

**Official Handbook
of the
Student Government Association
of the
Austin Community College District**

Student Government Association Handbook

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INTRODUCTION

So you have decided to join Student Government at ACC? Congratulations! You have taken a first step into a very rewarding experience. Student Government can and should play an important role at ACC. It allows the students of ACC to have a direct voice to the Administration.

By joining SGA, you are taking on a huge responsibility. There are many duties and responsibilities that come along with your position. You will also gain experience in working with the students and the administration. You will make new friends and connections that could be with you for the rest of your life. You will get firsthand experience in working within a democratic system.

While there are many benefits to joining SGA, all members should be more concerned with serving the student body than themselves. SGA is hard work, but it is also fun and rewarding. To be successful, you must view yourself as a servant of the student body as a whole. You have taken on a leadership role, and so you have become a servant leader, and that is what you must now strive to do: lead, by serving. Remember, you are in your position not for gain, but instead to help maintain and improve the quality of the experience of the entire ACC student body.

This handbook will be your guide. It contains information on how to successfully fulfill your role in representing the students of ACC. The last page of this handbook contains a form that all SGA members must sign, before taking the oath of office. This is an acknowledgement, stating that you will follow all duties and requirements of office. Failure to sign and uphold said acknowledgement constitutes that you do not accept the duties and responsibilities of the office for which you have been elected or appointed, and are therefore vacating said office.

OFFICER POSITIONS

There are many officer positions within SGA. They all have various duties, some the same and some office specific. In this section, the role of each officer position will be explained, along with duties specific to those positions.



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SENATORS

The senator position is the basic position of the SGA. It is also the most important in many ways. The senators make up the majority of SGA positions, and are the most visible on each campus. They are the direct link from the student body to the SGA, and therefore must be available and visibly active on their respective campuses or to their respective constituencies.

The duties listed for Senators also apply to all SGA executive Board Officers.

Tabling

Tabling a minimum of two hours once every other week. Campus Senators shall do this on their respective campuses. Constituency Senators should rotate between campuses for tabling. All constituencies should be covered on all campuses at least once a semester. A tabling schedule should be presented by each Senator to the Executive Board by the third week of assuming their duties for the Fall Semester and by the first week of February for the Spring Semester. The schedules should then be made into a calendar form, and posted on all campus SGA bulletin boards, and on the SGA website. If possible, the schedule for all planned tabling should be submitted for publication in the Accent.

Events:

SGA Officers and senators shall co-host at least two on campus events, not to include tabling per semester.

These events are to promote SGA, SGA initiatives, raise student awareness, recruit new members for vacant seats, and anything else as deemed necessary.

Attendance at these events is mandatory by any Senator who is attending classes on a campus where the event is being held, schedule permitting.

Other campus duties:

- Senators shall work with their respective campus manager, the Faculty Sponsor, and Student Life offices on each campus. Regular contact should be maintained, at a

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- minimum of once every two weeks. The results of this contact should be included in the Senators' reports.
- Senators should check the SGA mailbox on their campus at least 3 times a week, and disseminate contents of such as necessary.
- The SGA campus bulletin board MUST be maintained. Agendas and minutes from meetings should be posted on them no later than 4 days after the SGA meetings. Contact information MUST be available for that campus's senators and for all constituency senators.
- The campus manager, campus police, and the campus Dean of Services should also be provided with that same contact information.
- Clubs and Organizations based on specific campuses should be contacted and provided with the same information as well, to foster a sense of fellowship and camaraderie between SGA and the clubs and organizations that exist at ACC.
- Filing all reports on time, including but not limited to: Senator and officer reports, committee reports for SGA committees, and reports from Shared Governance.
- The Faculty Sponsor will ensure all officers of SGA participate as scheduled permit in the Lobbying Day for Community and Junior colleges held at the State Capital. In as such, all officers attending Lobbying Day are expected to attend lobbying training, and to familiarize themselves with issues that pertain directly to ACC students during that year's legislative session.
- All SGA officers are required to keep a notebook containing hard (paper) copy of all reports they file and all actions they take. These notebooks are to be passed to the next officer holding that same office.
- Committee chairs are expected to keep a notebook containing the same, pertaining to their specific committees.
- Work with the SGA Faculty Sponsor to ensure that all needed facility requests are submitted, after approval of all campus events, tabling, and any other needs as approved with calendar.
- Any other duties as assigned by the SGA President or the President of ACC.

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PRESIDENT

The President of SGA is the leader of SGA. It is the job of the President to relay SGA decisions and actions to others, and to be the public face of SGA. The President must remember that he/she represents the entire SGA body, and must accurately and fully represent what the body as a whole has decided, regardless of their own opinion about it. The President of SGA does not have anything like a Presidential Veto, or specific executive powers.

The President also does not have the ability to make unilateral decisions for SGA. If the President of SGA is approached by anyone and a request is made for SGA to participate or take action on anything, it is the duty of the President to report said request back to the SGA body as a whole.

The President chairs the meetings of the SGA body. This means that the President must stay impartial on topics during discussion. If the President feels that they should participate in debate on a topic during an SGA meeting, then she/he must surrender the chair to another for that portion of the meeting, to maintain impartiality, and then may speak on a topic, not as the President of SGA, but as any other member of SGA may.

Duties specific to the office of President of the SGA:

- Preside over all meetings of the Student Government Association.
- Attend regular meetings of the Austin Community College District Board of Trustees.
- Prepare a Student Government Association report on behalf of the full SGA to be given at each regularly scheduled Board of Trustees meeting during the fall and spring semesters. The report must be approved in advance by the majority of the full Senate, and the Faculty Sponsor.
- Present said report at each regular Board of Trustees (BOT) meeting during the fall and spring semesters.
- Be an ex officio member of all Student Government Committees.
- Be present at all Student Government Association events, schedule permitting.
- Be a true and honest representative of the entire Student Government Association at all times, in manner, dress, and behavior.

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- Actively seek to be a leader and role model.
- Actively attend and participate in all Shared Governance Councils or Committees of which the President is a defacto member.
- All other duties as assigned by the President of the College or the Faculty Sponsor.
- Be available to all officers and Faculty Sponsor and the SGA Coordinator to address any issues or concerns. Maintain regularly communications with all the above.



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VICE-PRESIDENT

The role of the Vice-President is to assist the President in making sure that Executive Board officers are carrying out their duties. The Vice-President is the Chair of Executive Board meetings. The Vice-President also stands in for the President if and when the President is not available.

Duties of the Vice-President:

- Preside over meetings of the Student Government Association and the Executive Board in absence of the President.
- Attend all regular meetings of the Board of Trustees.
- In the absence of the President, present the approved Student Government Association report to the Board of Trustees.
- Oversee the involvement of SGA members in the Shared Governance system, making sure that members are attending and participating in the Councils or Committees to which they are assigned, including working with the Faculty Sponsor to appoint members to committees, and reviewing and coordinating information from shared governance reports filed by each member after attending each meeting of any councils or committees to which they are assigned, and properly relaying any pertinent information back to the SGA body as a whole.
- All other duties as assigned by the SGA President and the ACC President.

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SECRETARY

The secretary is the official record keeper of the SGA. It is important that accurate records be kept, and passed on to subsequent administrations of SGA, so that future administrations know the actions of previous administrations. The Secretary may appoint an assistant to maintain minutes in their absence from an SGA meeting

Duties of the Secretary:

- Keep accurate minutes of all Student Government meetings.
- Distribute copies of said minutes for review by all officers no more than 72 hours after adjournment of said meetings.
- Maintain a notebook with hard copies of all approved agendas and minutes from all meetings, and bring said notebook to all Student Government Association meetings.
- Keep accurate minutes of all Executive Board meetings.
- Distribute minutes from all Executive Board meetings to all officers.
- Maintain and distribute Student Government Association calendar.
- Ensure files of all reports from Student Government Officers and Committees are maintained appropriately and up to date.
- Distribute agenda for all meetings, ensuring that all needed reports and legislation are included.
- Maintain and distribute an accurate roster of all Student Government Association Officers.
- All duties as required for all officers of the Student Government Association.
- Any additional duties as assigned by the President of SGA, the President of ACC, or the Faculty Sponsor.

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PARLIAMENTARIAN

The parliamentarian enforces rules and makes sure that order is kept at meetings of the SGA. It is their job to make sure that proper procedure is being followed and to make sure that things run smoothly.

Duties of the Parliamentarian:

- Call roll at all Student Government Association meetings, documenting any absences, and verifying and reporting to the President that Quorum has been met.
- Ensure that meetings of the Student Government Association are held in an orderly manner, by having knowledge of and following Robert's Rules of Order.
- Handling disciplinary actions with other officers in a professional and timely manner.
- Hold training sessions of Robert's Rules of Order for all officers to attend
- In the absences of the President, the Vice-President, and the Senate Chair, serve as chair of the meeting of the Student Government Association
- All duties as required for all officers of the Student Government Association
- Any additional duties as assigned by the President of SGA or the President of ACC, or the Faculty Sponsor.

