



Constitution

Established: Summer 2009

Preamble

The Student Government Association at South Texas College is the representative organization for the student body at South Texas College. The Student Government Association at South Texas College provides a forum for open discussion of matters affecting students at South Texas College.

Article I - Name

The name of this organization is the Student Government Association at South Texas College or SGA at STC. No other name shall be used in the advertisement or representation of this organization.

Article II - Purpose

The SGA at STC promotes the general welfare of the student body by serving as an advocate for student issues. Therefore, presenting the students perspective to college administration, faculty, staff, and College committees.

Article III - Affiliations

The SGA at STC is a member of the American Student Association of Community Colleges (ASACC) and the American Student Government Association (ASGA).

Article IV - Eligibility and Election

Section 1: Eligibility

Students who wish to participate in the SGA at STC must be currently enrolled at South Texas College. Any student that desires to become an officer or senator must have a minimum GPA of 2.5. Students attending their first semester at South Texas College are exempt from the grade point average requirement.

Each campus has its own SGA at STC. To be eligible for that campus' SGA at STC, the student must be attending at least one class on that campus.

In case the student attends two campuses, the student must commit to only one SGA at STC. In the event that a student transfers to a different campus, the student is allowed to remain at their original campus upon the completion of their degree(s).

All members must be able to actively attend all scheduled in person SGA at STC meetings and be able to fulfill the responsibilities of their role. Online attendance will be available with an acceptable excuse, prior SGA advisor approval, and will require active visual and verbal participation.

Membership and the rights and privileges of membership shall not be in any way denied or restricted on the basis of race, color, national origin, religion, sex, age, veteran status, disability, sexual preference, or any other criteria except for such qualifications for office as shall be provided by this constitution.

Section 2: Election

All prospective SGA at STC members must submit a completed SGA at STC Application to their SGA campus advisor. Member positions are granted automatically and immediately upon successful completion of the SGA at STC application and meeting eligibility criteria.

The Department of Student Activities and Wellness will establish guidelines and procedures for the election of Officers and Senators.

Officer and Senator positions are elected once each year at the beginning of the Fall Semester.

Application deadlines and specific election information are determined by the Department of Student Activities & Wellness.

The term of office for all Officers and Senators is from the time they are elected or appointed until July 31 of that same academic year, provided that the student maintains eligibility as stated in Article IV, Section 1 of this document.

Article V - Officers and Representation

Section 1: Elected Positions

A. Officer and Senator Positions

The Student Government Association (SGA) shall have the following elected positions at each campus which shall hold voting privilege:

- Campus President
- Campus Vice-President
- Campus Secretary

- Campus Parliamentarian
- Campus Historian
- Senators
 - The SGA at STC shall have a maximum of 15 Senators at each campus.

Section 2: Non-Elected Positions

A. Members

The SGA at STC has unlimited member positions at each campus which serve in an advisory capacity and shall not hold voting privileges.

Section 3: Officer, Senator, and Member Authority and Responsibilities

• **Attendance**

All members must be able to actively attend all scheduled in person or virtual SGA at STC meetings.

• **Shared Responsibilities**

All Officers, Senators, and Members share the following core responsibilities:

- *Collaborative Participation* - Formally discuss matters during the SGA meetings and support SGA initiatives and activities.
- *Student Advocacy* - Interact informally with students to determine specific issues and concerns and present these concerns to the SGA at STC at regular and special meetings.
- *Representation* - Formally represent South Texas College as Student Government Association and its student body on and off campus.
- *Voting Rights* - Officers and Senators exercise the right to vote on matters presented at regular and special SGA meetings.

• **Specific Officer Responsibilities**

Campus President

- Call all regular and special meetings.
- Develop the agenda for all regular and special meetings.
- Preside over all meetings.
- Appoint all standing and special committees.
- Fill vacant officer and senator positions by appointment.
- Represent the SGA at STC as needed, both on and off campus.
- Consult regularly with the SGA at STC Advisor(s) on all current concerns and activities.
- Serve on the SGA at STC Executive Board.

