



201 Community College Drive  
Baton Rouge, LA 70806  
225.216.8000  
www.mybrcc.edu

September 22, 2009

Dr. Myrtle E.B. Dorsey, Chancellor  
Baton Rouge Community College  
210 Community College Drive  
Baton Rouge, LA 70806

Re: Revised SGA Constitution and By-laws

Dr. Dorsey,

Please be advised that I have enclosed the Student Government Association (SGA) Constitution and By-laws with the recommended changes noted in red. The 2009-2010 officers and advisors met and recommended the revisions that will allow the association to be in compliance with the Baton Rouge Community College and the Louisiana Community and Technical College System policies.

Please review the enclosed documents and sign where it is indicated. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Stacia S. Hardy".

Stacia S. Hardy, Director  
Student Programs and Resources

xc: Flemon Day, Jr., President  
Student Government Association

Student Government Association



Baton Rouge Community College

**By-Laws**

**Article I: Baton Rouge Community College (BRCC)  
Student Government Association (SGA) Elections**

See Constitution, Article VII

**Article II: Meetings**

**Section I. Meeting Time and Places**

- A. The SGA shall meet weekly during the fall and spring semester on day, time, and location designated by the SGA President;**
- B. Committees will meet at the time designated by the committee chair;**
- C. Special meetings, including those called during the summer session, may be called by the President or Vice-President. Officers must be given at least 72 hours notice;**
- D. The most recent edition of Robert's Rules of Order, Newly Revised, shall govern meeting procedures.**

# **Article III: Membership**

## **Section I. Officers**

- A. The Executive Officers shall consist of:**
  - 1. President**
  - 2. Vice-President**
  - 3. Secretary**
  - 4. Treasurer**
  - 5. Assistant Secretary**
  - 6. Parliamentarian**
- B. The Senators shall consist of the following, not to exceed 1% of student enrollment;**
  - 1. One Senator from each club/organization;**
  - 2. The remainder of senators will be selected as Senators At Large from the general student population.**
- C. All appointed Senators must be approved by 2/3 of the SGA executive cabinet.**

## **Section 2. Compensation of Executive Officers**

- A. A waiver of tuition, exclusive of student self-assessed fees, for Fall, Spring, and Summer semesters shall be granted to the executive officers excluding Assistant Secretary and Parliamentarian retroactive to May 14, 2009. The waiver of tuition shall remain in effect for the duration of the respective terms of office. Out-of-state tuition, if deemed appropriate, may be waived for the SGA President only.**
- B. A salary will be paid based on a signed and completed time sheet with attached time card;**
- C. The President of SGA will receive a salary each Fall, Spring, and Summer semester that he/she holds office. The salary will be at the rate of \$9.50/hour. If elected to hold a student position on any board in higher education, the rate of pay will be \$10.00/hour. Regardless of pay rate, hours worked will be set at a minimum of ten (10) but no more than twenty (20) hours per week;**
- D. The Vice-President of SGA will receive a salary each Fall, Spring, and Summer semester that he/she holds office. The salary will be at the rate of \$8.50/hour, set at a minimum of ten (10) but no more than twenty (20) hours of work per week;**
- E. The SGA Treasurer and Secretary will both receive a salary each Fall, Spring and Summer semester that he/she holds office; The salary will be at the rate of \$8.50/hour, set at a minimum of ten (10) but no more than twenty (20) hours of work per week;**
- F. The Assistant Secretary and the Parliamentarian will receive a salary each Fall, Spring, and Summer semester that he/she holds the office. The salary will be at the rate of \$8.50/hour, set at a minimum of ten (10) but no more than twenty (20) hours of work per week.**

## **Section 3. Compensation of Senators**

- A. A salary will be paid based on a signed and completed time sheet with attached time card;**
- B. Each Senator will receive a salary each Fall, Spring, and Summer semester that he/she holds office. The salary will be at the rate of \$7.50/hour, set at a minimum of three (3) but no more than five (5) hours of work per week.**

#### **Section 4. Vacancy of Officers**

- A. In the event an executive office is unfilled due to resignation, dismissal or other vacancy, the procedures set in Article II, Section II of the constitution will apply.**
- B. All appointed officers must meet the same eligibility requirements as elected SGA officers;**
- C. Should the Office of the President become vacant, the Vice-President, Secretary, Treasurer, Assistant Secretary and Parliamentarian in succession will serve as President. A special election will be held to fulfill the vacant office.**

## **Article IV. Committees**

### **Section I. Committee Structure**

**The following committees will be established and meet in accordance with Article IV, Section 2 of the by-laws:**

- A. Executive – Shall make suggestions on SGA policy-making, coordination of all other standing committees and act as a liaison between the college administration and students;**
- B. Judicial– Shall hear cases dealing with a violation of the SGA Constitution, By-Laws and Election Code. Impose penalties as warranted by the individual cases and refer cases to the Director of Student Programs and Resources (SPAR), and Vice Chancellor of Student Affairs;**
- C. Election – Monitors and enforces provisions in the Election Code. In the absence of action by the Election Committee, the Director of the SPAR program is directed to take appropriate action to enforce the Election Code.**
- D. Legislative - Shall enact all legislation necessary and proper to promote the general welfare of the student body and the College. Shall serve as a common voice for the students of BRCC; to provide forum for the expression of student views and interests; and to ensure that with every decision made the interests of the students will remain first and foremost;**
- E. Budget - Formulate and submit budget proposal to SGA President, Advisor, and the Director of SPAR for consideration for the fiscal year. Hear and make recommendations on funding requests from recognized and approved student organizations and college departments. All budget committee actions will be reported to the SGA in the form of a written report at the next scheduled SGA meeting. Recommended requests and proposals will be brought by the chairman of the budget committee to be voted on during the next scheduled SGA meeting;**
- F. Publicity– Shall promote, advertise and inform the student body of all SGA and Campus Activity Board activities and events. Assist members of the SGA with campus and community networking and coordinate SGA publicity with the college's Public Relations Department (with approval of the Assistant Director or Director of SPAR);**

- G. Safety - Serve as a liaison between college Safety Director and student body. Assist in the implementation of safety guidelines and policies;**
- H. Special Committee – Shall be implemented as needed on the recommendation of the SGA President.**

## **Section 2. Committee Meetings**

- A. All standing committees shall meet at the beginning of the semester and as needed during the semester;**
- B. The President shall appoint the chair and co-chair of each committee;**
- C. The Co-Chair shall serve as the secretary of the committee and shall take the minutes at the meetings.**

## **Article V. Amendments and Authority**

### **Section 1. Amending the By-Laws**

- A. The by-laws of the SGA can be amended by a two-thirds majority vote of the SGA Executive Officers; or**
- B. Petition of a number of signatures not less than ten percent (10%) of the students enrolled during the semester of the last official elections. All signatures must include name, address, and phone number of the signer;**

### **Section 2. Authority**

**Roberts Rules of Order will preside over matters not specifically addressed in the By-Laws and the Constitution.**