

**The
Student Government
Association
Constitution
2017 - 2018**

*Student
Government
GA
Association* *In, of, and for
the PSC Student Body
to promote education, student
interests, protect student rights,
and insure student representation.*

 **Prairie State College**

Constitution

Student Government Association

Prairie State College

Preamble:

We, the students of Prairie State College, in order to promote education and student interests, to protect students' rights, and to ensure student representation, do hereby enact and establish this constitution for the governing of the Prairie State College Student Government Association.

Article I. Name

The name of the organization shall be the Prairie State College Student Government Association.

Article II. Objective

The objective of the Prairie State College Student Government Association shall be to provide students an opportunity of a forum for student issues; to offer the opportunity for leadership development in the individual; and to provide social, cultural, educational and recreational activities for Prairie State College students. The Student Government Association shall serve as a representative for the student body on any of the appropriate student organizations whether they are internal or external and to the Board of Trustees. The Student Government Association shall be accountable to the student body for any and all of its actions.

Article III. Membership

Section 1

Membership of the Prairie State College Student Government Association shall consist of:

- Registered Prairie State College students in good standing.
- Students who attain a cumulative grade point average of 2.5 or better
- Students who maintain personal and social behavior which is respectful of others, and deemed in "good standing" at Prairie State College.
- A student who has graduated from Prairie State College can return to SGA if they are taking classes, but only if there are no other candidates interested and it must be approved by SGA and the Advisor.

Incoming first semester student and new Prairie State College students may be elected to the position of Senator. An incoming first semester student is one who has earned no college credit or is in his/her first semester of college.

Section 2

The Student Government shall consist of a President, Vice President, Secretary, Treasurer, Program Director, Director of Public Relations, and a minimum of two Senators or one Senator per every five clubs. The Student Trustee to the Prairie State College Board of Trustees shall be an ex-officio member of the Student Government.

Section 3

Executive Officers of Student Government cannot hold another Executive Officer position in any other club or school organization.

Article IV. Structure

Section 1

The sole and supreme governing body of the Prairie State Student Government Association shall be the Student Government Executive Board. It shall have the power to enact rules and procedures for the regulation of all matters pertaining to Student Government Association and the Student Body, except those which are otherwise expressly provided for in this constitution.

Section 2

The Student Government of Prairie State College shall be comprised of two divisions:

1) the Executive Committee consisting of President, Vice President, Secretary, Treasurer, Program Director, Director of Public Relations and the Student Trustee; 2) the Student Government at-large, consisting of a minimum of two Senators or one Senator per every five clubs.

Section 3

The Student Government shall administer designated funds allocated from the student activities and services fee in a manner consistent with fiscal accountability, Board policy, administrative procedures, and with the approval of designated college personnel.

The fee comes from twenty five cents per semester (including the summer) and from an educational account, which totals ninety cents per credit hour. The five dollar locker fee is also allocated to the Student Government Association.

Section 4

The Constitution of the Student Government of Prairie State College may be supplemented with by-laws voted on at a general Student Government meeting preceded by a reading at any previous Student Government Association meeting. These by-laws shall only be in effect until a new Student Government is elected in school-wide elections.

Section 5

The Student Government Association shall make ratification of new amendments to this constitution. A three-fourths majority of all Student Government members shall be required for revision of any amendment, followed by an at-large ratification by the Student Body as a whole.

Section 6

In order to conduct regular Student Government business, a quorum of two-thirds of the appointed SGA members shall be present, and a simple majority of voting members present is required for approval of an action.

Section 7

All Prairie State College students shall have the right of inquiry, speech, and petition before the Student Government.

Section 8

The Executive Committee shall consist of five voting members. The five members shall be elected in an at-large election, and shall include Vice President, Secretary, and Treasurer, Program Director, and Director of Public Relations. The Student Trustee will not have a vote. The Student Government Association Executive Board shall have Executive Meetings every week.

