

# STUDENT GOVERNMENT CONSTITUTION & BY-LAWS

November 30, 2016

## ARTICLE I. Name of the organization.

The name of this organization shall be Student Government Association of Black Hawk College—Quad Cities Campus, herein referred to as SGA.

## ARTICLE II. Purpose of organization.

The purpose of the SGA shall be to enhance the quality of college life for Black Hawk College students. To achieve this purpose, the SGA shall:

- a) Provide programming to complement the educational opportunities available to Black Hawk College students.
- b) Provide leadership opportunities to the student body.
- c) Represent the needs of the students to the Black Hawk College faculty, staff, and Board.

## ARTICLE III. Senate.

The SGA Senate shall be the deliberative body of the SGA.

### Section 1. Senators:

- a) Senators shall serve one year terms.
- b) Senators shall be appointed once per year by the Senator Appointment Committee. The total number of Senators shall be at least twice the number of officers, excluding the Student Trustee.
- c) The total number of Senators shall be altered only by multiples of two, with the adjustment occurring evenly across two consecutive semesters.
- d) The number of Senators shall be set in accordance with the by-laws.
- e) Shall not hold the position of Editor-in-Chief of the student newspaper.

### Section 2. Appointment of Senators: Appointment process shall be held approximately one month prior to the end of spring semesters at dates determined by the senator appointment committee and publicized in accordance with the by-laws.

- a) Upon verification of a properly submitted application, the senator appointment committee shall place the candidate's name on the list for the next scheduled set of interviews. The application must be submitted at least one week prior to scheduled interviews.
- b) The candidate's legal name, middle names optional, shall be placed on the list in the order the applications are received. If a candidate commonly goes by a nickname, that name may be placed in quotation marks after the given name.
- c) Interviews shall be available to applicants through a variety of times and days of the week over the course of at least two weeks.
- e) The candidates with the highest point totals from interview committee members shall fill the available Senator positions. If two or more candidates tie for the last available position, a winner shall be chosen by lot in a fair and open manner chosen by the senator appointment committee.
- f) The Senators' terms of office begin at the third Senate meeting following appointments.
- g) Newly appointed senators shall attend all SGA meetings between the appointment and the time that they take office. Returning senators will be sworn-in at the meeting where the new senators take office.

### Section 3. Officers:

- a) The Senate shall elect from among their number several officers, who:
  - 1. Shall consist of the President, Vice-President, Secretary, and Financial Administrator.
  - 2. Shall be elected after the newly elected Senators take office.

3. Shall retain all rights and responsibilities of Senators, and are considered as Senators, but shall use only the title of their respective office.
4. Shall not hold two or more offices concurrently.
5. Shall not be elected to more than three terms to the same office.
6. Shall uphold the SGA Officer Guidelines created and approved by the current Executive Committee.

## Section 4. Duties

### **The President of the SGA shall:**

1. Serve as chair and set the agenda for all meetings of the SGA and Executive Committee, taking into consideration any proposed items by students or senators.
2. Appoint members to committees with the approval of the Executive Committee and in consultation with the SGA Advisor, but may have appointments overruled by a majority vote of the Senate.
3. Be a representative of the students of Black Hawk College.
4. Submit a SGA Report to the Board of Trustees during the regularly scheduled QC Board Meetings

### **Vice-President of the SGA shall:**

5. Assume the duties of the President in the absence of the President.
6. Chair all meetings of the Inter-Club Council.
7. Submit I.C.C. Report for the SGA Report to the Board of Trustees to the President one week prior to the regularly scheduled QC Board Meetings.

### **The Secretary of the SGA shall:**

8. Take minutes of all Senate and Executive Committee meetings and distribute minutes prior to the next meeting.
9. Maintain a proper record system for use by the SGA as well as for public inspection.
10. Keep a record of all incoming and outgoing correspondence of the SGA and the Executive Committee.
11. Submit Student Activities Report for the SGA Report to the Board of Trustees to the President one week prior to the regularly scheduled QC Board Meetings.

### **The Financial Administrator of the SGA shall:**

12. Be responsible and accountable for the recording of all SGA funds.
13. Chair the finance committee and attend all I.C.C. Meetings.
14. Give a financial report to the Senate at least once a month, or as requested.
15. Submit Finance Report for the SGA Report to the Board of Trustees to the President one week prior to the regularly scheduled QC Board Meetings.

### **Senators shall:**

1. Vote on matters before the Senate.
2. Perform, assist, or attend to SGA duties and activities as called for by the by-laws or official SGA advisor.
3. Engage the student body and bring students' concerns to the attention of the Senate.
4. Serve on a minimum of two SGA Committee.

