTIVES

The objectives of the SGA at SAC shall be to:

1. Build camaraderie among the past, present, and future student members and their families.
2. Provide guidance and support to students transitioning to university life or the job market.
3. Promote patriotism and increase school's traditions among the student body.
4. Mentor the next generation of SGA leadership.

Article III

GOALS

The goal of the SGA at SAC is to provide attending students with a supportive environment, resources, and a voice within the San Antonio College system while promoting unity among its members and supporting the college and its surrounding communities.

Article IV

MEMBERSHIP

Section 1. Student Government Association is committed to the elimination of and may not restrict or discriminate based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds.

Section 2. Eligibility. Membership in the SGA is open to all persons interested in joining the organization; membership will be defined as Active (Full-time) student registered and attending San Antonio College. Alumni and Honorary members will not be eligible to hold position in the SGA at SAC or interim fill any vacancies.

2.1 Active. Any student enrolled in at least 9 credit hours per Fall/Spring semester or 3 credit hours per each Summer session phase. A waiver for non-attendance through the Summer session will need to be submitted prior to end of Spring semester and approved by a quorum of voting members in order to maintain position upon return in the Fall session.

2.2 Alumni. Any former student, who has graduated from the San Antonio Colleges system, was in good standing with the San Antonio Colleges system at time of graduation may be an Alumni member.

2.3 Honorary. Any member that does not fall into the above two categories, to include but not limited to, faculty/staff, members enrolled with Texas Institutions of Higher Education, organizations, societies, general public, other foreign institutions of higher learning not mentioned above, etc.

Honorary Members – Defined

- 2.3.1 Honorary members are defined as businesses or members of the community who participate in association functions and contribute to the overall improvement of the SGA at SAC.
- 2.3.2 Honorary Members may be nominated for appointment by any member. Once nominated, an honorary member appointment will be confirmed by simple majority vote of present members at a regular meeting.
- 2.3.3 Honorary members are exempt from any fees if any and can donate to the chapter.
- 2.3.4 Honorary members are NOT eligible to vote in officer elections or hold officer or key leader positions in the SGA.

Section 3. Attendance. Attendance at all SGA events is voluntary for SAC students, faculty, and staff; and mandatory for officers, key leaders, and organization representatives.

Section 4. Application. All perspective members must fill out an application and are subject to review at the discretion of the Membership Committee. All information is private and will not be distributed to outside sources. Information remains open to committees(s) and the Officers of the organization.

4.1 Membership Fees. There are no fees or required membership fees. Honorary and Alumni may donate in order to support the SGA at SAC in its mission and purpose.

4.2 Removal of Any Member as described in **Article IV**

- (1) Procedures for disciplining and/or removing an SGA executive officers/(full) member(s):
 - a) A member may be ineligible to hold an office should the student fail to maintain the requirements as prescribed in Article IV, Section A, Subsection 1 and 2, and/or San Antonio College – Organization/Student Code of Conduct.
 - b) Removal or Suspension of a member shall be initiated by a complete officer presence and at least one advisor. A two week notice must be given to notify the member of his/her dismissal vote. If the member wishes to rebut, at least two weeks' notice must be afforded for the member in question to respond. A meeting time must be established so all officers, the member and the advisor can be present. In lieu of the member in question being present at the meeting, the right of being present may be waived or may provide a letter of rebuttal.
 - c) Members will be removed by a 2/3 vote by the SGA at SAC active membership.

- d) San Antonio College – Student Code of Conduct retains supreme and final authority.
- (2) Honorary members can be removed for any of the following reasons:
- a) When subject to Alamo Colleges District systems disciplinary or law enforcement disciplinary actions or any action that bring discredit upon the organization.
 - b) Members will be removed by a 2/3 vote by the SGA. Honorary members may not appeal a removal.

Article V

OFFICER LEADERSHIP ELIGIBILITY, STANDARDS, and REQUIREMENTS

Section 1. Officers of this SGA at SAC must meet the following requirements:

- 1.1. **Registered full time student in good standing** can attain the position of President and Vice President. The SGA advisor will check the status of all officer nominations before adding members to the SGA officer-elect roster.