TREASURER

The treasurer makes sure that the financial standing of the SGA is in order.

Duties of the Treasurer:

- Maintain SGA Budget and reports on it at all Student Government Association meetings
- All duties as required for all officers of the Student Government Association
- Any additional duties as assigned by the President of SGA, the President of ACC or the Faculty Sponsor.



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DIRECTOR OF COMMUNICATIONS

The Director of Communications (DOC) is responsible for official communication from the SGA to any outside entity. It is their job to make sure that marketing is well done, and that communication is timely and professional.

Duties of the Director of Communication:

- Approve all Student Government Association marketing materials.
- Must approve all Student Government Association communications with the student body.
- Refer all outside media requests to the Faculty Sponsor and the Public Information and College Marketing Department (PICM).
- Maintain and update the Student Government Association social media accounts.
- Maintain and update content of the Student Government Association website in coordination with PICM.
- All duties as required for all officers of the Student Government Association.
- Any additional duties as assigned by the President of SGA, the President of ACC or the Faculty Sponsor.

SENATE CHAIR

The Senate Chair is similar to the Speaker of the House or the Senate majority leader. It is the job of the Senate Chair to make sure Senators are fulfilling their duties, and to assist them in doing so when necessary.

Duties of the Senate Chair:

- Review all Senator reports and use information from them to compile the Senate Chair report.
- Maintain regular contact with all Senators, to see if they are in need of assistance with anything.
- Make sure that Senators are properly maintaining campus marketing materials, as approved by the DOC, and that Senators are properly displaying calendars, agendas and minutes on their campuses.
- Train Senators in areas of outreach and tabling.
- Be available to all Senators for their questions by maintaining means of communication.
- Chair the meetings of the Student Government Association in the Absence of the President and Vice-President.
- The Senate chair may appoint up to two deputy Senate Chairs from the elected senators to be divided geographically between North and South of the Austin Community College taxing district in order to coordinate with senators at various senators.

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REPORTS AND TIMELINE

In order to function efficiently, information must flow between Senators and executive officers in a well-organized manner. To ensure this, the following timeline has been established, and **MUST** be maintained in filing reports to the Executive Board.

REPORTS

All reports (officer and SGA committees) are due the Monday before each meeting by 12 noon at the latest, with the exception of the Executive Board Report, Senate Chair Report, and President's Report. The reports should be submitted in electronic format to the SGA President, Senate Chair (Senators only), Secretary, and Faculty Sponsor and Coordinator. Any notes or agendas should be referenced and attached in electronic format if possible (scanned, photographed, etc.) The originals are to be photocopied and placed in the box of each respective recipient by the Wednesday preceding the meeting. Reports should be as detailed as possible

- The President should review all reports, and use said reports to prepare the draft agenda for the following meeting.
- All SGA officers will present their reports at the SGA meeting to the body as a whole.
- All committee reports will be presented to the body as a whole by the respective committee chair.
- The President shall attempt to contact, by electronic means any Senator who does not submit their report on time. The President shall also attempt to contact other designated contacts to see if they received the report, but the President somehow did not. Pursuant to this, the President will contact the Senate Chair, Parliamentarian, and the SGA Faculty Sponsor, notifying them of the lack of report received. This shall also be noted in the reports of the fore mentioned members. An officer who fails to submit two reports in a single semester gives cause for impeachment proceedings to begin.
- The Senate Chairs report is due to the President and all other Executive Board members, and the SGA Faculty Sponsor by 5 pm on Tuesday before the meeting.
- The President's report is due to the Executive Board and the SGA Faculty Sponsor by 5pm on the Tuesday before the meeting, along with a copy of the proposed agenda for the meeting.

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- The Executive Council report is due to all members by 5 pm on the Thursday preceding the SGA meeting, and is to be read to the SGA body at the meeting by the Vice President.

SGA MEETINGS

SGA Meetings should be scheduled for the Friday BEFORE BOT regular meetings, so that anything in the BOT Agenda that needs to be addressed by SGA can be. BOT regular meetings are generally held on the first Monday of each month.

Calendar Timeline per month

	Mon	Tue	Wed	Thu	Fri
Week 1	All officer reports submitted by noon	President contacts any officer whose report was non received	Executive Board meeting 5pm	Agenda, as approved by Exec Board distributed to all members for public display by Noon	Executive Board Report emailed to all members by 5pm
Week 2	Minutes from meeting posted on all bulletin boards and website by 5 pm	Tabling etc.	Tabling etc.	Tabling etc.	Tabling etc.
Week 3	All officer reports submitted by noon	President contacts any officer whose report was non received	Executive Board meeting 5pm	Agenda, as approved by Exec Board distributed to all members for public display by Noon	Executive Board Report emailed to all members by 5pm
Week 4	Minutes from meeting posted on all bulletin boards and website by 5 pm	Tabling, etc.	Tabling etc.	Tabling etc.	Tabling etc.

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OFFICER REPORTS

The following is an example of a report filed by a previous senator:

Officer Information

Officer's Name: Jason Haydon

Date: 10-19-2010

Officer's Position: NRG, Senate Chair

Semester: Fall 2010

Activities with Dates and Times:

10-11 Fundraiser Committee meeting

10-11 spoke with Olivia about Int. Student Scholarship

10-12 Tabled for Yearbook, QEP, and Membership

10-12 Exco meeting

10-13 11-1 Mentor at Webb Middle School

10-13 2-4 Pinnacle walk and talk for board forum

10-14 11-12 Cluboween

10-14 12-12:05 in class presentation

10-14 1:30 in class presentation

10-14 met with Campus Dean @ NRG

10-14 met with counselor @ NRG regarding concerns of some students over their grades/professors and issues with those classes.

10-14 4:15-4:20 in class presentation

10-14 5:45-5:50 in class presentation

10-15 9AM Bookstore Committee meeting

10-15 9:45 Dr. Rhodes meeting

10-15 11-1 SSIC meeting

10-15 2- ? lunch and discussion with other members

10-17 ISGC meeting

10-18 event form for Pinnacle Board Forum sent to John Jacobs

10-18 7:30 pm Yearbook and Scholarship committee meetings postponed due to time conflict with another committee meeting scheduled for same time

10-18 talked with Carla from CPPPS about scheduling meeting for ideas on Fundraiser banquet, meeting scheduled for 10 AM on 10-25

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- 10-19 Email distributed to Senators about Senator Reports, other topics
- 10-19 Donation request distributed to area businesses
- 10-19 in class presentation – various times throughout the day
- 10-19 walking survey for QEP
- 10-19 follow up on phone about GPA checks being done(reminder call)
- 10-19 meeting with campus manager on multiple topics
- 10-19 ExCo Meeting
- 10-19 spoke with Alex about Int Student Scholarship
- 10-19 10:30pm - writing proposals for Fridays meeting
- 10-20 Webb Middle School mentoring 11-1
- 10-20 2-5 table at NRG for QEP and SGA
- 10-20 phone with JJacobs about Pin Board Forum
- 10-20 more donation request distributed 5-7
- 10-21 Pin Board Forum
- 10-21 phone conference with Stephanie Dempsey
- 10-21 12pm in class presentations for QEP
- 10-21 follow up on donation request-phone calls
- 10-21 update NRG bulletin board
- 10-21 more in class presentations and walking survey for QEP and NRG Board Forum
- 10-21 NRG Board forum poster approval
- 10-21 worked on getting student art for lounge area at NRG
- 10-21 evening work on Handbook revision ideas, other committee work for C&B committee
- 10-22 Scholarship and Yearbook committee meetings @ about 12:30
- 10-22 1-4 SGA meeting
- Comments:** QEP surveys going well
- Yearbook surveys are mixed
- Cluboween went well
- Scholarship banquet ideas/prep continuing on schedule
- Teachers like QEP presentations

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Need materials to update bulletin board

Promoting River Bat reveal

Promoting NRG Board Forum and Focus group

NRG Focus group spread out to three times morning, noon, afternoon

Need more focus on retention of SGA members

Brandon and Olivia have been quite helpful at NRG

Campus Manager excited about actually having a senator that does things on campus

Word on SGA scholarship is spreading, have had several Deans and members of administration ask about it, and compliment us on its creation.

Still working on plan for study areas for finals at Northridge

Working on several students issues with classes/grades/professors

Personal Note: The number of teens who are committing suicide nationwide is alarming, in the extreme. Another is known to have done so this Tuesday. I feel that SGA should do what we can to help keep this tragedy from occurring at ACC. We have to remember we are here to support all students. I also recommend seeing if we can partner with an external organization to provide mentoring and support for teens who are facing issues on a daily basis in their lives.

