



**Ivy Tech Community College- South Bend/Elkhart (ITCC-SBE)
Student Government Association Constitution & Bylaws**

PREAMBLE

We, the students of Ivy Tech Community College-South Bend/Elkhart (ITCC-SBE), desire to establish a system of participation and representation in both Student Government and Student Life with the objective of serving as the voice of the student body; gain insight into student issues; develop social responsibility through leadership and service; foster a spirit of support between administration, faculty, staff, students; increase the spirit, and reputation of our college. We do hereby ordain and establish this constitution and by-laws for the Student Government Association, ITCC-SBE.

ARTICLE I _____ NAME

The name representing this organization at Ivy Tech Community College South Bend/Elkhart (ITCC-SBE) that represents the student body shall be called the Student Government Association, hereafter referred to as SGA and/or ITCC-SBE-SGA, and will be vested with the authority to enact on all subjects pertaining to student body issues and concerns within the policies of ITCC.

ARTICLE II _____ OBJECT

The objective of the Ivy Tech Community College South Bend/Elkhart (ITCC-SBE) Student Government Association (SGA) is to act in the best interest of the entire student body promoting diversity and inclusion at all times. SGA is here to provide; communication between students and administration, provide fellowship at the student level, advocate on behalf of the student body, sit on regional college committees, ensure student representation on said committees, and to foster a spirit of support through both service and civic engagement. SGA will always support the mission and strategic plan of the college as well as of the Office of Student Life

ARTICLE III _____ MEMBERSHIP

Section 1 – Membership of the SGA is open to all currently enrolled students of ITCC-SBE. Any student enrolled at ITCC-SBE has the privilege of attending a general assembly SGA meeting and has the right to speak with the consent of the presiding officer. Membership is not open to faculty, staff, or outside entities.

Section 2 – Officers and student members have the right to make a motion and vote in open meetings. Each vote only counts once.

Section 3- Only officers and/or designated alternate have the right to make a motion and vote in executive meetings. Each vote only counts once.

Section 4 – Advisors and other non-students are not permitted to make motions, nor cast votes. The President cannot make a motion and can only cast a vote when there is a tie.

Section 5- Each Officer and/or committee member should serve his/her college, demonstrate a positive and helpful attitude, and maintain professional behavior that is characteristic of good citizenship. Representatives who have not maintained this standard of behavior may receive a written reprimand, temporary suspension and/or permanent removal from SGA as determined by the SGA executive board, Regional Student Life Director and/or the Regional Vice Chancellor of Student Affairs.

Section 6 – Quorum - A quorum is most of the membership. An absolute minimum of 3 students (which will consist of at least one officer, with the remainder either members or officers) must be present to make a motion and vote. If quorum is not met, the meeting may proceed, but action cannot be taken on motions.

ARTICLE IV **OFFICERS**

Section 1- Board officers of the SGA include a president, vice president, secretary and public relations/IvyLife officer. These four roles comprise the Executive Board.

Section 2- Officers must be at least a part-time student (6 credit hours) each semester, apart from the summer term. The expectation is that student officers will serve a term of one academic year following elections. Student officers must have completed at least 6 credit hours prior to the term for which they are applying and must maintain a minimum cumulative GPA of 2.75.

Section 3- Full-time employees of the college are not permitted to serve as SGA officers, even if they are considered part-time students, due to a conflict of interest. ***There is a 2 year term maximum in each elected role for all SGA officers.*** (Example: A student can be in the public relations role for two years and if still enrolled at least part-time {6 credit hours} at ITCC-SBE, they can run in the next election for a term as vice president).

Section 4- In consideration of fairness, SGA officer elections shall be open to the entire student body on each campus and shall not be limited to the incumbents. The officer application is to be completed in its entirety or it will not be considered valid. GPAs, schedules and references will be verified. If any part of the information provided on the application is found to be untrue, the student will be removed from their officer position.

Section 5- A student who has been removed from an SGA (or other student organization) officer position or who has been prohibited from attending college-sponsored student activities is not permitted to run for election, unless approved by the Regional Director of Student Life and the Regional Vice Chancellor of Student Affairs.

Section 6- Elections: SGA elections will be held annually in Spring for the following Summer (President only mandatory)/ Fall/ Spring semesters.

- a. Applications are due by the 10th week of the Spring semester.
- b. Campaigning will be held during the 11th and 12th weeks of the semester.
- c. Elections will be held during the 13th week of the Spring semester.
- d. Officer elects will be announced by the 14th week of the Spring semester.
- e. The SGA advisor will assist with recruiting of candidates and promotion of the elections.
- f. If a candidate runs unopposed, an election will still occur- regardless of the number of candidates.
- g. Should there be no candidates for a specific office, the newly elected board of officers, once in place, will appoint a designee for the open position, to be voted on by the membership.
- h. **All candidates must submit the officer application- to be completed in its entirety and signed, with two references from ITCC-SBE staff or faculty to be considered a candidate for office. Advisors are to check the references and to verify student schedule, status and GPA once the application is submitted.**

Section 7 – The Regional Director of Student Life and the Regional Vice Chancellor of Student Affairs have the right to remove a student from his/her SGA position for anything that is deemed inappropriate and against ITCC policies, in the opinion of the ITCC administration.