Section 2. Have a minimum grade point average (GPA) as stated below and meet the minimum GPA in the semester immediately prior to the election/appointment.

- 2.1 For Executive officers, the minimum GPA is 3.00. In order for this provision to be met, at least 9 credit hours (full-time credits) must have been taken for the semester under consideration (unless fewer credits are required to graduate in the spring or fall semesters). In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
- 2.2 For Junior level officers the minimum GPA is a 2.50. In order for this provision to be met, at least six credit hours (half-time credits) must have been taken for the semester under consideration (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement). In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four six credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

Section 3. Removal of an Officer:

- 3.1 Procedures for disciplining and/or the student officer fails to maintain the requirements as prescribed in Subsection 'removing an officer': An officer may be ineligible to hold an office should the student fail to maintain the requirements as prescribed in Subsection 2, (1) and (2), and/or San Antonio College Student Code of Conduct, or performing any action(s) that bring discredit to the organization or institution of higher learning.
- 3.2 Removal or Suspension of an officer shall be initiated by a complete officer presence and at least one advisor. A two week notice must be given to notify the officer of his/her dismissal vote. If the officer wishes to rebut, at least two weeks' notice must be afforded for the officer in question to respond. A meeting time must be established so all officers and the advisor can be present. In lieu of the officer in question being present at the meeting, the right of being present may be waived or may provide a letter of rebuttal.
- 3.3 Suspension of an officer will be for 30 days. After 30 days, a complete officer vote will occur to determine the reinstatement, full removal of officer duties, and/or full removal of membership.
- 3.4 Officers can be removed from office by completion of their term, graduation, or unanimous decision by standing officers. Should an officer's GPA fall below 2.5; they will be placed on a probationary status until the following semester and proof of eligibility can be shown, otherwise the officer on academic probation (according to SGA By-Law) will automatically be resigned from office.

Section 4. Officer Selection process:

- 4.1 Elected Officers: The elected Officers shall be named and designated in the *Resolution of Elected Officers*.
- 4.2 Executive Officers: These positions are reserved for the SGA President, SGA Vice President, SGA Treasurer, and SGA Secretary.
- 4.3 Eligibility: To be eligible for office, candidates must be enrolled in at least (12) credit with the San Antonio College and be an active student who is in good standing. Candidates must provide proof end of term with unofficial transcript. All candidates must hold an overall 3.0 GPA for Executive officer positions and 2.5 GPA for Junior officer positions.
- 4.4 Nominations: Nominations for office shall occur approximately one month before the end of the Spring semester. Candidates must indicate in writing with proof of

the aforementioned eligibilities to the Faculty/Staff advisor. Candidates who do not meet the above requirements will not be eligible for the election process. Deadline date will be set well in advance for all interested students of San Antonio College.

- 4.5 Election Process: Officers will be chosen by a simple majority during an election which will be conducted in the month of May. Newly elected officers shall assume responsibility from the 2nd Monday of May from each school year. The election officer (appointed by current SGA President) will notify all interested students of the election meeting 30 days in advance with the list of candidates and the position he/she is running for.
- 4.6 Special Election: A Special Election may be called by the President in the event that an Officer position becomes vacant and a 2/3 vote of the elected officials. In the event of such special election; the student filling/elected to the vacant position will begin official duties beginning the first day of the Fall semester.
- 4.7 Term limit: The term of office for each officer will be one full academic year. If an officer is not elected by a Special Election in the spring semester, they may continue for the next full academic year to the same position.
- 4.8 Ballot: A member may run for multiple offices in the election.

Section 5. Officer Positions and Duties:

5.1 President: The President shall serve as the executive officer over Student Government proceedings and have active management, meeting with San Antonio College officials, and representatives of the organization at all major events of the SAC Students Government and campus events.

