

Community College *of* Philadelphia

Constitution

Student Government Association

*Amended April 5, 2021

Article I: Name

The name of this organization shall be the Student Government Association of the Community College of Philadelphia. In this document, and the College generally, this organization is also called the SGA.

Article II: Mission Statement

The mission of the Community College of Philadelphia Student Government Association is to provide a united voice for the student body of the College, encourage community engagement and provide opportunities for the practice of leadership, academic success and social skills.

Mission statement adopted by the SGA Executive Board – Summer 2015

Article III: SGA's Commitment to the College's Mission

The SGA is committed to helping to uphold the values embodied in the College's Mission Statement. The SGA views its legislative, educational, cultural and leadership activities as helping to enable students "to be informed and concerned citizens and active participants in the cultural life of the city" as they learn at Community College of Philadelphia "to meet the changing needs of business, industry and the professions." Like the College itself, the SGA aims to contribute to creating "a caring environment which is intellectually and culturally dynamic" and aims to encourage students to achieve "greater insight into their own strengths, needs,... aspirations" and culture.

Article IV: Purpose, Function, and Authority

1. The purpose and functions of the Student Government Association shall be:
 - (a) to provide for the general welfare of the student body, and contribute to carrying out the College's Mission;
 - (b) to ensure that the interests of the students of the Community College of Philadelphia are represented in the life of the College and in the governance structure of the College;
 - (c) to provide the student body with information and opportunities for participation in the discussion of issues of importance to students;
 - (d) to promote the maintenance of student rights and responsibilities and to promote the recognition of these rights and responsibilities;
 - (e) to publicize the accomplishments, ideas, and projects of Community College of Philadelphia students to the citizens of Philadelphia;
 - (f) to work on behalf of Community College of Philadelphia students to influence city, state, and federal policies affecting college students; and
 - (g) to interact positively with the Student Government Associations of other colleges and universities.
2. The authority of the Student Government Association and its Constitution are derived from the following source: President and Board of Trustees of the College and from the student body. The authority shall be exercised in ways consistent with the SGA Constitution, the College's policies and procedures, the Student

Code of Conduct, and public law. The SGA Constitution is not intended to conflict with the College's mission, or with its official, duly adopted policies or procedures (which supersede any language of the SGA Constitution with which they are shown to conflict).

3. The Student Government Association shall have sole authority to act in the name of the student body as a whole and all students shall be subject to the rules, regulations, and policies expressed in the SGA Constitution and By-laws, or passed by the SGA in accordance with the SGA Constitution and By-laws.
4. The SGA shall work in collaboration with the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center or his/her designee to assist with administrative functions to ensure compliance with College policies and procedures.

Article V: SGA Powers and Responsibilities

1. Deliberative and/or business meetings conducted by the SGA shall be called meetings of the Student Government Association General Assembly. The SGA shall conduct monthly meetings of the Student Government Association General Assembly and weekly meetings of the Executive Committee.
2. The Student Government Association shall review and approve or disapprove all applications for the formation of new student clubs/organizations. No club or organization can be formed and funded by Student Life without the sanction of the SGA.
 - a. An SGA decision to deny recognition and funding to a club or organization can be appealed to a special meeting of the SGA General Assembly;
 - b. If the denial is upheld there, an appeal can be taken to the Director of Student Life for final appeal.
3. The SGA shall form a Recruitment Committee to appoint student delegates and alternate delegate to all Standing Committees of the College and specially appointed ad hoc committees, as needed.
4. The SGA shall provide reports on Student Government actions and issues to the student body and the College community through submissions to the *Vanguard* and the College publications and through bulletin boards, flyers, phone message, e-mail, and other media.
5. The SGA shall carefully nominate an advisor and shall regularly consult with the advisor in the conduct of Student Government business. See Article XI.
6. The SGA shall report weekly to the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center by providing the Director with copies of SGA minutes or with copies of executive summaries indicating SGA decisions and actions.
7. The SGA shall have the responsibility of providing all Community College of Philadelphia Regional Centers with basic SGA information, including copies of SGA Constitution and By-laws, announcements of major SGA-sponsored events, and reports of major SGA actions.
8. At least once a semester, the SGA shall maintain correspondence with the President of the College, the Vice President for Academic and Student Success and the Dean of Students.