## **Section 5. Vacancies:**

- a) Senators: If a Senator's position becomes vacant, a replacement may be appointed in the following manner: If ten or more weeks of the semester remain, the following process is automatic and proceeds in the order enumerated. If less than ten weeks remain, this process is at the Senate's option and proceeds in the order enumerated.
  1. The candidate finishing with the most points given by the Senator Appointment members, but without winning a position, in the same appointment period as the outgoing Senator shall be asked to serve. If the candidate is unwilling or unable to serve, the option goes to the next candidate in order of vote total until a willing candidate is found, or the list is exhausted. If no willing candidate is found in this manner, any appointed Senator or Officer can nominate an eligible student for the vacant position(s), subject to majority approval of the Senate.
  2. Any person may nominate a qualified candidate who shall appear at the next regularly scheduled meeting of the Senate. The Senate shall vote by secret ballot on all candidates simultaneously. The winner shall be the candidate with both a majority of votes cast and the highest vote total. If two or more qualifying candidates tie, the Senate shall deliberate further among those candidates. If no decision can be reached, the winner shall be chosen by lot.

3. If no suitable candidate is found, the seat remains vacant while the search continues, or less than ten weeks remain in the Senator's term and the search is abandoned by the Senate.
- b) Officers: A vacancy may be filled by majority vote and by secret ballot at the next regular meeting of the Senate, or the same meeting if at least three-quarters of all Senators are present. A Senator need not be present to be nominated for an office, but it should be generally known that the nominated Senator desires the office in question. If three or more candidates vie for the same office, the method of Ranked Choice Voting may be used.

#### **Section 6. Resignation:**

- a) Any officer may resign from office while remaining a Senator. This resignation should be by signed letter delivered to the Secretary or President.
- b) Any Senator may resign from the Senate. This resignation should be by signed letter delivered to the Secretary or President.

#### **Section 7.**

Removal and Expulsion: Any officer missing three or more regular meetings without adequate explanation, to be determined by a two-thirds vote of the Senate, may be summarily removed from office by two-thirds vote. Any senator missing four or more SGA meetings without adequate explanation may be summarily expelled by two-thirds vote. SGA meetings include, but are not limited to, regular meetings, officer meetings, and committee meetings of which the senator has chosen to join. Any other circumstance that an individual believes may warrant removal from office or expulsion from the Senate must first be brought to the SGA advisor. If the situation cannot be resolved in this manner, the issue may be brought before the Senate. A two-thirds vote of all Senators is required for removal from office or expulsion from the Senate.

The burden of proof is upon the accuser, and the accused must be given adequate opportunity for defense. An appeal to any removal or expulsion may be made to the college president. The president's decision is final.

## **ARTICLE V. Meetings.**

### **Section 1.**

Dates and times: Regularly scheduled meetings should be held at least twice monthly and shall be set by the President in accordance with the by-laws.

### **Section 2.**

Special meetings: The President may call for special meetings at regularly scheduled meetings, subject to approval of the majority.

### **Section 3.**

Parliamentary Authority: The rules contained in the current edition of Robert's 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 this constitution, the by-laws, or any special rules of order the SGA may adopt.

### **Section 4.**

Quorum: A majority of currently serving Senators shall constitute a quorum.

## **ARTICLE VI. Amendments.**

### **Section 1.**

Proposed Amendments: Proposed amendments to this constitution shall be presented in writing to the Senate. Such proposals shall be included for discussion in the business of the next regularly scheduled meeting. Action on such proposed amendments shall be taken at the following regularly scheduled meeting.

### **Section 2.**

Student Body Override: A petition with not less than one hundred signatures of eligible voters at the Quad Cities

campus shall place an amendment on the ballot at the next scheduled election, without regard to any vote by the Senate.

- a) Acquiring student signatures: The petition must state its purpose and have the text of the amendment clearly and legibly printed at the top of each page of signatures, or if the amendment is too lengthy to reasonably accommodate this provision, the top of each page of signatures shall state in a clearly readable font, "This is a petition concerning the amendment of the constitution of Student Government Association of Black Hawk—Quad Cities Campus. By signing this petition, you affirm that you have read the proposed amendment and agree to its inclusion on the ballot at the next scheduled election. The full text of the amendment is available from the petition organizers, and from the SGA office." The petition with this text must be attached to the proposed amendment.
- b) The full text of the amendment must be submitted to the Senate prior to the collection of signatures, and printed copies must be made readily available by the petition organizers to all potential signers. Any discrepancy between the text submitted to the Senate and the text given to the signers shall invalidate the petition.
- c) Student names must be printed legibly next to each signature.

### **Section 3.** Adoption of Amendments:

- a) A three-quarters vote of the Senate shall adopt an amendment.
- b) Two-thirds of the votes cast by the student body at a scheduled election shall adopt an amendment.

