

# **Yavapai College**

## **Student Government Association**



# **Constitution**

### **Article I. Organization Name**

The name of this organization shall be the Yavapai College Student Government Association, hereinafter referred to as YCSGA.

### **Article II. Objective**

The objective and purpose of the YCSGA shall be to empower the student body to use their voice to create a positive environment for the Yavapai College community.

The students at Yavapai College will organize ourselves into a student government to:

- Participate in the Shared Governance structure that oversees academic and non-academic interests related to students.
- Advocate matters pertinent to the students and other constituencies of the College.
- Organize activities and projects that promote the interests and/or address the concerns of the student body.

As defined in the Bylaws.

### **Article III. Representation**

#### **Section 1. General Conditions of Representation.**

- A.** The organization will not discriminate based on race, creed, religion, color, age, sexual orientation, sexual identity, disability, veteran status, marital status, or national origin.
- B.** Representatives have the freedom to discontinue representation by submitting a letter of resignation to the YCSGA President and Secretary.
- C.** The organization will ensure that its representatives will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

#### **Section 2. Classes of Representation.**

There shall be the following classes of Representatives:

- A. Representatives.** Representatives include students elected to the Executive Board and Student Senate. All Representatives have all the rights of their elected position.
- B. Staff Advisor.** The YC (Yavapai College) Staff Advisor is to be a member of staff at Yavapai College, as assigned by the Dean of Students or designee.
- C. Faculty Advisor.** The YC Faculty Advisor is to be a member of the Yavapai College faculty and will be determined by a designee of the Faculty Division. The Faculty Advisor for the YCSGA will be a one-year commitment.

### **Section 3. Qualifications for Candidacy.**

- A.** Candidacy applications shall be provided by the Senate Governance Committee to the prospective candidates along with a copy of the Bylaws. All prospective candidates shall be required to campaign as defined in the Bylaws.
- B.** Yavapai College students who intend to run for a YGSCA are required to meet the following:
  1. Abide by the Yavapai College Student Code of Conduct.
  2. Be a degree and/or certificate seeking student.
  3. Must be enrolled in a minimum of 6 credit hours at Yavapai College.
  4. Maintain a minimum GPA (Grade Point Average) of 2.75.
  5. Fill out a candidacy form and sign a Position Fulfillment Agreement.
  6. Attend an SGA (Student Government Association) orientation.

### **Section 4. Removal and Resignation.**

- A.** A Representative in good standing may resign in good standing by sending a letter of resignation to the President and Secretary.
- B.** A Representative absent from more than three (3) consecutive meetings per semester shall be automatically placed in review with the possibility of removal from position in the **YCSGA**.

## **Article IV. Officers**

### **Section 1. Officers.**

The elected officers of YCSGA shall be a President, a Vice-President, a Secretary, a Treasurer, Campus Representatives (Senate), and Residence Hall Representatives (Senate).

### **Section 2. Duties.**

#### **A. President.**

1. The President shall serve as the spokesperson and represents the YCSGA in a professional, respectable manner at various functions. Reviews the documentation as submitted by the Treasurer and Secretary. The President is also responsible for conducting weekly meetings/special meetings.
2. The President must always represent Yavapai College (YC) in an honorable, respectable, fashion, always promoting our school and our students in a positive light.
3. Service to the Student Government Association performed weekly as defined in the Bylaws.
4. Serve as ex-officio member on assigned Yavapai College and SGA committees as defined in the Bylaws.
5. Conduct all YCSGA Executive Board meetings.
6. Communicate and disseminate Student Government information to the campus community and meet with groups or individuals to discuss their needs.
7. Help coordinate and organize events.
8. Participate in planned events.

**B. Vice President.**

1. Supports the President in their responsibilities. As the liaison between the Student Senate and the Executive Board, the vice President chairs all Senate meetings. Assumes the position of President Pro-Tem in their absence.
2. Service to the Student Government Association performed weekly as defined in the Bylaws.
3. Participates in committees as deemed necessary by the Executive Board.
4. Keep YCSGA Student Government notebook up to date.
5. Keep all Student Government boards and cases updated with current Student Government projects, events office hours, and meeting times. The Vice-President serves as public relations manager.
6. Actively participate in Student Government meetings.
7. Communicate and disseminate Student Government information to the campus community.
8. Covering committees for the President in their absence.
9. Filling in at meetings in the absence of the President.
10. Participate in planned events.

**C. Secretary.**

1. Records the official business of the Executive Board. Submits meeting minutes to an online archive. Prepares the meeting agendas and oversees communication and promotional outlets.
2. Service to the Student Government Association performed weekly as defined in the Bylaws.
3. Responsible for record keeping of all official business of the Student Executive Board and Student Senate.
4. Responsible for assisting the Vice-President in the organization of the Student Senate.
5. Responsible for preparing meeting agendas with the President and Vice President for the Student Executive Board and/or the Student Senate.
6. Participate in planned events.
7. Actively participate in Student Government meetings.
8. Communicate and disseminate Student Government information to the campus community.