Officer's Signature:

Date:

Advisor's Signature:

Date:

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COMMITTEE REPORTS

The following is an example of a completed SGA Committee Report

Committee Information	
Committee Name: SGA Scholarship Committee	Chair: Jason Haydon
Members: Sophia Downing, Bretton Johnson, August Chen, Olivia Palmer, Brandon Wetzel	
Meeting Date: Oct 22, 2010	
Purpose of Committee: _To establish an SGA scholarship	
Committee Agenda:	
1. Update on donations	
2. Fundraising Ideas	
3. Update on work with the ACC Foundation	
Task to be completed: Contact Potential donors	Responsible member: all
Steps necessary for completion of task: Contact people who might donate to the SGA Scholarship fund, to help make it become permanently endowed.	
1.	
2.	
3.	
Estimated time of completion:	October 29, 2010
Task to be completed:	Finalize wording of Scholarship Requirements Responsible member: Jason Haydon
Steps necessary for completion of task:	
1.	Work with Stephanie Dempsey to do this
2.	Submit draft wording for Foundation Board to approve
3.	After approval return to SGA for SGA approval
Estimated time of completion:	
Task to be completed: Marketing materials Responsible member: Brandon	
Steps necessary for completion of task:	
1.	Work with Rodney to develop marketing info for scholarship
2.	Bring back suggestions from Rodney to the committee

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3.	committee reviews and approves or changes what they feel is necessary
Estimated time of completion:	
Follow Up:	
1.	
2.	
3.	
Brain Storming:	
1.	Hold a fundraiser dinner
2.	Contact local businesses
3.	Contact state officials in Feb when the Leg starts
Reported by: Jason Haydon Date: Oct 22, 2010	
Officer's Signature: Date:	

CONTACTS

Campus Managers

Cypress	Linda Haywood	5122232002	lhaywood@austinncc.edu
Eastview	Ben Mathey	5122235105	bnathney@austinncc.edu
Elgin	Betsy Erwin	5122239402	berwin@austinncc.edu
Hays	Juanita Mendez	5122626505	jmenendez@austinncc.edu
Highland	Linda Morrison	5122237304	lindam@austinncc.edu
Northridge	Bel Smith	5122234702	bsmith@austinncc.edu
Pinnacle	David Tucker	5122238103	dtucker@austinncc.edu
Rio Grande	Marilyn Taylor	5122233002	mlee@austinncc.edu
Riverside	Franklin Taylor	5122236206	taylorf@austinncc.edu
Round Rock	Judy VanCleve	5122230002	judyvc@austinncc.edu
South Austin	Timothy Kelly	5122239106	Tkelly2@austinncc.edu

Deans of Student Services

Cypress	Amber Kelley	5122232012	amberk@austinncc.edu
Eastview	Melissa Curtis	5122235129	mrichard@austinncc.edu
Elgin	Sylvia Galvan	5122239407	sgalvang@austinncc.edu
Hays	George Reyes	5122626525	rey@austinncc.edu
Highland	Dorado Kinney	5122237390	dkinney@austinncc.edu
Northridge	Robert Bradfute	5122234721	rbradfute@austinncc.edu
Pinnacle	Virginia Fraire	5122238007	vfraire@austinncc.edu
Rio Grande	Voncille Wright	5122233128	vwright@austinncc.edu
Riverside	Rachel Ruiz	5122236019	rachel.ruiz@austinncc.edu
Round Rock	Louella Tate	5122230045	ltate@austinncc.edu
South Austin	Yolanda Chapa	5122239154	ymc@austinncc.edu

Campus Police The email address for all Campus police is acepd@austinncc.edu

Cypress Creek	Bldg. 2000/Room 2101	5122232008
Eastview	Bldg. 2000/Room 2103	5122235120
Elgin	Room 1114	5122239405
Hays	Room 1102.00	5122237999
Highland	Room 1416 and 2338	5122237307
Northridge	Bldg. 1000/Room 1103.0	5122234718
Pinnacle	Main/Room 112	5122238014
Rio Grande	Main/Room 102	5122233007
Riverside	Bldg. A/Room 2238	5122236044
Round Rock	Bldg. 1000/Room 1133.0	5122230050
South Austin	Room 1102	5122239142

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Division Deans

Applied Technologies, Multimedia & Public Service	Dr. Gary Hampton	512236085
Arts & Humanities	Lyman Grant	5122233352
Business Studies	(Interim) Reed Peoples	5122238124
Communications	Dr. Hazel Ward	5122235015
Computer Studies & Advanced Technology	Linda Smarzik	5122239214
Health Sciences	(Interim) Pat Recek	5122235766
Mathematics & Science	Dr. David Fonken	5122234606
Social & Behavioral Science	Gaye Lynn Scott	5122233770

Student Life

Cypress	Room 1121	5122232120	M-Th: 9-6 F: 8-5
Eastview	Room 2158	5122235303	M-Th: 9-6 F: 8-5
Elgin	Room 1181	5122239427	M:8-7 T-Th:8-5 F:closed
Hays	Room 1118.00	5122626542	M-F:8-5
Highland	Room 2350	5122237393	M-Th: 9am-6pm
Northridge	Room 1112.2	5122234715	M-Th: 9-6 F 8-5
Pinnacle	Room: 108	5122238233	M:8-7 T-Th8-5 F:closed
Rio Grande	Room 101.1	5122233114	M-Th: 9-6 F:8-5
Riverside	Room 8130	5122236264	M-Th:9-6 F:8-5
Round	Room 2117.00	5122230137	M-Th:9-6 F:8-5
South	Room 1121	5122239172	M-Th:9-6 F:8-5

HINTS AND TIPS FOR TABLING

Tabling is very important. It is how you will reach out to students. It is SGA's most visible activity on a regular basis.

1. Be outgoing. Don't just sit and wait for students to approach you. Be proactive. Stand up, and approach students.
2. Smile. Be warm and friendly.
3. Use SGA marketing materials. Clearly identify as SGA.
4. Have membership applications
5. Have copies of the activity calendar, the Constitution, the Handbook.
6. Know how to answer questions. Explain exactly what SGA is what and what SGA does.
7. Have something like candy or snacks or drinks (like lemonade or other drinks made from a mix.)
8. Pick a spot with a lot of traffic.
9. If doing a survey or questionnaire, make sure to have plenty of copies, and to have pens for students to use.
10. Have business cards ready to give out.

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WHAT THE BOARD OF TRUSTEES IS

One of SGAs most important roles is to facilitate communication with the Board of Trustees (BOT) and the students. In order to do this, SGA members must understand what the BOT is, and the role they play in ACC.

The Board of Trustees is a publicly elected board of individuals, elected at large from the communities, cities and towns that have elected to be part of the ACC Tax Base, for students to receive in district tuition.

ACC DISTRICT

The following areas are considered "in district." Residents in these areas receive the reduced in-district tuition rate and expanded access to programs and services in exchange for contributing to the district tax base.

- Austin ISD
- City of Austin (including portions of Eanes ISD and Pflugerville ISD)
- Del Valle ISD
- Elgin ISD
- Hays CISD
- Leander ISD
- Manor ISD
- Round Rock ISD

ACC SERVICE AREA

ACC's service area encompasses 7,000 squares miles and includes the following school districts, in addition to those listed above. All service area residents may take advantage of the higher education opportunities ACC provides.

