



## **Student Government Association Constitution**

Ratified March 31, 2004

### **PREAMBLE**

The name of this organization shall be the Student Government Association (SGA) of Massachusetts Bay Community College. The purpose of this organization shall be to encourage and to provide for the participation of all students at both campuses, in the affairs of the student body at the College, to promote and develop ideas for the interest, growth and welfare of the College community, and to provide a suitable means of cooperation at the College among the students the faculty, and the administration of the College.

### **ARTICLE I - ORGANIZATION**

#### **Section 1 - Membership**

Each Student who is registered at the College is a member of the Student Government Association at the Wellesley Hills and Framingham Campus of Massachusetts Bay Community College.

#### **Section 2 - Representation and Officers**

- A. For the purpose of definition, a student is defined as a Wellesley Hills/Framingham Campus student on the condition that the majority of his/her classes resides at that campus.
- B. From the Student Government Association there shall be elected a Student Senate consisting of sixteen (16) representatives chosen as follows:
  1. **Spring Elections**
    - a. President (1)
    - b. Vice President of Academic Affairs (1)
    - c. Vice President of Finance (1)
    - d. Vice President of Internal Affairs (1)
    - e. Vice President of Student Services (1)
    - f. Senators - (5) at least 2 from Wellesley Hills and 2 from Framingham
  2. **Fall Elections**
    - a. Senators - (6) at least 2 from Wellesley Hills and 2 from Framingham (when available)
- C. Any member of the Student Government Association in good academic standing with the College is eligible to seek elected office in the SGA. The student may not be on academic or disciplinary probation or have more than two mid-semester warnings at the time of the election. In addition, the following minimum credit-hour eligibility must be maintained by the student for an elected or appointed position on the SGA:

1. Freshman - A Freshman must maintain nine (9) credit hours of enrollment to be eligible for election/appointment to a Student Senate position in the fall semester. A student must have completed nine (9) credit hours with a minimum 2.0 cumulative GPA in the fall semester to maintain his/her elected position for the spring semester.
  2. Sophomore - In succeeding terms, the student must have completed at least 24 credits with a minimum 2.0 cumulative GPA, must have completed at least nine (9) credit hours of study in the previous semester, and must currently be enrolled in a minimum of nine (9) credit hours to be eligible for an elected or appointed sophomore position. To maintain eligibility for his/ her sophomore position, the student must have completed a minimum of nine(9) credit hours of study in his/her fall semester.
- D. Part-time students with extenuating circumstances may petition with the Associate Dean of Students for waiver of the credit qualification to seek an elected position.
- E. The duties of the officers and the procedure for the conduct of all elections to the SGA shall be as set forth in the bylaws to this constitution.
- F. SGA qualifications are defined as follows:
1. A sophomore shall be defined as a student who has successfully completed a minimum of twenty-four (24) credits when his/her term of office commences on June 1 and will be returning for the next academic year.
  2. A freshman shall be defined as a student who has successfully completed under twenty-four (24) credits or is in his/her first semester when the position is assumed in October and is returning for the next semester.
  3. Any new student, who begins his/her spring semester with no college credits, is eligible to seek a freshman position in the following fall election.
  4. Special elections may be held in the first three (3) weeks of classes in the spring semester to fill any freshman or sophomore vacancies.

### **Section 3 - Advisor**

The SGA shall be provided with an advisor who shall be an individual appointed by the Dean of Students. If the case arises, however, that the position of advisor is vacated, the following procedure shall take place. A temporary advisor shall be appointed by the Dean of Students. Said temporary advisor shall serve in that capacity until the appointment of a permanent advisor. If said temporary appointment does not take place within fifteen (15) calendar days, the SGA shall resubmit their recommendations to the Dean of Students. The attendance of the advisor at the SGA meeting is mandatory. The advisor's presence at subcommittees is recommended but not required.

## **ARTICLE II - MEETINGS OF THE STUDENT SENATE**

### **Section 1- Procedure**

All meetings of the Student Senate shall be conducted according to Robert's Rules of Parliamentary Procedures, unless otherwise provided for in the constitution or in its Bylaws.

### **Section 2 - Regular Meetings**

- A. The 16 members of the Student Government Association must convene to conduct business in a full SGA meeting at least every other week on a day designated at the beginning of each semester based on all elected members' academic schedules. No meetings will be scheduled during college-established mid-term examinations, vacations or final examinations. Meeting locations will alternate to both campuses.
- B. Standing committee and ad-hoc committee meetings must convene to conduct business at least every other week at the established full Senate meeting time, on alternating weeks.
- C. The Executive Committee shall meet at least 48 hours prior to each full senate meeting to set the agenda.

