

9

Constitution and General Provisions
Student Government Association
Of Palo Alto College, 2010-2011

Preamble

We, the students of Palo Alto College, in order to develop and maintain an understanding of the democratic processes: to explore student concerns and provide an official student body voice through which student opinion may be expressed: to foster an awareness of the student's role in the academic community: to enhance the quality and to encourage the development of our participation in the policy and decision making processes of the College, do hereby establish this Constitution and Bylaws for the establishment of the Student Government Association of Palo Alto College.

Article I – Membership

Section (M-1)

The Student Community shall consist of all persons registered as students at Palo Alto College. All members of the Student Community are eligible to vote and are subject to the Constitution and Bylaws of the Student Government Association.

Section (M-2)

The elected officers of the Student Government Association shall be known as the Executive Committee of the Student Government, shall initiate all legislation on behalf of the Student Community, and shall have the right to address student concerns. The term of office will begin the first Monday after Graduation and end the last day of the Spring term.

Section (M-3)

The elected officers of the Student Government Association must agree to participate in and complete a leadership program and or attend a leadership training course during their elected term.

Article II – Organization

Section (O-1)

The Executive Committee shall include a President, a Vice President, a Secretary of Business & Treasury, the Senator of Student Activities, the Senator of Student Services, the Senator of Campus Operations, the Senator of Instruction and Curriculum, and the Senator of Public Relations. These eight officers shall make up the Executive Committee. No office will be denied to any student on the basis of race, national origin, religion, sex, age, or handicap.

Section (O-2)

The President of the Student Government Association shall represent the student body of Palo Alto College. The President shall preside over all meetings and have the power to delegate among the officers. The President shall, in conjunction with the other officers, set the agenda for the meetings of the Students Government Association and shall preside over all meetings of the SGA. The President shall be responsible for executing the decisions of the Student Government Association. The President shall act as the official representative and spokesperson of the Student Government Association on all occasions. The President shall serve as the Chairperson of the Executive Committee. The President shall be constrained to the Constitution and Bylaws assigned herein. The President will vote only to break a tie.

Section (O-3)

President

The President has the authority to delegate duties among the officers.

Members who have not established their own committees may be placed to work in another member's committee, upon the approval of the Executive Officers.

Vice-President

The Vice President shall preside over all meetings in the absence of the President and assume all duties of the President. The Vice President shall have the power to vote. Should the office of the President become vacant, the Vice President shall automatically assume the office of the President for the unexpired term. The Vice President is responsible for the nomination of the prospective student candidates to the Membership Committee for positions on various committees, boards, and panels established by the College in which the Student Government Association deems student participation most necessary.

Secretary of Business and Treasury

The Secretary of Business and Treasury shall handle correspondence and keep accurate records of all meetings. The Secretary shall also take minutes at all meetings. The minutes will be posted in the Office of Student Life. The Secretary shall handle all financial records, deposits, and assist in fund raising activities.

Senator of Student Activities

The Senator of Student Activities will be the official representative of the Campus Activities Board (CAB). The Senator, as the Chair of the CAB works closely with all Palo Alto College clubs, organizations, social events,

recreational facilities for students, the Student Center and its programs, special events and all other areas relating to student extracurricular activities. The Senator, along with the Campus Activities Board will work closely with the Office of Student Life.

Senator of Student Services

The Senator of Student Services is concerned with student related problems, health services, counseling, open records, financial aid and all other areas of students concerns relating to student services and special student populations. The Senator will serve as Chairperson of the Student Services Committee.

Senator of Campus Operations

The Senator of Campus Operations is responsible for monitoring issues related to physical facilities and buildings, campus parking, food services, classrooms, equipment, handicapped student accommodations, carpools and other areas of student concern related to the operations of the campus.

Senator of Instruction & Curriculum

The Senator of Instruction & Curriculum is concerned with issues related to instruction, curriculum, textbooks, transferring course credits, graduation, grading policies, orientation and other areas related to student concerns relative to academic matters.

