

Constitution of the
Texarkana College

Student Government Association

Preamble

The Texarkana College Student Government Association is established with the express purposes of advising the President of the College, Deans, and Directors, encouraging student groups, creating new groups as the need arises, channeling requests for the information and/or action to the appropriate authority, and assessing the administration of the college community's needs and interests and to aid in planning activities.

ARTICLE I. NAME

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

ARTICLE II. MEMBERSHIP

Section 1. The Student Government shall be composed of any student enrolled at TC no matter the number of credit hours.

Section 2. The Student Government shall be represented by voluntary applicants who will be known as Senators and Registered Student Organization representatives who will be known as Representatives.

Section 3. Senators shall maintain a 2.7 grade average.

Section 4. Senators must attend 80% of the meetings in order to earn funds to attend the Texas Junior College Student Government Association Conference in the Spring Semester of each school year, and must be in good standing with the Executive Board and Advisor.

Section 5. The SGA will be led by an Executive Board which consists of the President, Vice-President, Secretary/ Treasurer, Public Relations Officer, Parliamentarian and up to 6 Senators. A quorum of 6 Executive Board members must be present to conduct business at the bi-monthly meeting.

Section 6. The default "Term of office" is defined as August 1st to May 21st of the academic year; however, exiting officers may choose to inaugurate their replacements before the close of the previous year.

ARTICLE III. ELECTION OF OFFICERS

Section 1. The officers of Student Government Association shall be the President, Vice President, Secretary/Treasurer, Parliamentarian, and Public Relations/Historian.

Section 2. The procedure of the elections shall be as follows:

TC will hold campus-wide elections for the President and Vice-President. Nominees for the President and Vice-President position must have background checks through the TC Human Resource Office.

Applications to run for office are due to the Student Government Advisor's office by no later than three weeks prior to the General Election held before the previous semester of service.

Nomination requirements:

1. Must have maintained a 3.0 GPA during the previous semester of service.
2. Must be currently enrolled at TC.
3. Must submit the signature, printed names and last 3 digits of the student ID of 20 current TC students supporting your nomination.

Regulations of campaigning:

1. Each nominee will be allowed to post the following (with the approval by the Dean of Students, SGA Advisor, or President's designee):
 - 2, 6'x3' posters
 - 4, 3'x2' posters
 - 100, 8.5"x11" flyers
2. Shirts, stickers, and buttons are admitted but must be pre-approved by the Dean of Students, SGA Advisor, or President's designee
3. All expenses are the responsibility of the nominee.
4. Campaigning will begin 1 week after nominations are announced and last until Election Day. If approved, a debate may be held at a time designated by the SGA Advisor.

Voting Regulations:

1. Voting will be conducted on the 3rd Tuesday of April or Spring Fling as determined by the SGA Advisor and Dean of Students.
2. Voting booths will be available in the Truman Arnold Student Center or other area designated by the SGA Advisor and Dean of Students.
3. Students wishing to vote must hold a current Student ID Card.

4. Voting will be conducted by at least 2 TC employees.
5. Winner will be determined by the majority vote. If no candidate receives a majority vote, a run-off election comprised of the top two candidates will be held at a date and time as designated by the SGA Advisor.

Senators:

1. Senators will consist of any TC student wishing to participate in the Student Government Association that maintains minimum of 2.7 GPA. Senators will be selected by a panel from valid applicants. The Executive Board will have no more than 9 Senators selected from the applicants.
2. Senator applications will be submitted to the SGA Advisor Office at the beginning of each Fall and Spring Semester.
3. The Office of Secretary/Treasurer, Parliamentarian and Public Relations/Historian will be decided upon from those Senators interested in holding these offices during the first official meeting of the SGA Executive Board. The procedure for the elections shall be as follows:
 - a. Any member may nominate any other member for office.
 - b. Election shall be by simple majority of the members present.

Section 3. If a vacancy occurs in any office (except for President), a special election may be held to fill the vacancy. If a vacancy in the office of President occurs, the office is to be filled by the Vice President. If this occurs, a Senator or other Officer may be elected by simple majority vote of the Executive Board to fill the role of Vice President for the remainder of term.

Section 4. Impeachment proceedings may be instituted by written request of five or more members. The Dean of Students or President's designee shall be the presiding officer at impeachment proceedings.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. The President or his/her appointed substitute is to officially represent the student body at all functions where a student body representative of the school should be in attendance.