### **Section 3 - Special Meetings of the Student Senate**

Special meetings may be called by the President or a majority vote of the SGA.

### **Section 4 - Attendance**

- A. Attendance of all representatives is mandatory at all regular meetings, special meetings and committee meetings of the SGA, unless sufficient cause to not attend is approved by the President or his/her designee.
- B. Attendance at all Executive committee meetings is required of the President, Vice-President of Academic Affairs, Vice-President of Finance, Vice-President of Internal Affairs, Vice-President of Student Services.
- C. Any representative of the SGA who has two (2) UN-excused absences per semester from full senate meetings or committee meetings will be put on probation for one month. If the representative of the SGA is unexcused and misses one meeting during his/her probation period without sufficient approval he/she will be asked to resign. A representative of the SGA refusing to resign from the SGA may be voted off the SGA by a majority vote.
- D. All members of the Student Body may attend any and all meetings of the SGA, except when the SGA is in Executive Session, which is a meeting of the Executive Committee, the senators and the advisor.

### **Section 5 - Notice of meetings**

- A. Notice of all regular/special meetings of the Student Government Association shall be posted outside of the Student Government Association Office.
- B. Notice of all regular/special meetings of the Student Government Association shall be posted outside the Student Government Association office at least two (2) days in advance of such meetings, including the time and place of such meetings.

### **Section 6 - Quorum**

- A. In order to vote during a SGA meeting, quorum must be met; see Bylaws for clarification.

## **ARTICLE III - STUDENT ORGANIZATION**

A club, organization, or publication shall be defined as any group of students having formal recognition by the Coordinator of Student Activities or designee and the Student Government Association, whose purpose is to further the academic, social, or cultural interests of the College community.

### **Section 1 – Approval**

Students desiring formal College recognition as a club, organization, or publication must apply for and receive approval by the Coordinator of Student Activities and the Student Government Association for the establishment of such club, organization, or publication before they may initiate or conduct any activities carrying the name of the College. Such recognition must be based upon a written constitution and a Student Activities application. Such clubs, organizations, or publications must have an advisor, who shall be a member of the faculty or administration of the College and who shall approve actions of the club, organization, or publication.

### **Section 2 - Activities**

Clubs, organizations, or publications will continue to be recognized by the Student Government Association and the Coordinator of Student Activities on the basis of their effectiveness and service to the College in the previous academic year and their adherence to stated regulations.

### **Section 3 - Finances and Dissolution**

- A. All registered clubs, organizations, and publications of the Student Body are eligible for funding from the General Club Fund of the Student Government Association in accordance with established Finance Committee Guidelines.
- B. Clubs, organizations and publications failing to adhere to the regulations of the Student Government Association or their own Constitution shall be dissolved by the Student Government Association.

### **Section 4 - Attendance**

It is mandatory for a representative of an existing club, organization, or publication to attend a meeting of the Student Government Association at least twice per term at the request of the SGA.

## **ARTICLE IV - FINANCIAL ORGANIZATION**

### **Section 1 - Budget**

The Student Government Association is authorized to act for all students in expending and dispersing student monies and funds, the Student Government Association shall submit to the Dean of Students, or to his/her designee a proposed budget for review and approval, before the last College day of the second semester of each academic year for the ensuing fiscal year which shall commence on July 1 and will terminate on June 30 of the following calendar year.

### **Section 2 - Student Organization Funding**

Registered student organizations are eligible for funding under the Finance Committee Guidelines.

### **Section 3 - Contracts and Profits**

- A. All monies raised by clubs, organizations, publications, Committees, and by the SGA itself, will be deposited in the Student Activities Fund with the clear provision that such monies will be used by that club, organization, publication, Committee, or SGA for any legitimate purpose of that organization or activity.
- B. The Student Government Association shall have the power to engage in business contracts with the approval of its advisor. (Appropriate signatures for authorizing a

contract for the expenditures of student funds are the Student Government Association Advisor, the Vice-President of Finance \*\*and the club or organization's advisor.)

*\*\* If the Vice-President of Finance is unavailable, the replacement shall be the President.*

## **ARTICLE V - COMMITTEES**

The Student Government Association shall be empowered to establish necessary Standing Committees as designated by the constitution and such Ad Hoc Committees as necessary, from time to time, for the purpose of addressing itself to a special issue. Standing or Ad Hoc Committees will be directly responsible and answerable to the Student Government Association, as a whole.