9. The SGA shall have the right to participate in national student organizations and to send representatives to appropriate state, regional, and national student conferences.
10. Other SGA powers and responsibilities in accordance with the constitutional purposes and functions of the SGA may be named in the By-laws, or may be developed by the Executive Board or the SGA General Assembly.

ARTICLE VI: VOTING IN ELECTIONS, MEMBERSHIP, and THE SGA GENERAL ASSEMBLY

1. All students currently enrolled in credit-bearing classes (on the date of the election) at Community College of Philadelphia may participate in the annual elections of SGA Officers of Community College of Philadelphia.
2. Those students actively involved in student government by specific enrollment and by service shall meet regularly as the Student Government Association General Assembly.
3. All SGA members may participate in discussions and vote at meetings of the SGA General Assembly. (Exception: The executive officer chairing, votes only to break a tie.) SGA decision-making processes include opportunities for various opinions, including minority opinions, to be heard.
4. Every member may freely participate in SGA General Assembly decision-making, including offering criticism and disagreement during debate.
5. For a SGA General Assembly meeting to be official, a quorum of at least 51% (fifty-one per cent) of the Executive Board must be present.

Article VII: Officers

1. The many responsibilities of the Student Government Association require the election and appointment of officers for many functions.
2. The elected officers of the Student Government Association shall be the following:
 - President
 - First Vice-President
 - Second Vice-President
 - Senator, Northeast Regional Center
 - Senator, Northwest Regional Center
 - Senator, West Regional Center
 - Three (3) Senator-at-Large Main Campus
 - Senator-at-Large Regional Centers
3. The appointed officers of the Student Government Association shall be the following:
 - Marketing and Event Secretary
 - Recording Secretary
 - Treasurer

These thirteen positions collectively constitute the Executive Board of the SGA.
4. Other Appointed positions
 - A. College-wide Standing Committees as follows:

The Student Government Association shall appoint four (4) Student Delegates and four (4) Alternate Student Delegates to College-wide governance committees, for a total of eight (8) student members per committee. Each committee's charge shall be assigned by the President of the College or his/her designee. One Student Delegate, on each committee, shall be an elected member of the SGA Executive Board and shall be named Chief Student Delegate.

B. Ad hoc Committees as follows:

The SGA shall appoint eight (8) student delegates to the Community College of Philadelphia Judicial Hearing Committee, one of whom shall be an elected member of the SGA Executive Board.

Upon request the SGA shall appoint student delegates to Ad hoc committees to assist with initiatives initiated by the President of the College or his/her designee.

Article VIII: Elections and Appointments

Elections

An Election Committee shall be formed each year to facilitate and oversee the election process. This committee shall be co-chaired by the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center or his/her designee and the First Vice-President of SGA (or designee if seeking office) and shall consist of the following membership: two SGA General Assembly members, one Regional Center representative and two members of the student body. The SGA Advisor will serve as a consultant to this Committee. No student member of this committee may seek office while serving as a committee member.

It will be the purpose of the Election Committee to establish election proceedings, policies affecting candidates, rules and regulations. All interpretation of said policies and SGA Constitutional challenges will be handled by this Committee. Additionally, this Committee will oversee budget and distribution of monies, determine dates and times of election proceedings and all other aspects of election process.

1. An election for the offices of President, First Vice-President, Second Vice-President, Senator - Northeast Regional Center, Senator - Northwest Regional Center, Senator - West Regional Center, three (3) Senators-at-Large Main Campus and one (1) Senator-at-Large Regional Centers shall be held before the 12th week of the Spring Semester of each academic year. Nominations must be submitted to the Elections Committee no later than four weeks prior to the announced date of the election.
2. The minimum qualifications for candidates for the elective offices are as follows: To be a candidate, a student
 - a. must be a currently enrolled student;

- b. must have satisfactorily completed at least 12 credits at Community College of Philadelphia before the semester of the election;
- c. must have a cumulative grade point average of 2.75 or better; must be registered for at least six (6) credit hours and

be a student in Good Standing according to the College's Student Code of Conduct. (No Judicial Record THAT HAS BEEN FOUNDED)

- d. must sign pledge, that if elected, will serve for one full academic year or until the next year's election;
- e. Regional Center Senators must have primary enrollment* at the Regional Center from which they are seeking election (Northeast Regional Center, Northeast Regional Center, or West Regional Center);
- f. Senators-at-Large Main Campus must have primary enrollment* at the Main Campus; and
- g. Senator-at-Large Regional Center must have primary enrollment at the Regional Centers.