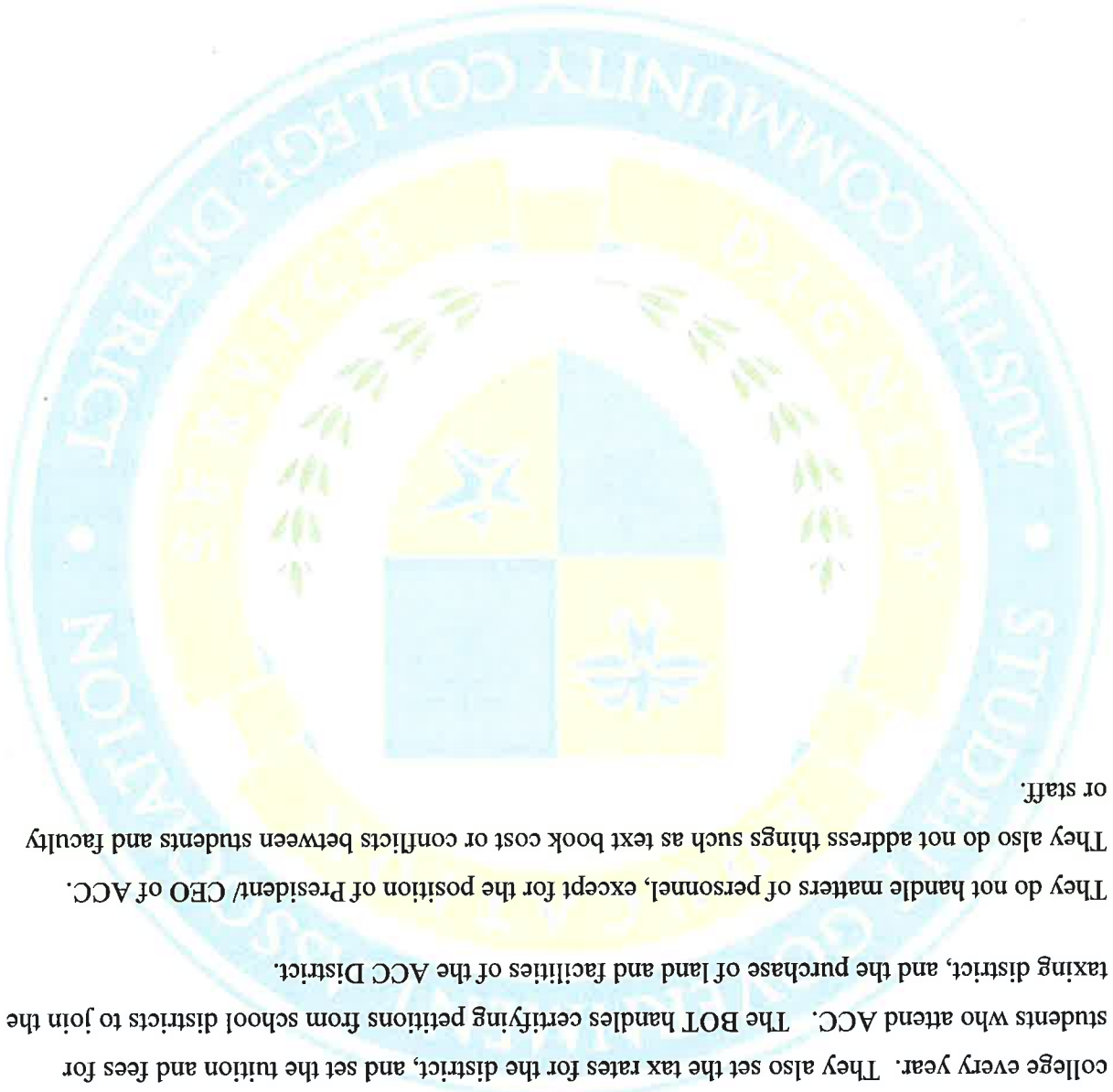
Bastrop ISD, Blanco ISD, Coupland ISD, Doss ISD, Dripping Springs ISD, Eanes ISD, Fredericksburg ISD, Georgetown ISD, Harper ISD, Jarrell ISD, Johnson City ISD, Lago Vista ISD, Lake Travis ISD, Liberty Hill ISD, Lockhart ISD, Luling ISD, McDade ISD,

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Nixon-Smiley ISD, Pflugerville ISD, Prairie Lea ISD, San Marcos CISD, Smithville ISD, Wimberley ISD

The BOT members handle major policy and fiduciary matters only. They set major policy and approve or recommend changes to the annual budget submitted to them by the President of the college every year. They also set the tax rates for the district, and set the tuition and fees for students who attend ACC. The BOT handles certifying petitions from school districts to join the taxing district, and the purchase of land and facilities of the ACC District.

They do not handle matters of personnel, except for the position of President/ CEO of ACC. They also do not address things such as text book cost or conflicts between students and faculty or staff.



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BOARD FORUMS

There is a “board forum” at each campus once a semester. One or more members from the BOT come to the campus to talk with the students there. It gives the students a chance to meet board members, and vice-versa.

This calendar is set for these at the beginning of the year. The campus Senators for each campus are responsible for planning for their Board Forums. They host the events, and make sure that there are light refreshments, chairs, audio equipment, etc. Constituency Senators are required to help host one of these per year as well. In the case of a campus not having any Senators, it falls to the Executive Board to make sure that the Board Forum for that respective campus is held properly, and advertised on that campus.

In the weeks leading up to a campus’s board forum, the senators from that campus should focus on that during their tabling. They should explain what the BOT is, what their duties are, and begin gathering questions from students to be asked of the BOT members at the board forum. One of the ways that this can be done is by making a large banner for students to write their questions on.

During the Board Forums, the hosting Senator or his/her designee shall record all of the questions asked of the Trustees and the responses. This information can be given to the Faculty Sponsor to be shared with the BOT.

GRADE APPEALS COMMITTEES, JUDICIARY REVIEW PANELS, AND ACADEMIC INTEGRITY REVIEW PANELS

Most students never consult things like the ACC Student Handbook, and therefore do not realize that if they file a grade appeal for a final semester grade, or are facing some type of disciplinary action, they have the right to have SGA participation in these.

According to the most current student handbook (2013-2014 academic year,) when a student is filing a grade appeal, they can REQUEST that an SGA member sit on their grade review committee. Also, if a student is facing disciplinary action, they can have two SGA members on their Judiciary Review Panel, or one on their Academic Integrity Review Panel.

- For grade appeals and academic integrity reviews, the respective Division Dean is responsible.
- For Judiciary Review Panels, the Vice-President of Student Supports and Success Systems is responsible.

The SGA President should send a reminder at the beginning of each academic year to each of the Deans, and the VP of Student Support and Success Systems and politely request that they inform students who seek a grade review committee or a judiciary review panel that they do have the right to have a student from SGA sit on their committee.

In all cases, participating SGA members must maintain the strictest confidentiality. Details cannot be discussed with anyone including SGA members, Faculty Sponsor, SGA Coordinator, faculty, staff, etc. Violation of this could lead to disciplinary action by the college, action by the student involved against the SGA member that violates confidentiality, as well as immediate impeachment legislation filed against the offending officer.

Also the SGA member(s) who serve in such capacity should not know the student, and should not have contact with the student. If the student attempts to make contact with the SGA member(s) involved, the contact must be rejected. If the SGA member does know the student involved, they should notify the SGA Faculty Sponsor immediately, so that another SGA

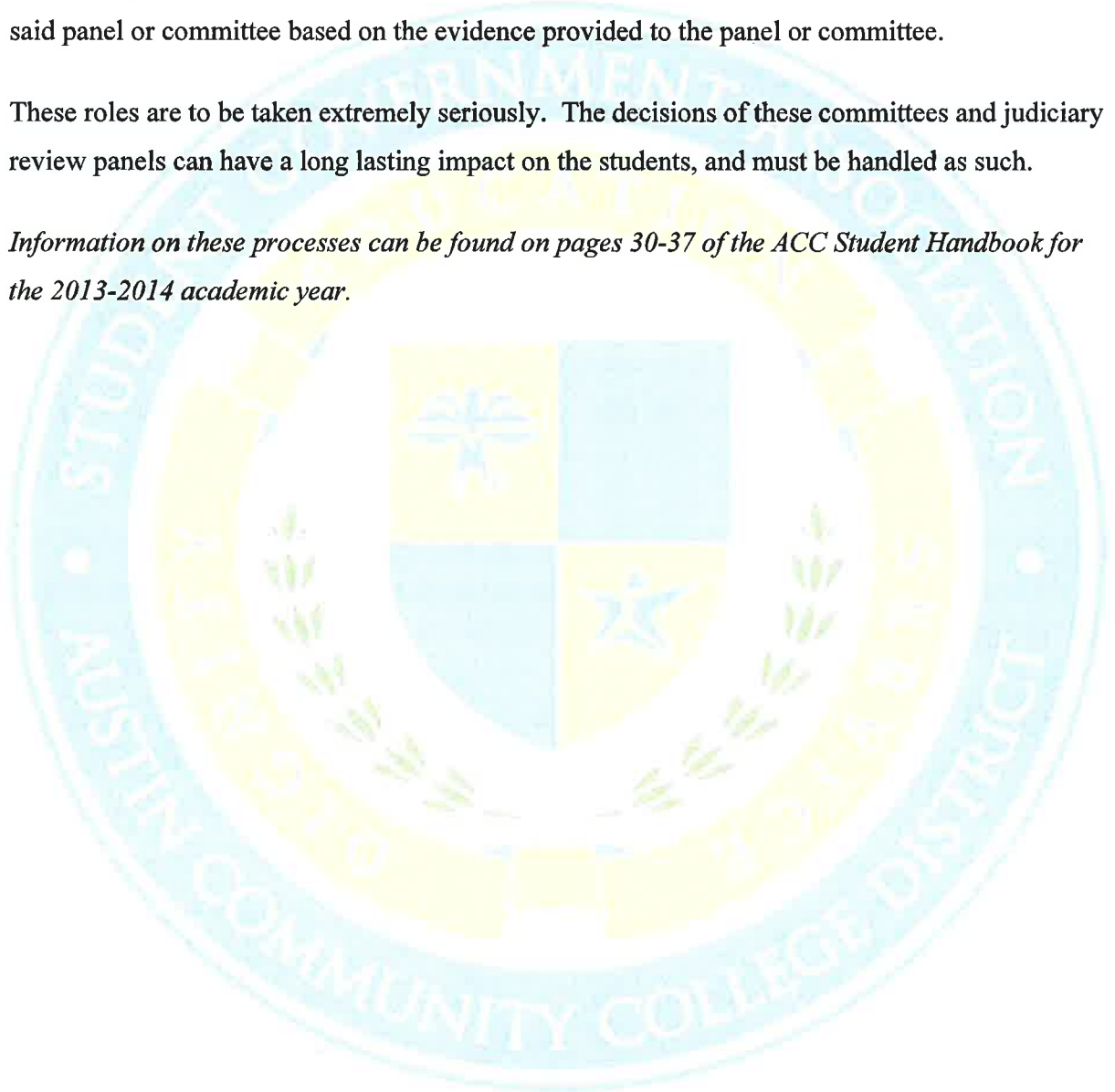
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member can be assigned. If a SGA member does have to recuse themselves because they know the involved student, they still must not discuss the case with anyone.