Section 9

The Student Government Association shall have Executive Board Meetings every Monday of each month. The mandatory Full Board meetings for club reps will be held on the second and fourth Monday of each month in the Prairie State College Board Room. Notification of all scheduled Student Government meetings will be appropriately posted and distributed one week in advance of all meetings.

Section 10

The Executive Committee shall have the right to adjourn to executive sessions as it deems necessary.

Section 11

Robert's Rules of Order shall be the guide of Parliamentary Procedure for the Student Government.

Section 12

The first Student Government Association Full Board meeting must be held no later than the fourth Monday in September and the fourth Monday in January.

Article V. Officers

Section 1

The elected officers of the Prairie State College Student Government shall be the President, Vice President, Secretary, Treasurer, Student Trustee, Program Director, and Public Relations Director.

Section 2

The Student Trustee to the Board of Trustees shall be an ex-officio member of the Student Government and shall be governed by the policies of the Board of Trustees. They will attend all Executive and Full Board meetings. The Student Trustee will not have a vote on the Student Government Association. The Student Trustee will have the responsibility of seeking out interested students who have the intention of running for that office the next school year. It is desirable, if possible, that these students will attend all Board meetings and become knowledgeable in Board matters. The student still must win the general election in order to become Student Trustee. The Trustee can also become a voter registrar after training. They will maintain a file of student issues/complaints and conduct an annual survey to determine students' needs.

Section 3

The following criteria shall be met for individuals interested in seeking and holding office in any level of the Student Government, regardless of the level of position in Student Government at-large.

- the individual shall have at least a 2.5 cumulative grade point average.
- this grade point average must be maintained during the tenure of office.

The President, Vice President and Student Trustee shall be enrolled in at least six credit hours while seeking, and during the tenure of, office and must have completed 12 credit hours at Prairie State College before seeking office. All remaining officers must be enrolled in at least one class during the tenure of office. All remaining officers must be enrolled in at least 2 credit hours.

Section 4

Prior to election, all interested individuals shall attend an orientation at which office duties and responsibilities, qualification for office, and academic expectations while in office, will be discussed. Individuals interested shall submit all pertinent information to the Advisor, such as grade point average and total credit hours earned, in addition to a signed petition for candidacy for eligibility to be determined.

Section 5

The candidates for office shall be elected to the Student Government upon receiving a majority of votes cast in an at-large election of the student population.

Section 6

All officers shall attend all Student Government meetings while in office, including the Student Trustee. Senators must attend all Executive Board and Full Board meetings. Individuals elected or appointed into office may be excused from five meetings during the year of tenure. Three excused and two unexcused absences will be designated as such by notifying the Information Center or the Student Leadership Center by noon on the day of the absence or by a written letter. After the second unexcused absence, the individual shall be notified in writing as to the consequences of an additional unexcused absence. Upon the third unexcused absence, the Executive Committee will hold a meeting with the member to determine if a suspension is warranted.

Section 7

The successful candidates shall be installed at the end of the last Executive Board meeting of the year.

The candidate-elects must participate in the fourteen day orientation period with the current officers between time of election and installment.

In addition, all candidate elects must participate in a pre-officer training leadership workshop before the installment of the fall semester of their term in office. The leadership training series will include workshops on Parliamentary Procedure, How to Run an Effective Meeting, Team Building and specific training on expectations of elected position.

Section 8

All officers shall hold office until their successors are elected and installed.

Section 9

All Student Government officers shall make themselves available to the student populace two hours a week at a designated time. Furthermore, each officer will serve an additional two hours a month in the Atrium. During this time no more than two officers can be present at the table and there can be a third officer roaming around. SGA apparel must be worn during this time. Missing three office hours will constitute an unexcused absence. The Advisor and the Vice President of the Student Government Association will monitor compliance.

All Student Government officers will maintain their journals (three ring binders that should be found in their drawer in the office) and present them to the Executive Board for inspection upon request. This request should be made on the first or third Monday of the month.