Senator of Public Relations

The Senator of Public Relations promotes active communication with the students, the administration, the community and other colleges. Will be giving students information about campus updates, activities and events. Also, is responsible for the development of advertising materials for events of the communication with students, the administrators, the community and other colleges, and other areas of student concerns related to campus information.

Article III – Committees

Section (C-1)

The Executive Committee shall be composed of all executive officers of the Student Government Association. The Committee shall also have other such duties and powers as designated in the General Provision section of this Constitution.

Section (C-2)

All standing committees of the SGA shall consist of minimum of five members of the Palo Alto Student Community unless otherwise stated. The SGA officers shall be chairpersons of their assigned committees unless otherwise stated. Members of standing committees are selected from the student body and approved by the Executive Committee of the Student Government upon the recommendation of the executive officer heading that standing committee. Upon approval, these committee members are designated as Representatives of the Student Government Association. Committee Chairpersons shall vote only in case of a tie.

Section (C-3)

The Campus Activities Board (CAB) shall consist of the Director of Student Life, the Senator of Student Activities, which will serve as the Chair, and four additional members of the Palo Alto Student Community. The CAB will assist the Office of Student Life in recreational and special event planning.

Section (C-4)

The Membership Committee is an adhoc committee consisting of the President, Vice President, and a representative from the Office of Student Life. When a vacancy arises on any of the SGA Committees, the Membership Committee shall determine if the applicants have the necessary eligibility requirements. Upon the recommendation from the Membership Committee, a majority vote of the Executive Committee shall elect that person.

Section (C-5)

The Elections Committee shall be responsible for conducting fair and impartial elections in accordance with the rules of electoral procedure established in this Constitution. The Committee shall consist of a representative from the Executive Committee, who will not be running in the election in question, a representative from the Palo Alto Student Community, and a representative from the Office of Student Life.

Article IV – Quorum

Section (Q-1)

A quorum for all regular and special called meetings of the Student Government Association shall be 2/3 of the Executive Committee excluding the President.

Section (Q-2)

A quorum for all committee meetings of the SGA shall be a majority of the total membership of the respective committee, excluding the Chair.

Article V – Elections

Section (E-1)

The Elections Committee shall conduct all regular elections for officers no later than thirty (30) days before the end of the Spring semester.

Section (E-2)

Prospective candidates and current officers must be in good academic and disciplinary standing at Palo Alto College. Any officer who is placed on scholastic or disciplinary probation during their term shall automatically resign their position.

Section (E-3)

Prospective candidates for office of the President of the Student Government Association shall have at least a cumulative Grade Point Average of 2.75 or better, maintain a course load of six semester hours, and have one year residency at Palo Alto College.

Section (E-4)

All prospective candidates for any executive office position must have at least a cumulative Grade Point Average of 2.75 or better, and have a minimum course load of six semester hours to hold office.

Section (E-5)

All prospective candidates for any office shall file a completed application with Chairperson of the Elections Committee, no later than the date set by the Elections Committee. Only those candidates who have filed an application with the Elections Committee shall be listed on the ballot. The names of the candidates will appear on the ballot by office, in alphabetical order.

Section (E-6)

Write-in candidates will be allowed. All write-in candidates must meet minimum requirements as outlined in Article V, Section 4 of the Bylaws.

Section (E-7)

By thirty (30) days prior to Election Day, the Elections Committee shall have drawn up election rules and procedures to govern all campaigning and electoral proceedings. The guidelines for the number, size, and placement of all campaign literature, posters, and banners shall be followed by those set by the College.

Section (E-8)

The Elections Committee shall hold a candidates meeting prior to each election to distribute and explain all election rules to the candidates. All candidates are subject to the rules established by the Elections Committee and approved by the SGA. Violations of said rules may result in disqualification from candidacy by the Elections Committee and/ or a recommendation for a denial of approval in all further Student Government Association elections.