Elected officers must maintain at least a 2.75 GPA while in office. Elected officers must maintain enrollment in at least six (6) credit hours Fall and Spring semesters.

*Primary enrollment will be determined by at least 51% of the current course work for which a student is currently enrolled and must be maintained during the academic year for which they serve. Online courses will be counted as Main Campus credit hours and do not meet the requirement for Regional Center Senators.

- 3. A public forum will be held at least one week prior to the election in which candidates state their qualifications and offer their visions of leadership for the SGA in the upcoming academic year.
- 4. The election must be conducted over a two-day period (either Tuesday-Wednesday or Wednesday-Thursday), with opportunity for day and evening students to vote.
 - a. Ballots must be counted by the election committee. Vote counting may be observed, but not interfered with, by the candidates or their representatives.
 - b. For each elective office, the candidate receiving the most votes cast will be declared the winner.
 - c. Election results shall be made public within the College by announcements in such means as the *Vanguard* and other media.

Executive Board Appointments

Immediately after election results are announced, the President-elect of the SGA will publish invitations to the student body to seek appointed offices with the SGA and will recruit candidates from appropriate clubs, departments, and disciplines at the College.

The following process shall be used to determine the Executive Board membership:

- a. Candidates for appointed office shall be interviewed by at least two of the newly elected officers, collectively. Alternately, elected officers may appoint a screening committee to interview candidates. These interviews will result in a proposed slate of officers.
- b. The names of proposed appointees shall be announced to a meeting of the sitting SGA General Assembly for discussion.

- c. After receiving the advice and counsel of the SGA General Assembly, the elected officers will fill the appointed offices and publish the names of the appointed officers to the student body, the Student Leadership and Involvement Center and the College at large by such means as the *Vanguard* and other media.
- d. The time frame for the appointment of Executive Board members shall be no more three weeks following the election.

Qualifications to Serve as Appointed Executive Board Officer

The minimum qualifications for candidates for the three elective offices are as follows:
To be a candidate, a student

- a. must have a cumulative grade point average of 2.75 or better;
- b. must be registered for at least six (6) credit hours;
- c. must sign pledge, that if selected, will serve for one full academic year or until the next year's election.

Appointed officers must maintain at least a 2.75 GPA while in office. Appointed officers must maintain enrollment in at least six (6) credit hours Fall and Spring semesters.

Article IX: Transition and Inauguration

Transitions

Within the week after the election, outgoing officers shall meet individually and in person with their counterparts among the new officers to provide adequate orientation and an orderly transition. In the case of appointed officers, this process will occur within one week of formal appointment. Each incoming officer shall also meet individually with the SGA Advisor.

Each outgoing Executive Board Member must write a detailed final report that will serve as an orientation memorandum for the incoming officer. This final report should explain the operating procedures, systems, and unfinished business that the incoming officer will need to understand in order to carry on the business of SGA. A template for the final report will be provided by the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center or his/her designee.

Formal powers and duties of each newly elected and appointed officer shall be formally assumed on the first day of Summer Session academic term.

Inauguration

No later than the third week of the Fall Semester of each academic year, the newly elected and appointed officers shall be welcomed to office in an appropriate inauguration ceremony, to which appropriate College faculty and administrative officials shall be invited. This ceremony shall be open to the entire College community.

Upon taking office, each elected or appointed officer shall take an oath or affirm his/her commitment to the office by repeating the following:

I, (name), having read and understood the Constitution of the Student Government Association, do solemnly swear (or affirm) that I will uphold, defend, and protect the Constitution of the Student Government Association of the Community College of Philadelphia, and that I will carry out the duties of (name of office) responsibly, faithfully, and to the best of my abilities.