Section 8- If an officer of the SGA is not a student in good standing (academically or otherwise), he/she will be forced to resign/ be removed from their position.

Section 9 – Incomplete terms due to resignation, removal or transfer will be completed by an appointee that shall be designated by the SGA president, in conjunction with the SGA advisor(s), and will be voted on.

Presidential Succession: If for any reason the acting president is unable to complete his or her term, a vice president from one of the campuses shall succeed to the position of president. This will be determined by an internal vote of regional SGA officers, advisor(s), and the Regional Student Life Director.

Officer Resignation: The resignation of any SGA officer **must** be in writing and signed by SGA president and advisor(s). Once signed and recognized, the resignation will become effective immediately.

Impeachment:

- A. An executive officer may be considered for removal from office for just cause as deemed by administration.
- B. **Reasons for impeachment include, but are not limited to: failure to show up for meetings & activities; failure to carry out duties and responsibilities (dereliction of duties); or for any action that is detrimental to the welfare of the SGA; the College; the student body; staff/ faculty; or the campus. Refer to the College's rules of conduct for all students.**
- C. *Notice of any pending removal will be distributed to officers and members at a formal or special meeting.*
- D. Any officer considered for impeachment has the right to appear before the SGA in their own defense.
- E. To remove an officer a motion must be made and carried by majority vote of all current members including officers present.

- F. ***If the officer being removed is not present or has failed to show for meetings, the advisor is to send a formal letter to the student in order to notify them of their official removal from their position. The letter should state the date of the meeting in which the removal was voted on, as well as the specific reasons the officer is being removed.***
- G. Removal of an officer by college administration does not follow this impeachment process.

President's duties:

- A. Acts as chief administrative officer and legal appointee of the organization.
- B. Exercises administration over the organization and all its activities.
- C. *Sits on the college budget committee with SGA advisor(s).*
- D. *Sits on regional college committees as appointed.*
- E. *Sits on the statewide SGA president's council.*
- F. ***Represents and speaks for the organization to other organizations, at school events, and to the public.***
- G. Has the authority to request special meetings.
- H. Shall create necessary committees as necessary and appoint its membership from the SGA.
- I. *Shall provide a channel of communication between the local and regional administration and the SGA officers and/or members.*
- J. He/she is entitled to vote only when the vote is by ballot, as well as in all other cases where the vote would change the result/ when there is a tie. Example: The President is entitled to cast a vote that would break the tie.
- K. *Produce regular collegewide, statewide, and regional updates via Ivy Life news as they become available.*
- L. *Shall work with advisor(s) in planning leadership training, skill development, workshops, and other events as needed.*
- M. ***Shall sign letters or documents necessary to carry out the will of the organization. After the secretary has typed the minutes in the proper format the advisor and the president must sign the minutes within 48 hours to make it certified, complete, and ready to be uploaded to IvyLife portal.***
- N. Assists the advisor(s) with the preparation of the Welcome Week and helps ensure that other student organizations are represented with a staffed table at the event and/or virtually.
- O. *Perform any additional duties as assigned by the advisor(s), administration, or Regional Director of Student Life.*

Vice President Duties:

- A. Open meetings at the time at which the assembly is to start.
- B. *Calls meetings to order by taking his/her position, (usually at the front of the room) and saying "The meeting will come to order"; once called to order, the vice president can begin on the order of business (beginning with old business, tabled business, and then on to new business).*
- C. *Follows the meeting agenda ensuring that each order of business presented is handled with motions; to bring a motion before the assembly.*
- D. Assist the president if needed to set an agenda for any upcoming meeting(s).
- E. Assists the president in the discharge of his/her duties.
- F. Sits on regional college committees as appointed.
- G. Acquaints the incoming vice president with responsibilities of the office.
- H. Assists the public relations officer with recruiting students for SGA membership and meetings.

- I. Assist the president with organizing events, workshops, or training as needed.
- J. Assists the advisor and president with the preparation of Welcome Week events and helps ensure that other student organizations are represented with a staffed table at the event and/or virtually.
- K. Other duties as assigned by the advisor and/or president.

Secretary Duties:

- A. Responsible for providing agenda copies to executive officers for the SGA meetings 24-48 hours prior to the assigned meeting.
- B. Records the minutes for all SGA meetings and has them typed and submitted to the advisor and president for signatures within 72 hours of the meeting. Note attendance of additional student organizations at meetings in the minutes (both those that have a representative present, and those that do not have a representative present).
- C. Reading and approval of minutes from prior meeting's minutes if needed.
- D. *Keeps permanent records of all SGA meetings on the executive board google shared drive.*
- E. **Posts minutes on the SGA IvyLife Portal once approved within 72 hours.**
- F. Has prepared an attendance sign in sheet (or record keeping) at all official meetings prior to meeting start.
- G. *If meetings are held in person, the secretary should bring a binder that includes: all meeting minutes; a copy of the bylaws, rules, and policies; a list of the members, and if applicable a list of standing and special committees, and a copy of the parliamentary authority adopted by the organization.*
- H. *Before properly adjourning the meeting secretary must inform the assembly of any unfinished or "tabled" business to be handled at a later date.*
- I. Properly adjourns the meeting by formally stating that the "meeting is adjourned" This motion must be seconded. Lastly asking "Is there any further business?; if there is none, the secretary may then say "Then I hereby adjourn this meeting" at (time).
- J. *Authenticates official documents by his or her signature. All documents, including meeting minutes, should include the following: "submitted by _____, SGA Secretary".*
- K. May perform or assist with some of the duties assigned to the public relations officer, as determined by the advisor (shared responsibilities).
- L. Assists with the preparation of Welcome Week as appointed by the advisor and/or president.
- M. Familiarizes the incoming secretary with the responsibilities of the office.

