

MANCHESTER COMMUNITY COLLEGE

STUDENT GOVERNMENT ASSOCIATION BY-LAWS

ARTICLE ONE: TERM OF OFFICE

The term of office for all Senators installed in April shall be one (1) full year commencing on June 1 and ending May 31. If a Senator joins anytime thereafter, the term of office is effective immediately and ends on May 31.

ARTICLE TWO: ELECTION ELIGIBILITY

To be eligible to run for Student Government Association Executive Board positions, all students:

- 1) Shall be currently registered at MCC.
- 2) Shall have paid a Student Activity fee during the current semester.
- 3) Shall have completed three (3) for-credit hours at MCC
- 4) Shall have earned a cumulative grade point average of 2.5 or better.
- 5) Shall plan to be an MCC student for the following entire academic year as well as maintaining a minimum of 12 credit hours per semester for their duration in office

Any student who has received a disciplinary warning or who is on probation for same may be eligible pending a review by the SGA Steering (Elections) Committee and the Director of Student Activities or their Designee. The Director of Student Activities, Director of Campus Life or the Dean of Student Affairs may waive the GPA and/or credit hour requirement if circumstances present themselves to make doing so a reasonable and prudent decision.

ARTICLE THREE: ELECTION PROCEDURES

- 1) Any candidate for office shall submit a nomination petition to the SGA Steering Committee Chairperson with the names and Banner #s of a minimum of twenty-five (25) MCC student signatures, as verified by the Director of Student Activities or their Designee.
- 2) No candidate may hold more than one (1) office. Candidates running for several positions must complete individual packets for each position and if the candidate wins more than one position, they must decline all but one of them.
- 3) Elections of the SGA shall be held within the first two (2) full weeks of April each year and shall be by secret ballot.
- 4) All MCC students who have paid the current Student Activity fee shall be eligible to vote in the SGA college-wide election.
- 5) In order to win an Executive Board position, candidates must receive a simple majority of the votes cast by the student body voting in a contested race. In the case of a tie, the tied candidates shall be referred to the student body for a re-vote.
- 6) Elections shall not be held for uncontested Executive Board positions.
- 7) Public notice of the election results must be posted within two (2) calendar days following the SGA college-wide election.
- 8) If a vacancy exists on the Executive Board at any time between the April elections and June 1, the SGA President may appoint as is their duty per the SGA Constitution and By-Laws.
- 9) Only candidates may campaign for themselves, there are to be no running mates, teams or endorsements. All candidates will run on their own merits alone.
- 10) All campaign regulations and procedures shall be determined by the SGA Steering (Elections) Committee and approved by the Director of Student Activities.

ARTICLE FOUR: RESIGNATIONS

Student Senators and Executive Board members shall inform the President and the Director of Student Activities, in writing, if he/she is unable to comply with the terms of his/her office.

ARTICLE FIVE: CLUBS

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1) All MCC clubs:

- a) Must submit their Constitution, By-laws and any Amendments thereto, to the SGA Constitution Committee to be sanctioned.
- b) Must be sanctioned by the SGA in order to be eligible for up to \$800 of Student Activity Funds (SAF, \$400 per semester). Clubs must use all of the SAF funds for the fiscal year or they will be reabsorbed.
- c) Are required to submit an annual proposed budget to the SGA Treasurer by October 1.
- d) Are required to have the club Treasurer meet with the SGAEB Treasurer at a minimum of once (1) a month.
- e) Are required to have at least one executive member of the club meet with the SGAEB Vice-President a minimum of once (1) per month during the academic school year.
- g) Shall submit a current list of qualified officers each semester for verification in order to maintain official recognition.
- h) Shall meet at least twice (2) per month during the regular academic year.
- i) Membership and event attendance must be open to ALL MCC students.
- j) That all sanctioned clubs receiving funds from the SGA shall have a representative at SGA meetings, a minimum of 2/3 of the meetings per semester..
- i.) That all clubs receiving funds from the Student Government Association will provide the community with some form of volunteer service or project, which will be approved by their advisor and submitted to the SGA for approval before disbursing their final installment of funding, during their last semester of the academic year.

If a club fails to comply with items (a) through (i) listed above, the SGA will have the authority upon further review and verdict from the judicial committee to withhold or suspend the club's funding. However if a club's funds are withheld by the SGA they may appeal the decision to that same body. Upon the club's appeal, the SGA will take a vote. If $\frac{3}{4}$ of the body vote in favor of returning the club's funding, funding previously withheld or suspended shall be restored. Clubs not receiving funds from the SGA are held exempt from the above mentioned requirements. (Amended by SS July 6, 1994)

2) To be eligible for an executive office in a sanctioned club, members shall:

- a) Currently be a registered student at MCC in at least one for-credit course of no less than 3 hours.
- b) Have paid a Student Activity fee for the current semester.
- c) Have previously completed three (3) academic credits.
- d) Have earned a cumulative grade point average of 2.0
- e) The Director of Student Activities, Director of Campus Life or the Dean of Student Affairs may waive the GPA and/or credit hour requirement if circumstances present themselves to make doing so a reasonable and prudent decision.

