



Student Government Association
Of
Baton Rouge Community College

Constitution

We the students at Baton Rouge Community College (BRCC), in support of the BRCC mission and in order to provide an officially recognized student organization to identify and represent students and their interests; to promote student participation in the overall policy and decision-making processes of the college; to enhance the quality and scope of education at the college; and to promote the general welfare of the Student Body, do hereby adopt and establish this Constitution of the BRCC Student Government Association (SGA).

**Article I. STUDENT GOVERNMENT
ASSOCIATION**

Section I. Name and Authority

The organization of students of this institution shall be known as the Student Government Association of Baton Rouge Community College. The students of BRCC shall delegate to the SGA full authority and governing power as written in this Constitution.

ORIGINAL

SGA

Section 2. Purpose

The purpose of the SGA is to further the activities of student life, to participate in self-governance and to develop a greater spirit of progressive citizenship and community; and

- A. To perform all functions of the SGA;**
- B. To serve as a channel of communication to the Faculty, Staff and Administration, and in expressing the opinions, wishes, and needs of the Student;**
- C. To work with the Administration, Faculty, and Staff in their efforts to establish policies affecting the College Community;**
- D. To establish and execute such programs and projects deemed beneficial to the SGA and BRCC;**
- E. To conduct and regulate all campus-wide student elections and referenda;**
- F. To promote and improve relations between the BRCC and the Baton Rouge Metropolitan Community;**
- G. To conduct investigations and inquiries deemed necessary as brought to protect and promote the welfare of the BRCC Student Body; and**
- H. To above all else, provide representation for the Student Body of BRCC and to deem all other concerns secondary;**
- I. All purposes will be conducted with the guidance and supervision of the Student Programs and Resources (SPAR) staff and advisors.**

Section 3. Membership

Every student enrolled at BRCC shall be afforded participation rights in the SGA.

- A. Rights of Membership shall include, but not be limited to:**
- 1. All members of the SGA have the right to attend all open meetings and to view all public records as defined by the laws of the State of Louisiana;**
 - 2. The SGA shall enact no legislation restricting the rights of students, which are protected by the Constitution of the United States and the State of Louisiana;**
 - 3. All members of the SGA may participate and vote in all campus wide elections sponsored and regulated by the SGA.**

Section 4. Objectives

- A. To promote activities that enrich student life;**
- B. To promote and maintain high professional standards and ideals;**
- C. To encourage and promote all enterprises that makes the school more progressive;**
- D. To coordinate various functions by furnishing a vehicle for communication thus creating a sense of unity, cooperation, and understanding with the student body;**
- E. To provide support to new students and act as ambassadors of BRCC;**
- F. To evaluate the effectiveness of the SGA and submit an annual report of the SGA to the Director of SPAR;**
- G. To hold clubs and organizations accountable for SGA funding. SGA reserves the right to change conditions for funding with a majority vote.**

Article II. EXECUTIVE OFFICERS

Section 1. Executive Officers shall consist of:

- A. President**
- B. Vice-President**
- C. Treasurer**
- D. Secretary**
- E. Assistant Secretary**
- F. Parliamentarian**

Section 2. Eligibility

- A. BRCC SGA President must be enrolled in and maintain at least 12 hours in the fall and spring semester. He/she does not need to be enrolled in the summer term. A summer work schedule will be submitted to the SPAR Office. He/she must be enrolled in and maintain 12 hours in the fall and spring semesters (only) to be considered as a Louisiana Community and Technical College System (LCTCS) student board member;**
- B. Other Executive Officers must be enrolled in and maintain at least nine (9) hours in the fall and spring semester. He/she does not need to be enrolled in the summer term. A summer work schedule will be submitted to the SPAR Office;**
- C. All Executive Officers must have and maintain a 2.5 GPA at time of elections and throughout the term in office;**
- D. All Executive Officers must have completed at least 12 credit hours at BRCC;**
- E. All Executive Officers must be in good disciplinary standing with the college and Baton Rouge community (They may not be under Disciplinary Probation);**
- F. Must have served as an SGA Senator for at least one semester or have accumulated at least twelve (12) college credit hours.**