Article X: Duties of Elected and Appointed Officers

1. President:

The President shall be elected by the student body to be the chief executive officer and administrative head of the SGA. The President shall:

- a. Create meeting agendas for all regular and special meetings of SGA General Assembly and the SGA Executive Committee;
- b. Represent the student body at all official College functions by invitation;
- c. Represent the Community College of Philadelphia Student Government Association at intercollegiate, civic, and other meetings outside the College and appointing other SGA representatives for such meetings;
- d. Have the privilege of debate at all SGA meetings, but at the SGA General Assembly meetings, if chairing the meeting, vote only to break a tie;
- e. Will serve as chief delegate to one College Standing/Governance committee by self-appointment;
- f. Appoint officers to the SGA with the advice and consent of the SGA General Assembly;
- g. Have the power to veto any act of the SGA General Assembly (unless a two-thirds vote shall override the veto);
- h. Work with the Vice-Presidents to recruit, interview, and select the appointed SGA officers, in consultation with the SGA General Assembly and Executive Committee;
- i. Promptly receive for review copies of all correspondence or reports sent to the SGA, or to SGA officers in their official capacities;
- j. Consult regularly with the SGA advisor, and work with the advisor to arrange orientation and training for the executive officers and student delegates to College committees;
- k. Participate in leadership institutes and other leadership training opportunities made available by the College;
- l. Post and serve at least 10 office hours per week;
- m. Review all College wide standing committee selections and present the final list to the SGA executive board for final review and approval.

2. First Vice-President

The First Vice-President shall:

- a. Attend all regular and special meetings of the SGA, having the power to engage in debate and to vote at all SGA meetings (except that a Vice-

president chairing a meeting of the SGA General Assembly shall vote only to break a tie);

- b. Serve as member of the SGA Executive Committee;
 - c. Serve as chair of the SGA Allocations Committee including recruitment of committee members to be submitted to the SGA president for review and approval by SGA executive board;
 - d. If requested by the President, preside at SGA meetings, represent the SGA at official functions, or represent the SGA at intercollegiate, civic, or other outside meetings;
 - e. Serve as Chief Delegate to one or more College standing committee as requested by the President;
 - f. Work with the President to recruit, interview, and select appointed officers, in consultation with the SGA General Assembly;
 - g. Post and serve at least 10 office hours per week;
 - h. Consult regularly with the advisor and participate in leadership training workshops and other leadership training opportunities made available by the College.
3. Second Vice-President
The Second Vice-President shall:
- a. Attend all regular and special meetings of the SGA, having the power to engage in debate and to vote at all SGA meetings (except that a Vice-president chairing a meeting of the SGA General Assembly shall vote only to break a tie);
 - b. Serve as member of the SGA Executive Committee;
 - c. Serve as Parliamentarian;
 - d. Work with the SGA Advisor to become knowledgeable in parliamentary procedure, and in the conduct of effective formal and informal meetings;
 - a. Become acquainted with Robert's Rules of Order;
 - b. Serve as a consultant to the President and to the SGA General Assembly, upon request, for parliamentary expertise needed to conduct meetings in orderly fashion.
 - e. Participate in skills and leadership training opportunities provided by SGA and/ or the College;
 - f. If requested by the President, represent the SGA at official functions, or represent the SGA at intercollegiate, civic, or other outside meetings;
 - g. Serve as Chief Delegate to one or more College standing committee as requested by the President;
 - h. Work with the President to recruit, interview, and select appointed officers, in consultation with the SGA General Assembly;
 - i. Post and serve at least 10 office hours per week;
 - j. Consult regularly with the advisor and participate in leadership training workshops and other leadership training opportunities made available by the College.
4. Northeast Regional Center Senator
The Northeast Regional Center Senator shall:
- a. Attend all SGA meetings in person or virtually;
 - b. Have the power to vote and to engage in debate at all SGA meetings;