- 5.1.1 Preside over regular and executive meetings.
- 5.1.2 Communicate with officers, key leaders and members on all matters.
- 5.1.3 Is granted executive powers to make any person or organization an honorary member of the association. This decision may be vetoed by a majority vote by the other officers.
- 5.1.4 Plan future events and delegate event tasks and coordinates all duties.
- 5.1.5 Attends meetings with the SGA, and any additional collaborating groups as required.
- 5.1.6 The President must maintain a non-bias position by not actively holding a position of influence or authority under the by-laws of any official organization recognized by the SAC Student Government Association, Campus Activities Board, Office of Student Life, Alamo Colleges District.

- 5.1.7 The SGA President may not be enrolled full/part time in any other system other than that of Alamo Colleges District.
- 5.1.8 The President will lead the SGA meetings but will not be allowed to vote unless a vote has been cast and been equally divided. The President may at that time cast a vote and break the tie.
- 5.1.9 Faithfully execute all acts of the Student Government Association general assembly.
- 5.1.10 Serve as the representative of the student body to the administration of San Antonio College, the Board of Trustees of the Alamo Colleges District, Student District Council, San Antonio Education Representative Assembly (SAHERA), the City of San Antonio, and the Legislature of Texas. The President will also represent San Antonio College between local, state, and national student governments.
- 5.1.11 Nominate students/SME to serve on advisory committees and boards.
- 5.1.12 Form ad hoc committees as appropriate and assign the members of such committees.
- 5.1.13 Review and submit nominees for Student Commissioner vacancies to the entire Student Commission for member vote in.
- 5.1.14 Fill any vacated officer position by appointing a qualified member from the Student Government Commission to the position until a Special Election may convene.
- 5.1.15 Fill any vacated Commissioner position by appointing a qualified member of the Student Assembly to the position.

5.2 Vice President: The Vice President (VP) shall act under the direction of the President and in the absence of the President, shall perform the duties and exercise the powers of the President. The VP shall perform such other duties and have such other powers as the President may for a temporary time until confirmed by the President upon his/her return. The Vice President shall convene and act as the presiding officer of the board meetings.

- 5.2.1 Assist the President and preside over meetings in the absence of the President.
- 5.2.2 Perform all duties assigned to the President in his/her absence or should the position of President become vacated.
- 5.2.3 Perform other duties as directed by the President.
- 5.2.4 Delegates all duties and responsibilities for members and officers regarding current events. (Current events is defined as 30 days or sooner)
- 5.2.5 Maintain email account, clearing backlog email by responding to new student contacts, forwarding emails as required and maintaining a current email list of all active members.

- 5.2.6 Assists officers in providing key leaders with tasks and guidance.
- 5.2.7 Check mailbox at least twice a month.
- 5.2.8 The Vice President must maintain a non-bias position by not actively holding a position of influence or authority under the by-laws of any official organization recognized by the SAC Student Government Association, Campus Activities Board, Office of Student Life, Alamo Colleges District.
- 5.2.9 The SGAVice President may not be enrolled full/part time in any other system other than that of Alamo Colleges District.

5.3 Treasurer: The Treasurer shall record all dues, fees, monies, and property paid to or donated to the SGA at SAC. Keep a ledger (electronic) of all debts and credits and be prepared to present such ledger at monthly meetings. Maintain a current membership list of members in good standing. Make regular deposits of all monies received in the Business office, SAC in accordance with SAC's financial procedures. Distribute a list of members in good standing at each general assembly meeting. Disburse all payments via check or cash in accordance with SAC's financial procedures. Conduct internal audits when the Treasure position is turned over, semi-annual or by the direction of the President. The President and the Vice President will verify the audits and present the findings to the SGA Advisor and make recommendations. Perform other duties as assigned by the President.

- 5.3.1 Collect dues, pay bills, oversee the monetary transactions.
- 5.3.2 Responsible for maintaining SGA account access with the SAC business department.
- 5.3.2 Manage handling of all merchandise to include orders, storage and distribution.
- 5.3.3 Maintain a record of all transactions.
- 5.3.4 Be responsible for all financial affairs as described in Article VIII.
- 5.3.5 Perform other duties as directed by the President or Vice President.
- 5.3.6 Supervises and directs the Assistant Treasurer and finance committee which will comprise of three yearly trustees.