Section 3. Executive Power

- A. The executive power herein granted shall be vested in the Executive Officers of the SGA.**
- B. Each officer will be elected by general student body or appointed by SGA President.**

Section 4. Duties of the President

- A. Serve as Chief Executive Officer of SGA;**
- B. Serve as Student Representative at meetings held for student interest as well as with faculty, administration, officials and the community;**
- C. Preside over all executive meetings and make necessary recommendations;**
- D. Veto any bill, resolution, or motion which does not follow the scope of the Constitution within ten (10) class days of passage;**
- E. Prepare agenda for all meetings of executive board and SGA;**
- F. Notify members of any special meetings at least 72 hours prior;**
- G. Enforce all decisions made by the SGA;**
- H. Verify the expenditures of SGA with the Treasurer;**
- I. Make any necessary decisions or changes that are described in the Constitution or that the President in consultation with the SPAR Director deems to be necessary;**
- J. Prepare an annual written report recording SGA activities and submit a copy to the Advisor, Secretary and Director of SPAR as an official record;**
- K. Appoint Members to the various SGA standing and special committees;**
- L. Must submit weekly report to SGA Secretary one day prior to weekly SGA meeting;**
- M. Prepare and submit time sheet to SGA Treasurer two days prior to due date (Each Officer must clock in and submit time card with time sheet);**
- N. Shall work a minimum of ten (10) hours but no more than twenty (20) hours per week in the SGA office.**

Section 5. Duties of the Vice-President

- A. If the President is unavailable, the Vice-President, Secretary, Treasurer, Assistant Secretary and Parliamentarian in succession will serve as President or a Senator approved by SPAR staff;**
- B. Perform any SGA duties assigned by the President;**
- C. Serve as Chair of the Election Committee;**
- D. Must submit weekly report to SGA Secretary one day prior to weekly SGA meeting;**
- E. Prepare and submit time sheet to SGA Treasurer two days prior to due date (Must clock in and submit time card with time sheet);**
- F. Must work a minimum of ten (10) hours but no more than twenty (20) hours a week in the SGA office.**

Section 6. Duties of the Secretary

- A. If the President is unavailable, the Vice-President, Secretary, Treasurer, Assistant Secretary and Parliamentarian in succession will serve as President or a Senator approved by SPAR staff;**
- B. Maintain and post agendas and records;**
- C. Maintain minutes of the regular SGA meetings;**
- D. Keep a record of attendance at the SGA meetings and functions;**
- E. Keep all permanent records of all business and legislative acts of the SGA available to the student body;**
- F. Must complete weekly report one day prior to SGA weekly meeting;**
- G. Prepare and submit time sheet to SGA Treasurer two days prior to due date (Must clock in and submit time card with time sheet);**
- H. Must work a minimum of ten (10) hours but no more than twenty (20) hours per week in the SGA Office.**

Section 7. Duties of the Treasurer

- A. If the President is unavailable, the Vice-President, Secretary, Treasurer, Assistant Secretary and Parliamentarian in succession will serve as President or a Senator approved by SPAR staff;**
- B. Serve as Chief Financial Officer of the SGA;**
- C. Keep an accurate record of all financial transactions;**
- D. Serve as Chair of the Financial Budget Committee;**
- E. Present a monthly and annual financial report and submit a copy to the SGA President, Advisor and Secretary as an official record;**
- F. Must submit weekly report to SGA Secretary one day prior to weekly SGA meeting.**
- G. Prepare time sheet two days prior to due date;**
- H. Prepare and submit payroll to SGA Advisor two days prior to due date (Must clock in and submit time card with time sheet);**
- I. Must work a minimum of ten (10) hours but no more than twenty (20) hours per week in the SGA Office.**

Section 8. Duties of the Assistant Secretary

- A. If the President is unavailable, the Vice-President, Secretary, Treasurer, Assistant Secretary and Parliamentarian in succession will serve as President or a Senator approved by SPAR staff;**
- B. To assist all Executive Officers with SGA business;**
- C. To take on the duties and responsibilities of Treasurer or Secretary when needed, or as designated by the SGA President;**
- D. Must submit weekly report to SGA Secretary one day prior to weekly SGA meeting;**
- E. Prepare and submit time sheet to SGA Treasurer two days prior to due date (Must clock in and submit time card with time sheet);**
- F. Must work a minimum of ten (10) hours but no more than twenty (20) hours per week in the SGA office.**

