

MANCHESTER COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE ONE: NAME

The name of this association shall be the Student Government Association (hereafter referred to as SGA) of Manchester Community College (hereafter referred to as MCC).

ARTICLE TWO: PURPOSE

The purpose of this association shall be:

- 1) To promote and protect the rights, education, and general welfare of the MCC student body.
- 2) To govern and administer the Student Activity Fund (SAF).
- 3) To support those activities contributing to student development and promote opportunities for involvement, special interests and interaction.
- 4) To provide student opportunities for gaining skills and practical experience in leadership and democratic government.
- 5) To provide diverse programs of high quality for the MCC student body.

ARTICLE THREE: MEMBERSHIP AND ELIGIBILITY

A) The SGA membership shall be open to all MCC students and shall consist of representatives from the student body, as follows:

- 1) Executive Board Officers: President, Vice-President, Secretary, Treasurer, Student Advisory Committee (SAC) Primary Representative (hereafter referred to as the SAC Rep) and SAC Alternate Representative (ex officio).
- 2) One representative from each recognized and funded club (per each club's guidelines) at MCC. Non-funded clubs may send one representative but are not required to do so.
- 3) Student Representatives elected from the general student body determined by student population per every thousand registered, or portion thereof.
- 4) In addition to the foregoing, the Director of Student Activities (or designee), the Director of Student Life (or designee), the Dean of Student Affairs (or designee), and SGA Faculty Advisor(s) shall be Ex-officio members.
- 5) The SGA will find a Faculty/Staff member to be its Advisor for the academic year.

B) Elected Representatives and At-Large Members:

SGA membership and SGA Elected Representative positions shall be open to MCC students meeting the following requirements:

- 1) Shall be a currently registered student at MCC.
- 2) Shall have paid a Student Activity Fee for the current semester.
- 3) All Elected Representatives shall have completed three (3) academic credits and earned a cumulative grade point average of 2.0.
- 4) Elected Representatives shall not represent any club or vote on behalf of any club in which they are a member. The lone exception being that they are the only member of a given club present, in that case they may count for attendance but still must vote as an Elected Representative and not a Club Senator.
- 5) At-Large Members shall have voting rights once they attend a second meeting.
- 6) At-Large Members may represent a single club as a representative in the case of no other representative being present, so long as they are active members of that club.
- 7) First year MCC students may be At-Large Members but must comply with all MCC and SGA standards to maintain their position during their second semester.
- 8) One Student. One Vote.

MANCHESTER COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

C) Club Senators:

Each recognized and funded student club in a manner deemed appropriate by that club shall choose one Senator.

1. Must be an active member of the club they represent.
2. Shall not represent more than one (1) Club in the SGA in a given meeting.

D) EXECUTIVE OFFICERS:

All Student Government Association Executive Board members (hereafter referred to as SGAEB) shall meet the criteria set out for Elected Representatives and At-Large Members and those set forth in Article 3, section E. Additionally, all members of the SGAEB shall earn a cumulative grade point average of 2.5 and 12 credit hours per semester for the duration of their term of office. All SGAEB/SAC members must be full time students. The Director of Student Activities (or designee), the Director of Student Life (or designee) or the Dean of Student Affairs (or designee) at their discretion may make reasonable exceptions.

- 1) Members of the Student Government Association Executive Board cannot hold an officer position in any other Club.
- 2) The Student Government Association Executive Board members cannot present requests for funding on behalf of their club.
- 3) All candidates wishing to hold more than one officer position are subject to approval from the Director of Student Activities (or designee).

E) ELIGIBILITY

- 1) All members must register for classes before the end of the add/drop period to maintain eligibility. Once eligibility is lost, any position held in or on behalf of the SGA is forfeit. Eligibility can be re-established after the end of the add/drop period by registering in a for-credit course of at least three (3) hours and paying the student activity fee for the current semester. SGAEB positions must comply with additional requirements as outlined in Article 3, section D of this document.
- 2) All members must maintain good standing with the College to retain positions and/or voting privileges.
- 3) The expectation for participation is that once a member discovers they are ineligible to participate they will immediately inform the SGA President. Failure to do so may result in referral to the Conduct Committee and/or the Dean of Student Affairs Office.

ARTICLE FOUR: COMMITTEES

A) **Conduct Committee:** The Conduct Committee shall govern the conduct of the SGA, its members and student clubs and their members to the standards outlined in the Student code of conduct. The Conduct Committee does not replace or interfere with the College's Conduct process. The process to refer individuals and Clubs to the Conduct Committee shall be:

- 1) Written notification of alleged violation(s) presented to a club or member(s) asking them to attend the next regularly scheduled (or special meeting if timing requires) meeting to explain and answer questions regarding alleged conduct. The letter may not be sent without the signature of the SGA Secretary (or SGA designee) and the Director of Student Activities (or designee).
- 2) Alleged violations will be presented in writing and verbally to all members of the SGA by an SGAEB Officer, followed by a vote by the SGA either to send the matter to the Conduct Committee for review or to drop the matter in the SGA. A two-thirds (2/3) vote is required to refer the matter to the Conduct Committee.