- Ensure all provisions of this Constitutions are faithfully implemented and followed.
- Exercise the right to vote in the event there is a tie an any regular or special SGA at STC meeting.

Campus Vice-President

- Assist the President in his/her duties.
- Assume all powers of the President in his/her absence or when so directed by the President.
- Serve in the SGA at STC Executive Board.

Campus Secretary

- Maintain written records (minutes) of meetings.
- Keep minutes and other documentation filed accurately.
- Maintain official membership roll.
- Prepare general correspondence including meeting agenda, letters and memos, and send out notices of meetings.
- Have this Constitution, a list of committees with their members, the official membership roll, and the current meeting agenda available at each meeting.

Campus Parliamentarian

- Provide advice regarding parliamentary procedures to the Campus President, Officers and Senators during meetings.
- Ensure adherence to the SGA Constitution and parliamentary procedures.
- Inform the President of errors in parliamentary procedures.

Campus Historian

- Post minutes from meetings and meeting agenda on SGA at STC platform.
- Create content for SGA social media platforms.
- Maintain records other than those kept by the Campus Secretary.

Campus Senator

- Participate in discussion on matters that are presented at regular and special meetings.
- Provide support during SGA at STC activities.

Campus Member

- Participate in discussion on matters that are presented at regular and special meetings.

- Provide support during SGA at STC activities.

Section 4: Executive Board

The SGA at STC Executive Board membership consists of all the Campuses' President and Vice President. In the event that the President or Vice President are unavailable to attend the next officer in chain of command can fulfill their duties. The chain of command is outlined in Article V Section 1A.

The Purpose of the Executive Board is as follows:

- Facilitate communication between each campus SGA at STC.
- Represent each individual campus SGA at STC regarding district-wide issues.
- Represent South Texas College and the students of the South Texas College at College-sponsored, community, and related events.

The Executive Board has no formal power over each individual campus SGA at STC.

Executive Board members rotate chairing the Executive Board meetings according to a schedule developed by the Advisors.

Article VI - Meetings

Section 1: Frequency

Campus SGA at STC meetings will be held on a minimum of, but not limited, to a biweekly basis and member attendance is mandatory.

Executive Board SGA at STC meetings will be held at a minimum, but not limited, to once a month and member attendance is mandatory.

Standing and Special Committee meetings will be held as necessary.

All Officers and Senators who miss three regular or special meetings per semester will be removed from office. The former officer or senator shall be removed at the third unexcused absence but is not limited on becoming a member. Advisor must excuse the absence.

All Officers, Senators, and Members are required to stay until the meeting is adjourned. If an Officer, Senator, or Member leaves without a valid reason at the advisor's discretion, it will count as an absence.

Section 2: Establishment of Quorum

In order to meet quorum a simple majority of three (3) officers and an advisor must be present.

Section 3: Rules of Order

Robert's Rules of Order (The Modern Edition) shall govern SGA at STC meetings, except where superseded by this constitution.

Article VII - Advisor Appointment and Duties

Section 1: Advisor Appointment

SGA at STC Advisors are appointed by the Coordinator of Student Activities & Events.

Section 2: Advisor Duties

The SGA at STC Campus Advisor shall have the following authority and responsibilities:

- Provide guidance for students to properly fill their roles in the SGA at STC.
- Attend all meetings and activities.
- Serve as a resource to the SGA at STC regarding South Texas College policies and procedures.
- Advise the SGA at STC regarding financial matters and ensure that adequate accounting procedures are established and followed.
- The SGA at STC Campus Advisor shall provide financial support and resources to all approved SGA events.
- Call special meetings to discuss an unusual situation or opportunity.
- The Campus Advisor shall serve as the Executive Board Advisor according to the campus that is chairing the Executive Board Meeting.