5.4 Secretary: The Secretary shall keep an account of the proceedings of all meetings. These records shall at all times be available to, and the property of the SGA at SAC. Submit chronological meeting minutes to the President within five days after each General Assembly or Special Meeting. Collect and archive all correspondence of the SGA. Maintain a social roster of members and eligible non-members for the purpose of informing the entire student assembly of upcoming events. Perform other duties as assigned by the President.

- 5.4.1 Records minutes at all meetings through written and digital means.
- 5.4.2 Maintain and secure through digital folder all meeting minutes.

- 5.4.3 Prepare for visual presentation if requested for student assemblies.
- 5.4.4 Prepare written record of meetings and present to the President and Vice President for approval with signature.
- 5.4.5 Read to the assembly the minutes of the meeting for the previous meeting and make any necessary corrections.
- 5.4.6 Check attendance at SGA student assemblies, functions and maintains attendance records.
- 5.4.6 Prepare and distribute electronic minutes of the meeting to all members of the Student Commission.
- 5.4.7 Perform other duties as directed by the President and Vice President.
- 5.4.8 Supervises and directs the Assistant Secretary/Historian and their corresponding committee to proper handling and archiving.

5.5 Historian The Historian shall record the ongoing history of the San Antonio College Student Government Association. All events and functions are to be recorded and maintained for preservation for future generations. Historian will work with the Vice President to ensure accurate recording of all events.

5.5.1 To attend all meetings of the Executive Board

5.5.2 To serve as editor of all recorded events, photos, and newspaper

5.5.3 To maintain the SGA website and updating

Section 6. Special Staff and Appointments:

6.1 Special Staff: Positions of the Special Staff are not subject to the same requirements as Active officer positions. Special Staff positions can be appointed by the President to assist the SGA at San Antonio College achieve its goals not outlined in the duties of the Active officers. Special Staff positions are charged with the authority to perform their special duties as outlined in these By-Laws.

6.2 Ex-Officio: The Ex-Officio's (Immediate Past President) role is to provide continuity and advice to the SGA President and Executive Commission. The Ex-Officio is a non-voting position with the exception for elections.

6.2.1 The Ex-Officio may not be a current member serving as an Executive or Commissioner At Large.

6.2.2 Ensure that leadership transition is completed with thorough past legislation briefing, introductions to persons of interest, and assist in any procedural needed to maintain office tradition and decorum.

6.3 Sergeant at Arms: The Sergeant at Arms will responsible for the Colors present at the General Assembly. The Sergeant at Arms will enforce the

rules of the By-Laws, Student Code of Conduct, and rules outlined in the Student Organization Handbook. The Sergeant at Arms will:

- 6.3.1 Maintain order and decorum among the members and all persons present at a meeting through the use of “Robert’s Rules of Order”.
- 6.3.2 Notify San Antonio College campus police of all SGA student assemblies, time of meeting, location, and conclusion of meeting.
- 6.3.3 Will be prepared to contact emergency response personnel in the event of a crises or situation requiring police, fire, and medical.
- 6.3.4 Act as doorkeeper and is responsible for admitting only eligible persons. This may be delegated to Student Commissioners only during SGA student assemblies.
- 6.3.5 Acts as usher or directs the ushers and is generally responsible for the comfort and convenience of the assembly.
- 6.3.6 Act as timekeeper to ensure meetings stay on topic, follow the agenda, and run smoothly.
- 6.3.7 Sergeant of Arms may take on additional duties not mentioned in section 6.2 upon approval of the President, Vice President, or responsibilities added to and amended through SGA Executive vote.

6.4 Event/Programs Coordinator: The Event/Program Coordinator is responsible for the planning, presentation of event plan to the Board of Directors; prepare all necessary documents and authorizations through the Office of Campus Life. The Event/Programs Coordinator will liaison with the SGA Public Relations and jointly accomplish the requested task. The Vice President will be the senior officer for oversight.

