

## **Barton Community College**

# **Student Government Association Constitution**

Student Government Association (SGA) is the representative governing body for the student population. It is composed of elected officials. The main purpose of Student Government Association is to provide a voice for the student population on campus and assist with the student activities.

The SGA/Student Senate Office is located in the lower level of the Student Union (U-127). Please direct questions and/or suggestions to the SGA President (620.792.9227) or the Director of Student Life (620.792.9271). Office hours are posted on the door of the Student Life Office located in the Union (U-126).

### **Mission:**

Student Government Association aka Student Senate will provide a voice for the expression of student views and interests and will ensure student rights and responsibilities. At the same time SGA will foster good communications and cooperation among students, faculty and administration. We will lead by example with solid decisions and high standards of conduct. We will provide well-rounded social activities that appeal to the college community, encourage school spirit and provide a learning experience with regard to the democratic process.

We, the students of Barton Community College, do hereby establish this constitution for the Student Government Association aka Student Senate as a means of setting forth the following purpose.

## **Article I**

### **Name, Colors, Mascot**

101. The name of the organization shall be Barton Community College Student Government Association. This organization shall hereafter be referred to as Barton SGA or SGA.
102. The official colors of the College shall be Royal Blue and Vegas Gold.
103. The official mascot of the College shall be a cougar.

## Article II Elections

201. Any person enrolled in at least one credit hour course at the main campus of Barton Community College in Great Bend, KS shall be a member of the Barton SGA and shall have full voting privileges to which each member is thereby entitled.
202. Any member of the Barton SGA who is enrolled in a minimum of twelve semester hours and in good academic standing with a minimum cumulative G.P.A. of 2.0 and with 28 or more credit hours will be eligible to be a candidate for president, secretary, or sophomore representative. These positions will be elected in the spring semester prior to May 1. These members of Barton SGA who are elected shall serve a term of office of one calendar year beginning with the first day following commencement with the option of renewal for one year.
203. Any member of the Barton SGA who is enrolled in a minimum of twelve semester hours coming into Barton as a freshman will be eligible to be a candidate for vice president, or freshman representative. These positions will be elected in the fall semester prior to Sept. 15. These members of Barton SGA who are elected shall start their service the day after elections till the first day following commencement with the option of renewal for one year.
204. The sophomore officers, which include the president, secretary and sophomore representative, have the option to renew their tenure for one additional term. The freshman positions, which include vice president and freshman representative, have the option to renew their tenure for one additional term or campaign for a vacant sophomore position. When renewing the tenure of freshman representative, that position will move to sophomore representative, which occasionally may result in two sophomore representatives. The end result is to make available the freshman position for the fall election. Proposals to renew tenure need to be delivered to the President or Vice President by March 1. When tenure process is used, the officers must meet the requirements in paragraph 202
205. Officers will be elected by majority votes.
206. Election Day: The student body will vote on the SGA Officers from 8:00-1:00p. All voting shall take place by secret ballot. If there is concern about a student's eligibility to vote, a student ID or class schedule must be presented.

## **Article III**

### **Executive**

301. The President of Barton SGA serves as the facilitator of the Barton SGA. He/She acts as a guide, resource and motivator for the officers. The other elective officers will be Vice President, Secretary, and Sophomore and Freshman Representatives.
302. The Duties of the President.
- A. Represent and protect the rights and interest of the student body.
  - B. Plan and preside over regular and special meetings of the SGA and provide agendas for those meetings. Provide officers and student body at least 24-hour notice on special meetings.
  - C. Oversee the Constitution and ensures that Student Rights are faithfully protected.
  - D. Delegate duties to the other SGA Officers, but also accept responsibilities for the SGA Officers.
  - E. Appoint an SGA Officer to participate on or lead ad hoc committee(s) that are deemed to be in the best interest of the SGA and the student body of Barton Community College.
  - F. Assist in new student orientation programming, any event associated with welcoming or orienting new students, the recruiting of new students, and/or any event with the aim of student engagement or retention.
  - G. Attend student activity functions and give assistance with the planned activities.
  - H. Research/propose new ideas for student activity programs.
  - I. Attend leadership conferences and participate in campus compliance training when the opportunities are presented.
  - J. Attend the Board of Trustees Meetings or appoint another SGA Officer.
  - K. Establish a weekly meeting time with SGA Officers
  - L. Check-in at the Office of Student Life during the week for additional assignments and/or to address student concerns.

M. Call special meetings of SGA when necessary, and provide at least 24-hour notice.

N. Perform other duties assigned by the Director of Student Life.

303. The Duties of the Vice President.

A. The Vice President shall serve as the official representative of the student body in the absence or inability of the SGA President.

1. If the SGA President resigns, is permanently unable to discharge his/her duties or is removed from office, the SGA Vice President shall succeed to the office of SGA President.

2. In the event of temporary absence or inability of the SGA President to perform duties, the SGA Vice President shall exercise the powers and duties of the SGA President.