Section (E-9)

Executive officers of the SGA are selected by receiving the largest number of votes cast for that position in an election conducted of all currently enrolled Palo Alto College students.

Section (E-10)

If at any time during the year a position in the SGA becomes vacant, the Executive Committee of the SGA shall appoint an officer until the next general election.

Section (E-11)

All duly elected SGA officers shall be in compliance with their respective candidacy requirements throughout their terms of office, or face immediate and automatic dismissal from office

Article VI – Amendments and By-Laws

Section (AB-1)

All provisions of this Constitution are subject to amendment. Proposed amendments to this Constitution shall be introduced in writing to the Executive Committee of the Student Government Association no less than one regular meeting prior to voting and shall require a 2/3 vote of the voting members present at the meeting for approval.

Section (AB-2)

To change the Bylaws of the SGA, a 2/3 vote of the voting members present shall be required.

Section (AB-3)

Any proposed amendment, together with the parts of the Constitution affected, shall be publicized through all available media to the Student Community.

Section (AB-4)

Proposed amendments shall become effective upon approval of the Student Government, Director of Student Life, the Vice-President of Student Affairs and the President of the College.

Section (AB-5)

This document must be reviewed every two years and resubmitted to the Office of Student Life.

Article VII – SGA Advisors

Section (A-1)

The Student Government Association may have more than one advisor with at least one being a full-time employee. If no advisors have been approved or if an advisor resigns, the Executive Committee of the Student Senate will recommend no less than two (2) and no more than four (4) names to the Vice-President of Student Affairs for approval to serve as advisors. Approval of advisors must also be granted by their department chairperson, Dean and Vice-President of Academic Affairs. An advisor may be removed by 2/3 vote of the Executive Committee of the Student Government Association.

Section (A-2)

The duties of the advisor shall be to offer guidance, encouragement, and support to the organization. Advisors are responsible for verification of grade point averages for all Executive Committee Student Government Association officers at the close of each semester. At least one advisor must be present at all meetings and functions.

Section (A-3)

The advisor shall serve as ex-officio, non-voting members of the Executive Committee of the Student Government Association.

Article VIII - Removal

Section (R-1)

An SGA Executive Officer may be removed for failure to maintain the required grade point average, violation of student conduct as specified in the Palo Alto College Student Handbook, failure to attend regular scheduled meetings, and failure to execute their assigned duties.

Section (R-2)

Every member of the Executive Committee of the Student Government Association shall be present at each regular scheduled meeting and functions throughout his or her elected term.

In the event that an Executive Officer cannot be present at such a meeting, he or she is to contact another officer in regard to their absence. When any other officer is notified of the absence, the absentee is noted on meeting attendance as EXCUSED. The accumulation of three excused absences will result in the Executive Officer being excused of his or her duties in SGA.

If any officer fails to give notice of their absence to the President or designee prior to a meeting, it will result in the officer being noted UNEXCUSED on meeting attendance.

The accumulation of two UNEXCUSED absences will result in the Executive Officer being excused of his or her duties in the Students Government Association.

Section (R-3)

The SGA Officer or advisor must be informed in writing of the charges brought against him or her by the executive committee.

Section (R-4)

In the event that the SGA Officer or advisor wishes to appeal such a decision, he or she may ask for a special meeting with the Executive Officers to discuss the reasons for dismissal. The SGA Officer or advisor will be allowed one week to prepare his or her defense against the charges.

Section (R-5)

In a closed executive session, the SGA Officer or advisor will present their case to the Executive Committee. The Executive Committee will vote to determine whether to pursue the removal process. A 2/3's vote for removal will result in a recommendation to the Vice President of Student Affairs for the removal of the SGA Officer or the advisor.

Section (R-6)

An appeal may be filed with the Vice President of Student Affairs within five (5) working days from the date of the final determination.

Section (R-7)

The Vice President of Student Affairs will issue the final determination for removal.

Section (R-8)

The entire removal process shall be completed within a five (5) week period.

