

CONSTITUTION

of

**Student Government Association
Sinclair Community College**

Sinclair Community College
Student Government Association
Constitution

ARTICLE I	Name and Purpose
ARTICLE II	Membership
ARTICLE III	Organizational Structure
ARTICLE IV	Election of Officers
ARTICLE V	Officers
ARTICLE VI	Senators
ARTICLE VII	Rules, Meetings, & Quorums
ARTICLE VIII	Student Clubs and Organizations
ARTICLE IX	Standing Committees
ARTICLE X	Amendments, Revisions
ARTICLE XI	Student Government Delegates

Preamble

We, the members of the Student Government Association (SGA) do hereby establish this constitution of the Sinclair Community College (SCC) Student Government Association. The purpose of the SGA is to represent and to act as the voice of the Sinclair Community College student body, encourage wider and more effective communication among the students, administration, faculty and staff, help foster an environment of student concern and achievement, and to promote student and campus development through leadership activities. We are an organization governed by the students for the students. We value the uniqueness of every person and strive for a more united campus and community. We hereby adopt this constitution as the guiding instrument of our organization.

ARTICLE I. Name and Purpose

Section 1. The name of this organization shall be Sinclair Community College Student Government Association (SGA).

Section 2. The purpose of the Student Government Association shall be to; (1) represent and act as the voice of the student body at Sinclair Community College before administration, faculty, student organizations and the general college community; (2) unite the student body in a manner which will increase student interest and participation in educational, social, and cultural affairs at Sinclair; and (3) sponsor and supervise extracurricular, social and leadership development programs that complement and support academic achievement.

ARTICLE II. Membership

All students enrolled at Sinclair Community College are considered members of the Student Government Association during the time of their enrollment by attending at least one Student Government meeting per quarter. They do not have voting privileges, but may participate in discussions. Non-members, including faculty, staff, and the general public, may be invited to General Assembly meetings at the discretion of the President of the Senate and the Speaker of the House and participate in discussions but do not have voting privileges.

ARTICLE III. Organizational Structure

Section 1 - Senate

The Senate shall hold a new organizational meeting each year during the third week of July. The purpose of this meeting will be to discuss priorities for the coming year.

The Senate shall consist of nine (9) members as follows:

1. President (elected by the student body)
2. Senators (4) (elected by the student body)
3. Senators (4) (appointed by the House of Representatives)

Responsibilities of the members of Senate shall be the following:

- a. Vote on any issues formally proposed to the Senate.
- b. Serve as the official body for representation of the student college policy issues.
- c. Organize student forums, so students can debate and deliberate on policy issues and other issues of concern to Sinclair students.
- d. Organize student elections.
- e. Organize the Election Review Committee, if necessary, to oversee student elections.
- f. Support the House of Representatives.
- g. Attend all SGA meetings during the fall, winter and spring quarter.

Section 2 - House of Representatives

The House of Representative shall hold a new organizational meeting each year during the third week of July. The purpose of the meeting will be to appoint the senators (4) to the Senate and to elect the Speaker of the House.

The House of Representatives shall be comprised of the President of each registered campus club/organization or one duly appointed representative from each registered club/organization that is in good standing with the Student Activities office. For the purpose of voting, each representative may cast a vote.

1. Speaker of the House (is elected by the membership of the house and also serves as the Vice President for the General Assembly.
2. Club Presidents or appointed representative make up the membership of the House of Representatives.

Responsibilities of the House of Representatives shall be the following:

- a. Serve as the official collective voice of all registered student organizations.
- b. Propose legislation to the Senate.
- c. Disseminate to student clubs/organizations information pertaining to policy changes and other matters of student interest.
- d. Raise concerns and submit legislation to the Senate for action.
- e. Promote campus-wide programs and events (i.e., Spring Fling, Fall Fest, Winter Fest, Adopt-a-Family, Thanksgiving Basket program and/or others to be proposed).
- f. Support the Senate.
- g. Promote the formation and development of the student clubs/organizations.