Public Relations/Ivy Life Officer:

- A. The Public Relations Officer/Ivy Life Officer is responsible for promoting all SGA meetings and events which could include newsletters, social media campaigns, and flyers.
- B. **Update and maintain the SGA IvyLife Portal and SGA Facebook page regularly (minimum of two posts per week and one per week during finals and midterms).**
- C. May perform or assist with some of the duties assigned to the secretary, as determined by the advisor (shared responsibilities).
- D. Assists with the preparation of Welcome Week as appointed by the advisor and/or president.

SGA Advisor/CoAdvisor(s)

- A. The student life director will serve as SGA advisor(s) for the coordination of all SGA activities.
- B. The SGA advisor(s) is a non-voting member who will be a liaison between ITCC administration and campus SGA executive board.
- C. The SGA advisor(s) will assist in SGA election/selection of officers and representatives.
- D. The SGA advisor(s) will assure continuity between the outgoing officers and the incoming officers.
- E. *The SGA advisor(s) will attend at least one of the two monthly SGA meetings.***
- F. The SGA advisor(s) will serve as overseer/director of SGA activities as deemed necessary.*
- G. The SGA advisor(s) will assist the president in maintaining accurate financial records and initiate all requisitions for expenditures.
- H. The SGA advisor(s) shall work with the president on the budget committee.
- I. The SGA advisor(s) will work with college administration to insure student representation on regional committees.
- J. The SGA advisor(s) will notify the executive board of any representative or officer who does not meet the qualifications to be a representative or officer as outlined in the SGA constitution, regional and statewide policies and procedures.
- K. The SGA advisor(s) will ensure that the Regional Student Life Director receives the SGA roster of officers and representatives, as well as the updated SGA constitution each academic year after elections have been completed.

ARTICLE V _____ MEETINGS

Section 1- *There will be bi-weekly meetings of the Executive Board and a minimum of one monthly general assembly, membership is open to all students at these meetings. All Meetings are mandatory for officers, unless stated otherwise.* Each active and registered student organization should receive a monthly invite to general meetings to ensure representation. This will give student organizations to address any issues or concerns and also inform the SGA executive board of events or changes within each organization.

Section 2- *Additional or "special" meetings may be called for special purposes by the SGA president, SGA advisor(s), Regional Director of Student Life, and/or any other campus administration. There may also be a region wide officers meeting (SGA roundtables), campus and/or regional town hall meetings, if deemed necessary and appropriate by administration. These are mandatory events.*

Section 3- A record will be kept of all votes (via minutes on the shared SGA google drive) and will be made available for the inspection of any student member or college administration upon request. ***Minutes are all to be uploaded in the 72 hr window into the SGA IvyLife page for this purpose.***

Section 4- *Quorum - To hold a meeting and conduct business, there must be a quorum; (certain number of MEMBERS PRESENT). In addition to the president, an absolute minimum of 3 students (which can include other officers, as well as student members) must be present. If quorum is not met, the meeting must immediately adjourn, as all business completed without a quorum would be illegal.*

Section 5 - Any executive officer of the SGA missing three or more meetings, training, and/or mandatory workshops (without an excused absence) during the officer term (Fall/Spring) will be impeached from the SGA and a replacement officer is to be sought immediately.

Section 6 - If an executive officer or other student organization representative is unable to attend a meeting, he/she is to contact the alternate to attend in his/her place.

Section 7 - Executive officers must notify advisor(s) and president **before** the meeting is held if unable to attend if possible.

Section 8 - The secretary will record excused and unexcused absences as well as maintain a sign-in sheet. All records will become part of the SGA meeting minutes (kept in the SGA Google shared folder under attendance).

ARTICLE VI _____ AMENDMENT OF BYLAWS

Section 1- The constitution of the SGA and its provisions will be carried out according to the current bylaws of the SGA. Additional Robert's Rule of Order will be used to address any procedures not covered in the constitution/bylaws.

Section 2- The articles of this constitution and its bylaws may be amended by the president and/or advisor(s), with reasonable cause. Revisions should be documented and submitted to all officers and advisor(s) prior to posting as final; or at any regular meeting with a majority vote of the members present, provided that notice of such proposed change was given to the membership by appropriate campus media outlets (fax, mail, e-mail, in person) at least 5 days prior to that meeting.