Section 2. The President shall preside at all meetings of the SGA.

Section 3. The President shall have the power to call special sessions of the SGA or sub committees for meeting requirements and the needs of the student body. A majority of the SGA Executive Board may request the President to call a meeting.

Section 4. The work of the SGA shall be done primarily in committee. These standing committees shall be chaired by executive officers. Each committee shall elect a secretary at its first meeting. Any student may join an open committee.

Subsection a. A General Assemblies Committee shall be chaired by the parliamentarian. The committee shall organize the general assemblies and bring resolutions passed by the assembly to the executive board. This committee shall be an open committee.

Subsection b. The TJCSGA Committee shall be chaired by the parliamentarian. The committee shall review and develop standard operating procedures for the TCJSGA (enacted by a 2/3 vote of the executive board), manage all region-related activities, and manage all state-related activities. This committee shall be a closed committee.

Subsection c. The Budget Committee shall be chaired by the secretary/treasurer. The committee shall manage a balanced budget and coordinate all TCSGA fundraising activities. This committee shall be a closed committee.

Subsection d. The Academic Affairs Committee shall be chaired by the vice president. This committee shall communicate with the faculty and administration and take faculty and administrative issues to the executive board. This committee shall be an open committee.

Subsection e. The Multimedia Committee shall be chaired by the secretary/treasurer. The committee shall manage all digital media (i.e. Social Media, websites, etc.) and print media (i.e. posters, brochures, etc.). These materials must be approved by the executive board. This committee shall be an open committee.

Subsection f. The Activities Committee shall be chaired by the public relations officer. The committee shall oversee the role of the TCSGA in Spring Fling/Fall Fest. The committee may also host the presidential debates and/or other SGA-hosted events. The committee shall be responsible for strengthening new, current, and dormant clubs. This committee shall be an open committee.

Subsection g. All other committees shall be appointed by the president and are considered AD HOC Committees.

Section 5. In the absence of the President, duties of the office shall devolve upon the Vice-President.

Section 6. In the event the President's Office is vacated before the time for the regular election, the Vice-President shall be declared the President.

Section 7. The Parliamentarian shall be responsible for Roberts Rule of Order.

Section 8. The Secretary shall keep a record of all meetings and correspondence of the SGA. It shall also be the responsibility of the Secretary to call the roll and certify to the President the presence of a quorum.

Section 9. It shall be responsibility of the Secretary to see that following items are filed in the Student Government Advisor's office at the end of the school year.

- (1.)The minutes of the meeting of the SGA
- (2.)Correspondence concerning the SGA

Section 10. The Treasurer shall report and record all financial transactions of the SGA.

Section 11. The Treasurer shall be subject to audit by the SGA.

Section 12. Public Relations shall be responsible for the channels of communication between the SGA and the student body and Registered Student Organizations, (example: announcement, bulletin board notice, a summary of the SGA minutes, etc.) and the administration and the public. The Public Relations Officer shall also be the Historian, keeping a "scrapbook" or collection of items of the term of office.

ARTICLE V. MEETINGS

Section 1. The Student Government Executive Board should meet no less than twice per month.

Section 2. The Student Government, before October 1st of each year, shall establish regularly scheduled meetings.

Section 3. Meetings shall be considered official when a majority of members are present.

Section 4. The President may call special meetings. The secretary will notify all members of special meetings.

Section 5. At least one meeting of the student body shall be called per semester and conducted by the Executive Board for the purpose of hearing statements, proposals, and/or amendments.

ARTICLE VI. RESPONSIBILITIES OF THE STUDENT GOVERNMENT

Section 1. The Student Government shall establish and promote harmonious relationships among student, faculty, staff, administration, and residents of the Texarkana College District.

Section 2. The Student Government shall be responsible for advising the President of the College of problems, conflicts, concerns, and quality of student life.

Section 3. The Student Government shall be responsible for advising the Dean of Students of student and faculty input, interests, and ideas in the areas of activities programming.

Section 4. The Student Government shall promote clubs and other student groups and review and advise applications of new clubs with the Dean of Students and SGA Advisor.

ARTICLE VII. AMENDMENTS

Section 1: Proposed amendments must be submitted in writing to the President a minimum of two weeks prior to the meeting at which they are to be considered.

Section 2. All amendments to the Constitution shall become official with approval of college administration and with a two-thirds majority vote of the Student Government.