The SGA at STC Executive Board Advisor shall have the following authority and responsibilities:

- Provide oversight to Campus Advisors.
- Serve as liaison between SGA at STC and College Administration.
- Provide guidance for students to properly fill their roles in the SGA at STC.
- Attend all Executive Board meetings and activities.
- Serve as a resource to the SGA at STC Executive Board regarding South Texas College policies and procedures.
- Call Special meetings to discuss an unusual situation or opportunity.
- The Coordinator of Student Activities & Events shall oversee all Campus Advisors and serve as Advisor for the Executive Board when necessary.

Article VIII - Committees

Standing and special committees are appointed by the Campus President and meet as necessary.

Only Officers and Senators may chair committees. Members may chair committees as long as appointed by the president.

Article IX - Communications

SGA at STC members represent the concerns of students at South Texas College, and not personal agendas. All communication to students, faculty, College Administration, and College committees must be approved by majority vote at a regular or special SGA at STC meeting.

Section 1 : Students

SGA at STC members are expected to interact with students regularly to identify key issues and concerns and present these issues and concerns to the SGA at STC at regular and special meetings.

Surveys may be used to obtain student input. Surveys must be reviewed and approved by the College Office of Research & Analytical Services. Petitions are not an approved method of surveying students.

Section 2: College Administration, Faculty, and Staff

SGA at STC members must follow appropriate protocol when proposing issues to College administrations, faculty, and staff. All communication must be in writing and forwarded through the Director of Student Activities and Wellness.

Section 3: College Committees

SGA at STC members are encouraged to serve on college committees. All requests to serve on college committees will be forwarded to the appropriate committee chair by the Director of Student Activities and Wellness.

Article X - Resignation

Any member of the SGA at STC who wishes to resign must inform the SGA at STC Campus Advisor in writing.

The resigning member shall be held accountable for his/her actions prior to resignation.

Any officer or senator that informs the SGA at STC Campus Advisor verbally, but does not submit a resignation letter, will be automatically resigned within two (2) consecutive missed meetings without having to submit the written resignation letter.

Following the resignation of an Officer, the Campus President is responsible for filling the vacant position by appointment. Should the Campus President resign, the Campus Vice-President shall immediately assume the position of Campus President.

Article XI - Disciplinary Action

All SGA at STC members are expected to abide by the South Texas College Student Code of Conduct and the articles of this Constitution or face disciplinary action.

Disciplinary action may include removal from office, removal from the SGA at STC, or other sanctions outlined in the Student Code of Conduct.

Should an SGA at STC Officer not fulfill the responsibilities of their office as outlined in Article IV, they may be removed from that office by majority vote of quorum present at a special meeting called for that purpose.

Article XII - Constitution Amendments

Section 1: Amendment Process

Any South Texas College student who meets eligibility requirements listed in article IV may introduce proposed amendments to this Constitution. The amendment must be presented in writing.

Section 2: Ratification

Acceptance by majority vote of a quorum present at any regular or special SGA at STC Executive Board meeting and approval by the Director of Student Activities and Wellness shall be necessary for adopting an amendment to this constitution. All legislation properly enacted thereafter shall become effective and shall replace all previous provisions.

Amended: Fall 2021, Fall 2024

Election Code of the Student Government Association at South Texas College

Eligibility and Election

A. Purpose

This Article seeks to establish and regulate elections for the Student Government Association. It outlines the procedures for conducting elections, and it also provides the rules that all candidates must follow to ensure elections are fair.

B. Eligibility

Membership and the rights and privileges of membership shall not be in any way denied or restricted on the basis of race, color, national origin, religion, sex, age, veteran status, disability, sexual preference, or any other criteria except for such qualifications for office as shall be provided for by this Constitution.

C. Election

All prospective Student Government Association at South Texas College members must submit a completed Student Government Association at South Texas College application to their campus advisor. Positions are granted automatically and immediately upon successful completion of the Student Government Association at South Texas College application and meeting eligibility criteria.

