

Preamble

The student body of Chattanooga State Community College, desiring to organize, govern and attract active student participation in the affairs of the college, does hereby establish the Student Government Association of Chattanooga State Community College as outlined in this Constitution.

Article I. Name

The name of this organization shall be the Student Government Association of Chattanooga State Community College, hereinafter referred to as the SGA.

Article II. Purpose

The purposes of the SGA are to promote and maintain active communication between the students, faculty and administration and to provide a means for members of the Student Body to express themselves effectively in the development and maintenance of the College programs which affect their intellectual, physical, social, economical, and spiritual welfare.

Article III. Membership

Section One. Composition

The SGA shall be composed of twelve (12) voting members: six (6) elected senators and six (6) of the seven (7) officers. The SGA shall also be composed of non-voting members, including the parliamentarian, five (5) appointed liaisons, at least one (1) advisor, and any registered students of Chattanooga State Community College.

1. Senators.
 - a. Senators shall be drawn from the following constituencies:
 - i. Two (2) senators from the freshmen class,
 - ii. Two (2) senators from the sophomore class,
 - iii. One (1) senator from among the five (5) branch sites,
 - iv. One (1) senator from the TTC.
 - b. Senators shall be expected to represent their constituency in all general business and events of the SGA. Each senator shall have one vote regardless of the number of offices held.

2. Liaisons. One (1) liaison shall be appointed by the Executive Council for each of the campus sites. Liaisons shall be non-voting members of SGA and shall not count toward the determination of quorum.
3. Advisor(s). The advisor(s) shall be an academic or administrative faculty member appointed by the administration of Chattanooga State Community College. The advisor(s) shall be a non-voting member of SGA and shall not count toward the determination of quorum.

Section Two. Election of Senators

1. Qualifications. Senators must:
 - a. Have at the time of their election, a minimum cumulative grade point average of 2.00,
 - b. Maintain a minimum cumulative grade point average of 2.00 during their term of office,
 - c. Be a member of the academic class or matriculating at the campus/center for which they are seeking office,
 - d. Attend SGA leadership training.
2. Timing. Senators shall be elected annually by the Chattanooga State Community College student body on the second Wednesday and Thursday of October to serve a term of one (1) year or until successors are elected and installed. A term shall begin on the day after the election. A plurality shall elect.
3. Eligibility of voters. Chattanooga State Community College students currently enrolled at any of the sites/campuses, as determined by the Enrollment Management System, are eligible to cast ballots for senators.
4. Vacancies. A vacancy for the office of senator shall be filled by a plurality vote of the SGA at a regular or special meeting for which notice of the vacancy has been given to the Chattanooga State Community College student body.

Section Three. Liaisons

Each “campus site” shall be represented by one (1) liaison.

1. Qualifications. Liaisons must:
 - a. Be students enrolled at the campus site which the office represents and continue enrollment with at least three (3) credit hours at that site for their term of office,
 - b. Have at the time of their appointment, a minimum cumulative grade point average of 2.00,
 - c. Maintain a minimum cumulative grade point average of 2.00 during their term of office,

- d. Attend a minimum of one regular meeting per month of the SGA at the main campus and report on developments, issues and concerns at their campus site.
2. Appointment. Liaisons shall be appointed by a plurality vote of the Executive Council at its first meeting following the installation of the SGA.
3. Term of Office. Liaisons shall serve a term of office equivalent to that of the Executive Council which appoints them.
4. Vacancies. A vacancy for the office of liaison shall be filled by a plurality vote of the Executive Council at a regular or special meeting for which notice of the vacancy has been given to the student body at the corresponding site/campus for which the vacancy occurred.

Section Four. Advisor

1. Duties. The SGA Advisor(s) shall:
 - a. Attend regular meetings of the SGA and Club and Organizational Funding Committees,
 - b. Inform the SGA of Chattanooga State Community College policies and procedures,
 - c. Assist the SGA in carrying out activities, programs, and changes in policy.
2. Appointment. The administration of Chattanooga State Community College shall appoint the Advisors to the SGA.
3. Term of Office. Advisors shall serve at the discretion of the administration of Chattanooga State Community College.

Section Five. Resignation or Removal

1. Resignation. A member of SGA may resign by addressing a letter of resignation to the SGA secretary. Resignation shall be official upon acceptance of the request by the SGA at a subsequent meeting.
2. Removal. Failure to maintain the qualifications for elected office shall automatically result in removal from office.

Procedures for addressing the misconduct of members outside of meetings shall follow the process outlined in the most recently published edition of Robert's Rules of Order Newly Revised.

Section Six. Limitations to Term of Office

No student shall hold more than one SGA position at a time. No student shall be eligible to serve more than six (6) academic semesters in the SGA. Any part of a semester served in excess of two months shall be considered a full semester.

