



# West Georgia TECHNICAL COLLEGE

## WEST GEORGIA TECHNICAL COLLEGE CONSTITUTION OF THE STUDENT LEADERSHIP COUNCIL

### ARTICLE I: NAME

The name of this organization by the Constitution shall be the Student Leadership Council, herein after referred to as SLC.

### ARTICLE II: AFFILIATION

The Student Leadership Council is funded and advised by the West Georgia Technical College Office of Student Activities.

## ARTICLE III: PURPOSE

The purpose of SLC shall be to:

- A. Provide representation to the students of West Georgia Technical College (WGTC) through their fiduciary duties of expensing student activities fees and other revenue sources designated for student use in a matter which appropriately benefits the students either directly or indirectly.
  - 1. Expenditures incurred by the council should be made in the best interest of the students since the majority of the council's revenue comes from student activity fees
- B. Represent students in an ambassadorship role as a model West Georgia Technical College student.
  - 1. Council officers or members may be selected at any time to represent students at either internal or external functions
  - 2. Members should uphold a positive image of vocational-technical education at WGTC and in the community
- C. Identify and present concerns of the student body to the council advisor(s).
  - 1. Members should recommend to WGTC's authorities, programs and projects that the council believes are in the best interest of WGTC and the student body
  - 2. Council members should provide feedback to WGTC's authorities on concerns of the student body relating to WGTC's policies and programs
- D. Plan, promote, and produce a variety of student centered programs that are educational, cultural, and social in nature.
- E. Implement community service initiatives to benefit the surrounding communities.
- F. Serve the five campus areas of the college: Carroll, Douglas, Murphy, Coweta, and LaGrange.
- G. Plan at least one social and one community service event in each of the service areas per fiscal year (July 1 until June 30).
  - 1. Some campuses might have more event occurrences dependent on the population of students on that campus and what the campus budget allows, amongst other factors.
- H. Promote general fellowship and school spirit among students enrolled at West Georgia Technical College.
- I. Recruit and retain student members.

## ARTICLE IV: MEMBERSHIP

### ***Section 1. Nondiscrimination***

Any student organization selecting its membership upon the basis of restrictive clauses dealing with race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status in so far as included by law will be considered to be operating in conflict with college policy.

The Technical College System of Georgia and its constituent West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and West Georgia Technical College administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs.

It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The college is in compliance with the regulations of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the 1978 Georgia General Assembly Act 807.

Equity (Title IX) Coordinator is V.P. for Student Affairs, Section 504/ADA Specialist is V.P. of Administrative Services. Both are located at 176 Murphy Campus Blvd., Waco, Georgia. (770)537-6000

## **Section 2. General Members (Non-Voting)**

### *A. Qualifications*

1. Maintain "good standing" according to College Policy (i.e. not on academic or disciplinary probation).
2. Be admitted on regular or provisional status.
3. Enrolled in a credit program seeking a Technical Certificate of Credit, Diploma, or Degree.
4. Not be an adult education student.
5. Demonstrate a desire and commitment to plan a diverse schedule of quality programs for West Georgia Tech.
6. Be responsible, reliable, confident, sincere, dedicated, and flexible.
7. Possess good communication and listening skills in order to work with fellow SLC members.
8. Display a willingness to help others and enjoy working with people.
9. Be willing to take risks.

### *B. Membership Process*

1. Any enrolled student can attend any general body meeting.
2. General members cannot vote on issues presented before the council.
3. General members may comment on and present issues to the council.

4. General members may serve on committees but not as chairperson, and will retain non-voting status.
5. General members may not serve in an appointed position.
6. General members can be nominated for elections to serve on the SLC Executive Board.
  - a. If a general member is nominated for a position, he/she may then have temporary voting rights to participate in that election.
  - b. Should the general member not be elected to the position, after the elections the general member will lose all voting privileges.
  - c. Should the general member be elected to a position, he/she gains all rights associated with being a voting member and part of the SLC Executive Board at the start of his/her term.

