BYLAWS OF

STUDENT GOVERNMENT ASSOCIATION

OF

WEST GEORGIA TECHNICAL COLLEGE
ARTICLE 1.

Name and Membership

Section 1. Name

The name of this organization shall be the Student Government Association (SGA) of West Georgia Technical College.

Section 2. Membership

The Student Government Association members shall be composed of representatives from the student body. Representatives shall be selected from each regular program by the program advisor(s) each year. If the program is offered on more than once campus, the program may choose an additional representative for each duplicate program. The selection should be made Fall Semester, when possible. Officers shall be elected as specified in Section 6. Members who are elected as an officer open up their program to have another representative nominated into their position.

Section 3. Terms

The Student Government elections shall be held Fall semester of the school year. Each member must be enrolled and in good standing at West Georgia Technical College. For all officers and representatives, a term is one year. A member can serve for a total of two terms, but he/she must be re-elected into membership. No member may serve as an officer for more than two years and no council member may serve more than one year in the same office.

Section 4. Revocation of Membership

Should a member’s GPA fall below a 2.0 at any time during their term they will be placed on one semester probation. If at the end of the probationary semester, the member’s GPA is still below a 2.0 GPA, their status as a member will be considered revoked on the deadline date for entering semester grades. A member’s status may also be revoked at any time by request from the member’s program advisor; provided the program advisor can show reasonable evidence that the program representative is not adequately representing their respective program. In the event a disagreement arises as to the reasonableness of the evidence, a decision made by the Institutional President or Vice President shall take precedence.
Section 5. Vacancies

If a member leaves West Georgia Technical College during an unexpired term, he/she shall notify the President or advisor(s) of his/her inability to continue as a member immediately. The advisor(s) will ask the program advisor(s) to select a new representative to serve the remainder of the term. This procedure will also be followed for replacement of a representative for any other reason. A vacancy in the unexpired term of the President of the Student Government shall be filled by one of the Vice Presidents (when there is more than one). The Student Government members will select an eligible Vice President successor from the eligible candidates by election if there is more than one (1) Vice President; otherwise normal succession will be followed. The Vice President and all officers’ positions shall be filled by the Order of Office (below), each officer having the option of seceding into the higher officer if desired. Other vacant unexpired officer terms shall be filled by nominations and elections from the Student Government members.

Officers eligible for secession may reserve the right to retain their present office. The next eligible secession candidate will then be given the option to secede into the vacant higher office as listed in the Order of Office Secession.

Order of Office Secession:

- President
- Vice President
- Parliamentarian
- Secretary
- Treasurer
- Reporter/Historian

Section 6. Election of Officers

Officers shall be elected from the representative members of the Student Government Association by general, annual election. Nominations from among the representative members of the Council shall be presented to the student body along with a date, time and places for voting.
ARTICLE II.

Officers and Their Duties

Section 1. Officers

The officers of the Student Government Association should consist of the President, Vice President, Secretary, Parliamentarian, Treasurer, and Reporter/Historian. The Student Government shall reserve the future option to elect a full set of officers, at any campus, upon a majority vote of all members and with the approval of the advisor, the President of West Georgia Technical College, and the college Vice President of the respective campus acquiring new officers.

Section 2. Duties of President

The President shall preside at the meetings of association with no authority to vote, and shall appoint the members of any and all such committees as necessary for the association to perform its assigned duties. He or she shall be an ex-officio member of all committees without the authority to vote. The President shall be responsible for preparation of regular meeting agendas following the procedures established in Article 4, Section 3. With the exception of emergency call meetings, the President should make available the expected meeting agenda to the advisor and all members at least two days prior to the regular meeting. This availability can include, but is not limited to, posting agenda via email correspondence or on the council bulletin board.

Section 3. Duties of Vice President

The Vice President at their respective campus shall perform the duties and have the powers of the President during the absence or disability of the President. Any vacancies in the Presidency are voted on as stated in Article 1, Section 5.

Section 4. Duties of Secretary

The secretary shall be present at all meeting of the Council and shall provide that an accurate record be kept of the proceeding of the meetings of the Council. Established committees may appoint a temporary secretary to document committee meetings. In the event that the
Secretary cannot attend a meeting, they must appoint a member to record the proceedings of the meetings in their place and notify the Vice President or President of their absence and who will be assuming the responsibilities. In the event he/she does not appoint someone with the responsibility the officers shall appoint someone.