The Student Government officers will also hand in, or e-mail, a typed/written Full Board report to the Secretary at each Full Board meeting. Missing a report will count as half an absence.

The Student Government Association reserves the right to revoke the member's right to their stipend if they fail to comply with the requirements of membership and duties: Disciplinary; GPA; Attendance; Failure to fulfill duties of said position. (See Article V, Section 6)

Section 10

All elected officers shall submit a schedule of available times to the Advisor.

Section 11

The President of the Student Government shall be, at the time of seeking office, a student at Prairie State College, shall be enrolled in at least six credit hours, with a minimum of twelve college hours successfully completed.

The President shall preside at Student Government meetings. The President shall serve as an ex-officio member of all committees, however, he/she shall not have a vote on those committees.

The President shall be responsible for ensuring that all Prairie State College students shall have the opportunity to speak. The President shall make and call the agenda with the Student Government and Executive Committee meetings.

The President shall have the power to nominate any student, in governmental service or not, into any pre-established ad hoc position or appoint persons to vacancies. Persons nominated for appointment thereof shall be members of the said committee or position for only as long as the particular committee or position exists, subject to the approval of the Student Government Association at-large.

The President may exercise a vote in Student Government business meetings only in the event of a tie.

The President may exercise veto power on any Student Government action by notification in writing within two school days following the action to the Secretary of the Student Government and the Advisor. A three-fourths majority vote of the Student Government and Club Representatives at the following Full Board Meeting shall be necessary to override the presidential veto. The President shall attend all Board of Trustee meetings as the Student Government Representative, or shall appoint a replacement member in his/her absence. The President will also attend the College Council meetings.

The President shall preside over the Full Board Meetings, which are mandatory and held on the second and fourth Monday of each month, and Executive Board meetings held every Monday of each month.

The President, in conjunction with the Secretary, will monitor the SGA Executive Committee votes during Executive Meetings (See Article V, Section 13).

Section 12

The Vice President of the Student Government shall be, at the time of seeking office, enrolled in at least six credit hours with a minimum of twelve college hours successfully completed.

The Vice President is an ex-officio member of all Student Government Committees and will supervise the coordination of and between committees.

The Vice President acts as the assistant to the President. In the President's absence, he/she assumes *pro tempore* (temporarily) the duties of the President. If a permanent vacancy occurs, the Vice President shall assume the office for the duration of the tenure and assume the rights and authority of the President's office.

The Vice President of the Student Government shall have a vote in the Executive Committee and in the Student Government unless he/she is acting as President.

The Vice President serves as the representative to the Foundation Board. The Vice President, along with the Advisor, will monitor officer hours for all Student Government officers.

The Vice President will attend the College Council meetings.

The Senators report to the Vice President.

The Vice President may attend the Board of Trustees Meeting to act as an observer.

Section 13

The Secretary of the Student Government shall be responsible for submitting for approval to SGA all official correspondence with other organizations and colleges. The Secretary of Student Government shall be responsible for the compilation of minutes for regular business meetings. The Secretary will collect and check club meeting attendance sheets, twice a month. The Secretary will make sure all officers receive the minutes in an email prior to the next Executive Board meeting instead of putting them in their mailboxes for sustainability purposes.

It shall be the Secretary's duty to keep accurate event/program and attendance records from the clubs and to maintain a file of monthly reports. The Secretary must inform the Student Government President and members following one unexcused absence and/or one missed Club meeting Attendance Sheet and/or event/program sheet.

The Secretary of the Student Government shall have a vote in the Executive Committee and in the Student Government unless he/she is acting as President.

The Secretary, in conjunction with the President, will monitor the SGA Executive Committee votes during Executive Meetings (See Article V, Section 11).