Section 9. Duties of the Parliamentarian

- A. If the President is unavailable, the Vice-President, Secretary, Treasurer, Assistant Secretary and Parliamentarian in succession will serve as President or a Senator approved by SPAR staff;**
- B. Must make sure that the Parliamentary procedure and Robert's Rules of Order are followed during all SGA meetings;**
- C. Must submit weekly report to SGA Secretary one day prior to weekly SGA meeting;**
- D. Prepare and submit time sheet to SGA Treasurer two days prior to due date (Must clock in and submit time card with time sheet);**
- E. Prepare meeting room for SGA meeting as prescribed by SGA President;**
- F. Must work a minimum of ten (10) hours but no more than twenty (20) hours per week in the SGA office.**

Section 10. Term in Office for Executive Officers

- A. If the election does not yield an elected officer for each executive position, a special election will be held to fill each vacancy.**
- B. All elected officers will be inducted at the annual Student Recognition Ceremony, if possible. Any office that is vacant at this time will be inducted by the SGA President once the position is filled;**
- C. Initiation of the succeeding officer's term shall commence on the day after the Spring Commencement Exercise, following the transition period that shall begin upon the induction on the day of the Student Recognition Ceremony.**
- D. Each officer shall not serve more than two consecutive academic years (2 fall terms, 2 spring terms and 2 summer terms) in the same office.**

Section 11. Term in Office for Executive Officers Due to Resignation, Dismissal or Other Vacancy

In the event an executive office is left vacant due to resignation, dismissal or other vacancy, the following procedures will be followed:

- A. The SGA will hold a special election to fill said position(s).**
- B. If the special election does not yield a candidate for any vacant position the SGA President will then convene the election board to review candidates for officer appointment.**
- C. The following terms of office shall apply to officers who are elected in a special election or appointed by the SGA President:**
 - 1. Succession or appointment to an executive office shall not be included in the official tenure of office if the new term is less than one full (16 week) semester;**
 - 2. The executive officer shall be sworn into office as soon as possible.**

Section 12. Eligibility for Appointed Executive Officers

- A. All appointed executive officers must meet the same eligibility requirements as elected executive officers;**
- B. Appointed executive officers or executive officers who succeed into a position before the add/drop period ends will qualify for the tuition waiver;**
- C. Executive officers who relinquish or are removed from office before the end of the add/drop period will not qualify for the tuition waiver.**

Section 13. Participation in the Student Leadership Academy

All SGA officers and senators are required to attend and complete the Student Leadership Academy within their first semester in office.

Article III. REMOVAL FROM OFFICE

A member of the SGA may be removed from office for any of the following reasons:

- A. Upon accumulation of more than two unexcused absences to duly constituted SGA meetings or mandatory SGA functions. All anticipated absences must be submitted in writing to the SGA President at least 24 hours in advance. These absences shall be determined excused or unexcused at the discretion of the SGA President and with the approval of the Director of SPAR;**
- B. Power of Recall;**
- C. Impeachment;**
- D. Failure to maintain required academic qualifications as established by the institution.**
- E. Any infraction or violation of BRCC Student Code of Conduct;**
- F. Dissemination, distribution or circulation of confidential SGA information.**

Article IV. SENATORS

SGA Senators will operate as a cohesive unit in providing assistance to the SGA Officers in the facilitation of campus and community activities.

Section I. Minimum Eligibility Criteria

- A. Must be enrolled in and maintain at least six (6) credit hours and have accrued at least six (6) credit hours at BRCC;**
- B. Must maintain at least 2.5 GPA;**
- C. Must be in good disciplinary standing with the college.**
- D. Each Senator is eligible to serve for one full academic year.**

Section 2. Duties of SGA Senators

- A. Senators must serve on at least one SGA committee, and perform other duties as assigned by the SGA President;**
- B. Senators must attend and complete SPAR Student Leadership Academy;**
- C. Serve as ambassadors to the college and assist in college sponsored events;**
- D. Senators must submit a weekly activity report to the SGA Secretary no later than one day prior to weekly SGA meeting;**
- E. Senators are required to serve/work a minimum of three, but not exceed five hours per week performing the duties of this office;**
- F. Prepare and submit time sheet to SGA Treasurer two days prior to due date (Must clock in and submit time card with time sheet).**