Section 5. Duties of the Treasurer

The Treasurer shall report to the Student Government all expenditures incurred since the last full council meeting and the account balances of any overages (over budget) at each meeting. The account records are maintained in the Business Office. Any council receipts are deposited by the Business Office into the Student Government account. The Treasurer shall reconcile the expense report monthly with an up to date copy of the Student Government expense report obtained for the Business Office. He/she should work with the advisor(s) to keep the budget reconciled and keep other members informed of expenditures and receipts.

Section 6. Duties of Parliamentarian

The Parliamentarian shall see that meetings are conducted in an orderly fashion. References shall be made to Roberts’ Rules of Order.

Section 7. Duties of Reporter/Historian

The Reporter/Historian is responsible for documentation of events and for custody of equipment used during events. He/she is responsible for all public relation activities and maintenance of the council bulletin board.

In the event that the Reporter/Historian cannot attend an event they must appoint a member to record the event in their place and notify the Vice President or President of their absence and who will be temporarily assuming their duties. In the event he/she does not appoint someone the council President shall appoint someone.
ARTICLE III.

Meetings of the Council

Section 1. Place of Meetings

Meeting will occur twice a month during the academic school year. The meetings will take place simultaneously at multiple meeting sites, students may attend any location. Due to the distance between campuses, technology will be used for convenience to our students with multiple meeting locations. If possible there should be an advisor or faculty/staff member at each location.

Section 2. Personal Attendance at all Meetings

Officers and representatives shall personally attend all meeting unless prevented from doing so by causes beyond their control. Any member that misses three consecutive meetings for any reason may forfeit his/her position at the discretion of the members. No full Council meeting shall be held without one advisor present except for emergency meetings, which may be called and attended by the College President or their designee.

Section 3. Regular Meetings

The Council should make every reasonable effort to meet bi-weekly. The next meeting shall be scheduled at such time and place as appropriate.

Section 4. Special Meetings

Special meetings, meetings other than any regularly scheduled meeting, of the Council may be called by the President with the approval and attendance of an advisor provided a reasonable attempt is made to notify members and officers.

Section 5. Emergency Meetings

Emergency meetings are meetings which are called at the recommendation of the College President on their designee. The meetings are called and held without advisors present for whatever reason. If the College President is of the opinion that the advisors or any officer is not performing their duties adequately or appropriately, he/she may call an emergency meeting with the intent of replacing such advisor or officer. The meeting may also be called if any
advisor is not available for meeting attendance. Emergency meeting should not be confused with Special meetings, which must have an advisor present.

Section 6. Committee Meetings

Committees shall meet at the discretion of the chairperson and, under special circumstances, by the President of the Council.

Section 7. Quorum

At all meetings of the council, a majority (50% plus one) of the full membership of the Council shall constitute a quorum for the transaction of the business.

ARTICLE IV.

Operation of the Council

Section 1. Rules

The rules obtained in Roberts’ Rules of Order shall govern in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Council.

Section 2. Voting

Only active members shall have the voting rights. Honorary members do not have the right to vote. E-mail voting should be approved by a quorum every new term. Votes via e-mail are treated as valid as any regular meeting vote. When e-mail voting is approved there will an E-mail Coordinator appointed by the members of the board with duties as listed in Article VIII, Section 2. The results of business approved by e-mail vote shall be presented at the next regular council meeting for documentation and discussion. Members may not change their vote on issues vote on by email at the meeting unless a majority of the members attending the meeting feel the wording of the business issue presented by email was not adequately understandable.
Section 3. Agenda

The President shall prepare an agenda for each regular bi-weekly meeting with the assistance of the advisor(s). A rough draft of the agenda should be prepared at least five (5) days prior to the meeting. The final draft should be ready three (3) days prior to meeting. Special or emergency meeting may be called by the president, an advisor, or the college president (or president’s designee) with no prior approval of the agenda necessary.

Section 4. Minutes

The Secretary shall keep the minutes of each meeting and prepare for review and approval at the succeeding meeting. The Council shall approve the minutes. A copy of official minutes shall be kept on file by the advisor(s).

Section 5. Functions

The primary function of the Student Government Association is to provide representation of the students of West Georgia Technical College through their fiduciary duties of expensing student activities fees and other revenue sources designated for students use in a manner which appropriately benefits the students either directly or indirectly. Expenditures incurred by the council, should be made in the best interest of the student since the majority of the council’s revenue comes from student activity fees.

The secondary function of the Student Government Association shall be to represent students in an ambassadorship role as a model West Georgia Technical College student. Council Officers or members may be selected at any time to represent students at either internal or external functions and should realize as student ambassadors that they should adequately represent and reflect the West Georgia Technical College student body.