ARTICLE VIII. ADOPTION

The Constitution shall become official when approved by the college administration, a majority vote of the student body and approval of the Texarkana College Board of Trustees.

AMENDMENTS

*(As adopted May 5th, 2015, changes to the above constitution will be recorded through addition.
See bylaw C.R. 1)*

BYLAWS

Texarkana College Student Government Association

C.R. 01: CODING SYSTEM FOR AMENDMENTS

FOR ALL GOVERNING DOCUMENTS

All amendments shall be properly numbered (see below) and may be further identified by a title, subtitle, or other. All amendments shall be presented in 12 point Times New Roman font, single-spaced. All amendments shall be presented on 8.5" x 11" paper. All amendments shall contain line numbers.

FOR CONSTITUTIONAL AMENDMENTS

A Constitutional amendment shall be identified as "C.R. ##" (where "##" stands for the number of the proposed amendment). Constitutional amendments shall be numbered sequentially; this requirement shall not be retroactive. Amendments which alter or nullify the constitution must contain the original text.

FOR CABINET RULES

A bylaw or bylaw amendment shall be identified as "C.R. ##" (where "##" stands for the number of the resolution). Bylaws and bylaw amendments shall be numbered sequentially; this requirement shall not be retroactive. Bylaws which alter or nullify a previous bylaw must contain the text of the original bylaw.

C.R. 02: OATHS OF OFFICE

FOR THE OFFICE OF PRESIDENT

The oath of office for the president of the Texarkana College Student Government Association shall be as follows: "I do solemnly swear that I [state your name] will faithfully execute the office of president of the Texarkana College Student Government Association and will, to the best of my ability, preserve, protect, and defend its constitution."

FOR THE OFFICE OF VICE PRESIDENT

The oath of office for the vice president of the Texarkana College Student Government Association shall be as follows: "I do solemnly swear that I [state your name] will faithfully execute the office of vice president of the Texarkana College Student Government Association and will, to the best of my ability, preserve, protect, and defend its constitution."

OTHER OATHS

Oaths for other offices shall be thus: I, [state your name] of Texarkana College do solemnly swear and hereby affirm that I will faithfully execute the duties of the office to which I have been elected. I will, to the best of my ability, preserve, protect, and defend the Texarkana College Student Government Association Constitution and Bylaws, will strive through all of my actions to uphold and further the principles for which it was written, as well as fulfill my duty to excellence, integrity, and service to the students of Texarkana College.

FOR ALL OATHS

In addition to reciting the required text above, from which there may be no deviation, the following supplementary privileges are allowed: (1) The oath taker may choose to affirm rather than swear; (2) The oath taker may choose to add “So help me God” or other punctuative phrase; (3) The oath taker may choose to take the oath upon a religious text or other; (4) None of the above privileges shall be infringed upon by a student, faculty member, or other. None of these aforementioned additions and/or variations shall invalidate the oath. The oath must be taken before the conclusion of the semester during which new candidates are elected. The oath shall be recited by the advisor and repeated by the incoming officers.

C.R. 03: SPRING NOMINATIONS AND ELECTIONS FOR FALL OFFICERS

WHEREIN EXISTING MEMBERS DESIRE TO FILL FALL OFFICERS VACANCIES

In the event of current members of the SGA during Spring Semester wishing to fill Officer positions for the following Fall Semester, they must declare intent to fill the position to the existing Board. They must provide a written Declaration stating which position, as well as a brief explanation as to why they should be considered for the Fall Vacancy.

WHEREIN DESIRING PARTY IS NOMINATED FOR FUTURE VACANCY

Should the petitioner be nominated to position post Declaration of Intent, then a vote may be called. Should the petitioner win the vote, then they may retain the Officers seat for the Fall Semester. Seats shall be taken at the same time that the incumbent President takes Office.

C.R. 04: SPRING NOMINATIONS AND ELECTIONS FOR FALL OFFICERS

WHEREIN A NEWLY ELECTED PRESIDENT MAY WISH TO FILL OFFICER POSITIONS

before the first fall meeting, the newly elected SGA President may appoint, with Advisor approval, a student to the open position or positions, until the new Eboard is elected at the Fall meeting as per Article III, Section 2, Subsection “Senators”, #3. The appointee must declare intent to fill the position to the existing Board. The appointee must provide a written declaration stating which position the appointee wishes to fill, as well as a brief explanation as to why they should be considered for the position.