

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) academic credits.
- 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.

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.

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 candidate who was elected in the April election to fill the vacant position will take office immediately. In the absence of a replacement, vacancies shall immediately be filled at the next SGA meeting by nominations and secret ballot elections.
- 9) All campaign regulations and procedures shall be determined by the SGA Steering (Elections) Committee.

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

- 1) All MCC clubs:
 - a) Must submit their Constitution, By-laws and any Amendments thereto, to the SGA Constitution Committee to be sanctioned.

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- b) Must be sanctioned by the SGA in order to be eligible for up to \$800 of Student Activity Funds (\$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 submit monthly financial statements and activity reports to the SGA Treasurer for auditing compliance and consistency.
- e) Shall submit a current list of qualified officers each semester for verification in order to maintain official recognition.
- f) Shall meet at least once per month during the regular academic year.
- g) Membership and event attendance must be open to ALL MCC students.
- h) That all sanctioned clubs receiving funds from the SGA shall have a representative at SGA meetings, a minimum of three times a semester for a total of six SGA meetings an academic year. 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.

At the discretion of the SGA if the above mentioned requirements are not fulfilled, the SGA will have the authority to withhold the club's final disbursement of funding. If a club does not wish to accept the funds provided to them by the SGA, then they 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.
 - 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
- 3) To establish a new club requires:
 - a) A minimum of ten (10) member signatures.
 - b) At least one (1) faculty advisor.
 - c) Submission of a Constitution and By-laws for approval and sanction.
- 4) The Live Wire shall hold meetings twice per semester which will include its staff, one (1) SGAEB officers, 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 SGA Club Handbook shall supplement the SGA Constitution and Bylaws.
- 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.

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- 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 two-thirds (2/3) vote. In the event of a conviction, punishment shall not exceed beyond removal from office.
- 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 thirty calendar days. If deemed necessary by the SGA, a one-time extension of thirty (30) 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 through counsel, 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.
- 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) Activities Committee
 - b) Budget Committee

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- 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: ACTIVITIES COMMITTEE

The Student Activities Committee 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 student activity funds allocated by SAC 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 approval.
- 5) Assume all other duties assigned by the President of the SGA.

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ARTICLE TWELVE: JUDICIAL COMMITTEE

The SGA Judicial Committee shall:

- 1) Insure 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 which affect the best interests of the MCC student body.
- 3) Meet once per year with Faculty 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: STEERING (ELECTIONS) COMMITTEE

The SGA Steering 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.