Council members, who cannot or will not represent the students in this capacity, do not exercise their fiduciary duties responsibility. Therefore, they should resign from the council or have their membership revoked as outlined in Article 1, Section 4.

The council shall identify and present concerns of the student body to the council advisor. The council advisor is then responsible for presenting these concerns to administration as deemed necessary. The president of student council may present concerns directly to administration, thereby bypassing council advisors, ONLY in the event a majority of the council considers it a
necessary issue which affects the ability to carry out the functions of the council and ONLY if a majority of the council believes they have received uncooperative support from the council advisors. The president should, at a minimum, notify the advisors of their intention to seek assistance from administration.

The Council shall have the responsibility for planning and organizing various student body activities and events. They shall assist with other community relations’ activities and be responsible for approving miscellaneous expenditures related to West Georgia Technical College community relations’ activities.

ARTICLE V.

Appearance before the Council

Selection 1. Method

Individuals who wish to appear before the Council shall attend any regular meeting of the Council. Any request for inclusion on the agenda should be given to the President at least one (1) week before the scheduled meeting in order for the request to be placed on the agenda. Any other request will be dealt with in New Business. The individual requesting agenda inclusion does not have the right to vote on the issue.

Selection 2. Effective Date

Amendments shall go into effect immediately upon concurrence by the Council, unless the Council motions to adopt a specified time for the amendment to go into effect.
ARTICLE VII.

Budgeting and Expenditures

Section 1. Budget Approval

The budget should be voted on and approved by the council once a year. Once approved by the council, the president of the college must approve the budget before it can be considered established. Once established, the budget total amount cannot be increased except with express of the college president. Budgeted individual amounts may be shifted with approval from the organization effected and only with a majority vote of the active council members. The council is responsible for voting on budget item amounts through adequate consideration of their fiduciary and representative duties as outline in Article IV, Section 5.

Section 2. Emergency Fund

A fund of $100, per occurrence, shall be made available for emergency situations which may arise when a special meeting or regular meeting cannot be called. When the next regular meeting is called the Treasurer shall report to the members about the situation and the funds used. The Student Activities Coordinator may spend $200, per item, for various purchases without prior approval. When the next regular meeting is called, the Treasurer shall report to the members the funds uses.

Section 3. Approved Expenditures

An advisor of the Student Government Association must authorize all purchase orders. Original yearly budget approval for expenditures, except for those for the Student Government, shall be sufficient authorization for the expenditures up to the budgeted amount. In other words, organizations may submit purchase orders which have been signed by the advisor without requiring an approval meeting conducted by the Student Government (the original budget approval shall be sufficient). No expenditures other than from the above mentioned emergency fund shall be paid from Student Governments personal fund before approval. The minutes, which include an approval of the expenditure, must be attached to the purchase order before payment should be made by the Business Office.
ARTICLE VIII.

Appointed Positions

Section 1. Positions

Appointed positions shall be used if circumstances arise that require duties that are difficult or impossible to be adequately performed by the present officers without potentially impacting the officer's school work. Newly appointed positions shall be approved by the advisor(s) and a majority vote at a regular scheduled or special call meeting, a quorum being present. At present, the appointed positions shall be Documentation Clerk and an E-mail Coordinator. Other positions may be added as needed without amendment of the bylaws but by majority vote as previously mentioned. A single individual may hold more than one appointed position if the advisor(s) are if the opinion that the duties of both positions can be accomplished adequately.

Section 2. Duties of Appointed Positions

The Documentation Clerk shall be responsible for organization of all required retention documents for the Student Government Association including, but not limited to, copies of submitted unpaid and paid purchase orders, copies of meeting minutes, invoices and receipts, bylaws, expenditure and treasury reports, and all other documentation required to carry out council business. The Documentation clerk shall work directly with the council advisors in organizing monthly documentation of council activities. However, the council advisors shall have the ultimate responsibility for custody of all documentations, past and present term. It is recommended that council documentation be kept in the advisor's office for ease of reference.

The E-mail Coordinator shall be responsible for maintaining proper e-mail addresses, sending e-mails, printing the results, and turning email votes and correspondence into advisor. This person's vote shall be submitted to the advisor before receipt of any other votes. Once all voters are accounted for, including the President's vote, the advisor will turn them over to the President for tabulation.
The council and advisors shall have the option to choose to allow a work student working directly under the advisor’s supervision to function as the acting Documentation Clerk or Email Coordinator.