The SGA member has a vote on the respective committee or panel and must maintain impartiality. The SGA member is there to give an opinion and vote like all other members of said panel or committee based on the evidence provided to the panel or committee.

These roles are to be taken extremely seriously. The decisions of these committees and judiciary review panels can have a long lasting impact on the students, and must be handled as such.

Information on these processes can be found on pages 30-37 of the ACC Student Handbook for the 2013-2014 academic year.



UNDERSTANDING PARLIAMENTARY PROCEDURE BASICS

BACKGROUND: WHY USE SUCH A COMPLICATED SYSTEM?

Though many find Parliamentary procedure to be ponderous and complicated, it was actually an idea to simplify meetings, and standardize the rules for voting entities. Most groups follow Robert's Rules of Order in some form or another, at least in the United States. When first published 1876, the "Pocket Manual of Rules of Order for Deliberative Assemblies" was literally pocket sized, and was meant so that anyone could lead a meeting, and that any group could adopt and follow the same rules. On its cover was the secondary title "Robert's Rules of Order." The secondary title stuck, and is still in use today.

General Henry Robert had been asked in 1863 to preside over a church meeting. He accepted, but he felt he did not actually have the knowledge to do the job properly. As he studied and travelled over the country, he learned that there were many regional differences in what people considered proper procedure.

For the reasons outlined above, he decided to write a guide based loosely on the workings of the U.S. House of Representatives. It has undergone many revisions and additions. The first edition was 192 pages. The current edition is 669.

The reason for the changes and additions is quite obvious. The world has changed, and the rules have grown and changed with it. Yet the basics, the essentials, the parts that everyone should know and understand are the same. The core points form the foundation for an organized and well-structured meeting, that can be run successfully and allow a group to accomplish its business.

This guide is meant to be a simple explanation of the ways to successfully understand and use Robert's. It is not meant, however, to stand in for having a copy. Many people spend untold hours studying the intricacies of the finer point and dealings of Robert's Rules of Order. The individuals have a huge advantage over those who do not when it comes to parliamentary procedure, however; this guide is meant to somewhat level the playing field, and makes simple procedure more accessible to all.

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BASICS

The core of Robert's has not changed in the past 137 years. While things have been added and taken out throughout the various editions, the basics remain the same.

Positions within an assembly

The absolute most basic thing to understand about an assembly is to understand the roles of the various members. Generally these are President (or chair,) Vice-President (or vice-chair,) Parliamentarian, Secretary, Treasurer, and general members. The roles of these individuals, including any specialized roles they play in a respective group should always be defined in the group's by-laws. These can vary a great deal and may also cover other positions specific to the needs of that group. Because of that, all that will be covered here are the roles these positions normally play in a voting assembly.

President/Chair

Nominally, the role of the President is to preside over the meeting of a voting assembly. In such, generally it is acceptable, and preferable to refer to this individual as the chair, during these types of meetings. It is the job of the chair to be fair and equitable to all members of the assembly that are gathered, especially when it comes to debate, and to be impartial.

Normally the chair will repeat any motions presented to them verbatim to the body. In most cases, the chair is to refrain from voting, and to refrain from participating in debate. Because of this, it is not uncommon to see the chair of a voting assembly relinquish said position temporarily, so that she or he can participate in debating a given topic.

Under normal circumstances, the chair does not introduce motions, but instead calls for motions to be made by a member of the assembly. Example: "I will (or "The chair will..." in the case of extremely formal procedure. This will be discussed in more depth later.) now entertain a motion to _____." While motions can be introduced without the chair calling for it, the chair asking for a motion is a cue to the body that the motion called for is deemed necessary by the chair. Generally these calls are answered promptly.

It is also the responsibility of the chair to open meetings, present the agenda for acceptance or amendment by the body, to announce the results of votes, to censure members not following proper procedure, and to adjourn meetings, if a vote for adjournment has been successful.

Vice-President/Vice-Chair

In the absence of the chair, it is the defacto role of the Vice-Chair to assume the role of chair. As such, they must follow the rules for the chair, including not participating in debate, and showing impartiality to all members of the body. If this is not necessary, then the role of vice chair is to be a participating member of the body, and nothing more. This goes for all positions.

Parliamentarian

The position of Parliamentarian during a meeting is to make sure that proper procedure is being followed by all members of the body. This is generally done through points of order brought by the Parliamentarian to the chair. Under most organizations, if the Chair and Vice-Chair are both absent, it falls next to the Parliamentarian to Chair that meeting. The Parliamentarian functions as a normal member of the body in points of debate and discussion under normal circumstances.

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Secretary

It is the duty of the secretary to maintain minutes of meetings, and to prepare copies thereof for distribution to members. Originally, secretaries of assemblies were not voting members, and while that has changed over time for most bodies, some still use this same rule. The reasons being for this were the secretaries were responsible for impartially recording proceedings, and if someone in this position was dissatisfied, they could easily misrepresent things in the minutes from a previous meeting. Most bodies no longer consider this to be a situation to be given consideration. Outside of taking minutes, a secretary is an ordinary member of the body, unless specified by the specific body in questions.

Treasurer and other de jure positions

Treasurer and Communications Director are examples of supplementary officer positions. The roles for these or other de jure positions should be covered exclusively in the by-laws of the organization which is adopting them. These are generally considered extraneous positions when it comes to the general functions of the meetings of a body, but may play integral roles in the overall functioning of a body outside of meetings.

MEETINGS

Meetings by a body are to be held in accordance with that body's respective by-laws. It is the duty of the President to make sure that the body meets these requirements, unless otherwise specified in the by-laws of an organization. Typically, it is standard for an organization to meet at least once a year to handle general business. This is not a restriction, but a minimum required meeting should ALWAYS be specified in any organization's by-laws.

Again this varies from organization to organization, however; a prepared agenda should almost always be presented to the body, having been prepared either by the President, or another delegated to do so by the President of the organization in question.

It is standard that meetings should be held in a decorous fashion. This allows for the smooth flow of meetings, and allows all members to feel comfortable and participatory in meetings.

Generally, this means that respective members behave in a fashion that entreats other members with respect. This does not mean that they cannot disagree with each other during debate, but that they remember that all members are there for the same purpose; to carry out the business of the body to which they belong.

- In such, it is standard for members to try and avoid I statements during debate. This does not apply to making motions however. It is important to try and remove personalities from actual debate, so as to remain impersonal.
- Typically, the chair refers to members by title, such as "The chair recognizes the parliamentarian." The chair also normally refers to themselves in third person. They are presumed to be acting as the chair then, and not as an individual. While this seems antiquated, or possibly overly formal, it is recommended, as it helps to maintain the chair's impartiality.
- During meetings, it is proper to not speak out of turn, but only when recognized by the chair. When a member wishes to be recognized, they should signal the chair thusly by extending their hand.
- No one may recognize a speaker except for the chair. The chair MUST recognize anyone who wishes to speak on a given topic. Not doing so could lead to the chair being removed from being the chair of a meeting by the body.
- When recognized to speak by the chair, the member speaking should address the chair directly, and other specific members of the body. Again this allows for personalities to not come into play during debate.
- A member speaking out of turn can be censured by the chair, up to and including being removed from the meeting for being disruptive.
- If the chair wishes to participate in debate on a given topic, they MUST refuse themselves from chairing that item. If this is done, the Vice-President assumes the Chair for the item.

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Some examples:

(Member raises hand for recognition) "The chair recognizes _____."

"Thank you Mr/Madam Chair." Speaks, then says "I yield the floor."

Or makes motion. "I move that _____."

If a motion is made, the chair REPEATS the exact motion and calls for a second

Members should NOT call out second, but should raise their hand, and wait to be called upon by the chair, and then simply state "I second the motion on the floor" or the simpler "I second." The chair then repeats who seconded the motion, and calls for debate. If there is no debate, the chair calls for a vote.

Any amendments must be proposed during debate. They also must be seconded in the same fashion.

ORDER OF MEETINGS

The meetings of an organization MUST always be called to order by the Chair of the meeting. The generally accepted term for doing this is:

"I now call this meeting of _____ to order on the _____ day of _____ (month) in the year _____."

This is not a motion, and never requires a vote.