Article V. ELECTION BOARD

- A. Election Board, chaired by the SGA Advisor with the SGA Vice President as the Commissioner, shall consist of students and faculty members, assembled at the beginning of each fall or spring semester. Assigned committee members must be present at the elections and the committee will perform the following duties:
 - 1. Verify eligibility of candidates**
 - 2. Establish campaigning regulations**
 - 3. Meet with candidates to discuss rules of campaign**
 - 4. Schedule date and time of election**
 - 5. Organize and set up online voting or other viable methods**
 - 6. Must be present during the election or designee****
- B. The Election Board shall certify to the Director of SPAR the authenticity of the signatures upon receipt and shall edit the proposal for proper language.**
- C. The Election Board and SGA advisor shall see that the amendment is placed on the ballot in the form of a referendum.**

Article VI. AMENDMENTS

Section 1. Required Process for Amendments

- A. A two-thirds vote of the SGA Officers;**
- B. A signed petition representing ten percent (10%) of the student body enrolled in the sixteen week semester. All signatures must include name, address, and phone number of the signer;**

Section 2. Voting on the Proposed Amendment

The proposed amendment shall be voted upon by the student body and shall pass or fail by the simple majority of votes.

Section 3. Amended Constitution

The amended constitution with a vote count as adopted by the student body and date, if applicable, shall be duly signed by the persons designated on Article IX of this constitution. If the amendment is such that it impacts the SGA President, the signature of the SGA Vice President will replace the President's signature for ratification.

Article VII. ELECTIONS

Section 1. BRCC Candidate Eligibility

- A. Must be currently enrolled in and maintain a minimum of nine (9) hours in the fall and spring semesters and must have accumulated 12 college credit hours or served as a SGA Senator at least one semester;**
- B. Must have and maintain a 2.5 GPA at the time of election and during entire term of office;**
- C. Must qualify by deadline date;**
- D. Agree to abide by campaign regulations and rules set by the Election Board. Any violation of these regulations will result in disqualification;**
- E. Must be in good disciplinary standing with the college.**

Section 2. Voter Eligibility

- A. Must be currently enrolled at BRCC at the time of election;**
- B. Must provide required identification to vote (BRCC ID or government issued picture ID);**
- C. May only vote once during election.**

Section 3. Installation

- A. Induction of all elected executive officers will take place at the annual Student Recognition Ceremony, if possible;**
- B. Initiation of the succeeding officer's term shall commence on the day after the Spring Commencement Exercise, following the transition period that shall begin upon the induction on the day of the Student Recognition Ceremony.**
- C. Outgoing SGA Executive Officers will continue on salary two weeks after the new Officers take office to help make the transition. All hours worked must be verified and approved;**
- D. All SGA Executive Officers that are not inducted at the annual Student Recognition Ceremony will be inducted by the SGA President with approval of the Director of SPAR.**

Article VIII. OATH OF OFFICE

At the annual Student Recognition Ceremony, the retiring SGA President or guest speaker shall administer the oath of office to the President Elect.

I (State your Name) do solemnly swear that I will diligently and faithfully execute the duties and responsibilities of the office of the (Office Name) of the SGA at Baton Rouge Community College. I will enforce the provisions of the Constitution and promote the interests and welfare of the student body.

Article IX. RATIFICATION

The provisions of this Constitution shall go into effect immediately upon signature by the following people:

1. SGA President
2. SGA Speaker of the Senate
3. SGA Advisor
4. Director of SPAR
5. Vice Chancellor of Student Affairs
6. Chancellor

SIGNATURES

Kennan Day 9/10/09
SGA President Date

Kevin P. Hardy 9/10/09
Director of SPAR Date

Imant V. Bentley 9-10-09
SGA Speaker of the Senate Date

Steve Hillborn 9-11-09
Vice Chancellor of Student Affairs Date

sign off for
only the changes
in red
SH

Tabucia McClanahan 9/10/09
SGA Advisor Date

Angelle B. Wise 9/27/09
Chancellor Date



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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