- c. Serve as a member of the SGA Executive Committee;
 - d. Consult regularly with the SGA advisor and with other resource people, namely, the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center, to ensure compliance with College policies and procedures;
 - e. Participate in technical training and in leadership institutes and other training opportunities made available by the College;
 - f. Perform monthly surveys or open forums to gain knowledge of student needs;
 - g. Submit the SGA executive member monthly report;
 - h. Post and serve at least six (6) office hours per week at the Northeast Regional Center;
 - i. Represent needs and interest of their constituency;
 - j. Serve as Delegate on one or more College standing committee as requested by the President.
5. Northwest Regional Center Senator
The Northwest Regional Center Senator shall:
- a. Attend all SGA meetings in person or virtually;
 - b. Have the power to vote and to engage in debate at all SGA meetings;
 - c. Serve as a member of the SGA Executive Committee;
 - d. Consult regularly with the SGA advisor and with other resource people, namely, the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center, to ensure compliance with College policies and procedures;
 - e. Participate in technical training and in leadership institutes and other training opportunities made available by the College
 - f. Perform monthly surveys or open forums to gain knowledge of student needs;
 - g. Submit the SGA executive member monthly report;
 - h. Post and serve at least six (6) office hours per week at the Northwest Regional Center;
 - i. Represent needs and interest of constituency;
 - j. Serve on one or more College standing committee as requested by the President.
6. West Regional Center Senator
The West Regional Center Senator shall:
- a. Attend all SGA meetings in person or virtually;
 - b. Have the power to vote and to engage in debate at all SGA meetings;
 - c. Serve as a member of the SGA Executive Committee;
 - d. Consult regularly with the SGA advisor and with other resource people, namely, the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center, to ensure compliance with College policies and procedures;
 - e. Participate in technical training and in leadership institutes and other training opportunities made available by the College;

- f. Perform monthly surveys or open forums to gain knowledge of student needs;
 - g. Submit the SGA executive member monthly report;
 - h. Post and serve at least six (6) office hours per week at the West Regional Center;
 - i. Represent needs and interest of constituency;
 - j. Serve on one or more College standing committee as requested by the President.
7. Senators-at-Large Main Campus
The Senators-at-large shall each:
- a. Attend all SGA meetings;
 - b. Have the power to vote and to engage in debate at all SGA meetings;
 - c. Serve as a member of the SGA Executive Committee;
 - d. Consult regularly with the SGA advisor and with other resource people namely, the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center to ensure compliance with College policies and procedures;
 - e. Participate in technical training and in leadership institutes and other training opportunities made available by the College
 - f. Perform monthly surveys or open forums to gain knowledge of student needs;
 - g. Submit the SGA executive member monthly report;
 - h. Post and serve at least six (6) office hours per week;
 - i. Represent needs and interest of constituency;
 - j. Serve on one or more College standing committee as requested by the President.
8. Senator-at-Large Regional Centers
The Senator-at-large shall:
- k. Attend all SGA meetings;
 - l. Have the power to vote and to engage in debate at all SGA meetings;
 - m. Serve as a member of the SGA Executive Committee;
 - n. Consult regularly with the SGA advisor and with other resource people namely, the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center to ensure compliance with College policies and procedures;
 - o. Participate in technical training and in leadership institutes and other training opportunities made available by the College.
 - p. Perform monthly surveys or open forums to gain knowledge of student needs;
 - q. Submit the SGA executive member monthly report;
 - r. Post and serve at least six (6) office hours per week at one or more Regional Center;
 - s. Represent needs and interest of constituency;
 - t. Serve on one or more College standing committee as requested by the President.