Article IV. Officers

Section One. Officers and Duties

1. Campus-wide elected officers. The campus-wide elected officers of the SGA shall be the president and vice-president. These officers shall have the rights and responsibilities of membership in the SGA.
 - a. President. The president shall:
 - i. Represent the interests, decisions, and opinions of the SGA to administration and the larger community.
 - ii. Preside over regular and special meetings of the Executive Council.
 - iii. Appoint chairmen to committees, except as stated in these bylaws.
 - iv. Be an ex officio member of all committees.
 - v. Appoint SGA members to serve on institutional committees as requested by the Chattanooga State Community College administration.
 - vi. In the absence of the vice-president, the president or his or her designee shall preside over regular and special meetings of the SGA
 - vii. Shall serve as a member of the Executive Council with one vote.
 - viii. Perform other duties as assigned by this constitution.
 - b. Vice President. The vice-president shall:
 - i. Preside over regular and special meetings of the SGA.
 - ii. In the absence of the president, preside over regular and special meetings of the Executive Council.
 - iii. Shall serve as a member of the Executive Council with one vote.
 - iv. Perform other duties as assigned by this constitution.
2. SGA-appointed officers. The SGA-appointed officers shall be the secretary, treasurer, chief justice, parliamentarian, and communications officer. With the exception of the Parliamentarian, elected officers shall have the rights and responsibilities of membership in the SGA. They shall be appointed by the SGA selection committee (Section 3.1.B).
 - a. Secretary. The secretary shall:
 - i. Keep a record of the proceedings of the meetings of the SGA and the Executive Council.
 - ii. File and preserve all publicity materials from past events.
 - iii. Serve as general office manager of the SGA office, and perform duties necessary to the general functioning of the office and its activities.

- iv. Make available a copy of the minutes of the SGA and Executive Council meetings to the respective membership in a timely manner.
- v. Write official SGA correspondence under the direction of the president.
- vi. Shall serve as a member of the Executive Council with one vote.
- vii. Perform other duties as assigned by this constitution.

Treasurer. The treasurer shall:

- viii. In consultation with the Advisor, collect financial obligations, receive all monies belonging to the SGA and deposit the same in its College approved accounts.
- ix. In consultation with the Advisor, pay bills approved by the SGA and render a written report at SGA and Executive Council meetings.
- x. Present copies of all financial reports to the president and secretary.
- xi. Serve as chairperson of the Club and Organization Funding Committee.
- xii. Shall serve as a member of the Executive Council with one vote.
- xiii. Perform other duties as assigned by this constitution.

b. Chief Justice. The chief justice shall:

- i. Represent the Student Body for traffic appeals.
- ii. Serve as the student representative for judicial issues that arise on campus.
- iii. Liaise with the College Judicial Officer and Security.
- iv. Shall serve as a member of the Executive Council with one vote.
- v. Perform other duties as assigned by this constitution.

c. Parliamentarian. The parliamentarian shall:

- i. Ensure the orderly conduct of business during SGA meetings as per the accepted parliamentary authority.
- ii. Inform members of their voting status.
- iii. Conduct training and education for members related to the understanding and use of parliamentary procedure.
- iv. Serve as the Chair of the SGA Elections Committee providing that he/she will not be a candidate for that election.
- v. Be a non-voting members of SGA and shall not count toward the determination of quorum.
- vi. Perform other duties as assigned by this constitution.

d. Communications Officer. The communications officer shall:

- i. Publicize information on behalf of the SGA to the student body.
- ii. Assist with coordination of SGA events with the student body.
- iii. Shall serve as a member of the Executive Council with one vote.
- iv. Perform other duties as assigned by this constitution.

Section Two. Qualifications

Officers shall:

1. Be enrolled at Chattanooga State Community College the time of election or appointment.
2. Have at the time of their election, a minimum cumulative grade point average of 2.50.
3. Maintain a minimum cumulative grade point average of 2.00 during their term of office.
4. Appointed officers must be enrolled for no less than six (6) credit hours during their term of office to exclude Summer Term.
5. Elected officers (SGA President and Vice President) must be enrolled for no less than twelve (12) credit hours during their term of office to exclude Summer Term.
6. Have a minimum of one (1) full academic year, excluding the summer term, remaining at the time of their appointment. The SGA Advisor(s) may confer with the Records Department to verify that a potential officer meets this criterion.
7. Attend SGA leadership training.

Section Three. Election and Appointment of Officers

1. Timing.
 - a. The president and vice-president shall be elected annually by the Chattanooga State Community College student body on the first Wednesday and Thursday of April to serve a term of one (1) year or until successors are elected and installed. A term shall begin on the day after the spring graduation ceremony. A plurality shall elect.
 - b. Before the president shall hold office, they shall swear the oath saying, “I, (full legal name) do solemnly swear that I will diligently uphold the position as President of the Student Government Association at Chattanooga State Community College, and will make every effort to serve and represent the students of this Institution to the best of my abilities.”
 - c. The remaining officers shall be appointed annually by the Chattanooga State Community College senators, SGA President, SGA Vice President, and SGA Advisor(s) within one week of the spring graduation ceremony

to serve a term of one (1) year or until successors are appointed and installed. A plurality shall appoint.