Article IX – General Provisions

Section (GP-1)

The latest revised edition of Robert's Rules of Order shall govern Parliamentary Procedure.

Section (GP-2)

The powers, rights, and privileges granted to the Executive Committee of the Student Government Association by its Constitution shall not be abrogated or usurped by other student organizations at Palo Alto College. All laws therefore now in effect and not in conflict with any provisions of the Constitution and laws shall hereby be declared binding and valid as statutory enactments.

Section (GP-3)

The same person shall not hold two (2) elective offices simultaneously, nor shall two (2) persons simultaneously hold the same elective office. The President, Vice President, and the Secretary of Business and Treasury of the Student Government Association shall not hold an office in any other Palo Alto College club or organization while holding an SGA office.

Section (GP-4)

The Constitution and Bylaws of the SGA shall take effect immediately after ratification by a plurality vote by the members of the PAC Student Community and approved by the appropriate college authorities.

Section (GP-5)

The Executive Committee of the SGA shall be empowered to carry out the provisions of the Constitution and Bylaws, shall make such regulations as it considers necessary to attain this end, and shall apply such sanctions as it believes just of infraction of its laws and regulations.

Section (GP-6)

All meetings of the Executive Committee of the SGA shall be open to all students, faculty, and administrators of Palo Alto College. Other guests shall be admitted at the discretion of the presiding officer. The executive officers also have the right to call a closed door meeting as directed by the "open meeting" law.

Section (GP-7)

The Student Government Association shall be the highest governing level of student association at Palo Alto College.

Section (GP-8)

All disbursements over \$25 from the General Treasury of the Student Government Association shall be approved by a majority vote or the Executive Committee of the SGA.

Section (GP-9)

The Financial records of the Student Government Association will be available for viewing at any given time.

Article X – Bylaws

Section (B-1)

Every elected official of the Executive Committee of the Student Government Association, before entering office shall take the oath of affirmation: *"I ____ do solemnly swear (or affirm) that I will faithfully execute all the duties of my office and will to the best of my ability uphold the Constitution and Bylaws of the Student Government Association of Palo Alto College."* All elected officials shall be sworn in before the start of their elected term. The outgoing president of the Executive Committee of the Student Government Association shall administer the oath of office.

Section (B-2)

The Student Government Association shall meet within thirty (30) days after elections. At this meeting of newly elected Executive Committee members of the SGA, the outgoing president of the Executive Committee will complete any outstanding business, and submit an audit of the SGA account. The newly elected members of the Executive Committee of the Student Government Association will then establish a regular meeting time.

Approval Recommended:

Organization President

Date

Organization Advisor

Date

Organization Advisor

Date

OFFICE USE ONLY

Approval :

Director of Student Activities

Date

Vice President of Student Affairs

Date

President

Date

Student Government Association Executive Committee Member Contract

- _____ I understand that I must maintain a cumulative 2.75 GPA and be enrolled in 6 college hours per semester at Palo Alto College.
- _____ I understand that I must abide by the Student Code of Conduct, any violation of the Palo Alto College Student Code of Conduct is grounds to be removed from office.
- _____ I understand that I am only allowed 2 unexcused absences and 3 excused absences, and can be removed from office if I fail to notify the president, vice-president or advisors if I cannot able to attend a scheduled meeting or event.
- _____ I understand that I must manage to accommodate a minimum of 5 office hours per week, which will be posted for students to know when I am available to meet them in the office.
- _____ I understand that I will be required to maintain a certain level of personal appearance, and the dress code will be strictly enforced. The attire is always business casual unless otherwise advised, and I must wear my nameplate at all times when representing SGA.
- _____ I understand in order to meet the leadership training requirement of my application that unless I participate in the Student Leadership Institute, I will attend a leadership training course of some sort that has been chosen by our advisors.
- _____ I agree to all my duties and responsibilities as a member of the executive committee, and understand that if I fail to perform them that I may subject to removal from office.
- _____ I will encourage team building.
- _____ I understand that the SGA office is reserved for SGA members ONLY. All other persons are not to be in the office without the presence of at least one SGA member.
- _____ Equipment, Supplies, and anything that is property of Alamo Colleges and is located in the SGA office is for the use of SGA members only, others are NOT permitted to take or use anything without notifying a member of SGA.