### **Section 3. Voting Members**

#### *A. Requirements*

1. Meet all general member requirements.
2. Maintain “good standing” according to College Policy (i.e. not on academic or disciplinary probation).
3. Be admitted on regular or provisional status
4. Enrolled in a credit program seeking a Technical Certificate of Credit, Diploma, or Degree
5. Not be an adult education student.
6. Individuals who have asked for inclusion on the agenda to present an issue may not vote on that issue. Advisors or any faculty/staff may not vote.
7. Votes are made through use of ballot or voting card
  - a. For general issues, voting members must hold voting card signifying “yes,” “no,” or “abstain” votes counted by Parliamentarian
  - b. For elections, voting members shall submit ballot to be counted by Advisor(s), President, and/or Parliamentarian
8. Every instructional school shall be represented
  - a. Representatives shall be selected from each school by the program advisor(s) each year: School of Arts & Sciences, School of Business, School of Health Sciences, and School of Trade & Technology.
  - b. Number of primary representatives per school shall be determined by SLC Advisor(s) strictly based on percentage of students enrolled in schools.
  - c. School representatives are charged with reporting back to the students in that school of the activities of the Student Leadership Council.
9. One primary representative shall be selected from each Registered Student Organization (RSO)
  - a. The representative shall be chosen within the RSO by a method of the organization’s choice
  - b. If no representation is available, RSOs must send a written report prior to the meeting to the SLC Advisor(s)

- c. Failure to attend or provide a report to several SLC meetings, may result in sanctions including possible loss of charter and funding as determined by the Student Activities Coordinator
- 10. An alternate representative may vote in the primary representative's absence ONLY if accompanied by a signed letter from the school advisor or RSO advisor
- 11. All SLC Executive Board members shall be voting members
  - a. The President shall only exercise the right to vote in case of a tie vote or if the President has passed the Chair to someone else in which case the Chair shall not vote and the alternate representative of that school that the Chair typically represents may vote for that school

*B. Description*

- 1. Attends all SLC Meetings, i.e. General Board (once a month at any of the locations publicized)
- 2. Attends all required meetings with the Advisor(s)
- 3. Serve as a role model by displaying responsibility and maturity as a student leader
- 4. Works with the Coordinator of Student Activities in the contracting process
- 5. Recruits potential SLC Members
- 6. Displays a willingness to collaborate with other departments and RSOs
- 7. Attends all SLC Training Sessions/Retreats/Workshops/Conferences selected during membership tenure

**Section 4. Executive Board Officers**

*A. President*

- 1. Meet all general member requirements.
- 2. The President shall not vote on issues except as specifically mentioned in Article IV Section 3 Item A11.
- 3. Maintain a minimum 2.0 GPA.
- 4. Presides over all General Meetings
  - a. Creates agenda for each General SLC Meeting and emails agenda to Advisor five business days prior to meeting date
- 5. Attend all SLC General Meetings.
- 6. Remain in constant communication with Advisor(s).
- 7. Represents SLC College wide and serves as its voice.
- 8. Attends all SLC programs unless attendance causes academic conflicts.
- 9. Promote the development of leadership skills.
- 10. Reserves the right to appoint members for duties without the consent of the council, if deemed necessary.
- 11. May present concerns directly to administration, thereby bypassing council advisors:
  - a. ONLY in the event a majority (50% plus one) of the council considers it a necessary issue which affects the ability to carry out the functions of the council
  - b. ONLY if a majority (50% plus one) of the council believes they have received uncooperative support from the council advisors
  - c. He/she must follow proper chain of command:

- i. SLC → Advisor(s) → Student Activities Coordinator → Director of Student Affairs → VP for Student Affairs → WGTC President
- d. He/she at a minimum must notify the advisor(s) of their intention to seek assistance from administration.