9. Marketing and Event Secretary
The Marketing and Event Secretary shall:
 - a. Be charged with conducting all SGA marketing and event coordination and maintaining marketing and event records;
 - b. Attend all meetings of the SGA;
 - c. Serve as a member of the SGA Executive Committee;
 - d. Compose, send, receive, and distribute marketing materials on behalf of the SGA under the direction of the President;
 - e. Maintain orderly and secure files and hard copy files of outgoing marketing and events;
 - f. Work cooperatively with the Recording Secretary and other officers to help the SGA maintain good records and files;
 - g. Conduct marketing and event programming in a professional manner;
 - h. When necessary, assist with the duties of the Recording Secretary;
 - i. Consult regularly with the SGA advisor, and other resource people to whom the Marketing and Event Secretary may be referred by the President, to maintain the quality of SGA correspondence and other records;
 - j. Consult regularly with student Senators to develop events and marketing materials necessary to support the mission of SGA;
 - k. Handle all SGA public relations tasks, as delegated by the President including the writing and release of publicity materials, and the design and production of flyers and posters to generate attendance at SGA-sponsored events;
 - l. SGA public relations work will be done under the supervision of the President and in cooperation with the Student Leadership and Involvement Center
 - m. Participate in technical training and in leadership institutes and other leadership training opportunities made available by the College;
 - n. The Marketing and Event Secretary is not a voting member of the SGA Executive Board.

10. The Recording Secretary
The Recording Secretary shall:
 - a. Attend all regular and special meetings of the SGA;
 - b. Serve as a member of the SGA Executive Committee;
 - c. Work cooperatively with the Marketing and Event Secretary and other officers to help the SGA maintain good records and files, and conduct correspondence in a professional manner;
 - d. Record the minutes of all meetings of the General Assembly and the Executive Committee (or arrange for the minutes to be recorded);
 - e. Type the minutes of all meetings of the General Assembly and the Executive Committee (or arrange for the minutes to be typed, working with staff of Student Life if necessary);
 - f. File and distribute copies of all minutes before the next SGA General Assembly meeting;
 - g. After the minutes are approved, and in consultation with the SGA President, forward copies of the minutes (or executive summaries of same)

to the Office of Student Life, the Student *Vanguard*, and other appropriate recipients;

- h. Consult regularly with the SGA advisor, and other resource people to whom the Secretary may be referred by the President, to maintain the quality of SGA minutes and other records;
 - i. When necessary, the Recording Secretary is to assist and/or receive tasks from the Marketing and Event Secretary;
 - j. Participate in technical training and leadership training opportunities provided by the SGA and/or by the College;
 - k. The Recording Secretary is not a voting member of the SGA Executive Board.
11. The Treasurer
- The Treasurer shall:
- a. Attend all SGA meetings where a Treasurer's report is required;
 - b. Serve as a member of the SGA Executive Committee;
 - c. Review and approve all requisitions for expenditures of disbursements of SGA in accordance with the policies and standard operating procedures of Student Life and this Constitution. The Treasurer as well as the President of the SGA will sign approved requisitions/proposals;
 - d. Using standard bookkeeping methods, maintain all financial records of the SGA in a clear and orderly manner, and make disbursement and budget information available to the President, the Executive Committee, or the SGA General Assembly as requested;
 - e. Consult regularly with the SGA advisor and with other resource people namely, the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center to ensure compliance with College policies and procedures;
 - f. Serve as secretary on the Budget and Finance Committee as described in Article V Section 2.
 - g. Participate in technical training and in leadership institutes and other training opportunities made available by the College;
 - h. The Treasurer is not a voting member of the SGA Executive Board.

Article XI. Advisor

The SGA shall carefully interview, nominate and responsibly work with an Advisor. Like the appointed officers, the candidate chosen for Advisor by the elected officers must be discussed by the SGA Executive Board. The Candidate, whom the SGA proposes to serve as Advisor will serve for two years and must be approved by the College Administration.

The purpose of the Advisor is to provide a compatible consultant who will work closely with the SGA to provide advice on organizational process, offer needed instruction in leadership skills, and actively encourage SGA members and leaders as they seek to meet their goals and carry out their Constitutional duties. Specifically, the Advisor shall:

- a. Attend SGA meetings and other SGA programs upon a specific request by the President;

- b. Give guidance to the SGA in relation to adhering to the College Mission, and to College policy and procedures;
- c. Conduct educational workshops for SGA officers and members on leadership skills such as public speaking, interpersonal communication, parliamentary procedure, professional written communication and record-keeping, and effective committee work;
- d. Upon request, contribute to the processing of difficult group discussions and decision-making;
- e. Advise individual elected and appointed SGA officers as they learn their roles and engage in planning and problem-solving;
- f. Review important SGA draft documents upon request to assist SGA writers in meeting professional standards;
- g. Upon invitation, accompany SGA delegations to leadership conferences and conventions;
- h. Assist in orienting delegates to College Committees;
- i. Facilitate SGA networking with students, faculty and staff members with whom SGA can productively work to set up SGA events or complete SGA projects;
- j. Help sitting and new officers of the SGA make successful transitions as SGA administrations change;
- k. Review expenditure requests of SGA monies upon recommendation of President and Treasurer.