MANCHESTER COMMUNITY COLLEGE

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

- 3) The Conduct Committee Chair will present the Committee's recommendation at the next regularly scheduled meeting of the SGA (or a special meeting if timing requires). The SGA will vote to confirm the Committee's recommendations or not, requiring a simple majority to confirm.
- B) Elections Committee: The Elections Committee shall govern the election procedure(s) for all SGA Elections and elections for positions external to campus that are representative of the SGA or student body at MCC.
- C) Campus Activities Board (CAB): Shall govern the planning and implementation of SGA sponsored events both on and off campus utilizing the Student Activity Fund (SAF).

ARTICLE FIVE: POWERS

THE STUDENT GOVERNMENT ASSOCIATION:

The powers of the SGA shall be:

- 1) To serve as the official representative/voice of the student body.
- 2) To govern and distribute the SAF.
- 3) To hear the petitions or complaints of students regarding all matters of student life.
- 4) To provide an effective means of communication between the MCC student body, MCC faculty and MCC administration.
- 5) To represent the student body on MCC governance and/or college-wide committees and present a brief report to the SGA of said meetings.
- 6) To regulate the activities of student clubs in the best interests of the student body.
- 7) To ensure that all funded student clubs use the SAF in a sound and responsible manner and may freeze club funds in the case of alleged misconduct or misuse, pending an investigation by the SGA Conduct Committee.
- 8) To overrule a SGAEB action by a two-thirds (2/3) vote of the voting SGA members.

THE STUDENT GOVERNMENT ASSOCIATION EXECUTIVE BOARD:

The powers of the SGAEB shall be:

- 1) To supervise the affairs of the SGA and carry out its purposes.
- 2) To represent the SGA and transact its business in the interim between regular SGA meetings and report on same at the next regular SGA meeting.
- 3) To have veto power over any motion of the SGA, however said veto may be overruled by a two-thirds (2/3) vote of the voting SGA members.
- 4) To establish an agenda for all SGA meetings.
- 5) Except for the SGA President, all members of the SGAEB shall have full voting privileges at all SGA meetings. Additionally, each member of the SGAEB shall have the authority to call an emergency or special meeting of either the SGA or the SGAEB, by giving notice to all members in usual attendance including the Director of Student Activities (or designee) and the SGA Advisor.

THE PRESIDENT:

- 1) May co-sign expense vouchers in the absence of the SGA Treasurer.
- 2) May assign and/or delegate duties and responsibilities to members, Elected Representatives, Club Senators and Executive Board members and may ask for the resignation of any member who continuously fails to complete said duties.
- 3) May vote at all SGA and SGAEB meetings when it may affect the result, as outlined in Roberts' Rules of Order, Revised.

MANCHESTER COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

- 4) May, with the advice and approval of the SGA membership, have the authority to:
- a) Appoint and dissolve all SGA committees.
 - b) Make appointments in filling SGAEB vacancies, which shall be affirmed at the next regularly scheduled SGA meeting via vote.
 - c) Make appointments to SGA standing committees, MCC Governance and college-wide committees.

ARTICLE SIX: CONDUCT

The SGA and the SGAEB shall:

- 1) Act in accordance with and uphold all policies and provisions of the Constitution, its By-laws, as well as the rules and regulations of MCC and/or the State of Connecticut.
- 2) NOT vote on any motion:
 - a) Which directly concerns a club in which they are a member.
 - b) Which they hold a vested interest in or benefit from.
 - c) From which they could reasonably be expected to derive profits from by certain SGA or SGAEB decisions.
- 3) Not enter into any contractual agreements without the written approval of the SGA, the SGA Treasurer, and the Director of Student Activities (or designee).

ARTICLE SEVEN: DUTIES

THE STUDENT GOVERNMENT ASSOCIATION:

The Duties of an Elected Representative shall be:

- 1) To be committed to meeting his/her responsibilities as prescribed in the Constitution and as delegated by the SGA President, SGAEB or the Director of Student Activities (or designee).
- 2) To represent the SGA on at least one college-governance committee.
- 3) To attend all meetings of the SGA unless excused. In the case of two (2) unexcused absences, the SGA may automatically revoke his/her Representative seat.

The duties of a Club Senator shall be:

- 1) To represent their club in SGA General Meetings.
- 2) To represent their club on any one (1) college-governance committee of their choice and to inform their club of SGA and Committee business both current and future as necessary for the wellness of their club.

