



STUDENT GOVERNMENT ASSOCIATION (SGA) CONSTITUTION

Article I. Name and Objective

Section 1.01 Name

The name of this organization shall be the Trenholm State Community College Student Government Association (SGA).

Section 1.02 Objectives

- (a) To provide a central agency by which students may help promote the interest and welfare of the college community.
- (b) To assist in planning and regulating the activities of student organizations.

Article II. Composition of SGA and Qualifications

Section 2.01 Composition

- (a) Three (3) elected officers: President, Vice-President-Trenholm, Vice-President- Patterson
- (b) Three (3) appointed officers – Secretary, Parliamentarian, Public Relation/Communication Officer

Section 2.02 Elected SGA Officers Description of Duties

Students that hold a position (elected or appointed) at Trenholm State Community College are provided an opportunity for student- democratic governance to play a vital role in establishing a sound voice of reason while students matriculate to graduation. The following positions are attained by an election held by the Student Services Division. All elected positions are held during the spring semester. Students elected or appointed to positions as outlined must attend mandatory training, meetings, and workshops scheduled by the Student Services Division's administration. Elected and appointed people cannot be found to be indignant at any on or off campus events, as well as all social media platforms to include but not limited to Facebook, Instagram, Twitter, and Snapchat. Officers must be absent from the judiciary infractions. The elected positions that follow will be awarded institutional scholarships, as well as a brief description for each position. Qualifications and duties are subject to change at the discretion of the Dean of Students.

President - At the time of his/her election, the elected official:

- Must be in good standing with the College;

- Must have a cumulative 3.0 GPA or higher;
- Must obtain sophomore status by the upcoming fall semester of the respective year;
- If elected, the student cannot hold multiple leadership positions with the institution maintain a cumulative 3.0 GPA or higher throughout his/her tenure.
- Must exhibit high moral character, have a commitment to academic honesty and excellence, and exhibit commitment to the College, the student body, and the judicial process;
- Student will be the official representative of Trenholm State Community College's student body in dealings with the students of other community colleges and universities, in dealing with the faculty and administration, and other matters regarding student representation.
- Shall preside over all Executive Board meetings;
- Shall appoint all Chairpersons and committees, represent the Executive Board on all public occasions.
- Will work very closely with the College administration;
- The President is responsible for the appointment of Secretary, Parliamentarian, and Public Relation/Communication Officer.

Vice President – Trenholm Campus - The Vice President is a direct aid to the President. At the time of his/her election, the elected official:

- Must be in good standing with the College;
- Must have a cumulative 3.0 GPA or higher;
- Must obtain sophomore status by the upcoming fall semester of the respective year;
- Shall be responsible for the assembly of student programs for the Trenholm campus and, serves as the student body representative of the respective campus;
- This position will be required to perform all other duties associated the Executive Board.

Vice President – Patterson Site - The Vice President is a direct aid to the President. At the time of his/her election, the elected official:

- Must be in good standing with the College;
- Must have a cumulative 3.0 GPA or higher;
- Must obtain sophomore status by the upcoming fall semester of the respective year;
- Shall perform the President's duties in his absence;
- Shall perform the President's duties in his absence;
- Shall be responsible for the assembly of student programs for the Trenholm campus and,

serves as the student body representative of the respective campus;

- This position will be required to perform all other duties associated the Executive Board.

Section 2.03 Appointed SGA Officers – Description of Duties Secretary - At the time of his/her appointment, the secretary:

- Must be in good standing with the College;
- Must have a cumulative 3.0 GPA or higher;
- Records, maintain and post accurate minutes of all SGA Executive Board meetings;
- Coordinate with the SGA President to prepare and finalize all meeting agendas;
- The Secretary will also serve as the Chair for the Elections committee each cycle;
- Shall also be responsible for all other SGA duties that the SGA President deems necessary;
- The student seeking an appointment should exhibit all qualities and requirements as outlined in the President's description.