## **BY-LAWS**

November 30<sup>th</sup>, 2016

### **ARTICLE I. Eligibility.**

#### **Section 1. Senators: To be eligible for the Senate an individual must:**

- a) Be enrolled in a minimum of six credit hours during each semester as a Senator.
- b) Maintain a G.P.A. of at least 2.5 for the entire term of office for all credit classes taken at Black Hawk College.
- c) A senate member who does not meet the minimum GPA requirement can submit an appeal, to be approved by the SGA advisor and president, in order to be put under a probation semester.
- d) Complete and submit an official application and undergo the interviewing process by the deadlines designated by the appointment committee.
- e) Not engage in behavior contrary to the goals of the SGA or violate the policies of Black Hawk College.

**Section 2.** Officers: To be eligible to hold office in the SGA an individual must be a Senator in good standing as detailed in Article 1, Section 1.b and 1.d.

### **ARTICLE II. Number of Senators.**

The number of Senators is currently set to fourteen.

### **ARTICLE III. Executive Board.**

- a) The officers of the SGA shall compose the Executive Board, also referred to as the Executive Committee.
- b) The Executive Board shall have general supervision of the affairs of the SGA between its business meetings, fix the hour and place of meetings, make recommendations to the SGA, preside over the SGA Cornerstones, and perform other such duties as specified in these by-laws.
- c) The Student Trustee from the Quad Cities Campus shall be an ex-officio member of the Executive Board and shall not count for quorum.

### **ARTICLE IV. Cornerstones.**

#### **Section 1.**

Cornerstones of SGA Responsibility: There are four cornerstones of SGA Responsibility: Activities, Volunteerism,

Governing, and I.C.C. The purpose of these cornerstones are:

- a) Activities: to organize and facilitate activities that complement the educational opportunities of Black Hawk College or provide entertainment.
- b) Volunteerism: to encourage community service among the SGA, clubs/organizations, and the college community.
- c) Governing: to collect input from the student body and lobby for student requested change to the appropriate members of the college.
- d) Inter-club Council: See Article VI, Section 1.

## **Section 2.**

Task-forces: The SGA will employ the use of task-forces in order to accomplish regular and irregular duties of the SGA.

Task-forces will be:

- a) overseen by a member of the Executive Board. The leader of the task-force will report goals, accomplishments, failures, etc. to an executive board member on a regular basis in the duration of the task-force's existence.
- b) be comprised of any number of individuals, including officers, senators, task-force members, and BHC students and faculty.
- c) formed by the oral or written request of the proposed task-force leader to a member of the executive board.
- d) able to perform any action deemed acceptable by an executive board member pertaining to a cornerstone or the SGA as a unit.

## **Section 3.**

Task-force members: task-forces will be comprised of any number of individuals that wish to belong to a task-force of their choice. Non-senator members of the task-force will be officially titled "task-force members." Task-force members will not be expected to perform any senatorial or SGA duties outside of their respective task-force(s).

## **Section 4. Sub-Committees:**

- a) Senator Appointment Committee: Any person may serve on any committee, except the Executive Committee, unless otherwise prohibited by the constitution or by-laws.
  - 1) A Senator Appointment Committee shall be appointed at least one month before interviews are to be held
  - 2) No person applying or planning to apply for a senator position shall serve on the Senator Appointment Committee
- b) Finance Committee: responsible for budgeting and funding of all SGA monies in the best interest of the students at Black Hawk College. The Finance Committee shall also make recommendations for all Black Hawk College club requests for funding. It operates under the I.C.C. Cornerstone.
- c) Legal Affairs Committee: to propose amendments or other remedies concerning controversies of interpretation or deficiencies of the constitution or by-laws, and to make recommendations regarding removal of any officer or expulsion of any Senator. It operates under the Governing Cornerstone.

## **ARTICLE V. Clubs.**

### **Section 1.**

To be recognized as an SGA Charter Club, the club must provide the SGA office with their constitution, by-laws, Advisor(s) name(s), and current list of officers.

### **Section 2.**

Recognized SGA Charter Clubs are eligible to use college facilities and to receive funding through the Finance Committee. To receive funding through the SGA, a club must submit a budget request to the SGA office.

## **ARTICLE VI. Inter-Club Council.**

### **Section 1. Purpose: The Inter-Club Council is intended to:**

- a) Encourage greater interaction and cooperation among the various clubs and organizations.
- b) Serve as an educational resource for existing clubs as well as students who wish to join or start clubs.

- c) Advise the Executive Committee and Senate on issues concerning the various clubs and organizations.

**Section 2. Meetings:**

- a) Meetings should be held approximately once per month, or more often if desired by the clubs and organizations.
- b) The day of week and times of meetings should be varied to encourage participation by a greater variety of students.
- c) At least one informed student member from each club and organization should attend each meeting. Club advisors may also attend.
- d) All students are welcome to attend any ICC meeting.
- e) The SGA advisor may impose additional requirements.

## ARTICLE VII. Amendment of By-laws.

**Section 1.**

Amendment: Proposed amendments of these by-laws require a two-thirds vote of the Senate.