Officer positions are elected once each year at the beginning of the Fall Semester. Application deadlines and specific election information are determined by the Election Committee.

The term of office for all officers is from the time they are sworn in after elections or appointed until July 31 of that same academic year, provided that the student maintains eligibility as stated in Article IV, Section 1 of this document.

Officers, senators, and members may be removed from the Student Government Association at South Texas College through procedures outlined in Article XI of the Student Government Association Constitution.

D. Election Committee

- a. Elections for the student Government Association will be supervised by the Election Committee that is made up of the Director of Student Activities and Wellness, the Coordinator of Student Activities and Events, and the Student Activities assigned to the Student Government Association at South Texas College. Decisions of the Election Committee will be based on a vote of the majority present.

- b. The Election Committee is responsible for:
 - i. Preparing and distributing candidate packets.
 - ii. Making any and all necessary arrangements to organize and administer elections.
 - iii. Formally recognizing candidates.
 - iv. Maintaining candidate information online during the campaigning period.
 - v. Providing campaign material for candidates as defined in this code.
 - vi. Taking necessary measures to ensure elections adhere to this code.
- c. Qualifications and Declaration of Candidacy
 - i. Qualifications
To be included on the ballot and to qualify for election, candidates must be currently enrolled at South Texas College and must have a minimum GPA of 2.5. Students attending their first semester at South Texas College are exempt from the grade point average requirement.
 - ii. Declaration
Candidates will be required to turn in complete application by a certain date, as specified by the Election Code in order to be placed on the ballot.
- d. Campaigning
 - i. Campaign materials are required to be submitted for approval to the Election Committee only when the materials use supplies or funds provided by the Student Activities and Wellness Department. Materials may be censored if they are discriminatory in nature.
 - ii. All printed campaign material should include the Student Organizations disclaimer.
 - iii. No items of significant value may be distributed for the purpose of Campaigning. For example: A t-shirt that promotes a candidate does not have significant value; a computer with a sticker that promotes a candidate does have significant value.
 - iv. Campaigning may begin once the candidate has submitted a complete application and it has been approved by the Election Committee.
- e. Where to Campaign?
 - i. Campaigning is limited to the campus in which the application is submitted.
 - ii. Academic buildings: Campaigning is acceptable in academic buildings, but it must not take place in the classroom during

instruction times (without permission of the instructor) or otherwise disrupt classes that are in session. Campaign materials may be posted only on public bulletin boards and in department offices with proper approval by the department.

- iii. Policies regarding the use of non-academic facilities for campaigning will be determined by the respective departments.
- iv. Student Government Association Meetings: Candidates will not announce or promote their candidacy or their intent to pursue candidacy during any Student Government Association meeting.
- v. Student Organizations: Candidates are encouraged to contact Student Organizations and get permission from them to campaign at a student organization meeting. Student organizations do not have to grant permission to any candidate.
- vi. Additional guidelines from Facilities Operations & Management will be provided to candidates.
- vii. Designated polling areas will be provided by the Election Committee. Campaigning is not allowed within ten (10) feet of the designated polling area.

f. Communication

- i. All elections communication must abide by the relevant College policy.
- ii. Candidates are permitted to contact the officers of Student Organizations.
- iii. Social media communication must follow the same guidelines as any other form of campaigning.
- iv. Election Committee will communicate all official information through college email and/or college approved platform.

g. Campaign and Endorsements

- i. Candidates should not falsify endorsements.
- ii. Student Government Association will not endorse any candidate.
- iii. Student Government Association personnel on the Executive Board and members of the Election Committee will not endorse any candidate.
- iv. Former Student Government Association at South Texas College officers and senators are allowed to be candidates and are allowed to campaign for themselves.

E. Election Procedures

- a. All elections will be held online. Provisions may be made for paper ballots in the case of an emergency.