- 6.4.1 Oversee committees and events.
- 6.4.2 Coordinate group activities within the organization.
- 6.4.3 Works with Public Relations Officer to ensure attendance.
- 6.4.4 Perform other duties as directed by the President and Vice President.
- 6.4.5 Tracks and records all financial request, purchasing, monies, and receipts received from events and surrendered to the Treasurer in accordance with SAC financial policies.
- 6.4.6 All financial transactions/ledgers will be released to the Treasurer upon request or audit.

6.5 Public Relations: Public Relations personnel will engage the student body in order to increase awareness of the SGA at San Antonio College and be familiar with all that SGA can offer to our students. SGA Public Relations will be well versed in the organizations policies and procedures and be authorized to speak to media in maintaining a positive image of the SGA at SAC.

- 6.5.1 Serves as contact person with other organizations.
- 6.5.2 Coordinates with San Antonio College and Alamo District Colleges Public Relations for all matters of information release to the public and the San Antonio community.
- 6.5.3 Immediately notifies the SGA President and Vice President of any newly released information that requires SGA action on item.
- 6.5.4 Advertises and markets events to increase awareness and membership.
- 6.5.5 Liaison with San Antonio College Ranger publication.
- 6.5.6 Coordinates with Event Coordinator.
- 6.5.7 Perform other Duties as directed by the President and Vice President.
- 6.5.8 Tracks and records all financial request, purchasing, monies, and receipts received from events and surrendered to the Treasurer in accordance with UIW financial policies.
- 6.5.9 All financial transactions/ledgers will be released to the Treasurer upon request or audit.

6.6 Corporate Liaison: Corporate Liaison is authorized to engage corporate/civil/government entities not affiliated San Antonio College. The Corporate Liaison will operate within the scope and rules of the San Antonio College Organization Handbook. The Corporate Liaison will maintain a good relationship with all partners involving their organizations with the SGA at SAC.

- 6.6.1 Serves as liaison between the SGA and any corporate entity.
- 6.6.2 Keeps track of all corporate contacts and maintains a good standing relation with them.
- 6.6.3 Promotes the SGA to corporations to attain corporate sponsorship/support.
- 6.6.4 Remains up to date with current San Antonio College policies, changes, amendments to policies in reference to corporate practices and partnerships.
- 6.6.5 Report any change in corporate partnership status to the SGA and San Antonio College Public Relations.
- 6.6.5(a) Perform other duties as directed by the President and Vice President.

6.7 Chaplain: The SGA Chaplain responsibilities are to facilitate the spiritual health and growth of the membership. The SGA Chaplain does not need to be ordained

through any religious organization but should be morally and ethically a role model to the membership of the SGA at SAC. The SGA Chaplain will enforce the religious beliefs of all members and members with no religious belief. The Chaplain will maintain liaison with the SAC Ministry and direct any member in need to the Ministry for aid or counseling. The Chaplain will take charge and safeguard any and all religious items borrowed, used, or kept by the SGA for functions calling for the appropriate religious item(s). The Chaplain will cooperate with the SGA historian for recording of such items of intrinsic value for safe keeping. In the event the item(s) may hold a historical value; the head librarian at San Antonio College library will be contacted for recording and safeguard.

Article VI

KEY LEADER ELIGIBILITY, STANDARDS, and REQUIREMENTS

Section 1. Officers as described in **Article V – Section 2**, the following requirements:

- 1.1 Have a minimum grade point ratio (GPA) as stated below and meet the minimum GPA in the semester immediately prior to the election/appointment.
 - 1.1.1 For Executive and Senate students, the minimum GPA is 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration (unless fewer credits are required to graduate in the spring or fall semesters). In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
 - 1.1.2 For Commissioner students, the minimum GPA is a 2.5. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement). In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

Section 2 - Removal of a key leader:

- 2.1 Procedures for disciplining and/or removing a key leader: A key leader may be ineligible to hold an office should the student fail to maintain the requirements as prescribed in Subsection 2, (1) and (2), San Antonio College Student Code of Conduct, and/or performing any action(s) that bring discredit upon the organization.
- 2.2 Removal or Suspension of a key leader shall be initiated by a complete officer presence and at least one advisor. A one week notice must be given to notify the key leader of his/her dismissal vote. If the key leader wishes to rebut, at least a one week notice must be afforded for the officer in question to respond. A meeting time must be established so all officers and the advisor can be present. In lieu of the officer in question being present at the meeting, the right of being present may be waived or may provide a letter of rebuttal.