*B. Vice-President*

1. Meet all general member requirements.
2. Maintain a minimum 2.0 GPA.
3. Shall serve as the second in command, in the case that that the President is not available and will assume all duties therein associated with the President.
4. Attend all SLC General Meetings.
5. Attends all SLC programs unless attendance causes academic conflicts.
6. Supervises all committees, ensuring timely reports of meeting activities and presents these reports to the Council

*C. Secretary/Treasurer*

1. Meet all general member requirements.
2. Maintain a minimum 2.0 GPA.
3. Shall serve as the third in command, in the case that that the President and Vice President is not available and will assume all duties therein associated with the President.
4. Attend all SLC General Meetings.
5. Attends all SLC programs unless attendance causes academic conflicts.
6. Maintain an accurate record of the proceedings of meetings, a copy of the official minutes shall be given to the council's advisor(s) within five (5) business days of the meeting to be kept on file.
7. Prepare minutes for review and approval at the succeeding meeting; council approval of minutes is required.
8. 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 President of their absence and who will be assuming the responsibilities; in the event that he/she does not appoint someone with this responsibility, the President shall appoint someone.
9. Reports all expenditures incurred on a quarterly basis at the general body meeting. The list of expenditures shall be obtained from the Student Activities Coordinator.
10. He/she should work with the Student Activities Coordinator to keep the budget reconciled and keep other members informed of expenditures and receipts.

*D. Reporter/Parliamentarian*

1. Meet all general member requirements.
2. Maintain a minimum 2.0 GPA.
3. Shall serve as the fourth in command, in the case that the President, Vice President, and Secretary/Treasurer are not available and will assume all duties therein associated with the President.
4. Attend all SLC General Meetings (not including committee meetings).
5. Attends all SLC programs unless attendance causes academic conflicts.
6. Maintain order in meetings, in accordance with the latest edition of Robert's Rules of Order which will be made available by the advisor(s).

7. Shall keep official tally of votes on issues and elections.
8. Take pictures and/or videos of all SLC events.
9. Collect programs and/or memorabilia associated with SLC events.
10. With the assistance of SLC members, maintain a scrapbook to be surrendered to the Council at the end of their term.
11. In the event that the Reporter/Parliamentarian cannot attend an event, they must appoint a member to record the event in their place and notify the President of their absence and who will be assuming the duties; in the event that he/she does not appoint someone, the council President shall appoint someone.

*E. Terms*

1. Officer terms officially begin January 1 and last twelve (12) months.
2. A Council member can serve for a total of two terms, but he/she must be re-selected into membership by the program advisor(s) or elected by council members.
3. No Council member may serve as an officer for more than two years.
4. No Council member may serve more than one year in the same office.
5. Those elected are required to schedule a mandatory meeting, within a month of election to said office, with the Advisor(s) to discuss roles and responsibilities for the upcoming term of office.

*F. Vacancies*

1. If a member leaves West Georgia Technical College or voluntarily withdraws membership from the Student Leadership Council during an unexpired term, he/she must notify the Advisor(s) of his/her inability to continue as a member immediately
  - a. If said member is a voting representative for a school, the advisor shall immediately select a replacement
  - b. If said member is a voting representative for a RSO, a replacement shall be sought immediately through the RSO's manner of choice
2. A vacancy in the unexpired term of the President of SLC shall be filled by the Vice President
  - a. If the Vice President is unwilling or unable to fill the vacancy, the Advisor(s) shall conduct meetings until such a time as the vacancy is filled
  - b. The Advisor(s) will maintain non-voting status at all times, any issues resulting in a tie will be considered moot
3. The Vice Presidency and all other officer positions shall be filled by the Order of Office (below),
  - a. Each officer having the option of moving into the higher office if desired
  - b. Officers eligible for higher office may reserve the right to retain their present office
  - c. The next eligible candidate will then be given the option to succeed into the vacant higher office as listed in the Order of Office
  - d. Order of Office:
    - i. President
    - ii. Vice-President
    - iii. Secretary/Treasurer
    - iv. Reporter/Parliamentarian

4. Other vacant unexpired terms shall be filled by nominations from the Student Leadership Council members through a special election
5. All persons who gained position through a vacancy, shall remain in position for the remainder of the vacant position term only