Section 3 - General Assembly

The Student Government General Assembly includes voting and nonvoting members. All Representatives have voting privileges and the ability to make motions in General Assembly. The General Assembly shall consist of the President, Speaker of the House, eight Senators, and one representative from each chartered club or organization. All enrolled Sinclair Community College students are members but without voting privileges. Voting members are; President, Speaker of the House, Senators, members of the House of Representatives.

Section 4 - Non-officer Positions of the Student Government Associating:

1. Operations Manager (selected by the Senate with approval by the Student Activities Manager)
2. Marketing Manager (selected by the Senate with approval of the Student Activities Manager)

Responsibilities of the Operations Manager shall be:

- a. Ensure all paperwork of student clubs/organizations (meeting minutes, requisitions, contracts, memos, letters, etc.) is processed in a timely manner.
- b. Provide office support for SGA Senate and House.
- c. Other duties as assigned by the President and Speaker of the House.

Responsibilities of the Marketing Manager shall be:

- a. Work with General Assembly, clubs/organizations, Senate and the House to promote all programs and special events.
- b. Meet with clubs/organizations to develop a plan for promoting their events.
- c. Serve as the communications officer for SGA and clubs/organizations.
- d. Other duties as assigned by the President and Speaker of the House.

Section 5 – Advisors

The Manager of Student Activities and/or designee shall serve as SGA advisor. The Sinclair Ohio Fellows advisory shall serve as assistant SGA advisor. The advisors shall work closely with the SGA, providing guidance and direction in all activities of the organization by: attending and participating in all meetings of the SGA, reviewing recommendations regarding SGA events, SGA travel, monitoring academic progress of SGA members, providing leadership training, advising the SGA of College policies and procedures, and ensuring financial accountability of the organization.

ARTICLE IV – Election of Officers

Section 1 – Candidate Qualifications

The offices of the President of the Senate and four senators are elected by the student body.

1. All candidates must be currently enrolled and have a cumulative 2.0 grade point average to be eligible to run for office.
2. All candidates must have completed a minimum of twelve (12) credit hours before taking office in the fall quarter.
3. All candidates must submit a letter of intent to run for office including a platform statement and description of prior participation in campus activities, student organizations, and/or community organizations.
4. All candidates must submit a sealed application packet to the SGA advisor (Manager, Student Activities) two (2) weeks prior to Election Day. The application packet must include an application for office, a SGA petition to run for office signed by 100 other Sinclair Community College students, and a letter of intent as described above. The SGA advisor shall review the application packet for eligibility and then submit it to the SGA secretary.
5. No student who is on active probationary or dismissal status with the College for academic standards or is in violation of the Student Code of Conduct is eligible to hold office.
6. All candidates must read and sign the SGA contract and be prepared to meet the contract conditions if elected to office.

Section 2 – Pre-Election Workshop

1. A mandatory workshop shall be held prior to elections so that persons wishing to run for office will have knowledge of the positions and their duties, the time commitment required of SGA officers, and the qualifications needed to hold office.

Section 3 – Election to Office

1. Elections are to be held each year during Spring Quarter. The date of the elections shall be during the first week of May.

Section 4 – Voting

1. Each registered student shall have one (1) vote.

Section 5 – Term of Office

1. Term of office is defined as Summer quarter following the election, and ends at the end of the following Spring quarter.
2. No officer may serve for more than two (2) terms in the same position.

Section 6 – Oath of Office

1. The Oath of Office shall be given during the Spring Appreciation dinner in May. The SGA Advisor and current SGA President shall be witnesses to the signing of the Oath of Office.

ARTICLE V – Officers

Elected officers include:

President
Senators (4)

Appointed Officers include:

Speaker of House of Representatives (also serves as Vice President for the General Assembly)
Senators (4)

Section 1 – Qualifications to Hold Office

1. All officers must maintain at least six (6) credit hours while in office.
2. All officers must maintain a 2.0 cumulative grade point average, which will be checked each quarter by the SGA advisor.
3. The President, Speaker of the House, and Senators may not hold office concurrently in any other Sinclair Community College student club/organization.
4. No faculty, administrative, or staff person with the College may hold a House or Senate position. Officers may hold a student employee position.
5. No officer who is placed on probation or dismissal by the College for academic standards or violation of the Student Code of Conduct is eligible to remain in office. The officer will be removed from his position at the time they are placed on probation or dismissed.
6. All officers must perform the duties of office as stated in this constitution.