Section 3 - Key leader selection process:

- 3.1. **Election Process**: Key leaders will be appointed by a complete officer and confirmed by a majority officer approval. Newly elected key leaders shall assume responsibility at the next meeting.
- 3.2 **Special Election**: A Special Election may be called in the event that a Key leader position becomes vacant.
- 3.3 **Term limit**: The term of office for each key leader will be one full academic year. If a key leader is elected by a Special Election in the spring semester, they may be elected for the next full academic year to the same position.
- 3.4 **Ballot**: A member may run for multiple offices in the election.

Section 4 – Junior Level Positions and Duties:

- 4.1 Assistant Secretary/Historian
 - 4.1.1 Assist the Secretary in all duties as required.
 - 4.1.2 Keep a historical record of SGA events.
- 4.2 Assistant Treasurer & Development
 - 4.2.1 Assist the Treasurer in all duties as required.
 - 4.2.2 Coordinate with the advisor on a regular basis to monitor and develop on-going and future fund-raising activities for the SGA.
- 4.3 Sports Event Coordinator

- 4.3.1 Under the direction of the Program/Event Coordinator, plan, coordinate, and conduct all SGA events related to athletic games.
- 4.3.2 Assist the Program/Event Coordinator as directed.
- 4.4 Monthly Event Coordinator
 - 4.4.1 Under the direction of the Program/Event Coordinator, plan, coordinate, and conduct all SGA regularly scheduled events.
 - 4.4.2 Assist the Program/Event Coordinator as directed.
- 4.5 Special Event & Community Coordinator
 - 4.5.1 Under the direction of the Program/Event Coordinator, plan, coordinate, and conduct all SGA special events.
 - 4.5.2 Coordinates SGA participation in the Spring Semester
 - 4.5.3 Assist the Program/Event Coordinator as directed.
- 4.6 Sponsorship Coordinator
 - 4.6.1 Under the direction of the Program/Event Coordinator and in partnership with the Corporate Relations officer, develop the SGA sponsorship program for incoming students.
 - 4.6.2 Assist the Program/Event Coordinator as directed.
- 4.7 Veteran Organization Liaison
 - 4.7.1 Under the direction of the Public Relations Officer, serve as the SGVA link to national, state and local veteran organizations.
 - 4.7.2 Attend monthly meetings with local veteran organizations to publicize SGA/SVA events and activities.
 - 4.7.3 Provide SGA members with information about upcoming national, state and local veteran events and programs.
- 4.8 Historian
 - 4.8.1 Under the direction of the Public Relations Officer, coordinate the SGA social media campaign.
 - 4.8.2 Update the SGA Face Book and web pages page as required.
 - 4.8.3 Coordinates all SGA Information Technology requirements.
- 4.9 Photographer (Historian)
 - 4.9.1 Under the direction of the Public Relations Officer, take photographs of selected events.
 - 4.9.2 Coordinate with the Assistant Secretary/Historian to file pictures for the SGA historical record.

Article VII

General Assembly

Section 1. The SGA leadership will have scheduled yearly the times, dates, and location for general assembly meetings at least once per month but no more than twice per month. Invitations to join meeting will be mandatory for all official San Antonio College organizations with at least one SGA representative present. Non-organization Commissioners At Large will be encouraged to attend with the knowledge that no more than three absences will be allowed for the academic year. General Assemblies will be held in order to disseminate information and discuss issues among the student body for which action(s) may be needed.