Section 14

The Treasurer of the Student Government shall present a written financial report listing all current Student Government balances to the Student Government once each month at a regular business meeting. The Treasurer shall give a brief oral report at each meeting indicating monies expended or generated. The Treasurer shall keep a record of all expenses and income of the Student Government. The Treasurer, if available, shall sign all check request forms before payment is made on Student Government accounts. The Advisor can sign all check requests, as well. The Treasurer will serve as the Chair of the Budget review Committee.

The Treasurer shall have a vote in the Executive Committee and in the Student Government.

The Treasurer of the Student Government shall assume pro tempore the duties of the President in the absence of the President and Vice President

The Treasurer will help clubs maintain their ledgers/budgets and make sure money has been transferred. This includes monitoring the locker proceeds.

Section 15

The Program Director of the Student Government shall be the Chair of the Campus Programming Board.

The Campus Programming Board shall be charged with the responsibility for coordinating all functions sponsored by the Student Government and have knowledge of any organizations that wish to co-sponsor activities through the Student Government.

The Program Director shall have the option to attend the National Association of Campus Activities Conference.

The Program Director will serve on all special activity and special awareness committees or select a designee to represent the Student Government Association.

The Program Director shall submit a monthly report of expenditures.

The Program Director will also assist the Public Relations Director with some of his/her duties.

The Program Director can serve as a voter registrar after training.

The Program Director will work on programming during his/her hours.

The Program Director will be the liaison for the Student Ambassador Program and be a member of the Committee

Section 16

The Director of Public Relations shall be the person in charge of coordinating promotions and publicity for Student Government and club programs, and must work with *The Pioneer* on press releases and articles regarding SGA events.

The Director of Public Relations shall be the Co-Chair of the Campus Programming Board.

The Director of Public Relations shall update and maintain all Student Government Association Bulletin Boards.

The Director of Public Relations shall monitor the monthly reports of each club in cooperation with the Secretary and Coordinator of Student Life, and provide monthly summaries of activities to all clubs, organizations and the student body at-large.

The Director of Public Relations will maintain the SGA social media pages.

Section 17

A Parliamentarian may be appointed by the President and shall, on request, advise on parliamentary law.

During a meeting, the work of the Parliamentarian should be limited to giving parliamentary advice to the chair and to any other member. It is also the duty of the Parliamentarian – as inconspicuously as he/she can – to call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.

Section 18

The Sergeant-at-Arms may be appointed by the President of the Student Government and shall maintain order during meetings and question individuals seeking entrance into the Student Government meetings.

Section 19

The Senators of the Student Government shall report to the Vice President of the Student Government.

Senators are responsible for investigating and expressing student concerns and opinions.

Senators shall be available to the student body for two hours each week and an additional two hours a month in the Atrium.

Senators will help SGA officers as needed.

Senators will serve as Club Liaisons

Section 20

Proper attire and decorum will be followed each Monday. Proper attire will consist of an officer's SGA shirt and no hats worn in the Full Board meeting.

Article VI. Social Media

Section 1

The SGA Social media pages should have the name of the site followed by “/prairiestateSGA,” if available. It will be the responsibility of no more than two SGA officers, the Program Director and the Director of Public Relations, to update and maintain the site(s). If one of these positions is not filled another member of the SGA can maintain the site(s). If no member is interested, the President can choose a member of the student body to maintain the site(s).

Section 2

At the end of each year, or if a SGA member in charge of the site(s) leave, they will take themselves off of Facebook as an administrator, unless informed otherwise, and other sites will have their passwords changed. Furthermore, at the end of each spring semester the current SGA administrators for the Facebook page will make the Program Director and/or Director of Public Relations for the next year administrators and take themselves off, unless informed otherwise, and the current passwords for the other pages will be turned over to the Program Director and/or Director of Public Relations.

Article VII. Vacancies and Appointments

Section 1

In the case of a vacancy in the office of the President of the Student Government Association, the line of executive succession shall be the SGA Vice President, followed by the SGA Treasurer, followed by the SGA Secretary.