3) To establish a new non-funded club requires:

- a) A minimum of three (3) member to serve as officers.
- b) At least one (1) full-time faculty and/or staff advisor.
- c) Submission of a Constitution and By-laws for approval and sanction.
- d) Completed paperwork per the Office of Student Activities (OSA) requirements.
- e) Once a student club reaches 10 student members, they can appeal to the SGA for funding.

4) The Live Wire shall hold meetings twice per month, which will include its staff, one (1) SGAEB officer, the Director of Student Activities or Designee and at least one (1) faculty advisor.

5) Members of sanctioned MCC clubs shall act in accordance with and uphold all policies and provisions of the SGA Constitution, the SGA By-laws and the rules and regulations of, MCC and/or the State of Connecticut.

6) The OSA Club Handbook shall supplement the SGA Constitution and Bylaws.

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- 7) The SGA shall have the authority to suspend the charter of any club funded by the SAF if that club spends money in a manner deemed improper by the SGA Judicial Committee.
- 8) The SGA shall have the authority to discontinue the funding of any club funded by the SAF if that club fails to uphold the guidelines and policies set forth by the SGA Constitution and By-laws, the Club Handbook, MCC, or the State of Connecticut.

ARTICLE SIX: IMPEACHMENT

- 1) Any member of the SGA/SGAEB can be impeached for failure to fulfill his/her duties and responsibilities as set down in this Constitution, its By-laws, MCC or State policies or for flagrant violation of same.
- 2) Impeachment power shall rest with the SGA and it shall take immediate and appropriate action upon receipt of a recommendation from the SGA Judicial Committee.
- 3) Upon receipt of a written complaint, signed by at least 2 Senators, charging a SGA/SGAEB member with dereliction of duty or malfeasance of office, the Chairperson shall convene the Judicial Committee for the purpose of holding an impeachment hearing. If requested, the Chairperson shall call witnesses to testify on behalf of the accused. The Committee shall decide by majority vote whether the evidence warrants impeachment and make its recommendation to the SGA.
- 4) The SGA shall, upon Judicial Committee request, at a special meeting, discriminately and fully examine all evidence and/or testimony which the various parties directly involved may present. After consideration of all evidence and/or testimony, the SGA shall, by secret ballot, render its verdict to convict or acquit by a three-quarters 3/4 vote. In the event of a conviction, punishment shall not exceed beyond removal from office unless offense warrants further punishment by the Office of the Dean of Student Affairs.
- 5) The SGA shall notify any SGAEB member in writing within twenty-four (24) hours of any pending impeachment charges.
- 6) No SGA/SGAEB member being reviewed for impeachment can be a member of the SGA Judicial Committee.
- 7) The SGA/SGAEB member in question shall be suspended from office, pending the decision of the SGA Judicial Committee.
- 8) The SGA shall conclude its hearings and issue its decision within fourteen calendar days. If deemed necessary by the SGA, a one-time extension of fourteen (14)calendar days may be granted.
- 9) The accused party shall:
 - a) Be given a written statement of the charges against him/her.
 - b) Have ample time on the floor of the SGA to present his/her case, witnesses and/or other evidence supporting his/her case.
 - c) Have seven (7) calendar days to prepare his/her defense, after being served with a written statement of charges.

ARTICLE SEVEN: ADVISORS

- 1) The SGA Advisor shall be the Director of Student Activities or a Designee. The SGAEB may appoint additional advisors as deemed necessary.
- 2) The responsibilities of the Advisor shall be:
 - a) To meet with the SGA and SGAEB on a regular basis.
 - b) To provide effective leadership, orientation and training assistance to the SGA, SGAEB, and officers of chartered clubs, in conjunction with faculty advisors.
 - c) To assist in developing brochures, handbooks, programs, reports, policies, budgets, Constitutional revisions, ideas and projects within the best interests of the MCC student body.
 - d) To co-sign purchase orders, contracts, transfers, expense vouchers and student activity requests.
 - e) To serve as consultant or co-curricular activities resource person to render academic, programming and personal guidance to the SGA and to monitor and verify officer academic qualifications.

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3) No advisor shall have voting powers.

ARTICLE EIGHT: SGA STANDING COMMITTEES

1) The SGA standing committees shall include but are not limited to the following:

- a) Campus Activities Board
- b) Budget Committee
- c) Constitution Committee
- d) Judicial Committee
- e) President's Council
- f) Publicity Committee
- g) Steering Committee

2) All committees and its chairpersons shall be appointed by the SGA President.

3) Committee chairpersons shall determine meeting times of their respective committees, meeting as often as necessary to fulfill their functions and responsibilities.