1. Immediately upon the call to order, roll should be taken by the Parliamentarian to verify that quorum has been met. Each individual organization can set their own standards for quorum. Refer to SGA Constitution Article 9. If this is not done, then by default quorum of an organization is 50 percent, plus one. If quorum is not met, then the body cannot actually vote on any business, and the meeting becomes mute. The recommended and most common solution to this is to set quorum for a given meeting as the members who arrive to participate in said meeting. This allows meetings to occur, but has a downfall in that members who do go to participate in said meeting who allege that the meeting was held out of bounds of the spirit of the organization.
2. Once quorum has been established, then the meeting can proceed.
3. The first step to any meeting should be the adoption/approval of the presented agenda.

4. If no debate is expected on the presented agenda, the chair can call a privileged motion of unanimous consent. This means that no vote on accepting the agenda is deemed necessary. Being a privileged motion, it does not have to be seconded, nor can it be amended. This is only recommended when all members have assented to the chair before the meeting occurs. This also MUST be done after the agenda has been presented at the meeting, and opportunity to debate/amend the agenda has been granted by the chair.
5. If no one moves to debate the agenda, then the privileged motion may be made by the chair.
6. If however, a member wishes to debate/amend the agenda of a meeting, they must do so at the time of its presentation to the body. Any member, besides the chair, can debate and make a motion to amend the agenda for a meeting. Typically, this is done by a motion stating

"I move to amend the agenda _____." This motion must be seconded and voted upon. Once the vote passes, then the order of the agenda, called the order of the day, is followed.

7. The order of the agenda can be superseded during a meeting by a member making a motion to suspend the order of the agenda.
 - a. This can be done at any time after the agenda is accepted by the body.
 - b. The motion for this can be quite complicated, and used to change the order of a certain item on the agenda. If the motion is simply made to suspend the order, without specification as to how, and said motion passes then the chair is no longer bound by the agenda, and can call measures in any order which they desire
 - c. It is therefore highly recommended that if the order is suspended it be done in a very specific fashion such as this:

"I move to suspended the order of the agenda, to allow the next item to be discussed be item _____ on the agenda, and that after said item is discussed, to return to the order of the day."
8. Each item of the agenda must be covered during the meeting.
 - d. This motion must be seconded and accepted by vote.

- a. When creating the agenda for a meeting, Unfinished Business, meaning business brought up but not completed during a previous meeting, should be addressed first, and be entitled Unfinished Business.

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- b. New items should fall under the heading of New Business.
 - c. Reports from various officers and committees should be given time at the beginning of the agenda.
 - d. A sample of a prepared agenda will follow at the end of this information.
9. After reports have been given, then the body moves on to business. Generally, when reports are being given, no motions are made. However, motions and new business can reflect information given during reports.
 10. The chair introduces each item on the agenda in the order listed, unless a motion is made to suspend the order of the agenda.
 11. Discussion of an item does not occur until after a motion about said item has been made. The chair can call upon someone who requested an item to be on the agenda to present what it is, and why it has been placed on the agenda. This is not the time for debate, however.
 12. Once an item has been presented, then the chair should entertain motions regarding said item. Acceptable motions are generally such as
 “I move to approve” and “I move to table” said item.
 13. Both of these motions must be seconded and voted upon. If the vote for a tabling happens and passes, then the item is tabled until someone who moved or voted to table moves to take it from the table. If the move to approve is seconded, then the chair must open the floor for debate, by calling for discussion of the item. Once discussion has occurred, and all members who wish to speak have spoken, then the final vote can occur.
 14. If during debate however, an amendment has been proposed and seconded, it must be voted on first. If the amendment passes, then the chair returns to the now amended item, and calls for a vote. What this means is that each amendment to an item of business must be voted on individually, and then voted on as the amended form of the original proposal.

Example:

Chair: "The chair now calls for Agenda item 5: The approval of purchasing of pens for the use of the group. Would _____ like to explain the reasoning for this item?"

Presenter: "We need to make sure that we have pens for use of members at meetings, so therefore I propose that we add a line item to the budget to purchase pens."

Chair: "The chair will now entertain motions regarding"

Member: "I move to approve the purchasing of pens for the use of the group."

Chair: "A motion has been made to 'Approve the purchasing of pens for the use of the group.' Is there a second?"

Member: "I second the motion to approve the purchasing of pens for the use of the group."

Chair: "The motion has been seconded, is there any discussion?"

Members raise their hands, and the chair recognizes them in order.

Chair recognizes 1st Member: "Why can't people bring their own pens? Is this something we really need to spend money on?"

Chair recognizes 2nd Member: "What if someone forgets? Pens are not that expensive, we can afford to have some on hand."

Chair recognizes 3rd Member: "It makes sense to have pens as a backup. My question is, what kind of pens do we need? What color ink and such do we want, or does it matter?"

Discussion continues as such. The group decides that they desire black ink pens only. This leads to an amendment to the original motion.

Chair recognizes 3rd member again: "I move to amend the motion to state 'to approve the purchasing of black ink pens for the use of the group.'"

Chair: There is a motion to amend the original motion to state 'to approve the purchasing of black in pens for the use of the group.' Is there a second?"

Two things can happen here: A member can second the amended motion. If the motion is seconded, then the amendment is voted on. If the body accepts the amended motion, then it replaces the original motion. However, if no one seconds the motion, then the proposed amendment fails. The amendment can also fail if seconded but not approved by a majority vote of the body. If that occurs, then the

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original motion remains in play to be voted on. After the vote for any amendment, the chair must call for any continued discussion. Let us assume that the amendment was seconded and passed the majority vote.

Chair: "The amendment has passed. Is there any further discussion?" Again members raise their hands, and the chair recognizes them in turn.

Chair recognizes 4th member: "I think we should have paper as well."

Now at this point the chair should remind members that they are discussing the purchasing of pens. While it may seem like discussing purchasing paper at the same time makes sense, it is actually not germane to the discussion and proposal of purchasing pens. Adding extraneous items to a proposal can actually cause that item to fail, and so it is easier, and generally recommended to instead handle items like this as separate items. This can be done by adding the item to the end of the agenda by amending it after the current item discussion has concluded and had a final vote. The chair should suggest that the member move to amend the agenda to include this proposal, or to request that it be included on the agenda for the next meeting.

Chair recognizes 1st member again: "I think we should attach a maximum dollar amount to how much can be spent on pens, and on how often that amount can be spent."

Discussion ensues. It seems that the body agrees with this overall, so eventually the first member is once again recognized by the chair: "I move to amend the proposal to state 'to approve the purchasing of black ink pens for the use of the group, once per annum and not to exceed 25 dollars."

The chair then repeats and calls for a second. The amendment is seconded, and the chair calls for discussion on the proposed amendment again.

The chair recognizes the 6th member: "I move to amend the proposed amendment to state 'to approve the purchasing of black ink pens for the use of the group, once per annum and to not exceed 75 dollars."

The chair then has to repeat the proposed amended amendment and ask for a second. Again, if it is seconded, discussion can occur, if it is not the proposed amendment to the amendment to the amended motion fails. However the original amendment to the amended motion has not failed, and must still be voted upon. Let us assume that the 75 dollar amount is seconded.

Chair: "Is there any further discussion on the proposed amendment to the amendment to the amended proposal?" (No one raises their hand to speak.)

Chair: "All in favor of amending the proposal to state 'to approve the purchasing of black ink pens for the use of the group, once per annum and to not exceed 75 dollars.'" The only person who votes yes is the person who proposed the 75 dollar maximum. All other members vote against this.

Chair: "The motion to amend the amendment to the amended motion has failed. Is there any further discussion?" (Again, no one raises their hand to speak.) So the chair calls for a vote on the original amendment 'to approve the purchasing of black ink pens for the use of the group, once per annum and not to exceed 25 dollars.'" The amendment passes with one vote against.

Chair: "The motion to amend the amended motion has passed is there any further discussion?" (Once again, no discussion is had.)

Chair: "If there is no discussion then the chair calls for a vote on the amended proposal 'to approve the purchasing of black ink pens for the use of the group, once per annum and not to exceed 25 dollars.'" This must be done again, even though it seems redundant, because the previous vote was not to approve the original motion, but just to approve amending it.

