

## **The Community College of Baltimore County Student Government Association**

### **Preamble:**

We, the students of The **Community College of Baltimore County**, hereafter referred to as **CCBC**, in the belief that the college experience offers various opportunities for students to develop awareness of their rights and responsibilities as members of the CCBC community, do hereby establish this constitution for the Student Government Association. The upholders of this constitution shall provide a voice for all students by maintaining open lines of communication between all of its constituents. The upholders will also work with and give recommendations to the administration for the enhancement of Student Life.

### **Article I. Name**

The name of the organization, for all intents and purposes, shall be the Community College of Baltimore County Student Government Association, hereafter referred to as the SGA. When appropriate, campus denotation can be delineated following SGA, e.g. CCBC SGA Essex.

### **Article II. Membership**

1. All persons enrolled in a course or courses for credit at the Community College of Baltimore County shall automatically be members of the Student Government Association without regard to sex, sexual orientation, race, ethnic background, national origin, age, disability, veteran status or religion and have the right to vote in the general elections of officers.
  
2. Elected officials will hold their offices for the full year.

Those students who have completed fewer than 24 term billable hours shall be considered first-year students.

### **Article III. Objective**

The objectives of the Student Government Association Executive Board are the following:

- Serve as the governing body for all CCBC students
- Serve as advocates for students regarding policies and regulations that affect students' collegiate experience
- Promote and encourage student involvement in co-curricular learning
- Oversee and support the development of student organizations funded by the Student Government Association
- Ensure that student organizations adhere to College policies and guidelines
- Provide programming and workshops that support student organization members' personal, social and leadership development

- Develop and support programming that supports the academic, personal and social development of CCBC students, faculty and staff members
- Collaborate with the Office of Student Life as well as other departments to develop programming that supports the needs of CCBC students
- Provide a learning environment that values diversity, multiculturalism and inclusiveness

#### **Article IV. Constitutional Authority**

1. This constitution shall be the fundamental law governing the actions of the entire student body; this includes the Student Government Association as well as all recognized clubs and organizations at CCBC.
2. Any student or elected representative of the Student Government Association may propose an amendment to the Constitution.
3. The amendment must be present in writing to the SGA Executive Board before the vote is taken. The amendment must be approved by a quorum plus one. The proposed amendment will not be enacted until it is approved by the Assistant Director of Student Life and the Director of Student Life.

#### **Article V. Organization**

The affairs of the SGA shall be managed by an Executive Board which will act as the principal student governing board of the Community College of Baltimore County, with all other student organizations subsidiary to it.

1. The SGA Executive Board shall consist of six appointed members.

The SGA Executive Boards on each campus will be composed of the following: President, Chief of Staff, Secretary and two delegates.

2. The SGA Executive Board shall appoint a qualified person to fill any vacancy in membership. Notification of any vacancy must be made public to the student body immediately and the SGA will vote two weeks following the opening. Any candidate for the vacancy is under the same guidelines as other members of the SGA Executive Board. A candidate for any vacancy must complete a Candidate Information Packet, including a petition and signatures of at least ten members of the student body. An application for any vacancy will be available from the Office of Student Life.
3. The Executive Board will be: President, Chief of Staff, Secretary and two delegates. The duties of these officers shall be as stated below unless otherwise agreed upon by the SGA.

4. Members of the SGA Executive Board cannot hold executive positions in other SGA clubs and organizations. All officers are to provide leadership in their respective positions.
5. All Executive Board members of the SGA must work a minimum of 5 weekly office hours which will be determined in collaboration with the assistant director of student life.
6. Office hours will be comprised of (but not limited to) time in the SGA Office but also consist of participation in student leadership endeavors.
7. The President and Chief of Staff must be returning students, i.e. completed six billable or more hours prior to elections.
8. A student is eligible to be a member of the SGA Executive Board at their primary campus, i.e. where they attend the majority of their classes.
9. The term of office for the Executive Board member's will run October 1 through June 1.
10. The SGA Executive Board should meet regularly, its time and date as determined by the President in collaboration with the Executive Board and SGA's advisor.
11. The President has the authority to cancel or re-schedule meetings in collaboration with the SGA's advisor; however he or she cannot cancel two consecutive meetings.
12. All SGA Executive Board members must maintain a 2.30 cumulative GPA.

All officers are to provide leadership in their respective positions.