Section 2 – Duties of all SGA Officers

1. Attend all regular Senate or House of Representative, and General Assembly meetings.
2. The President and Speaker of the House will maintain office hours (20 per week) and perform the duties of his/her office. Senators will maintain office hours and be available at least five (5) hours per week.
3. Serve on standing committees as appointed by the President of the Senate.
4. Attend parliamentary procedure and leadership development seminars at least once per quarter.
5. Help coordinate and assist regularly in SGA activities and events.

Section 3 – President’s Duties

1. Serve as Chief Executive Officer of the SGA.
2. Preside over all meetings of the Senate and General Assembly meetings during session.
3. Maintain parliamentary procedure in all meetings using this Constitution and Robert’s Rules of Order.
4. Appoint persons to positions that have been vacated, with a majority vote of the Senate and the House of Representatives.
5. Serve as an ex-officio member of all SGA standing committees.
6. Initiate projects to be undertaken by the SGA for the students, with the consent of the Senate and House of Representatives, in keeping with this Constitution.
7. Be responsible for Senator applications and arrange interview times that are convenient for both the applicant and the House members.
8. Represent the students at college functions.
9. Call special meetings of the Senate at his/her discretion, allowing a two (2) day notice with the purpose stated.
10. Serve as an ex-officio member of the Sinclair Community College Board of Trustees.

Section 4 – Speaker of the House’s Duties

1. Serve as the Vice President for the General Assembly.
2. Preside over biweekly meetings of the House of Representatives.
3. Call special meetings of the House of Representatives at his/her discretion, allowing a two (2) day notice with the purpose stated.
4. Assume the duties of the President in his/her absence or if he/she is unable to fulfill the duties until a new President is elected.
5. Be familiar with Robert’s Rules of Order and this Constitution and serve as an advisor to the Senate if procedural problems arise.
6. Maintain the permanent records of the Senate, House of Representatives, and the General Assembly.
7. Maintain correspondence with the Senate and the Advisors.
8. Assist the President in any other areas which are related to SGA matters.

Section 6 – Marketing Manager’s Duties

1. Chair the Public Information Committee.
2. Prepare and release publicity to the clubs and college community as directed by the Senate and House of Representatives.
3. Publicize the elections.
4. Maintain and compile along with the President, Speaker of the House, elected Senators, and appointed Senators the archives, which will consist of meeting minutes, student club/organization activities, publications, photos, etc.
5. Make arrangements and reserve conference rooms for the SGA meetings.

Section 7 – Communications Manager’s Duties

1. Work with Student Activities office staff to prepare requisitions as needed by the SGA.
2. Keep records of the SGA financial status.
3. Arrange a workshop, prior to elections, for persons interested in running for office.
4. Hold a workshop on parliamentary procedure every quarter or as needed.
5. Ensure that all office duties for the SGA are completed in a timely manner.

ARTICLE VI – Senators

Section 1 – Appointed Senator Candidate Qualifications

1. All candidates must be currently enrolled and must have a minimum cumulative grade point average of 2.0, which will be confirmed by the SGA Advisor.
2. All candidates must submit a sealed application packet to the SGA Advisor (Manager, Student Activities). The application packet must include a senator application and a letter of recommendation. The Advisor will review the application packet then submit it to the Speaker of the House.
3. All appointed candidates must be interviewed by the President, Speaker of the House, and the SGA Advisor.
4. No student who is on active probationary or dismissal status with the College as a result of academic standards or is in violation of the Student Code of Conduct is eligible to hold a senate position.
5. All candidates must read and sign the SGA contract and be prepared to meet the contract conditions if appointed to office.