## **Section 5. Elected and Appointed Positions**

### *A. Election of New Officers*

1. The election of new officers or chairpersons shall occur at the November official general body meeting.
2. Officers shall be elected from the membership of SLC.
3. Any general member who is nominated will have temporary right to vote in that election.
4. Voting members shall submit ballot to be counted by Advisor(s), President, and/or Parliamentarian.
5. The outgoing President shall have no vote, such that in the case of a tie, his/her vote may be the deciding vote.
6. Majority (50% plus one) vote shall determine the winner.
7. Term details as specified in Article IV Section 4 Item E.

### *B. Chairpersons*

1. Requirements
  - a. Meets all Voting Member requirements.
  - b. Holds meetings to assist in the planning and implementation of respective programs.
  - c. Attends General Meetings.
  - d. Provides typed and oral reports on activity status including but not limited to committee meeting minutes and sign up sheets to Vice President by five (5) business days prior to a general meeting.
  - e. Regarding event planning; chairperson meets with Advisor(s) to ensure success of event & does the following: Submit Event Proposal>>Conducts Research on Vendors>>Submits Recommendations to Advisor(s)
  - f. Delegates responsibilities to committee members to ensure success of event
2. Terms
  - a. Chairperson terms officially begin upon appointment/election and shall end at the close of the committee's function.
  - b. No Council member may serve as chairperson for more than two years.
  - c. Those elected are required to schedule a mandatory meeting, within a month of election to said office, with the Advisor(s) to discuss roles and responsibilities.

### *C. Committee Descriptions*

1. College Committees
  - a. There will be times when Student Leadership Council members are asked to serve on college-wide committees with administration.
  - b. Membership in these committees may be voluntary and/or appointed by the Advisor(s).

- c. SLC members are expected to adhere to the guidelines of these committees and report to that committee chairperson ahead of time of any absences.
  - d. Membership on these committees is limited to voting members of SLC.
  - e. If a SLC member feels he/she can no longer fulfill their responsibilities, he/she must contact the Advisor(s) immediately and a suitable replacement will be found if deemed necessary.
2. Standing Committees
- a. Committee shall have a stated purpose and mission statement.
  - b. Committee members are charged with planning and implementing programs to benefit the West Georgia Technical College community.
  - c. It provides the community with speakers, coffeehouse sessions, poetry slam competitions, productions featuring artists, traditional events and activities, interactive entertainment, etc.
  - d. Members of this team are selected through voluntary expression of interest at any general body meeting and have no term limits.
  - e. Chairperson may only vote in the case of a tie.
3. Ad-Hoc Committees
- a. Committee may be appointed by the SLC President or Advisor(s).
  - b. Committee shall dissolve upon completion of stated purpose by motion made at a general body meeting.

*D. Appointed Positions*

1. Appointed positions shall be used if circumstances arise that require duties that are difficult or impossible to be adequately performed by present officers without potentially impacting the officer's school work.
2. Newly appointed positions shall be approved by the SLC President.
3. At present, appointed positions are:
  - a. Documentation Clerk
    - i. Shall be responsible for organization of all required retention documents for the Council, including but not limited to, copies of meeting minutes, constitution, Robert's Rules of Order, expenditure and treasury reports, and all other documentation required to carry out council business.
    - ii. Shall work directly with the council advisor(s) in organizing monthly documentation for council activities; however advisors shall have the ultimate responsibility for custody of all documentation.
    - iii. Documentation is to be kept in the advisor's office for ease of access and reference.
    - iv. The council and advisor(s) shall have the option to choose to allow a work study student working directly under the advisor's supervision to function as the Documentation Clerk.
4. Other positions may be added as needed with amendment of the bylaws.
5. A single individual may hold more than one appointed position if the advisor(s) are of the opinion that the duties of both can be accomplished adequately