4) Committee chairpersons shall recruit, train and appoint members of their respective committees.

5) Ad-hoc committees to serve the special needs of the MCC student body may be formed or dissolved by the SGA President, with the advice and approval of two-thirds (2/3) of the voting SGA membership.

ARTICLE NINE: CAMPUS ACTIVITIES BOARD

The Campus Activities Board (CAB) shall:

1) Be responsible for planning, promoting and implementing diverse, student sponsored programs within the best interests of the MCC student body.

2) Co-sponsor activities with SGA clubs and/or the College. Any SAF monies allocated by CAB shall be returned in whole or part upon completion of a co-sponsored event.

3) Work with the SGA Publicity Committee to assess student needs and minimize apathy.

4) The SGA President has forty-eight (48) hours to veto actions of this committee. However, the SGA may overrule the SGA President's veto by a two-thirds (2/3) vote.

5) Assume all other duties assigned by the President or the SGA.

ARTICLE TEN: BUDGET COMMITTEE

The SGA Budget Committee shall:

1) Prepare and submit a proposed annual budget to the SGA by the last meeting of March.

2) Be responsible for reviewing SGA club budget requests, and shall have the authority to question said budget requests as necessary, for approval.

3) Be responsible for reviewing, auditing and making recommendations concerning student activity funds and any disbursement of funds to clubs and the college that are within the best interests of and a direct benefit to the MCC student body.

4) Assume all other duties assigned by the President or the SGA.

ARTICLE ELEVEN: CONSTITUTION COMMITTEE

The SGA Constitution Committee shall:

1) Be responsible for periodically reviewing the SGA and club Constitution and By-laws for consistency, and recommend any changes to the SGA.

2) Be responsible for interpretation of and recommendation of revisions to the SGA and club Constitution and By-laws.

3) Draft any recommended changes in the SGA Constitution and its By-laws and record any amendments thereto.

4) Upon acceptance of club constitution by the SGA, the SGAVP and President must sign, in recognition of

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approval.

5) Assume all other duties assigned by the President of the SGA.

ARTICLE TWELVE: JUDICIAL COMMITTEE

The SGA Judicial Committee shall:

- 1) Ensure that all clubs comply with the SGA Constitution, its By-laws and all MCC and State regulations.
- 2) Investigate all impeachment charges and club violations.
- 3) Assume all other duties assigned by the President or the SGA.

ARTICLE THIRTEEN: PRESIDENT'S COUNCIL

The President's Council shall:

- 1) Consist of the SGA President and all club Presidents.
- 2) Meet once per semester with the MCC President to discuss mutual issues and concerns, as well as to provide guidance in determining policies that affect the best interests of the MCC student body.
- 3) Meet once per year with Academic Senate and College Senate Chairpersons to discuss mutual issues and concerns.
- 4) Present recommendations from the Council to the SGA.
- 5) Assume all other duties assigned by the President or SGA.

ARTICLE FOURTEEN: PUBLICITY COMMITTEE

The SGA Publicity committee shall:

- 1) Promote SGA programs, services, membership recruitment and retention, projects, and prepare press releases.
- 2) Assess student needs and minimize apathy.
- 3) Assume all other duties assigned by the President or SGA.

ARTICLE FIFTEEN: ELECTIONS COMMITTEE

The SGA Elections Committee shall:

- 1) Prepare election procedures, advertisements and ballots.
- 2) In conjunction with the Director of Student Activities or Designee, coordinate and implement the SGA elections in April of each year.
- 3) Assume all other duties assigned by the President of the SGA.

ARTICLE SIXTEEN: AMENDMENTS

These By-laws may be amended with a simple majority vote of voting Senators present at any SGA meeting, subject to the written approval of the Director of Student Activities and the Dean of Student Affairs. Once passed, the amendment will be immediately implemented in the By-Laws.

(Amended by SS, July 6, 1994)

ARTICLE SEVENTEEN: RATIFICATION

These By-laws shall be ratified by a simple majority vote of the Senators present at a regular SGA meeting, subject to the written approval of the Director of Student Activities and the Dean of Student Affairs.

(Approved by SS April 10, 1991)

ARTICLE EIGHTEEN: QUORUM & VOTING

A majority of the voting membership present shall constitute a quorum at an official meeting. That the number of votes necessary to transact business shall be a majority of those members voting at an official meeting.

(Approved by SS June 29, 1994)

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ARTICLE NINETEEN: JURISDICTION

Be it resolved that the Student Government Association shall have the sole authority to authorize the allocation of any funds that exceed \$1,000 in amount, for any one purpose with the exception that the Student Government Association Executive Board may make such allocations of funds during Winter and Summer recesses and in the case of emergencies between Full Student Government Association Meetings. All funds allocated for “emergencies” shall be duly reported and ratified by the Student Government Association at that association’s next regularly scheduled meeting.

Student Government Association President

Director of Student Activities

Dean of Student Affairs