### **President**

- a. Presides over all meetings of the SGA
- b. Acts as official representative for all necessary functions or appoints any board member in his or her place in collaboration with the assistant director of student life
- c. Creates provisional committees
- d. Appoints provisional committee chairs and members
- e. Schedules Executive Board meeting time for the present term and calls emergency Executive Board meetings. The President has the authority to cancel or re-schedule meetings in collaboration with the SGA's designated advisor, however he or she cannot cancel two consecutive meetings.
- f. Executes and enforces the provisions of the Constitution
- g. Serves as SGA representative to the Board of Trustees

- h. Attends all Student Life sponsored retreats and leadership events (e.g., Get Involved Fairs, Spring Leadership Retreat, Advocacy Day, Town Hall Meetings and Student Life Awards Banquet).
- i. Votes only in case of a tie for the executive board

### **Chief of Staff**

- a. Shall preside over Governance Board meetings in Presidents absence
- b. Assumes powers of the President following dismissal, resignation or impeachment of the President
- c. Serve as a representative on college-wide committees
- d. Responsible for SGA press releases and general publicity
- e. Responsible for ensuring proper publicity information for SGA related memorandums, announcements, calendars, meetings, activities or events by either taking responsibility or appointing another board member to do so including the CCBC Connection.
- f. Attends all Student Life sponsored retreats and leadership events (e.g., Get Involved Fairs, Spring Leadership Retreat, Advocacy Day, Town Hall Meetings and Student Life Awards Banquet).
- g. Is a voting member of the Executive Board

### **Secretary**

- a. Records and distributes all minutes of the SGA meetings
- b. Works with the Assistant Director of Student Life to maintain records regarding organizations attending SGA meetings
- c. Responsible for generating a list of members of SGA that would include their names, addresses and phone numbers
- d. Attends all Student Life sponsored retreats and leadership events (e.g., Get Involved Fairs, Spring Leadership Retreat, Advocacy Day, Town Hall Meetings and Student Life Awards Banquet).
- e. Is a voting member of the Executive Board

### **Delegates**

- a. Represent the students' interest in College Senate meetings (if appointed). Failure to attend College Senate meetings may result in the revocation of your SGA position
- b. Recruit members for all College and SGA committees
- c. Attends all Student Life sponsored retreats and leadership events (e.g., Get Involved Fairs, Spring Leadership Retreat, Advocacy Day, Town Hall Meetings and Student Life Awards Banquet).
- d. Serve on AD HOC committees as appointed

## **Article VI. Dismissal**

1. The SGA President may only be removed from office with cause by a quorum vote of the Executive Board at an official Executive SGA meeting, overseen by the SGA's advisor.
2. Before said meeting can happen, a complaint must be brought forward at an SGA meeting, at which time the SGA's advisor may appoint a dismissal committee of no more than five (5) people and no less than three (3) people to determine whether there is significant cause for removal; the committee should be comprised of at least one faculty/staff member and two students. This determination must be made by the next meeting, at which time, with committee approval, a vote for dismissal may be called. Appeals to the decision should be submitted to the Director of Student Life within two weeks of dismissal.
3. Other Executive Board members may be dismissed by the SGA president with a quorum vote of the SGA Executive Board; the president shall work under advisement of the SGA's advisor when initiating these proceedings. Appeals to the decision should be submitted to the Director of Student Life within two weeks of dismissal.
4. SGA Executive Board members are subject to administrative dismissal after two unexcused absences or three excused absences.
5. The Student code of Conduct overrides Article VI.

## **Article VII. Student Finance Board**

The Student Finance Board is a subsidiary to the Student Government Association Governance Board. The Finance Board allocates funds to the clubs and organizations for the budget requests that have been determined to be programmatically appropriate by the Student government Association.

1. Yearly budget allocation requests are to be submitted to the Student Finance Board. Budget requests must be approved and signed off on by Club/Organization Leader and Advisor.
2. In order to be eligible to receive funds from the Student Finance Board and organization must be approved and recognized by the Office of Student Life and have an advisor assigned to the organization.
3. Membership in any organization financed through the Student Finance Board must be open to all students at all times. The organization's meetings must be open to all students at all times.
4. Organizations are eligible for an allocation only when its membership and philosophy do not discriminate with regard to sex, sexual orientation, race ethnic background, national origin, age, disability, veteran status or religion.
5. Organizations receiving funds from the Student finance Board are required to send a representative to all meetings and events when requested and to keep abreast of current issues and policies pertaining to student life.
6. Monies distributed from the Student Finance Board funds must be allocated to those activities that fall within the statement of purpose of the organization.

