



Constitution
of the
Student Government
Association

ARTICLE I: NAME

The name of this organization by the Constitution shall be the Student Government Association, herein after referred to as SGA.

ARTICLE II: AFFILIATION

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

ARTICLE III: PURPOSE

The purpose of SGA shall be to:

- A. Provide representation to the students of West Georgia Technical College (WGTC) through their fiduciary duties of dispensing student activities fees and other revenue sources designated for student use in a matter which appropriately benefits the students either directly or indirectly.
 - i. Expenditures incurred by the organization 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.
 - a. Organization officers or members may be selected at any time to represent students at either internal or external functions
 - b. 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 organization.
 - a. Members should recommend to WGTC's authorities programs and projects that the organization believes are in the best interest of WGTC and the student body
 - b. Organization members should provide feedback to WGTC's authorities on concerns of the student body relating to WGTC's policies and programs
- D. Implement community service initiatives to benefit the surrounding communities.
- E. Serve the seven county service area of the college: Carroll, Douglas, Haralson Coweta, Meriwether, Heard and Troup.
- F. Promote general fellowship and school spirit among students enrolled at West Georgia Technical College.
- G. 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. Organization Representatives

A. Qualifications

- a. Maintain "good standing" according to College Policy (i.e. not on academic or disciplinary probation).
- b. Be admitted on regular or provisional status.
- c. Enrolled in a credit program seeking a Technical Certificate of Credit, Diploma, or Degree.
- d. Not be an adult education student.
- e. Be responsible, reliable, confident, sincere, dedicated, and flexible.
- f. Possess good communication and listening skills in order to work with fellow SGA members.
- g. Display a willingness to help others and enjoy working with people.
- h. Be willing to take risks.
- i. Be an active member of the Registered Student Organization (RSO) they are representing

B. Membership Process

- a. Representative is appointed or elected by the organization they represent.
- b. Representatives can vote on issues presented before the council.
- c. Representatives may comment on and present issues to the council.
- d. Representatives may serve on committees but not as chairperson.
- e. General members can be nominated for elections to serve on the SGA Executive Board.

- i. If a representative is nominated for a position, they must step down from their role as representative.
- ii. Should the representative not be elected to the position, after the elections the individual may regain all voting privileges as representative.
- iii. Should the representative be elected to a position, he/she must step down from their role as representative and a new representative must be appointed/elected for their organization.
- f. An alternate representative may vote in the primary representative's absence.
- g. Failure to attend or provide a report to several SGA meetings, may result in sanctions including possible loss of charter and funding as determined by the Student Activities Coordinator
- h. Attends all SGA Training Sessions/Retreats/Workshops/Conferences selected during membership tenure

Section 3. Liaison Members

A. Qualifications

- a. Maintain "good standing" according to College Policy (i.e. not on academic or disciplinary probation).
- b. Be admitted on regular or provisional status.
- c. Enrolled in a credit program seeking a Technical Certificate of Credit, Diploma, or Degree.
- d. Not be an adult education student.
- e. Be responsible, reliable, confident, sincere, dedicated, and flexible.
- f. Possess good communication and listening skills in order to work with fellow SGA members.
- g. Display a willingness to help others and enjoy working with people.
- h. Be willing to take risks.
- i. Must be elected to their position during general elections or appointed by advisors if position is vacant after elections.

A. Description

- 1. Attends all SGA Meetings
- 2. Attends all required meetings with the Advisor(s)
- 3. Communicates with departments/division/school as appropriate
- 4. Serve as a role model by displaying responsibility and maturity as a student leader
- 5. Recruits potential SGA Members
- 6. Displays a willingness to collaborate with other departments
- 7. Attends all SGA Training Sessions/Retreats/Workshops/Conferences selected during membership tenure

Section 4. Executive Board Officers

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. Be responsible, reliable, confident, sincere, dedicated, and flexible.
6. Possess good communication and listening skills in order to work with fellow SGA members.
7. Display a willingness to help others and enjoy working with people.
8. Be willing to take risks.
9. Must be elected to their position during general elections or appointed by advisors if position is vacant after elections.

B. President

1. The President shall not vote on issues except in the case of a tie.
2. Maintain a minimum 2.0 GPA.
3. Presides over all General Meetings
4. Attend all SGA General Meetings.
5. Remain in constant communication with Advisor(s).
6. Represents SGA College wide and serves as its voice.
7. Attends all SGA programs unless attendance causes academic conflicts.
8. Promote the development of leadership skills.
9. In conjunction with advisor(s) reserves the right to appoint members for duties if deemed necessary.
10. May present concerns directly to administration, thereby bypassing organization advisors:
 - a. ONLY in the event a majority (50% plus one) of the organization considers it a necessary issue which affects the ability to carry out the functions of the organization
 - b. ONLY if a majority (50% plus one) of the organization believes they have received uncooperative support from the organization advisors
 - c. He/she must follow proper chain of command:
 - i. SGA → 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.

C. Vice-President

1. Maintain a minimum 2.0 GPA.
2. 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.
3. Attend all SGA General Meetings.
4. Attends all SGA programs unless attendance causes academic conflicts.
5. Supervises all committees, ensuring timely reports of meeting activities and presents these reports to the Organization

D. Secretary/Treasurer

1. Maintain a minimum 2.0 GPA.
2. 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.
3. Attend all SGA General Meetings.
4. Attends all SGA programs unless attendance causes academic conflicts.
5. Maintain an accurate record of the proceedings of meetings, a copy of the official minutes must be given to the council's advisor(s) within five (5) business days of the meeting to be kept on file.
6. Prepare minutes for review and approval at the succeeding meeting; organization approval of minutes is required.