2. Additional ballots. In the event that a candidate does not receive a majority of the votes cast, a second ballot listing only the two candidates receiving the greatest plurality of the votes cast will be conducted. A majority shall elect.
3. Eligibility of voters. Chattanooga State Community College students currently enrolled at any of the campuses/sites, as determined by the Enrollment Management System, are eligible to cast ballots for officers.
4. Acclamation. If there is only one candidate for an office, election may be by acclamation.
5. Vacancy in Office. A vacancy in office shall be filled by special election, except the office of president, which shall be filled by the vice-president.

Section Four. Compensation

The Executive Council of the SGA shall have the right to consider compensation in the form of stipends.

Article V. Meetings

Section One. Regular Meetings

Regular meetings shall be held on the second and fourth Wednesdays of each month unless otherwise determined by the membership. The time of meetings shall be identified in the Bylaws of the SGA. Except in cases of an emergency as determined by the Executive Council, at least seven (7) days notice of regular meetings shall be given to members.

Section Two. Special Meetings

Special meetings may be called by the vice-president or upon the written request of five (5) members of the SGA. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency as determined by the Advisor(s), at least five (5) days' notice shall be given to all members.

Section Three. Quorum

The necessary quorum required for the conduct of business shall be the presence of the majority of the filled positions of voting members. A majority is defined as more than half.

Section Four. Conduct of Business

1. Resolutions. Resolutions are to be considered SGA opinion and shall not reflect an alternation/addition to policy.
2. Bills. Bills shall be considered SGA law and reflect an alternation/addition to campus policy. Bills approved by the SGA must be approved by the administration of the College before they may go into effect.
3. Referendums. Any member of the SGA Executive Council may propose, with a second from another council member with voting privileges, a referendum request for any issue affecting the Chattanooga State Student Body.
 - a. Referendum Approval: The Executive Council will discuss and vote on the request. A two-thirds vote by the council is required for passage.
 - b. Referendum Process: The SGA Elections Committee shall prepare approved referendums for general elections by the Chattanooga State Student Body with adequate publicity. Adequate publicity will be determined by the members of the Elections Committee through a vote in a regular Elections Committee meeting.
4. Nature of the Vote. Main motions related to bills and resolutions shall be conducted by roll call vote.

Article VI. Executive Council

Section One. Composition

The Executive Council shall consist of the elected and appointed officers of the SGA and the SGA Advisor(s).

Section Two. Responsibilities

The Executive Council shall have the power to conduct the business of the SGA, except that which is retained by the membership as provided by this constitution.

Section Three. Meetings

1. Regular meetings. Executive Council meetings shall be held at least once a month except for the months of June, July and August, at a time and place to be determined by the president.
2. Special meetings. Special meetings of the Executive Council may be called by the president or any two other council members. Except in cases of emergency as determined by the Advisor(s), at least five (5) days notice shall be given to all Executive Council members.

Section Four. Quorum

The necessary quorum required for the conduct of business shall be the presence of the majority of the Executive Council voting members. A majority is defined as more than half.

Article VII. Committees

Section One. Standing Committees

1. There shall be the following standing committees: Elections Committee, and Club & Organization Funding Committee.
2. Each committee shall consist of a chairman and at least two (2) members appointed by the President.
3. Committee members shall serve a term of one year, to correspond with that of the SGA.

Section Two. Duties

The duties of the standing committees shall be:

1. Elections Committee. The elections committee shall organize and administer the SGA elections. Neither the chairman nor any members may be seeking office in a current election. Any Executive Council member not seeking office in the election is ex officio a member of the committee. The committee shall prepare an annual election schedule and elections procedure for approval by the SGA.
2. Club and Organization Funding Committee. The club and organization funding committee shall review funding requests from recognized clubs and organizations and make recommendations on the requests to the SGA. The treasurer shall chair the committee.

Section Three. Appointments to Chattanooga State Community College Committees

The SGA president shall appoint members to be representatives on all college committees as requested by the administration.

Section Four. Additional Committees

The SGA may create additional committees as deemed necessary to carry on the work of the SGA.

Section Five. Bylaws

Rules, policies and guidelines for all committees shall be approved by the SGA.

Article VIII. Parliamentary Authority

The rules contained in the current edition of *Roberts' Rules of Order Newly Revised* shall govern the SGA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws of the SGA, and any special rules of order the SGA may adopt.

Article IX. Amendments

Section One. Amendments

This Constitution may be amended by a two-thirds vote of the Chattanooga State Community College Student Body, provided notice of the proposed amendment has been given to the Student Body at least 15 days in advance.

Section Two. Effective Date of Amendment

Amendments to this constitution shall take effect upon the announcement of the final general election results.

BYLAWS