**D. Treasurer.**

1. Maintains an up-to-date budget and expense report and prepare funding proposals. Granted access to the YCSGA's FOAP.
2. Service to the Student Government Association performed weekly as defined in the Bylaws.
3. Chair Financial Oversight Committee.
4. Shall supervise expenditures made by Student Government.
5. Responsible for assisting the Vice-President with the financial oversight of the Student Senate.
6. Serve as spending authority for Student Government as defined in the Bylaws.
7. Reports are generated by the Treasurer from talking to students, Student Engagement Director, committee meetings, and his/her community service, as well as the up-to-date budget information.
8. Participate in planned events.
9. Actively participate in Student Government meetings.
10. Communicate and disseminate Student Government information to the campus community.

### **E. YC Campus/Center Representative (YCR).**

1. The Campus/Center Representatives serve as spokespersons for the student population at their assigned Yavapai campus or center. This includes clubs, organizations, and other groups. Students can make requests through their campus/center representative.
2. Attend weekly YCSGA meetings and functions.
3. Chair (Co-Chair) one YCSGA committee.
4. Participate in at least one Committee.
5. Service to the Student Government Association performed weekly as defined in the Bylaws.
6. Facilitate communication between YCSGA and their Campus/Center they represent.
7. Participate in planned events.
8. Actively participate in Student Government meetings.
9. Communicate and disseminate Student Government information to the campus community.

### **Section 3. Election of Officers.**

**A. Qualifications.** As listed in Article 3 Section B of the Constitution.

**B. Timing.**

1. The **Executive Board** shall be elected by ballot in April of each year to serve for one year or until successors are elected and assume office. Their term of office shall begin on the first day of the subsequent Fall semester with the preceding Summer Semester as a transfer of responsibilities.
2. The **Senate** shall be elected by ballot in September of each year to serve for one year or until successors are elected and assume office. Their term of office shall begin on the first day after confirmation of votes.

**C. Additional Ballots.**

1. **Executive Board:** In the event that there is an equal number of votes for two or more candidates, the Senate Governance Committee will hold a special vote within the Senate.
2. **Senate:** In the event that there is an equal number of votes for two or more candidates, the Executive Board will hold a special vote within the Executive Board.

**D. Confirmation.** Newly elected representatives must attend the official orientation and sign the position contract.

### **Section 4. Vacancy in Office.**

**A.** Immediate coverage to prevent a lapse in governance. Line of succession to cover as Pro-Tem:

1. Vice President (Pro-Tem President)
2. Secretary (Pro-Tem Vice President / Pro-Tem Treasurer)
3. Treasurer (Pro-Tem Secretary)

**B.** The Pro-Tem successor maintains regular responsibilities of their official office while covering the Pro-Tem responsibilities until a replacement is elected by the Senate.

**C.** Senate Governance Committee nominates individuals to fill the vacancy on the Executive Board and holds interviews of each nominee.

1. Nominees can be anyone, including current Executive Board and Senate Representatives.
2. All nominees have the right to decline nomination.
3. If an Executive / Senate Representative accepts nomination, they are automatically recused from the official vote.

**D.** SGC holds a vote to elect a replacement for the Executive Board vacancy.

### **Section 5. Term of Office.**

No Representative shall hold more than one permanent office at a time and no Representative shall be eligible to serve more than two consecutive terms in the same office. Any part of a term in excess of four months shall be considered a full term as defined in the Bylaws.

## **Article V. Meetings**

### **Section 1. Regular Meetings.**

Regular meetings shall be held every week, August through May, when school is in session, unless otherwise ordered by the Representatives. The Executive Board and Senate shall approve the time and place of their respective meetings.

### **Section 2. Special Meetings.**

Special meetings may be called by the President or upon the written request of any representative of the YCSGA. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five (5) days' notice shall be given to all representatives by telephone, in writing, or by electronic means.

### **Section 3. Voting / Quorum**

Two-Thirds of the elected Representatives must be in attendance (in-person or virtual camera) to hold a vote.

1. Majority vote within the quorum determines outcome.
2. A tie in the Senate is settled by the Vice-President as defined in the Bylaws.
3. A tie in the Executive Board is settled by the President as defined in the Bylaws.

## **Article VI. Committees**

### **Section 1. Creation.**

Standing or special committees may be created by the representatives and by the Executive Board as necessary.

### **Section 2. Appointment.**

Except as provided elsewhere in the Constitution and Bylaws, the President shall appoint the chairs and members of standing and special committees with the approval of the Executive Board.

### **Section 3. Required Committees. Descriptions as Defined in the Bylaws.**

1. Senate Governance Committee
2. Financial Oversight Committee
3. Academic Success Committee
4. Marketing / Public Engagement Committee
5. Student Experience / Retention Committee

## **Article VIII. Parliamentary Authority**

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any special rules of order the association may adopt.

## **Article IX. Amendments / Revisions**

### **Section 1. Amendments.**

YCSGA agrees to abide by the policies of Yavapai College as well as federal, state, and local laws. The Yavapai College Student Body must approve all Amendments or revisions to the Constitution. Process as defined in the Bylaws.

### **Section 2. Effective Date of Amendment.**

Amendments to the Constitution or Bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided. Process as defined in the Bylaws.