Section 2

In the case of a vacancy of any other Executive position, besides the Student Trustee seat, the SGA President may appoint an interim member from the student body (can be a current SGA officer) to serve until the vacancy is filled. The President shall carry out a minimum two week advertised search to fill the open seat, which is open to all eligible members of the student body. After the search is completed, the interim member, if they served on the SGA prior to their appointment, will return to their respective seat. If the Student Trustee can no longer serve, the position must be filled by a campus wide election.

Section 3

No member of the Student Government Association shall hold more than one elected SGA office at any time, unless taking an interim position due to a vacancy.

Article VIII. Committees

Section 1

The President shall have the authority to appoint the Chair of any committee, with the exception of those chairs mandated by this constitution. Special committees may be appointed at the direction of the President or as directed by the Student Government.

Section 2

There shall be the following standing committees:

- A. Executive Committee
- B. Ambassador Committee

Section 3

At least \$5,000 a semester will be allocated for scholarships and/or executive officer stipends (\$1,000 an officer). After approval by the Executive Committee, the budget will go before Student Government for a vote. The Budget Review Committee will submit the Student Government Budget to the Student Government as soon as the budget is received.

Section 4

A Campaign Control Committee (CCC) shall be activated only when a Student Government election occurs. This non-standing committee will enforce campaign rules and regulations. Committee members will be recommended to the Coordinator of Student Life and approved by the Vice-President of Student Life.

The CCC shall be composed of up to four members, including the Coordinator of Student Life, who are not running for election; who will discharge the following duties during election periods;

The CCC will manage a schedule to patrol all areas of the College where campaign materials are displayed;

The CCC will utilize the SGA camera to document offenses;

The CCC will post a rules and regulations notice to inform candidates and student body;

The CCC shall have only those powers granted by the Constitution, and will conduct its duties in a manner befitting SGA.

Article IX. Club Recognition, Rights, and Responsibilities

Section 1

Any club wishing to be considered for recognition by the Prairie State College Student Government must meet the following criteria:

- must have a petition signed by at least thirty students, including student ID numbers of those signing.
- must have at least five active members, and include PSC e-mail addresses on membership packets.
- must submit the following materials to the Office of Student Life:
 - A. an organizational statement of purpose, delineating the reason for the club's existence;
 - B. a constitution;
 - C. the names, addresses, phone, PSC student e-mail, and student ID numbers of the club's executive officers and advisor(s);
 - D. a program proposal for the academic year, if available.
- must attend two mandatory Leadership Training, one in the Fall semester and one in the Spring semester (if provided).

Section 2

Once recognized, the club/organization shall enjoy the following rights:

- can requisition appropriate college services to hold organizational meetings;
- may advertise on school bulletin boards and kiosks;
- may have mail room privileges;
- may have duplication privileges;
- may conduct open business pertinent to the operation of the club;
- may request, through formal proposal, the additional funds needed for special projects to be co-sponsored by the Student Government (see Article X, Section 1). Clubs may also request matching funds (see Article X, Section 2).

Section 3

A representative of the club must appear before the Student Government Association as part of the formal application recognition process. Club officers must attend a student organization orientation meeting before petitioning for recognition from SGA. Clubs may be recognized at any Executive SGA meeting. All clubs receiving recognition by the fourth week of the second semester will receive \$300 in seed money. After the fourth week of the second semester, funding is optional.

After recognition, all clubs must be represented by their Club Representative or designee, at each of the Full Board meetings held on the second and fourth Monday of the month. After a club Representative or designee has missed two Full Board meetings **unexcused** the club shall automatically lose Student Government Association recognition and rights and funds will be frozen. An excused absence will be designated as such by notifying the Student Leadership Center by noon on the day of the meeting. An automatic letter of inquiry and offer of assistance shall be sent by the SGA Secretary to any club having one unexcused absence. Clubs must also submit a club meeting attendance sheet and a record of events/programs to the SGA Secretary at each Full Board meeting. After a club misses two attendance sheets and/or two reports of events/programs, or a combination of sheets and reports, without a written explanation or a written request for an extension within the first week of the following month, the club shall automatically lose Student Government Association Recognition.