## **Section 6. Advisor(s)**

- A. The council shall be advised by one (1) main advisor, the Student Activities Coordinator for the college, and if deemed necessary the assistance of no more than two (2) co-advisors.
- B. All advisors are ex-officio members with no voting rights. Responsibilities as outlined below:
  - 1. Main Advisor – Student Activities Coordinator
    - a. Attends all General and Executive Meetings.
    - b. Attends, or designates a staff person to attend, all SLC programs.
    - c. Reserves meeting and event space.
    - d. Travels with SLC and makes all travel arrangements.
    - e. Assumes responsibility for final approval of all programs, contracts, and advertisement.
    - f. Interacts with the Business Office on behalf of SLC, including but not limited to, submitting purchase orders, receiving checks, securing petty cash, processing reimbursements, etc.
    - g. Reconciles budget quarterly with the treasurer.
    - h. Assists with leadership and professional development of student leaders.
    - i. Meets with individual members, as needed.
    - j. Responsible for presenting student body concerns, as relayed by council members, to administration as deemed necessary.
    - k. Grants excused absences for General and/or Executive Meetings.
    - l. Maintains Disciplinary Report for all SLC Members, including attendance at meetings, events; in addition, responsible for keeping track of all infractions, probations, and dismissals.
    - m. Sends meeting reminders to students and members.
    - n. Creates Marketing/Outreach (Web content, Flyers, Brochures, etc.).
    - o. Guides the overall function of SLC.
    - p. Serves as custodian of all council documentation, including but not limited to minutes, invoices, receipts, purchase orders, etc. in adherence to Technical College System of Georgia Student Records Retention Schedule (0415) guidelines:
      - i. (0415-039) Student Organization Administrative Records
        - 1. Explanation: This series documents the history, development, and policies of campus student organizations. Records may include but are not limited to: annual review forms; minutes; constitutions and bylaws; committee, subcommittee, and task-force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; and related documentation and correspondence.
        - 2. Record Copy: Student Activities, Student Organization Advisors, Student Life Office
        - 3. Retention: Permanent
      - ii. (0415-037) Student Development Transcripts Records

1. Explanation: Series documents students' participation in university clubs, organizations, honor societies and special academic programs; volunteer service in community organizations; and honors and awards received. Records include: transcripts listing activities, background materials used to validate the activities, and related correspondence.
  2. Record Copy: Judicial Advisor or Student Life Office
  3. Retention: Permanent for transcripts; 5 years after last activity for all other records
2. Co-Advisor(s) – Faculty or Staff Member(s)
- a. There shall be no more than two (2) Co-Advisors for SLC.
  - b. Co-Advisors shall be appointed by the VP for Student Affairs.
  - c. Attends all General and Executive Meetings.
  - d. Attends all SLC programs, when possible.
  - e. Travels with SLC, budget permitting.
  - f. Assists with leadership and professional development of student leaders.
  - g. Meets with individual members, as needed.
  - h. Grants excused absences for General and/or Executive Meetings.
  - i. Guides the overall function of SLC.

## **ARTICLE V: MEETINGS**

### ***Section 1. General Meetings***

- A. Occurs once a month during the academic school year.
- B. Occurs simultaneously at two meeting sites, students may attend either location.
  1. Due to the distance between campuses, technology will be used for convenience to our students with two meeting locations.
  2. There must be an advisor or faculty/staff member at both locations.
- C. Responsibility of the President to provide agendas for General Meetings.
- D. Vote on SLC related issues and items.
- E. The President shall have no vote except in the case of a tie, he/she will have the deciding vote.
- F. Reports on the status of SLC and all standing committees.
- G. Communication between all SLC members.
- H. Delegation of SLC tasks.
- I. Meetings shall be in accordance with Robert's Rules of Orders, as monitored by the Parliamentarian, except in the case that they are inconsistent with the bylaws of the Council.
- J. No council meeting shall be held without the presence of one of the SLC Advisors or a Faculty/Staff representative appointed by the Advisors.