Section 2 – Appointment and Election of Senators

1. Four (4) Senator positions will be filled by a majority vote of the House of Representatives prior to the end of Spring quarter. During the Summer quarter, these senators will assist in planning the SGA calendar for the campus for the coming year. They will also be required to attend workshops and seminars on leadership during the Summer quarter.
2. The remaining four (4) Senator positions will be voted on by the student body and filled during the elections. They will be required to attend workshops and seminars on leadership during the Summer quarter.
3. The official term of office for all senators will be one (1) year beginning Summer quarter and ending at the end of Spring quarter. Appointed Senators may be re-appointed.

Section 3 – Qualifications to Hold Office

1. All senators must maintain at least six (6) credit hours while in office.
2. All senators must maintain a minimum cumulative grade point average of 2.0, which will be checked each semester by the SGA Advisor.
3. Faculty, administrative, or staff persons at the college may not hold a Senate office. Senators may be a student employee.
4. No senator who is placed on probation or dismissal by the College for academic standards or violation of the Student Code of Conduct is eligible to remain in office.
5. All senators must read and sign the SGA contract and abide by all conditions therein.
6. All senators must satisfy the duties of office as stated in this constitution.

Section 4 – Senators Duties and Responsibilities

1. Attend all meetings of the Senate and the General Assembly, to participate in all business proceedings discussed at these meetings, and vote as needed.
2. Chair a minimum of one committee while in office.
3. Maintain office hours as established by the Senate.
4. Serve on standing committees as appointed.
5. Attend parliamentary procedure and leadership development seminars and conferences.

ARTICLE VII – Rules, Meetings, & Quorums

Section 1 – Meetings

The SGA shall have at least one (1) General Assembly meeting (joint meeting of the Senate and House of Representatives) per quarter. The Senate and House shall meet on a biweekly basis during the Fall, Winter and Spring quarters. Special meetings of the General Assembly shall be held at the request of three (3) Senate or House of Representatives members, notice to be given at least five (5) business days in advance with the purpose stated.

Section 2 – Attendance Requirements

Attendance at SGA meetings is vital to the success of the organization. In the event that a member of the SGA Senate or House of Representatives must miss a meeting, he/she is expected to contact the President or Advisory prior to the meeting to discuss the reason. Any SGA Senate or House member who misses three (3) meetings during a quarter without an acceptable excuse may be dismissed from office.

Section 3 – Quorums

Quorums for the branches of the SGA are as follows:

1. In the Senate, five (5) members constitute a quorum.
2. In the House of Representatives, a majority of the representatives of clubs that have active status shall constitute a quorum.
3. For General Assembly meetings, a quorum shall be a majority of voting members present.

Section 4 – Voting

1. Each officer and senator shall have one (1) vote in all official business in which a vote is taken at the Senate meetings.
2. Each officer and member of the House of Representatives shall have one (1) vote in all official business in which a vote is taken at all House meetings.
3. Each officer, senator, and student club/organization representative shall have one (1) vote in all official business in which a vote is taken at General Assembly meetings.

Section 5 – Code of Conduct

All members of the SGA are expected to comply with the Student Code of Conduct both on campus and while participating in SGA functions off campus. Members of the SGA are also expected to comply with the recommendations of the SGA Advisors regarding conduct and standards of behavior. Failure to meet these standards may result in disciplinary action being initiated by the SGA Senate and/or House and the SGA Advisors on behalf of the college.

Section 6 – Dismissal from Office

The SGA has the right to dismiss from office any member who fails to abide by this constitution or the policies of the College. Any dismissal from office must be approved by the SGA Advisors. Appeal of dismissal from office must be submitted in writing within two (2) weeks to the Vice President for Student Services, who will determine whether a re-consideration is in order.

ARTICLE VIII – Student Clubs and Organizations

Section 1 – Purpose

The purpose of each student club/organization shall be to promote and provide for the needs of the students through co-curricular, extra-curricular, and/or college related activities.

Section 2 – Non-Discrimination

Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The College does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or non-disqualifying mental or physical disability.