Article XII: Resignation, Succession, and Removal from Office

1. An elected or appointed officer who feels unable or unwilling to carry out his or her duties shall submit written resignation to the President of the SGA two weeks in advance of the date marking the cessation of the officer's work, and the termination of duties. In case of a President who might choose to resign, he or she should submit his or her written resignation to the First Vice-President, with copies to the SGA Executive Committee and the Leadership Programs Director/Coordinator of the Student Leadership and Involvement Center.
2. An elected or appointed officer who, without submitting a written resignation, withdraws from the College or for a period of three weeks during the Fall or Spring semester, fails to appear at required meetings, fails to carry out his or her official duties, or fails to obtain a leave of absence from the other SGA elected officers, will be considered to have abandoned his/her office, and to have resigned by default.
3. In case the President resigns, becomes unable to discharge the duties of the office, abandons office, or is removed, the office of President will devolve upon the First Vice-President. Similarly, in case of inability, or resignation, or abandonment of office or removal from office, the Second Vice-President would replace the First Vice-President; the Senator-at-large Regional Center would replace the Second Vice-President.
4. In case a Senator resigns, becomes unable to discharge the duties of the office, abandons office, or is removed an Election Committee shall be formed to facilitate and oversee nominations for a replacement Senator. The SGA Executive Board will select, from the nominees, a Senator to complete the term.

5. In case an appointed position becomes vacant, it shall be filled through new appointments by the Recruitment Committee in consultation with the President and the Executive Committee.
6. Officers may be removed from office by the SGA for the following causes:
 - a. Refusal to perform Constitutional duties, to carry out decisions or enforce policies of the SGA;
 - b. Involvement in serious financial breaches of trust;
 - c. Undermining the authority of one or more of the elected officers of SGA;
 - d. Violating the Student Code of Conduct and as a result being the object of disciplinary action by the College;
 - e. Conviction for violation of civil or criminal law.
6. Process For Removing an SGA Officer
 - a. The process of potential removal must begin with a formal charge, notification of the officer in question, and an investigation by the Executive Committee. If the Executive Committee finds the charge well founded, a hearing will be held before the SGA General Assembly. Removal must be affirmed by a 2/3 vote of the SGA General Assembly at two successive meetings. The decision of the SGA is final in all cases except for that of removing an SGA President.
 - b. The Dean of Students, Vice President for Academic and Student Success and the College President must approve the removal of an SGA President for Constitutional causes.
 - c. Every semester, the SGA Advisor will determine GPA and enrollment status of each officer to determine continuing eligibility to serve. Failure to maintain either GPA or enrollment status will result in immediate removal of office or appointed status.

Article XIII: Ratification and Amendments

1. This Constitution will take effect upon review and approval by 2/3 vote at a regular SGA meeting, review by the Dean of Students, and approval by the Vice President of Academic and Student Success.
2. Amendments may be proposed by a 2/3 affirmative vote at an SGA General Assembly meeting. Amendments will take effect upon review and approval by 2/3 vote at a regular SGA meeting, review by the Dean of Students, and approval by the Vice President of Academic and Student Success.

Article XIV: By-Laws

By-laws defining or establishing committees, procedures, new responsibilities, and other matters may be appended to the Constitution, as long as they do not conflict with the Constitution in any way. These By-laws may be developed by the SGA through its Executive Committee, or by the initiative of SGA General Assembly members. To take effect, proposed By-laws must be passed by a 2/3 affirmative vote at SGA General Assembly meeting.

Revised: SGA 1999-2000; 2000-2001, 2014-2015