1.1 The SGA Vice President will be the presiding officer over the meeting and direct the meeting according to agenda and policies governing student body. The SGA President must attend any meeting in which a vote will be casted and the need for tie break may occur.

1.2 The Executive Commissioners hereon referred to as the Senate will be elected at the first general assembly by Commissioners At Large from the SAC Organizations and Student General Assembly. At the next General Assembly, the elected Senators will take their respective seats and entered into the minutes of the meeting for official duties to commence.

1.2.1. Executive Commissioners/Senators will represent the San Antonio College student body and address issues before the Student Government Association Executive Officers.

1.2.2. Senators will collect student body concerns and prepare proposals to be presented to the SGA Executive officers for purpose to proceed with hearing for change or dismissal.

1.2.3. Senators will be assigned committees that compliment the duties of SGA Executive officers and assist in additional duties that resolve any issues associated with their committee needs.

1.2.4. The Majority Senate Leader hereon known as the Senate Leader will control the discussion on the floor with the Commissioners At Large and SAC student body through the use of Roberts Rules of Order. The Senate Leader will be the direct point of contact during meeting with the SGA President and Vice President unless appropriate for discussion on open floor questions.

1.2.5. The Majority Senate Whip will represent the Senate Leader during his/her absence and conduct the duties of the Senate Leader as appropriate.

1.2.6. The Minority Senate Leader will be the senior ranking spokes person for the minority party of the Commissioners At Large. The Minority Senate Leader will be the point of contact for issues and concerns of the minority party that will be brought to the attention of the

Executive Commissioners through written proposal and presented to the SGA Executive officers for the purpose to proceed with hearing for change or dismissal.

1.2.7. The Minority Senate Whip will represent the Minority Senate Leader during his/her absence and conduct the duties of the Minority Senate Leader as appropriate.

1.3 Commissioners hereon known as Commissioners serving on both the SAC Organizations and Student Assembly must meet all prerequisites to hold position and duties as outlined below:

1.3.1. Must be currently enrolled in and maintain at least six semester hours per semester at San Antonio College.

1.3.2. Not be subject to an administrative hold, scholastic or academic probation, or under suspension for disciplinary reasons.

1.3.3. Possess and maintains a grade point average (GPA) of 2.5 or higher.

1.3.4. Conduct themselves in compliance with the Student Code of Conduct.

1.3.5. Must carry out the mission of the Student Government Association by representing the student body at San Antonio College and its registered organization to school administration.

1.3.6. Organize and conduct student surveys.

1.3.7. Propose, organize, and chair committees as the President and Vice President directs.

1.3.8. Vote on all Student Government Association legislation (with the exception of the President and Ex-Officio officer)

1.3.9. Be willing to volunteer for the Student Activity Fee committee if called upon.

1.3.10. Collect and research student concerns and provide representation reflecting the needs and interests of the student body.

1.3.11. Present legislation for student and administrative approval.

1.3.12. Meet collectively at regular meetings or when called by the President or Vice President of the Student Government Association for special sessions.

1.3.13. Sponsor one meeting per semester between the students of San Antonio College and the College President or other administrators such as Vice President, Deans, or Directors.

Article VIII

SGA LEADERSHIP ADVISORY COUNCIL

Section 1. The SGA Leadership Advisory Council is comprised of student volunteers who are members of other student organizations or have ties to other campus offices that directly impact the San Antonio College student population. Invitations to join or the removal of members on the SGA Leadership Advisory Council can be recommended by any Executive officer and approved by a majority vote of the Student Assembly. The SGA Advisor must be informed of changes to this council.

1.1 The SGA Vice President will maintain the list of these volunteers and coordinate their collective input and communication with SGA Officers and key leaders.