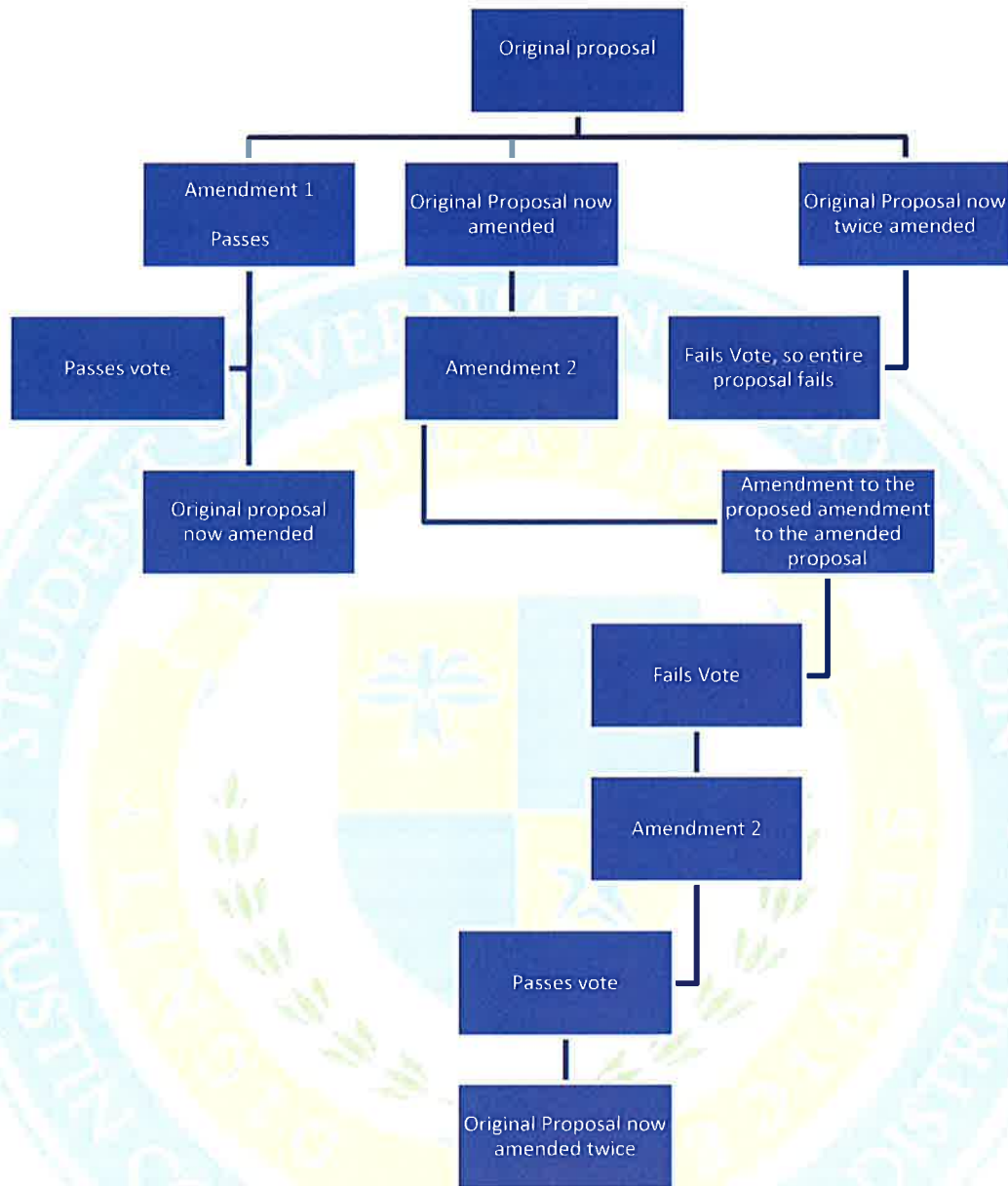
15. Now, at this point, another vote occurs. If the doubly amended proposal fails to pass, then the entire proposal has now failed, and cannot be revisited during the same meeting. It can however be revisited at subsequent meetings. This is why proposed motions should be well thought out and presented in a clear fashion to other members as to their necessity and importance. There are no limits to how many times a proposal can be amended. This can be beneficial, but it can also be tedious, time consuming, and very confusing, as members have to keep track at all times of what amendments have been proposed and passed, so that they know what they are voting on. Also, every time a proposal is amended, it places it in danger of ultimately not passing a final vote.

16. At the end of the vote in question the chair announces the results, and then moves to the next item on the agenda.

17. Once all business has been discussed, or if necessary because time is running out, then the chair can call for a motion to adjourn. Motions to adjourn do not require a second. They do however require a vote. Any business not discussed from that meeting's agenda is automatically carried over to the next meeting.

18. In most cases a vote to abstain is not even called for. Effectively, abstaining votes are the practical equivalent of voting no because it does not lower the number of votes needed to pass an item, but does not count towards passing an item.

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Each amendment necessitates a return to the top of the chart, unless it is an amendment to an amendment which has not yet been voted on.

Motion wording	Motion Type	What the motion means
I move to	Main motion	Brings business before the body (the floor) for voting consideration. Requires a second and majority to pass.
I move to amend	Secondary motion	Used to change original motion presented to the body that is currently on the floor. Requires a second and a majority to pass.
I move to amend the amendment	Secondary motion	Used to change an amendment to the original motion on the floor. Requires a second and a majority to pass.
Point of Inquiry	Basic motion	This is a request that a member directly question/speak to another member. This does not require a second or a vote, but is at the sole discretion of the chair. The chair can grant or deny this request at their own discretion, although courtesy says that most times they grant said request.
Point of Order	Basic motion	Is a statement that a member feels something is being done improperly. Most times this is called by the Parliamentarian, and is used to keep order during meetings.
I move the order of the day	Privileged motion	Requires no second, but must be immediately decided. Stops all debate. Requires a major majority vote to pass. If passes, a vote on the current agenda item being debated must be taken immediately, with no further debate or amendments.
I move to table	Basic motion	Member is proposing postponing an agenda item. This does NOT permanently remove item from future discussion, and can be "taken from the table" at anytime
I move to postpone indefinitely	Subsidiary motion	Used to kill a main motion without taking a vote on it. This is not the same as tabling. This means that something has to be entirely re-introduced. This requires a second and a majority vote to pass. If passed, this is not a motion that can be revisited, nor can other related motions be revisited.
I move to rescind	Secondary motion	Remove a motion or a subsequent amendment to a main motion currently on the floor. A motion to rescind can ONLY be made by the person who

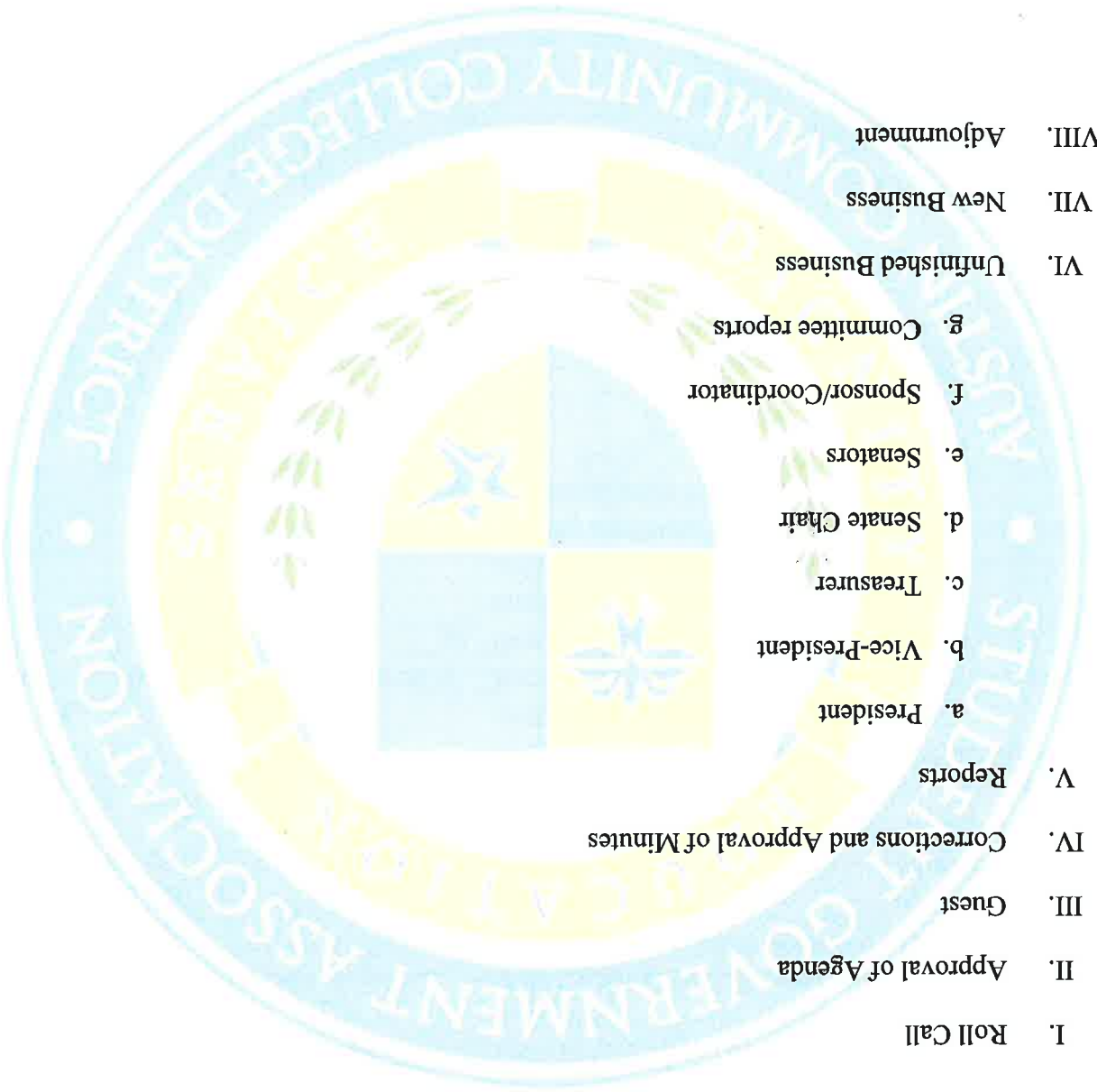
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		made the original motion to place on the floor, or the amendment to the motion, whichever is being rescinded.
I move to repeal	Secondary motion	Used to completely undo a previous decision of the body. Can be made by any member, requires a second and major majority vote.
I move to commit on	Secondary motion	Used to send a main motion to committee to be worked upon.
I yield the floor	Basic statement	Used to signify that a speaker is done speaking, and has no motion to call. Control of the floor returns to the chair.
I move to recess	Privileged motion	Requires no second, but requires an immediate vote. Stops all discussion and debate. If passed then chair determines how long for a recess. If fails, then no recess is called, but the floor has been reset, and all motions must be restarted.
I move to adjourn	Privileged motion	Requires no second, but requires an immediate vote. Stops all discussion and debate. If passes then meeting is ended, regardless of unfinished/unaddressed agenda items. If fails, then meeting continues, but the floor has been reset, and all motions must be restarted.