- b. Designated Polling Areas will be provided by the Election Committee. Campaigning is not allowed within ten (10) feet of the designated polling area.
- c. Ballots
 - i. The Election Committee is responsible for administering the online voting process.
 - ii. Paper ballots used in case of an emergency shall be submitted electronically by the Campus Advisor.
 - iii. The order of candidate's names on the ballot will be placed in alphabetical order from A-Z according to the last name.
- d. Voting
 - i. Elections shall be based on the majority rule principle by at least one vote. In the event of a tie the election will follow an Instant Runoff Voting (IRV) system.
 - ii. Any effort to falsify voting is subject to disciplinary procedures outlined in the Student Code of Conduct.
 - iii. Qualified voters may not allow someone else to vote for them by proxy. Any candidate encouraging such behavior is in violation of this Code.
 - iv. If it is discovered that online voting has been altered or tampered with, the Election Committee will take immediate action to correct the problem. Any altered or tampered vote will be voided. If election results have been compromised, new dates for the election will be set by the Election Committee.
- e. Calculation of Votes
 - i. Online votes will be calculated by noon the day following the last day of polling and announced as soon as possible unless prevented by extenuating circumstances.
 - ii. The candidate receiving a majority of votes in an Instant Runoff Vote for that office is elected to said office.
 - iii. Request for recounts must be filed within two (2) school days of the announcement of unofficial results. Any associated cost will be paid by the petitioner(s) unless otherwise authorized by a two-thirds (2/3) vote of the Election Committee, or unless the recount proves to be in favor of the petitioner(s). Recounts will occur within three (3) school days of the authorization of the request.
 - iv. Election results will be unofficial until certified by the Election Committee.
- f. Notification of Results

- i. Unofficial results will be announced by noon the day following elections.
- ii. Official results, once certified, will be publicly posted online and sent to the College social medias and marketing.

F. Handling Violations

- a. All violations will be handled by filing a complaint with the Election Committee.
- b. College students, faculty or staff members may file a complaint when they believe a candidate has violated this Code, or the Student Code of Conduct.
- c. The following consequences are available when the Election Committee determines a candidate has violated this Code:
 - i. Disqualification.
 - ii. Revoking the use of any available Student Government Association resources.
 - iii. Requiring the removal of posted campaign materials, including the deletion of web content.
- d. Any candidate who receives a consequence may file an appeal as outlined in the Student Code of Conduct.
- e. Any candidate may also file a complaint with the Dean of Student Affairs against current Student Government Association staff for violating the Election Code.

Graduation Stole Eligibility Requirements

Officers, Senators, and Members will all be eligible for the Student Government Association Graduation Stole upon meeting the following requirements:

A. GPA Requirements:

- Officers and Senators: 2.5 GPA
- Members: 2.0 GPA

B. Attendance:

- Attendance will start once student signs the Student Government Association application.
- SGA Officer, Senator, or Member must fulfill two (2) full consecutive semester terms within two (2) years prior to their graduation. Example: students graduating Fall 2024 must have served two (2) full consecutive semesters between Spring 2023 through Fall 2024.

- SGA Officers, Senators, or Members are allowed three (3) absences per semester.
- C. Graduating Semester:
- The graduating semester is considered the semester or session that the degree is completed.
- D. Events:
- Graduation candidates must attend a minimum of three (3) events per semester for at least 45 minutes or more.
 - Fall semester events include but are not limited to:
 1. FYC - New Student Orientation
 2. 9/11 Ceremony
 3. Veterans Day Ceremony
 4. SGA's Signature Event
 5. Any Conference/Student Travel
 - Spring Semester events include but are not limited to:
 1. FYC - New Student Orientation
 2. Jaguar Leadership Banquet
 3. SGA's Signature Event
 4. Any Conference/ Student Travel

This Constitution was hereby ratified in the Fall Semester of 2024 for the proposed revisions by the Student Government Association at South Texas College. It shall go into effect on December 1, 2024 and all elected officials will have to abide by the rules and regulations of the constitution.