1.2 The Leadership Advisory Council will normally include representatives from:

1.2.1 Student Government Association (President/Vice President)

1.2.2 Phi Theta Kappa (Honors Society)

1.2.3 Sigma Alpha Pi (Leadership Fraternity)

1.2.4 Veteran Services Office (President/Vice President)

1.2.5 The Ranger (Editor/Managing Editor)

1.2.6 Student Life (Representative)

1.2.7 Campus Activities Boards (President/Vice President)

Article IX

FINANCIAL PROCEDURES

- Section 1. Dues: No dues are requested or required under these by-laws.
- Section 2. Transactions: All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the San Antonio College Business Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

Article X

ADVISORS

- Section 1. Advisor Expectations: The advisor to the Student Government Association at San Antonio College shall be a San Antonio College employee as defined by the Human Resources Department. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the organization. The advisor will regularly attend executive and general meetings. They will be available for consultation outside of these meetings. The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the SGA at SAC with event planning and facilitation. When necessary, the advisor must be willing to attend events as identified in the planning process. The advisor will be aware of the San Antonio College Student Code of Conduct and will assist the organization with adherence to these expectations.
- Section 2. Replacement: If for any reason the advisor is no longer willing and/or unable to fulfill the responsibilities; he/she will formally communicate this to the student organization and the Center of Campus Life in writing. The key leaders of the organization will then determine the appropriate course of action for replacing the advisor.

Article XI

MEETINGS

- Section 1. Regular Meetings: Regular meetings (AKA: Student Assemblies) shall be held as determined by the President. Meetings should be publicly announced at least two weeks prior. In the event of an unplanned meeting, the time, date, and location shall be published as soon as possible.
- Section 2. Official Business: (AKA Executive Meeting) A quorum shall consist of half the officers, key leaders and one member at large to conduct official business.

Article XII

AMENDMENTS and REVISIONS

- Section 1. Board of Directors: All officers on the board shall decide the direction and operation of the Student Government Association at SAC. Each Officer is allotted one (1) vote and the majority vote shall prevail on items. In the event an officer abstains to vote and there is a tie, the items shall be presented to the SGA President to vote and break the tie. The voting membership shall decide on the item; a 2/3 vote is needed to see the item passed. The President and Vice President essentially act as the “face” of the organization, but the extent of their authority does not supersede any other member of the board.
- Section 2. Amendments: This constitution may be amended at any time by a simple majority vote of the active present Executive officers, Executive Committee and subject to the approval of the Center of Campus Life
- Section 3. Amendments by Members: The Constitution may be amended by a 2/3 vote of the members present at one regular scheduled meeting, provided notice of intention to amend shall have been contained in the *Notice of the Meeting*.
- Section 4. Revisions: This document must be reviewed annually and is subject to approval by the Student Life. The newly elected SGA President and Vice President must sign and date updated By-Laws prior to submission to the Center of Campus Life.
- Section 5. Voting: The student must be in good standing and recognized as a representative of the Commissioners to have the right to vote on the constitution and to vote in the elections.

Article XIII


DISSOLUTION

Section 1. Upon dissolution of the organization, all assets shall be used exclusively for charitable purposes. Funds donated by outside sources will be returned first and foremost. Any funds that exist thereafter shall be first used for scholarships to students within the Student Government Association at San Antonio College. If this is not attainable, funds may be donated to the San Antonio College Scholarship; an IRS recognized non-profit organization.

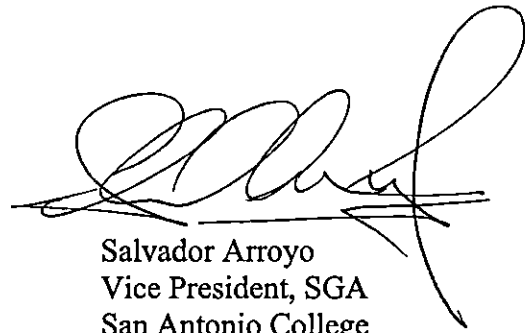
CERTIFICATE OF OFFICER(S)

I hereby certify that I am the President of the Student Government Association at San Antonio College that the foregoing By-Laws, constitute the code of By-Laws of Student Government Association, as duly adopted at a regular meeting of the members of the organization

Signed this day _____ of _____, 2019



Evalinda Davila
President, SGA
San Antonio College



Salvador Arroyo
Vice President, SGA
San Antonio College