Public Relations/Communication Officer - At the time of his/her appointment, the public relations/communication officer:

- Must be in good standing with the College;
- Must have a cumulative 3.0 GPA or higher;
- Publicize, via comprehensive media, the projects, events, ideals, to turn in any news of interest to the local newspaper;
- Keep an accurate scrapbook on all the activities of the SGA;
- Create an SGA Newsletter and adhere to the beliefs of the SGA;
- The student seeking an appointment should exhibit all qualities and requirements as outlined in the President's description.

Parliamentarian- At the time of his/her appointment, the parliamentarian:

- Must be in good standing with the College;
- Must have a cumulative 3.0 GPA or higher;
- Maintain order at all sanctioned SGA meetings and functions;
- The student seeking an appointment should exhibit all qualities and requirements as outlined in the President's description.

Section 2.04 Qualifications of SGA Officers

Students who are eligible for candidacy and elected to the above positions must meet the following criteria:

(a) Academic Requirements

- Enroll as a full-time student.
- Be enrolled in an associate degree or certificate program.
- Have a 3.0 Cumulative Grade Point Average (student must maintain a 3.0 cumulative average during the term of office).
- Students running for an elected office (President or Vice President) must be a sophomore the semester in which they run for office;
- First-year students with a minimum of 12 hours can serve in appointed positions (Parliamentarian, Public Relations/Communications Officer, and Secretary);
- Students must be in good standing with the college and have no prior disciplinary infractions.
- Students must be in good academic standing at the time of application or assuming office.

• **Application Submission Requirements:**

A completed application packet will include the following:

- Three (3) letters of recommendation on letterhead (two letters from instructors, one letter from someone in the community).
- Written biography and platform speech– 500-word essay should include the candidate’s background information and describe their platform for and their plans if elected to office.
- Two (2) candidate headshots: Business Attire, Casual Attire.
- All applicants will be required to complete a structured interview.
- Signed consent for the use of Image and Release from Liability Form.

(b) Candidacy Requirements:

- Candidates must always represent the ideals of a good citizen and inherent the missions of the College.
- Candidates must follow regulations stipulated in campaign rules in their packet;
- After becoming eligible for candidacy, a candidate shall be responsible for obtaining a thorough knowledge of all election regulations. Ignorance of such regulations shall be no excuse for any breach or violation thereof.

Article III. Membership

Any person enrolled as a student at H. Councill Trenholm State Community College are considered a member of the Student Government Association.

Article IV. Vacancies Removal from Office

Section 5.01 Vacancies

When a vacancy occurs, the elected alternate shall replace the officer, or an alternate will be elected or appointed by the SGA Executive Board.

Section 5.02 Removal from Office

Any officer who fails to fulfill their responsibilities shall be removed from their position by a two-thirds majority vote of the SGA Executive Board and the approval of the Dean of Students.

Article V. Committees

Special committees shall be organized when deemed necessary. Members of these committees shall be appointed by the SGA President and approved by the Dean of Students.

Article VI. Meetings

Meetings shall be held at designated times and place upon the approval of an advisor. Special meetings may be called when deemed necessary.

Article VII. Advisors

The advisors(s) shall be members of the faculty and staff appointed by the Dean of Students. Advisors have non-voting privileges. An advisor must attend all meetings to commence.

Article VIII. Quorum

A quorum shall consist of two-thirds of the members of the SGA Officers or the representatives.

Article IX. Counting of Votes

Faculty/Staff members shall participate in the counting of all votes in college elections. The election process is predicated on 75% of the popular student vote, and 25% of the process comes from a structured interview with a cabinet designated by the Dean of Students.

Article X. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern SGA in all cases to which they apply and in which they are consistent with any special rules of order that SGA may adopt, the H. Council Trenholm State Community College System policies and rules.

Article XI. Amendments

Any negligent addendum to the constitution may be made by the membership that the SGA Executive Board draws up.

Article XII. Adoptions

After being approved by the Dean of Students and the President of the College, this constitution shall be in effect immediately by the SGA Executive Board, who have been duly elected by the Trenholm State Community College student body.