The Student Finance Board membership shall be comprised of:

1. Chair (non-voting): Assistant Director of Student Life (Campus based)
2. Students at large (voting): Non-SGA Executive Board members elected by the SGA each Spring semester
3. Student Life Specialist or Administrative Assistant (non-voting): Must be arranged with the Assistant Director of Student Life (Campus based)
4. Faculty Representative(voting): Any full-time or part-time teaching professional that does not advise a club and/or organization
5. Classified Representative (voting): Any staff member employed under a classified contract
6. SGA Representative(s) (voting): Any current member of the SGA Executive Board to be determined by an Executive Board nomination and vote.

Meetings:

1. The Finance Board shall hold budget hearings each Spring Semester
2. The Finance Board may review the Finance Board By-Laws and propose changes to the Student Government Association as necessary. Any changes made to the Student Finance Board By-Laws shall require a quorum vote of the SGA Executive Board

**Article VIII. Campus Organizations**

1. In order for an organization to receive recognition and funding by the Student Government Association, interested parties must follow the procedures listed below:
  - A. Receive signatures and student identification numbers of interested students who support the new club initiative, which will be clearly stated on the petition
    - a. Essex and Catonsville Campus-8 signatures
    - b. Dundalk Campus-5 signatures
  - B. Fill out the club recognition form
  - C. Secure a faculty or staff advisor for the organization
  - D. Write a constitution in accordance with the guidelines provided by the Student Government Association
7. New clubs can apply for “new club reserve funds” from the Assistant Director of Student Life (Campus based) during their first two semesters in existence (\$750 per semester; \$1500 maximum for the year). The Assistant Director of Student Life will work with the SGA Executive members to determine the appropriate amount to be allocated. After two consecutive semesters of activity the club may apply for funding through the finance board.
2. All organizations recognized by the Student Government Association must have at least one representative present at the regularly scheduled SGA meetings. Clubs whose representatives are not present will follow this schedule (per semester):
  - 1 Absence: Each club is allowed one excused absence. This absence may be replaced by submitting a written report to the SGA to be read in the club’s absence.

- 2 Absences: Written warning will be sent to club and club advisor
  - 3 Absences: 10% of club's original allocated funds for the current fiscal year will be transferred to the SGA general budget
  - 4 Absences: Club will lose all allocated funds for the current fiscal year and the club charter will be revoked for the remainder of the current fiscal year
3. Students who hold a leadership position within a club/organization are required to maintain a minimum cumulative GPA of 2.0.
  4. Fundraising by any club/organization must be approved by the Office of Student Life. You must submit the who, what and intended goal for approval. Monies must be submitted at the close of each day of the fundraiser to the Office of Student Life.

### **Article IX Selection and Appointments**

Selection and appointments for the positions of President, Chief of Staff, Secretary, and the Delegates of the Student government Association will be conducted every fall.

The guidelines for selection and appointments are:

1. Any member of the CCBC college community may nominate a CCBC student for an Executive Board position of President, Chief of Staff, Secretary or Delegate in the Fall semester.
2. Those who are nominated will received notification and will be asked to complete the following steps:
  - a. Fill out an application which can be obtained from the Student Life office
  - b. Turn in two letters of recommendation from the following list:
    - i. Peer
    - ii. CCBC faculty or staff member
    - iii. Current or Former Supervisor
3. All finalists will be invited to participate in an interview with a selection committee. This committee will be comprised of:
  - a. Assistant Director of Student Life
  - b. President of at least one officially recognized club on that particular campus
  - c. Student body representatives (2)
  - d. Faculty or Staff Advisor of at least one officially recognized club on that particular campus
  - e. Student Life professional staff member
4. Candidates for the positions of President and Chief of Staff must be enrolled in courses at CCBC, have acquired at least six hours at CCBC and may apply for a position on the campus where they have the majority of their classes.
5. Candidates for the position of Secretary and Delegate must be enrolled in courses at CCBC and may apply for a position on the campus where they have the majority of their classes.

6. Candidates must have minimum of a 2.3 GPA to be considered for the positions of President, Chief of Staff, Secretary and Delegate of the Student Government Association. If a student is new to CCBC, a grade audit will occur after the completion of the first-semester.

#### **Article X. Ratification**

The CCBC Student Government Association Constitution will become effective and deemed ratified upon the approval of a majority of the current elected members of the Student Government Association to be followed by a referendum majority vote of the study body.