THE EXECUTIVE BOARD:

The Duties of an Executive Board member shall be:

- 1) To be committed to meeting his/her responsibilities as prescribed in the Constitution and as delegated by the SGA President or SGAEB or the Director of Student Activities (or designee).
- 2) To represent the SGA on at least one college-governance committee.
- 3) To attend meetings of the SGA and SGAEB unless excused. In the case of two (2) unexcused absences, the SGAEB may refer the matter to the Conduct Committee for review.
- 4) To the best of his/her ability, provide effective training and orientation to a successor before their term of office expires, including standard works and effective training in specific job duties.
- 5) To spend no less than ten (10) hours, on-campus, each week performing duties related to the SGA. SAC representatives need not hold office hours. However, they must attend every SGA and SGAEB meeting.
- 6) To maintain a daily journal of duties performed and achievement of pre-established goals and submit said journal to the Director of Student Activities (or designee) monthly.

MANCHESTER COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

THE PRESIDENT:

- 1) Shall preside over the President's Council and all SGA and SGAEB meetings.
- 2) Shall serve as co-chairperson of the SGA Constitution Committee.
- 3) Shall serve as an Ex-officio member of any SGA or College governance committee.
- 4) Shall ensure that all members of the SGA and SGAEB fulfill their duties as outlined in this Constitution, its By-laws, or as assigned/delegated.
- 5) Shall, upon recommendation of the SGA Conduct Committee request that the SGA Secretary (or SGA designee) notify (in writing) members when their policies, actions and/or expenditures are deemed in conflict with the interests of the SGA, student body or any other policies of the SGA, MCC and/or the State of Connecticut. The letter must be co-signed by the Director of Student Activities (or designee).
- 6) Shall, with the SGA Vice-President, compile and distribute a progress report to the SGA by the last regular meeting of each semester.
- 7) Shall keep abreast of all SGA and SGAEB actions.
- 8) Shall assume duties requested by the SGA, SGAEB or the Director of Student Activities (or designee).

THE VICE-PRESIDENT:

- 1) Shall assume the powers and duties in the absence, removal, or resignation of the President.
- 2) Shall preside over:
 - a) The SGA Steering (Elections) Committee
 - b) The SGA Constitution Committee.
 - c) The SGA Honors/Awards Committee.
- 3) Shall, in conjunction with the Director of Student Activities (or designee), be in charge of:
 - a) Club Day.
 - b) Club Orientation.
 - c) SGA Annual Awards Banquet.
- 4) Shall act as liaison between:
 - a) The SGA and recognized clubs.
 - b) Student representatives on governing and college-governance committees.
- 5) Shall assume all other duties assigned by the President, the SGA, or the Director of Student Activities (or designee).
- 6) Shall attend all SGA and SGAEB meetings.

THE SECRETARY:

- 1) Shall post all SGA and SGAEB agendas prior to each meeting, keep accurate and detailed minutes of all SGA and SGAEB proceedings, and shall type, post and distribute said minutes to all SGAEB members, Senators and designated MCC officials within five (5) days of said meeting.
- 2) Shall, at each SGA or SGAEB meeting:
 - a) Take attendance and maintain records pertaining to same.
 - b) Request approval of the minutes, without a reading, to be official.
- 3) Shall maintain well-organized files of minutes and/or committee reports of all SGA, SGAEB, and recognized clubs meetings; said files shall be kept for a minimum of three (3) years.
- 4) Shall, at the direction of the President:
 - a) Post the SGA or SGAEB, and recognized club meetings; said files shall be kept for a minimum of three (3) years.

MANCHESTER COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

- b) Type SGA and SGAEB correspondence as required.
 - c) Notify any SGA or SGAEB member, in writing, that alleged conduct violations are being proposed against him/her. Both the SGA Secretary and Director of Student Activities must sign notification letters.
- 5) Shall assume all other duties assigned by the President, the SGA, or the Director of Student Activities (or designee).
- 6) Shall attend all SGA and SGAEB meetings.

THE TREASURER:

- 1) Shall be responsible for the administration of the Student Activity Fund (SAF) in accordance with the policies of the SGA, MCC and the State of Connecticut.
- 2) Shall promptly prepare and maintain an accurate and current itemized journal (receipts, income, expenditures and balances) and shall present a report, in writing, at all SGA and SGAEB meetings.
- 3) Shall promptly prepare, co-sign and process all SGA and SGAEB expense vouchers, purchase orders, transfers, cash/ticket reports, and other requests for funds.
- 4) Shall receive, record and deposit all SGA and CAB funds within twenty-four (24) hours of receipt.
- 5) Shall work with the Director of Student Activities (or designee) to prepare a line-item operating budget (for clubs and the SGA) and shall propose an annual budget to the SGA for approval by the last meeting of March for submission to the Director of Student Activities by April 15.
- 6) Shall serve as an Ex-officio member of:
 - a) The Campus Activities Board (CAB)
 - b) The SGA Conduct Committee, and in conjunction therewith shall report to the SGA and the SGAEB any violations regarding the use of the Student Activity Fund.
- 7) Shall require clubs to submit an annual proposed budget by October 1.
- 8) Shall require all funded clubs to meet monthly to review any transactions from their accounts and insure accurate recording of club funds.
- 9) Shall review all club budget proposals:
 - a) To determine if they are complete.
 - b) With the Director of Student Activities (or designee) for compliance.
 - c) With the consent of the Office of Student Activities (OSA), recommend or deny, in writing, SAF allocations.
- 10) Shall be responsible for closing and reclaiming all unused SAF funds at the end of the fiscal year with the Director of Student Activities (or designee).
- 11) Shall keep detailed records of all incoming and outgoing SAF monies.
- 12) Shall assume all other duties assigned by the President, the SGA, or the Director of Student Activities (or designee).
- 13) Shall attend all SGA and SGAEB meetings.

STUDENT ADVISORY COMMITTEE (SAC) REPRESENTATIVE (Rep):

- 1) Shall report to the SGA and SGAEB any relevant SAC information at each meeting.
- 2) Shall submit copies of minutes from SAC and SAC subcommittee meetings at each meeting (as available).
- 3) Shall communicate regularly via e-mail with the SGA President and Director of Student Activities (or designee) in lieu of holding office hours at MCC.
- 4) Shall attend all SGA, SGAEB and SAC meetings.

MANCHESTER COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

- 5) Shall assume all other duties assigned by the President, the SGA, or the Director of Student Activities (or designee).
- 6) In the absence of, or due to the inability of the SAC Rep to perform their duties as indicated in writing by them or as determined by the Conduct Committee, the SAC Alternate serves or replaces the SAC Rep.
- 7) In the case of written resignation of either the SAC Rep or SAC Alternate, the SGA President may appoint or open the position for no less than two weeks of nominations followed by an election by the SGA requiring only a simple majority.

ARTICLE EIGHT: MEETINGS

All meetings shall be governed by Robert's Rules of Order, Revised.

THE STUDENT GOVERNMENT ASSOCIATION:

Shall meet a minimum of twice per month during the regular academic year. All meetings shall be open to any MCC student. Summer, intercession and night meetings shall occur as deemed necessary.

THE STUDENT GOVERNMENT ASSOCIATION EXECUTIVE BOARD:

Shall meet weekly-during the academic year. One meeting per month may be held via telephone, or internet when deemed necessary.

THE STUDENT GOVERNMENT ASSOCIATION COMMITTEES:

Shall meet a minimum of once (1) a month during the regular academic year. All meetings shall be open to any MCC student. Any MCC Student who attends has voting rights in said committee, as long as they are taking at least one for-credit course at MCC and have paid the Student Activity Fee.

ARTICLE NINE: QUORUM AND JURISDICTION

- 1) A majority of the voting membership present shall constitute a quorum at an official meeting.
- 2) 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.

ARTICLE TEN: AMENDMENTS AND RATIFICATION

- 1) This Constitution shall be official if approved by two-thirds (2/3) of the entire voting SGA membership, and a majority of recognized and funded clubs subject to written approval of the Director of Student Activities (or designee), the Director of Student Life (or designee), and the Dean of Student Affairs.
- 2) This Constitution maybe amended via the following process:
 - a. Amendments going first through the Constitution Committee and passing with a 2/3 majority vote of the members of that Committee.
 - b. Amendments then must be presented in the next SGA General Meeting to be reviewed for no less than one week.
 - c. Amendments are then voted on in the next scheduled General Meeting of the SGA.
 - d. Elected Representatives, At-Large Members, and Club Senators present at any SGA meeting may choose to pass the amendment with a 3/4 majority vote.

MANCHESTER COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

- e. Amendments will then be subject to the written approval of the Director of Student Activities (or designee), the Director of Student Life (or designee), and the Dean of Student Affairs. Once approved, the amendment will be added into the Constitution.

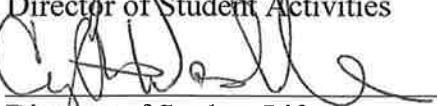
Approved by SGA April 10, 1991
Amended by SGA February 27, 1992
Amended by SGA November 17, 1993
Amended by SGA June 29, 1994 and July 6, 1994
Amended by SGA February 8, 1995
Amended by SGA April 12, 1995
Amended by SGA March 3, 2008
Amended by SGA April 30, 2009
Amended by SGA May 25, 2010
Amended by SGA October 13, 2010
Amended by SGA March 27, 2013



Student Government Association President



Director of Student Activities



Director of Student Life



Dean of Student Affairs