Any club losing recognition may apply for reinstatement during the same semester. A majority vote is needed for reinstatement. If reinstated, seed money will not be duplicated.

Section 4

Equipment used by other clubs or students must be signed out and returned in the same condition or they are responsible for the damages or loss of borrowed equipment, such as cash boxes.

Article X. Club Funding System

Section 1

Clubs, through written proposal(s), may request Student Government co-sponsorship of events proposed. A two week notice is required for funds to get to the club in a timely matter, if less than two weeks is given the club may have to wait until after the event to receive funds.

The Budget Review Committee may set a ceiling on the maximum amount that any club/organization may request.

All funds for any club losing recognition that is not reinstated within one academic year will be returned to the club support budget.

Section 2

Club Matching Funds shall be as follows: For every \$1.00 (**profit**) a club raises, the Student Government may add matching funds of up to \$1.00, with a ceiling of \$500 in matching funds per fund raising event. Each club will be limited to \$1,500 a semester in matching funds. The Treasurer of the SGA will monitor compliance. In order to request matching funds, the club must submit the proper forms, with attached deposit slip indicating **profit**, three calendar days before the Executive SGA meeting. Matching Funds is voted on based on the following criteria:

- 100% if funds will be used so all PSC students will benefit
- 50% if funds will **not** benefit **all** PSC students
- no matching funds if PSC students will not benefit

Section 3

Volunteer contract requirements: Clubs must submit forms two weeks before event for approval and sign a form stating that they will represent PSC in a proper manner. If the event is less than two (2) weeks away, it will be considered on a case by case basis. Club members must have three people for 4 hours each or six people for 2 hours each. Volunteering must take place off campus unless prior approval from SGA.

Article XI. Elections

Section 1

In the Spring semester, an election shall be held with the purpose of filling the following positions:

- A. The Executive Committee, including the President, Vice President, Secretary, and Treasurer, Program Director and PR Director to the Executive committee.
- B. Student Trustee, in compliance with the Illinois Public Community College Act. The Student Trustee shall be elected from a separate ballot.

Section 2

A special election shall be held in the fall to elect two - five senators.

Section 3

Election policies shall be drafted and ratified during the Fall semester by the Student Government.

Section 4

The Campaign Control Committee (CCC) shall have the power to enforce campaign rules and regulations.

If these regulations are not met, the following will enforce disciplinary actions:

1. When it is determined by the CCC that an offense has occurred, it shall present all evidence and documentation of facts to the Student Government Board for approval. Upon such approval, the CCC shall

present the evidence to the Vice President of Student Affairs/Dean of Students for appropriate administrative action.

2. Candidates convicted of violating regulations will not be permitted appointment to any office, leadership position, or officer position within any Prairie State College club or organization.
3. If candidates for Student Government Association Office are found guilty of violating any of the above regulations, they will be immediately removed from the ballot.

Article XII. Disciplinary Action

Section 1.

Disciplinary action may be taken against any elected or appointed Student Government Association officer.

Charges may be brought against any elected or appointed officer by any member of the Student Government able to show just cause for removal according to Prairie State College Board Policy on Student Conduct. The Student Government shall hear the charges from the plaintiff(s). The official being charged shall be allowed an opportunity to respond to any charges brought against him/her. A three-fourths majority vote of all Student Government members, in secret ballot, shall be necessary to remove the officer from office. Decisions may be appealed according to Board Policy.

Article XIII

Section 1.

All previous Prairie State College Student Government Association Constitutions shall be null and void as of May 5, 2017

Section 2.

This constitution was revised in March 2017 and will be the Student Government Association Constitution for Fall 2017 - Spring 2018