## **Section 2. Special Meetings**

- A. Special meetings are any meetings other than regularly scheduled monthly meetings of the Council.
- B. A Special meeting may be called by the President of SLC, with the approval and attendance of an advisor.
- C. Although this is not a regularly scheduled meeting, members are expected to make every attempt to be present.

## **Section 3. Emergency Meetings**

- A. Emergency meetings are any meetings which may be called and attended by the College President or their designee.
- B. The meetings are called and held without advisors present for whatever reason.
  - 1. 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
  - 2. The meeting may also be called if the College President requires student input on an urgent matter

## **Section 4. Committee Meetings**

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

## **Section 5. Quorum**

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

# **ARTICLE VI: DISCIPLINARY PROCEDURES**

## **Section 1. SLC Member Removal**

- A. *Voting Members*
  - 1. Any member with two consecutive unexcused absences from general body meetings shall be removed from the Council roster and the school advisor or RSO advisor will be asked to seek a replacement.
  - 2. Member status may be revoked at any time by request of the member's school or RSO advisor, provided the program advisor can show reasonable evidence that the program representative is not adequately representing their respective program; in the case that a disagreement arises as to the reasonableness of the evidence, a decision made by the institutional President or Vice President for Student Affairs shall take precedence.

3. Council members who cannot or will not represent the students in the capacity of student ambassadors who reflect the best interest of the West Georgia Technical College student body or do not exercise their fiduciary duties responsibly should resign from the council or have their membership revoked.
- B. Executive Board Members*
1. Any member who's GPA fall below 2.0 at any time during their term, will be removed from their office and shall become a general body member losing any voting privileges.
  2. Any member with two consecutive unexcused absences from general body meetings will be removed from their position as executive board member and become a general body member upon their return having forfeited voting privileges.
  3. Any member who is absent from two tasks/responsibilities, as outlined in Article IV Section 4, will be removed from their position as executive board member and become a general body member upon their return having forfeited voting privileges.
- C. Committee Chairperson*
1. Any member with two consecutive unexcused absences from committee meetings will be removed from their position as chairperson.
  2. Any member who is absent from two tasks/responsibilities, as outlined in Article IV Section 5 Item A1 will be removed from their position as chairperson.

## **Section 2. SLC Disciplinary Procedures**

- A. Excused Absences*
1. Excused absences include but are not limited to:
    - a. Major ailments/medical procedures
    - b. A family emergency
    - c. A class conflict
    - d. A reasonable work conflict
    - e. Academic obligations (i.e. class conflict, induction ceremonies, meeting with a teacher, etc.)
  2. Voting members must notify the Advisor(s) five (5) business days ahead of time of an absence or it will be deemed an unexcused absence, except in the case of emergencies in which notification should be at the earliest convenience
- B. Unexcused Absences*
1. Unexcused absences include but are not limited to:
    - a. Failure to contact Advisor(s) (for voting members only)

*Please note that if you are in an executive position or committee chairperson, three "excused" absences will result in the forfeit of your position in the council and you will become a general body member losing all voting privileges. This is to ensure effective maintenance of the Council.*

Meetings and events are scheduled weeks to months in advance; members are expected to schedule other obligations accordingly. If there are special circumstances, please alert the Advisor(s).

There will be times when events or meetings may come up that demand your attendance; they are mandatory. The nature of these, however, allows for certain conflicts. Members will alert the Advisor(s) of this conflict.

Calling other members of the Council to notify them of an absence or tardy is unacceptable. Members must notify the Advisor(s).

Infractions that may result in forfeit of position are as indicated below:

- No call/No show
- Not completing an assigned task
- Not attending a meeting, pre-event, event, or post-event
- Inappropriate or offensive behavior at an event or meeting
- Consistent tardiness or early departure at an event or meeting following a 15-minute grace period
- Misuse of SLC supplies and/or funds

### **Section 3: SLC Executive Board Member/Chairperson Reinstatement**

- A. In the event a SLC Member is placed on Probation or Suspension from their position, due to GPA, behavior, or any documented reason; the process for reinstatement is as follows:
  1. GPA: The returning SLC Member must wait until the following elections process is held to be considered as a candidate for office. The SLC Advisor(s) will then check the student's GPA with the Registrar's Office and notify the student if the GPA meets the 2.0 requirement.
  2. Failure to carry out duties: The returning SLC Member must wait until the following elections and/or appointment of committee chairpersons are held to be considered as a candidate for office.
  3. Unexcused absences: The returning SLC Member shall be considered a new member, all general body member procedures apply.