I HAVE READ AND UNDERSTAND THE "SGA EXECUTIVE COMMITTEE ROLE AND RESPONSIBILITIES" AS OUTLINED IN THE ATTACHED SGA CONSTITUTION AND AGREE TO ABIDE BY THE RULES LISTED IN THIS BINDING CONTRACT. I UNDERSTAND THAT MY SIGNATURE REPRESENTS MY ABILITY TO CARRY OUT THE DUTIES, RESPONSIBILITIES, AND AUTHORITIES GIVEN TO ME BY THE ASSOCIATION. I UNDERSTAND THAT ANY INFRACTION OF THE POLICIES AND PROCEDURES OF THE SCHOOL, STUDENT GOVERNMENT ASSOCIATION, OR THE CONTRACT NEGOTIATED BETWEEN THE CLUB AND MYSELF SUBJECTS ME TO DISMISSAL AS A MEMBER OF THE EXECUTIVE COMMITTEE.

Executive Member

Date

Student Government President

Date

Club Advisor

Date

Club Advisor

Date

Director of Student Life, Initials: _____ Date _____

Student Government Association Executive Committee Member Contract

- _____ I understand that I must maintain a cumulative 2.75 GPA and be enrolled in 6 college hours per semester at Palo Alto College.
- _____ I understand that I must abide by the Student Code of Conduct, any violation of the Palo Alto College Student Code of Conduct is grounds to be removed from office.
- _____ I understand that I am only allowed 2 unexcused absences and 3 excused absences, and can be removed from office if I fail to notify the president, vice-president or advisors if I cannot able to attend a scheduled meeting or event.
- _____ I understand that I must manage to accommodate a minimum of 5 office hours per week, which will be posted for students to know when I am available to meet them in the office.
- _____ I understand that I will be required to maintain a certain level of personal appearance, and the dress code will be strictly enforced. The attire is always business casual unless otherwise advised, and I must wear my nameplate at all times when representing SGA.
- _____ I understand in order to meet the leadership training requirement of my application that unless I participate in the Student Leadership Institute, I will attend a leadership training course of some sort that has been chosen by our advisors.
- _____ I agree to all my duties and responsibilities as a member of the executive committee, and understand that if I fail to perform them that I may subject to removal from office.
- _____ I will encourage team building.
- _____ I understand that the SGA office is reserved for SGA members ONLY. All other persons are not to be in the office without the presence of at least one SGA member.
- _____ Equipment, Supplies, and anything that is property of Alamo Colleges and is located in the SGA office is for the use of SGA members only, others are NOT permitted to take or use anything without notifying a member of SGA.

I HAVE READ AND UNDERSTAND THE "SGA EXECUTIVE COMMITTEE ROLE AND RESPONSIBILITIES" AS OUTLINED IN THE ATTACHED SGA CONSTITUTION AND AGREE TO ABIDE BY THE RULES LISTED IN THIS BINDING CONTRACT. I UNDERSTAND THAT MY SIGNATURE REPRESENTS MY ABILITY TO CARRY OUT THE DUTIES, RESPONSIBILITIES, AND AUTHORITIES GIVEN TO ME BY THE ASSOCIATION. I UNDERSTAND THAT ANY INFRACTION OF THE POLICIES AND PROCEDURES OF THE SCHOOL, STUDENT GOVERNMENT ASSOCIATION, OR THE CONTRACT NEGOTIATED BETWEEN THE CLUB AND MYSELF SUBJECTS ME TO DISMISSAL AS A MEMBER OF THE EXECUTIVE COMMITTEE.

Executive Member

Date

Student Government President

Date

Club Advisor

Date

Club Advisor

Date

Director of Student Life, Initials: _____ Date _____