Student inquiries and complaints concerning Title VI (race, color, and national origin), Title IX (sex/gender), or Section 504 (disability) should be referred to the designated coordinator:

Section 4 – Elections

Each student club/organization shall elect their officers and representatives. The SGA and its Advisors shall be informed of the results of the elections. This information will be included in the club's file maintained in the Student Activities office.

Section 5 – Elections Review Committee

Should a student organization election be challenged, the SGA shall form an Elections Review Committee composed of a minimum of five (5) currently enrolled students representing at least three (3) student clubs/organizations. The Elections Review Committee shall recommend appropriate action to the student organization advisor and the SGA Advisor, who will make the final decisions regarding the elections.

Section 6 – Active Status

In order to maintain active status with the SGA, student clubs/organization must comply with the following criteria:

1. Complete a Continuation of Status registration form each Fall quarter, by the deadline date announced, and file a copy with the Student Activities office.
2. Participate in the SGA General Assembly meeting each quarter by sending an organization representative.
 - a. A student organization whose representative fails to attend or be excused from two (2) meetings may be denied active status due to lack of participation.
3. Participate in club days during Fall, Winter and Spring each year.
4. The President of the club/organization or designee must serve in the House of Representatives and participate in at least 75% of their meetings.

Section 7 – Responsibilities and Requirements

1. Make use of the Guidelines for Student Clubs/Organizations and abide by the policies and procedures therein.
2. Complete a Continuation of Status registration form each Fall quarter, by the announced deadline date and file a copy with the Student Activities office.
3. Maintain an approved constitution, by-laws, or statement of purpose and keep current copies on file in the Student Activities office.
4. Maintain a current and complete list of officers, members, and advisors and provide a copy to the Student Activities office. All members must be currently enrolled students at Sinclair Community College.

Section 8 – Funding from SGA

In order to receive funding from the SGA, each student organization must follow these guidelines:

1. Maintain active status with the SGA as outlined in Section 6. Failure to comply with these requirements will mean a loss of funding for the quarter.
2. Submit completed allocation request forms to the Student Activities office at least two (2) weeks prior to the date requested funds are needed.
3. All requests for funds must be signed by the organization/club advisor and an officer of the organization and processed through the office of Student Activities.

ARTICLE VIII – Standing Committees

Entertainment Committee

The purpose of the Entertainment Committee shall be to coordinate Fall, Winter and Spring festivals, and other SGA-sponsored entertainment events. Any currently enrolled student is eligible for selection to the Entertainment Committee, but the majority of the committee members must be members of the SGA. The Speaker of the House shall be the chair of this committee.

Public Information Committee

The purpose of the Public Information Committee shall be to plan and implement publicity for all SGA activities and to assist student organizations with publicity when appropriate. The Marketing Manager shall be the chair of this committee.

Ad Hoc Committees

The purpose of Ad Hoc committees is to address special issues on an as-needed basis. Ad Hoc committees and chairs shall be appointed by the President and Speaker of the House, who must state in writing the purpose and task to which the committee members are assigned.

ARTICLE IX – Amendments, Revisions

Section 1 – Amendments and Revisions

1. A motion to consider an amendment to or a revision of the Constitution shall require a majority vote by a quorum of SGA members at a General Assembly meeting. Each member must have a copy of the proposed amendment and the amendment must be advertised to the general student body in advance of the vote before the said amendment can be proposed. An amendment must be read and discussed at two consecutive meetings before a vote can be taken; amendments to the Constitution requires a 2/3 vote of the Student General Assembly.

ARTICLE X – Student Government Delegates

Section 1 – Sinclair Board of Trustees Meetings

The President of SGA shall attend monthly Sinclair Board of Trustee meetings, which are held on the second Tuesday of each month.

Section 2 – Sinclair Leadership Council

The President of SGA shall be a member of the Sinclair Leadership Council.

Section 3 – College Committees

An SGA representative shall be appointed to college committees as needed; a committee list will be available in the Student Activities office.