## **ARTICLE VII: BUDGETING AND EXPENDITURES**

### **Section 1. Petty Cash/Reimbursements**

- A. Members are not to ensue debt in the name of the SLC nor expect personal reimbursement without proper approval from the Student Activities Coordinator. In the unlikely case that approval is granted, proper procedure must be followed including usage of tax exempt form and turning in of receipts.

### **Section 2. Budget**

- A. The budget shall be provided yearly for voting at the May council meeting by the Student Activities Coordinator.

1. The Student Activities Coordinator shall suggest the budget based on calculations of the number of anticipated students enrolled multiplied by the student activity fee amount for the given year; the number of student organizations will also be considered.
  2. In certain cases, projected expenditures will be taken into consideration when establishing budget.
  3. The budget is divided upon the following departments/individuals: Student Activities (Manager: Student Activities Coordinator), Athletics (Manager: Student Activities Coordinator), VOICES (Manager: Faculty/Staff Editor-In-Chief), Student Affairs (Manager: VP for Student Affairs), President's Office (Manager: President), LaGrange Campus (Manager: Campus Director), Carroll Campus (Manager: Campus Director), Douglas Campus (Manager: Campus Director), Murphy Campus (Manager: Campus Director), and Coweta Campus (Manager: Campus Director).
  4. Once established the budget total amount cannot be increased except with express consent from the College President.
  5. The Student Leadership Council will have direct control of the approved amount in the Student Activities budget line item; however there are standard items/needs that will be purchased without approval from the council including but not limited to salary of personnel, operational expenses including office supplies, and student handbooks.
  6. Specified managers above will manage the remainder of the funds without approval from the council on individual purchases.
  7. RSOs shall request funding from the Campus Director on the campus which they regularly meet, prior to any expenditures.
- B. The Council is responsible for approving/rejecting budget item amounts through adequate consideration of their fiduciary and representative duties.
- C. The Student Leadership Council and the President of the College must approve the budget before it is considered established.
- D. Programming authorization procedure: member conducts research on vendors → provides Advisor with contacts → Advisor gets price quotes → Advisor picks most suitable vendor → contracting process is facilitated by the Student Activities Coordinator
1. **NO** students or SLC members are allowed to spend Student Activities fee monies, get contracts or sign any paperwork on behalf of West Georgia Technical College or the Student Leadership Council.
- E. All fundraising activities must first be submitted to the Student Activities Coordinator who will gain approval from VP of Institutional Advancement.

## **ARTICLE VIII: AMENDMENTS**

### **Section 1. Revisions**

- A. Any articles can be amended or appealed.

- B. Proposed amendments shall be presented at any regular meeting to be considered at the next meeting, at which time the amendment will be put to a vote.
- C. Revisions require approval a majority (50% plus one) of Members with Voting Rights.
- D. Receives final approval by the Advisor(s), VP for Student Affairs, and College President.

***Section 2. Effective Date***

- A. 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.
- B. The College President reserves the right to revoke an amendment voted on by the Council if he/she deems it unacceptable or inappropriate; if this occurs the Council will be informed at the following meeting.

**WEST GEORGIA TECHNICAL COLLEGE**  
**CONSTITUTION OF THE STUDENT LEADERSHIP COUNCIL**

I have received a copy of the Student Leadership Council Constitution, and I fully understand and agree to the content of this document. I grant permission to the Advisor(s) to verify my GPA for membership purposes.

Registered Student Organization or School Representing:

\_\_\_\_\_

Written Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_