AGENDA FORMAT FOR MEETINGS:

The agenda format as presented is standard of most agendas, and is based off of the format utilized by the ACC Board of Trustees, and Committees and Councils that exist within the ACC system.

- I. Roll Call
- II. Approval of Agenda
- III. Guest
- IV. Corrections and Approval of Minutes
- V. Reports
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Senate Chair
 - e. Senators
 - f. Sponsor/Coordinator
 - g. Committee reports
- VI. Unfinished Business
- VII. New Business
- VIII. Adjournment



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DRAFTING LEGISLATION

All items to be voted on by SGA must be presented in writing. This will be the original draft form, and should be numbered, for easy access and reference later. The number of each piece of legislation should be included on the agenda, along with the title of the legislation.

Many times during meetings, legislation becomes amended. This must be written down as well, before the legislation is voted upon. When amendments are proposed, the person making any amendments should write them down and present them to the secretary immediately, so that the original proposed legislation can reflect changes.

Legislation should read in the following format:

Date _____ L#1-2014F author _____ Title _____

It is hereby proposed that SGA should establish a scholarship for students of ACC, who are not voting members of the SGA. The purpose of this scholarship will be to help provide assistance to students of ACC for the cost of tuition, fees, books, supplies, or any other financial cost directly occurring from their attendance of ACC.

RESOLUTIONS

Resolutions are for important matters that do not constitute needing action, but instead are a public statement of the SGA. They essentially follow the same format as legislation, as far as numbering. If SGA passes any resolutions, they should be publicized on campus bulletin boards, the SGA website.

An example of a past Resolution passed by SGA:

Resolution # R1-2010F Entitled: Resolution for Mr. Aaron Hinojosa
Author: Jason Haydon

Whereas The Student Government Association functions with the assistance and hard work of its advisor, and;

Whereas without this effort the Student Government Association could not have done many of things it has done, and;

Whereas for the past Three Years, the advisor of SGA has been Mr. Aaron Hinojosa, who has proven his dedication and loyalty to the members of SGA, and to SGA being able to be the voice of the student body, and always having the best interest of the students at heart, and;

Whereas Mr. Hinojosa will be leaving Austin Community College to work on attaining his Masters Degree, and this will be his final meeting as the SGA advisor, and;

Whereas it is the wish of SGA to recognize all of his hard work and dedication, it is hereby

Resolved That, on this day, December 10th 2010, we, the members of the 2010-2011

Student Government Association of Austin Community College would like express our sincere thanks in always being a true advocate of the students of ACC, and the members of SGA, and Furthermore;

Resolved That, on this day, December 10th 2010, We, the members of the Student

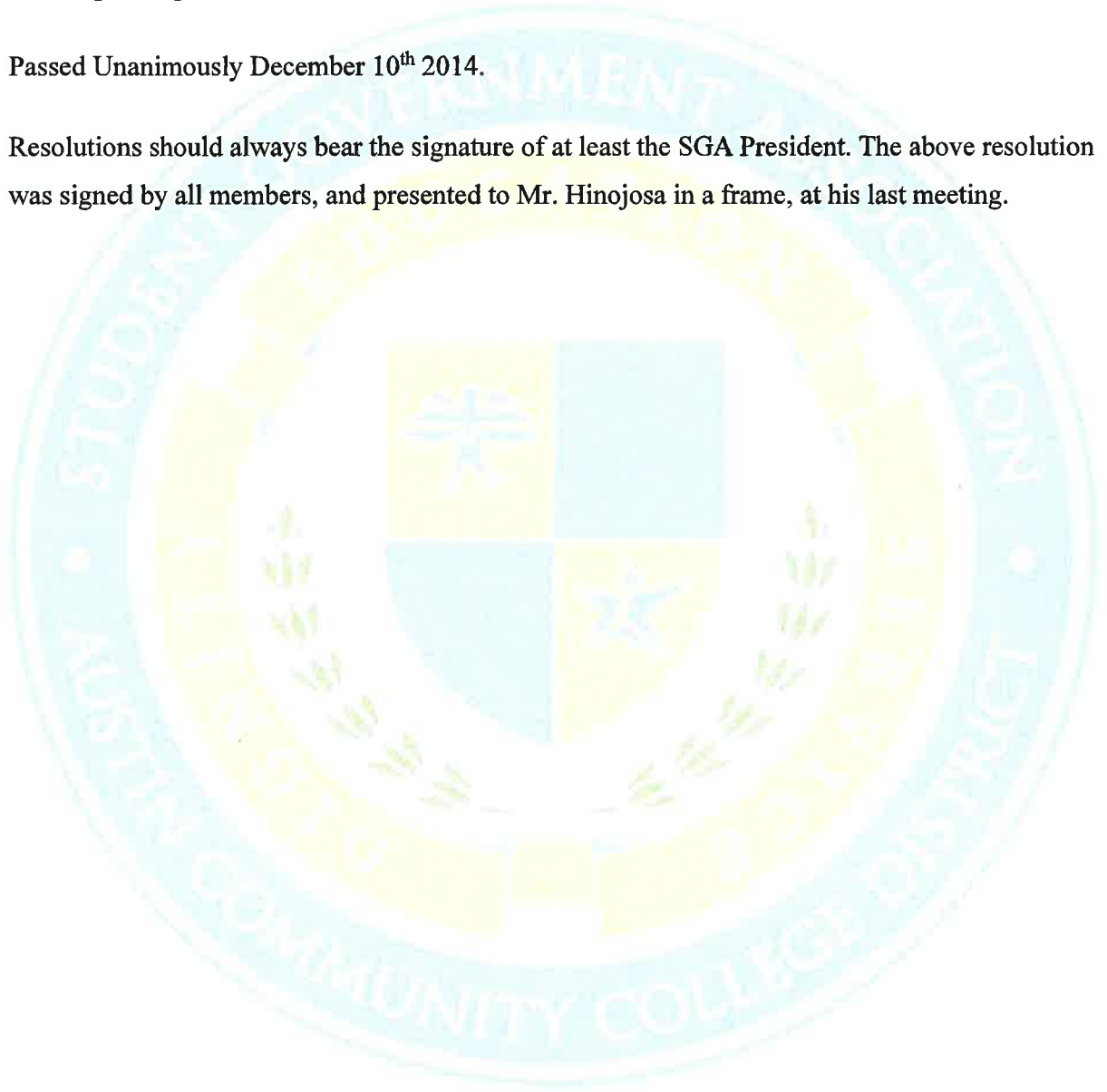
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Government Association do hereby declare that:

Mr. Aaron Hinojosa is from hence forward an honorary member of the Student Government Association of Austin Community College, with all rights and privileges that entails.

Passed Unanimously December 10th 2014.

Resolutions should always bear the signature of at least the SGA President. The above resolution was signed by all members, and presented to Mr. Hinojosa in a frame, at his last meeting.



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ACKNOWLEDGEMENT

I, _____, do hereby acknowledge that I have received,
(Print name)

and understand the information contained in this handbook, as in regard to my duties and requirements as a member of the Student Government Association of the Austin Community College District.

I hereby acknowledge that by accepting the position to which I have been elected or appointed that I will comply with these duties, and understand that failure to do so will lead to disciplinary action, including the possibility of removal from office by impeachment decree.

Signature

Witness

Date