### **Section 1 - Standing Committees**

The Student Senate shall create the following Standing Committees:

- A. Finance Committee
- B. Student Services Committee
- C. Public Relations Committee
- D. Constitution Committee
- E. Election Committee
- F. Academic Affairs Committee

### **Section 2 - Membership of Standing Committees**

Membership on all Committees shall include any member of the Student Body in good standing with the College.\* Any student wishing to serve on the Committees should indicate his/her interest to the SGA Advisor or the Student Body President. Appointment to the Committees is by vote of the SGA. In addition to the Advisor, any interested members of the faculty shall be invited to attend a Committee meeting. Faculty members shall not have the right to make motions or vote.

*\* As defined in the Student handbook.*

### **Section 3 - Chairmanship of Standing Committees**

The Chair of any Ad-Hoc committee will be appointed by the Executive Committee. The Chair of the Standing committees is designated below. The Chair of any Committee, Standing or Ad Hoc, shall submit a report to the SGA, when requested by the SGA. Representatives of the SGA may not be a Chair of more than one (1) Standing Committee.

### **Section 4 - Meetings of Standing and Ad Hoc Committees**

All Committees, Standing or Ad Hoc, shall meet as required in Article II, Section 2 to fulfill the responsibilities of the Committee. For the purposes of effective committees, if there are not enough senators to fill a committee, a student member shall be appointed.

### **Section 5 - Composition and Duties of Standing Committees and Liaisons**

#### **1. Finance Committee**

This Committee shall include at least four (4) members, the Treasurer of the SGA, who will serve as Chair, two (2) other representatives from the SGA, and at least one (1) member of the student body. It shall be the duty of this Committee to prepare a budget and make statements as deemed necessary. The treasurer will submit weekly reports to the SGA. The Finance Committee

will meet every other week to evaluate club funding requests according to Finance Committee Guidelines. If a request is denied by the Finance Committee it may be brought to the full SGA on appeal. The Finance Committee will also make recommendations on the proposed budget to the SGA and prepare the report for the President of the College.

2. **Academic Affairs Committee**

This committee shall be chaired by the Vice-President of Academic Affairs and include at least one (1) member who is an elected SGA senator. It shall be the duty of this committee to oversee and deal with all issues Academic in nature. This committee shall meet regularly with the MassBay Vice-President of Academic Affairs to address, discuss and continue to improve the quality of academics at MassBay.

3. **Student Service Committee**

This committee shall be chaired by the Vice-president of Student Services. It shall be the duty of this committee to address issues concerning all components of the school which are not academic in nature. This committee shall meet regularly with the MassBay Vice-President of Student Services to address, discuss and continue to improve the quality of Student Services at MassBay

4. **Public Relations Committee**

The Chair of this committee shall be an elected SGA Senator appointed by the Executive Committee and shall include at least two (2) elected SGA members and at least two (2) members of the student body, with representation of freshman and sophomores. It shall be the duty of this Committee to keep the campus community informed of SGA actions, advertise for all SGA sponsored events, conduct regular surveys, and provide information on issues and concerns affecting the student body. The PR Committee shall also collaborate regularly with the BEACON staff to produce regular articles for the newspaper.

5. **Constitution Committee**

The Chair of this committee shall be an elected SGA Senator appointed by the Executive Committee and shall include at least one (1) other SGA members. It shall be the duty of this committee to educate the SGA and the MassBay community on the SGA constitution. This committee shall review all proposed amendments to the constitution and to advise the SGA concerning constitutional issues. This committee shall also regularly review the SGA Constitution and propose necessary changes.

6. **Elections Committee**

The chair of this committee shall be an elected Senator of the SGA appointed by the Executive Committee. The Elections committee shall consist of at least one (1) elected SGA member. The Chair and all members must not be running for election while serving on the election committee. It shall be the duty of this committee to regularly review and propose necessary changes to the election bylaws and procedures. This committee will also advertise, organize and evaluate, with the SGA Advisor, the campus wide elections held each Spring and Fall.

7. **Programming Liaison**

The Programming Liaison shall be an ex-officio member appointed by the Executive Board and approved by the full Senate to collaborate with and advise the Student Activities Programming Board on the development, organization, and coordination, of social activities/programs.

8. **Diversity and Inclusion Liaison**

The Diversity and Inclusion Liaison shall be an ex officio member appointed by the Executive Committee and approved by the full Senate to address issues of diversity on campus. This person shall collaborate with necessary departments, clubs and organizations to ensure that educational, social, and developmental aspects of the community are being met.