7. 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.

E. Reporter/Parliamentarian

1. Maintain a minimum 2.0 GPA.
2. 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.
3. Attend all SGA General Meetings
4. Attends all SGA programs unless attendance causes academic conflicts.
5. 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).
6. Shall keep official tally of votes on issues and elections.
7. Take pictures and/or videos of all SGA events.
8. Collect programs and/or memorabilia associated with SGA events.
9. 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 organization President shall appoint someone.

F. Terms

1. Officer terms officially begin July 1 and last twelve (12) months.
2. 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.

G. Vacancies

1. If a member leaves West Georgia Technical College or voluntarily withdraws membership from the Student Government Association 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 liaison, the advisor(s) 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 SGA 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
 - iv. Reporter/Parliamentarian
4. Other vacant unexpired terms shall be filled by appointment from the advisor(s) with input from the acting President
 5. All persons who gained position through a vacancy, shall remain in position for the remainder of the vacant position term only, they may run for that position in the next election.

Section 5. Elected and Appointed Positions

A. Election of New Officers and Members

1. The election of members and executive board shall occur in May through school wide elections.
2. Majority votes shall determine the winner.

B. 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 Government Association 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. SGA members are expected to adhere to the guidelines of these committees and report to that committee chairperson ahead of time of any absences.
 - d. If a SGA 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. Ad-Hoc Committees
 - a. Committee may be appointed by the SGA 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 SGA President and advisor(s).
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 organization business.
 - ii. Shall work directly with the organization advisor(s) in organizing monthly documentation for organization 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 organization 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 organization 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 SGA programs.
 - c. Reserves meeting and event space.
 - d. Travels with SGA and makes all travel arrangements.
 - e. Interacts with the Business Office on behalf of SGA, including but not limited to, submitting purchase orders, receiving checks, securing petty cash, processing reimbursements, etc.
 - f. Assists with leadership and professional development of student leaders.
 - g. Meets with individual members, as needed.
 - h. Responsible for presenting student body concerns, as relayed by organization members, to administration as deemed necessary.
 - i. Grants excused absences for General and/or Executive Meetings.
 - j. Maintains Disciplinary Report for all SGA Members, including attendance at meetings, events; in addition, responsible for keeping track of all infractions, probations, and dismissals.
 - k. Sends meeting reminders to students and members.
 - l. Creates Marketing/Outreach (Web content, Flyers, Brochures, etc.).
 - m. Guides the overall function of SGA.
 - n. Serves as custodian of all organization 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 organization s. 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 SGA.
 - b. Co-Advisors shall be appointed by the VP for Student Affairs.
 - c. Attends all General and Executive Meetings.
 - d. Attends all SGA programs, when possible.
 - e. Travels with SGA, 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 SGA.

ARTICLE V: MEETINGS

Section 1. General Meetings

- A. Occurs twice a month during the academic school year.
- B. Occurs simultaneously at multiple meeting sites, students may attend any location.
 1. Due to the distance between campuses, technology will be used for convenience to our students with multiple meeting locations.
 2. If possible there should be an advisor or faculty/staff member at each location.
- C. It is the responsibility of the President and advisor(s) to provide agendas for General Meetings.
- D. SGA will vote on SGA 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. Representatives and Liaisons will report on the status of RSOs and division/department/schools.
- G. 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.
- H. No organization meeting shall be held without the presence of one of the SGA Advisors or a Faculty/Staff representative appointed by the Advisors.

Section 2. Special Meetings

- A. Special meetings are any meetings other than regularly scheduled meetings of the organization.

- B. A Special meeting may be called by the President of SGA, 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 organization.

Section 5. Quorum

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

ARTICLE VI: DISCIPLINARY PROCEDURES

Section 1. SGA Member Removal

A. Voting Members

- 1. Member status may be revoked at any time by request of the member's school/department/division or RSO advisor, provided they can show reasonable evidence that the representative is not adequately representing their respective demographic; 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.
- 2. Organization 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 organization 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 losing any voting privileges.
- 2. Any member with two consecutive unexcused absences from general body meetings may be removed from their position as executive board member.

Section 2. SGA 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

Please note that if you are in an executive position, three overall absences may result in the forfeit of your position in the organization. This is to ensure effective maintenance of the organization.

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 Organization 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 SGA supplies and/or funds

Section 3: SGA Reinstatement

- A. In the event a SGA 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 SGA Member must wait until the following elections process is held to be considered as a candidate for office. The SGA 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 SGA 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 SGA 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 SGA 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 organization 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.
 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), VOICES (Manager: Faculty/Staff Editor-In-Chief), Student Affairs (Manager: VP for Student Affairs), and President's Office (Manager: President).
 4. Once established the budget total amount cannot be increased except with express consent from the College President.
 5. The Student Government Association 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 organization 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 organization on individual purchases.
 7. RSOs shall request funding from SGA at minimum three weeks prior to need.
- B. The Organization is responsible for approving/rejecting budget item amounts through adequate consideration of their fiduciary and representative duties.
- C. The Student Government Association 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 SGA 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 Student Affairs.

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 Organization 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 Organization if he/she deems it unacceptable or inappropriate; if this occurs the Organization will be informed at the following meeting.

**WEST GEORGIA TECHNICAL COLLEGE
CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION**

I have received a copy of the Student Government Association 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