304. Duties of the Secretary, Sophomore and Freshman Representatives hereafter referred to as "other officers"

A. Advise and assist the President.

B. Establish and maintain relations with campus organizations and college departments.

C. Assist in new student orientation programming, any event associated with welcoming or orienting new students, the recruiting of new students, and/or any event with the aim of student engagement or retention

D. Attend SGA meetings and SGA Executive committee meetings.

E. Research/propose new ideas for student activity programs.

F. Check in at the Office of Student Life during the week for additional assignments and/or to address student concerns.

G. Attend student activity functions and give assistance with the planned activities.

H. Attend leadership conferences and participate in campus compliance training when the opportunities are presented.

I. Perform other duties assigned by the Director of Student Life.

305. Duties of the Secretary

A. The Secretary will be the official [ED1][ED2] record keeper of minutes and other information.

## Article IV Legislative

### 401. Open Meetings & Conduct:

- A. All meetings of the SGA shall be open. The only exception shall be when a successful motion has been adopted to proceed into executive session.
- B. The SGA President shall be responsible for maintaining orderly meetings.
- C. The meetings of Barton SGA shall be patterned after the Parliamentary Procedure as stated in Robert's Rules of Order.

### 402. Membership of Barton SGA:

- A. There shall be one assigned advisor. The SGA can elect to assign an additional faculty member to serve as an advisor. The faculty member elected to serve may be removed by two-thirds (2/3) majority vote of the SGA Officers for failure of duties or other proven factors.

### 403. Voting Membership:

- A. A quorum shall consist of three-fourths (3/4) of the voting SGA Officers and the presents of the assigned advisor. It takes a two-thirds (2/3) majority to pass any business. Abstaining is not considered voting. Abstentions are not counted as either affirmative or negative votes. The SGA President shall vote only in case of a tie or to make a quorum.
- B. An SGA Officer may appoint another SGA Officer as a proxy voter for a meeting providing that the absence has been excused by the SGA President. A SGA Officer may carry only one proxy.

### 404. Meeting Schedule and Records:

- A. SGA Officers will decide when to meet weekly and in some situation every two weeks or whenever deemed necessary.
- B. The Secretary or designee will record and distribute minutes if action is taken on an issue.

### 405. SGA Officer's Absences:

- A. All absences must be reported to the SGA President prior to any meeting. An absence is defined as missing over 50% of the meeting.

406. Amending the Constitution:

- A. The Barton SGA Constitution will be reviewed on an annual basis to keep all material up-to-date.
- B. An amendment or revised Constitution must be read and discussed at two (2) SGA meetings before a vote can be cast by the Officers.
- C. An amended or revised constitution shall be effective upon approval by two-thirds (2/3) majority vote by the Barton SGA Officers.

407. Committees:

- A. There shall be an SGA Advisory Committee. This committee will consist of the SGA President, a Barton staff member, a Barton faculty member and the assigned SGA Advisor.
- B. The Barton SGA Officers shall have full authority to create, dissolve and define the jurisdiction of any standing and/or ad hoc committee according to what it deems to be the best interest of the SGA and the student body of Barton Community College.
- C. Any standing committee and ad hoc committee shall have the power to request the establishment of a subcommittee.

## **Article V**

### **Removal, Resignations and Vacancies**

501. Any SGA Officer is liable for removal. Evidence will be submitted by the SGA Advisory Committee concerning removal of any SGA Officer. All unaffected Officers of the SGA will vote on the removal of the accused.

The Advisory Committee will consist of the student government president, staff member, faculty member and the student government advisor.

- A. Removal of a SGA official shall be on the grounds of the following:
  - 1. Misfeasance: Illegally performing something legal – the abuse of lawful authority in order to achieve a desired result.
  - 2. Malfeasance: Misconduct or wrongful act by an elected or appointed official. This includes but is not limited to violations of the Student

Code of Conduct and other directives as defined in the Barton SGA Constitution.

3. Nonfeasance: Failure to perform an act that is either an official duty or a legal requirement.

B. The vote to remove must be by three-fourths (3/4) majority.

1. All officers including the President who are not involved must vote. There will be no abstaining.

502. An SGA Officer shall be automatically dismissed under one of the following conditions:

1. Failure to enroll and/or pay tuition/fees as a student of Barton Community College.
2. Failure to maintain a 2.0 cumulative GPA.

503. If an SGA Officer decides to resign his/her position, he/she must give two week notice to the President.

504. If an SGA position becomes vacant during a semester, the remaining SGA Officers will decide to fill that vacancy by appointment via two-thirds (2/3) majority vote or not fill the position until the next election. If the SGA members decide not to fill the position, a written notation will appear in the minutes.

## **Article VI**

### **Petitioning**

601. The actions of the Barton SGA Officers may be petitioned for recall. The petition to recall shall not be valid unless it contains the signatures of a number of students equal to over twenty (20) percent of the currently enrolled student body on the Great Bend Campus.

602. All recall petitions must state the reason for the recall action and will be delivered to the SGA President who shall notify within three (3) days the appropriate individuals(s) involved in the recall petition of its existence.

603. One week after the person(s) named has been notified, the SGA shall declare the petition valid or invalid based upon the validity of the signatures contained in the petition and the validity of the charges against the person(s) named in the petition. If the petition is deemed valid, the SGA shall hold a new election with one week.

## Article VII

### Clubs and Organizations

701. Campus clubs and organizations must follow these policies in order to be officially recognized by the Barton SGA:
1. All clubs and organizations must be chartered by the Barton SGA according to the rules stated in the constitution.
  2. Candidate clubs/organizations must write a constitution and present this constitution to the Barton SGA for approval. The organization must have a member present at a regularly scheduled SGA meeting to present the constitution and explain goals. *\*Other campus locations can communicate by email*
  3. An existing club and/or organization have the option of using the present constitution that is on file from the previous year(s).
  4. All charters shall exist for only one academic year and are subject to SGA confirmation in the fall semester of each year. Renewal/new club notifications will become effective prior to the last week of September.
  5. For clubs/organizations to be chartered a constitution and club roster including a list of officers must be on file with the SGA by the third week of September.
  6. Any club/organization must be open to any student of Barton Community College regardless of grade point average and/or curriculum. Any exception shall be brought to the SGA for approval during the yearly chartering.
  7. Each club must have a least one faculty or staff sponsor and/or advisor.
  8. Each club/organization must have representation at the meetings held for clubs & organizations that's organized by the SGA. In the fall of each year, club sponsors must appoint two (2) club representatives. One (1) will serve as a regular representative and the other as an alternate representative to attend any meetings that the regular representative cannot attend. The representatives should make a report to their clubs/organization concerning SGA meetings. *\*Regular meetings apply to club/organizations at Barton County campus. For student organizations at locations other than the Barton County campus, club sponsor can receive notes from meetings by email upon request & submit questions or concerns to the SGA sponsor.*



9. All clubs/organizations must file all information concerning fundraiser with the Barton Foundation and with the Student Life Office at least two (2) weeks prior to the event. The fundraising event must be approved by the Foundation. All club/organization fliers and fundraising fliers must be approved by the Director of Student Life before the fliers can be placed on bulletin boards across campus. \*Flyer approval is directed by the Barton County campus. Other campuses may have their own approval policy.

## Article VIII

### Student Rights

801. The following rights are guaranteed to students:

- A. The position stated in the charter of Barton Community College (Barton) is reaffirmed that no test of religious faith be applied as a condition for admission. It is further affirmed that no academically qualified applicant shall be denied admission or consideration for Barton financial aid on the basis of race, color, sex, national origin or political belief.
- B. School publications should inform the students in a clear and concise manner of all College policies that directly affect them and shall be informed promptly of all changes in said policies. Students shall be free from prosecution by reason of rules made ex post facto.
- C. Students may exercise freedom of speech and critical inquiry.
- D. Any person, whether student or non-student, shall be allowed to speak on campus if sponsored by a recognized student organization or bona fide College group as long as there is no interference with normal functioning of the College and/or College policy.
- E. Students may peacefully assemble and conduct orderly demonstrations and other nonviolent activities, provided that the rights of all members of the community are maintained.
- F. Students are entitled to procedural due process in disciplinary situations and these procedures shall be published.
- G. Students are entitled to a reasonable explanation from the instructor of each course of the criteria upon which their grades shall be based. Students also have the right to a just evaluation including the right of appeal of evaluations. It shall be understood that course grades and evaluations are not to be based upon a student's physical appearance, his political affiliation or his activities outside the classroom.

- H. Students, through the student government, have the right of freedom of the collegiate press, to establish, publish, distribute, regulate and must accept all responsibility for their own publications.
- I. Students have the right to be taught by a faculty that enjoys academic freedom.
- J. Neither students nor faculty shall be subjected to loyalty oaths or test of allegiance originated by the College.
- K. Students have the right of representative student government operating under constitutions approved by the Barton Community College President.
- L. Students have the right to participate on committees within the College with voice and vote in all those areas where their contributions as students complement the contributions of the other committee members.
- M. Students, individually, may specify the persons or agencies outside the College to whom transcripts may be released, and also specify the type of information from other records which may be disseminated about them to person(s) or agencies outside the College.
- N. The College shall provide an annual report on College finances including general sources and general uses of funds which students may examine upon request.
- O. Students living in campus residential units have the right to privacy. Housing agreements and group living standards will be maintained.
- P. Students have the right to freedom of organization and association.
- Q. Students have the right to be tried and/or disciplined no more than once for the same offense except in cases of recurring violations of college rules.
- R. The right of students and registered organizations to use campus facilities match those of others scheduling campus facilities.