

By-Laws of the Student Government Association of Hagerstown Community College

Article I: Members Duties and Responsibilities

Section 1: Duties of SGA President

The President of the Student Government Association shall:

- a) Call regularly scheduled SGA meetings.
- b) Preside at all regular and special meetings of the Association and its Executive Committee.
- c) Conduct the Student Government Association on the premises of Robert's Rules of Order, Revised.
- d) Have the power to call special meetings when necessary.
- e) Have the power to appoint members to standing committees and create special committees and appoint members thereof.
- f) Be prepared to present status reports of the Student Government Association to the Board of Trustees and other campus groups.
- g) Delegate to the Vice President of the Student Government Association and work with and consult the Student Activities Coordinator and the Vice President frequently.
- h) See that the duties of Student Government Association and its members are performed as described in the SGA Constitution and By-Laws.
- i) Be a member of major boards and committees.
- j) Represent students at all important college functions.
- k) Have a working knowledge of parliamentary procedure and the Student Government Constitution.
- l) Organize, delegate, and supervise without interfering. The President is always impartial.
- m) Prepare an agenda for each meeting, with the advice of the Executive Committee.
- n) Follow the College's policies and regulations and see that they are followed at all meetings and activities.
- o) Serve on the Shared Governance Council.
- p) Participate in the College's budget development processes on behalf of the SGA
- q) Fulfill the objectives of the SGA.

Section 2: Duties of SGA Vice President

The Vice President of the Student Government Association shall:

- a) Assume all powers and responsibilities of the President of the Association in his/her absence.
- b) Be overseer of all Student Government Association committees.
- c) Be responsible for recruiting and appointing students to serve on college committees as requested.
- d) Serve as Chair of the Elections and Nominations Committee.

- e) Serve as a member of the Executive Committee.
- f) Be responsible for posting—for campus notice—a list of standing and special committees of the Student Government Association.
- g) Serve on the Student Affairs Committee.
- h) Serve as Vice-Chair of the Student Activities Board.
- i) Fulfill the objectives of the SGA.

Section 3: Duties of SGA Secretary

The Secretary of the Student Government Association shall:

- a) Maintain the official minutes of the Student Government Association's regular, special, and Executive Committee meetings.
- b) Maintain all correspondence of the Student Government Association.
- c) Post the agenda for the next meeting of the Student Government Association at least two (2) working days before the next general meeting.
- d) Make publicly available the minutes of the SGA.
- e) Maintain a current and accurate record of all motions, minutes, events, attendance, application for charter, and amendments to the Constitution, etc.
- f) Fulfill the objectives of the SGA.

Section 4: Duties of SGA Treasurer

The Treasurer of the Student Government Association shall:

- a) Prepare all financial records for audit upon request.
- b) Prepare and submit a statement at each regular meeting of the Student Government Association. This report shall include:
 - 1) Expenditures
 - 2) Income
- c) Serve as a member of the Alumni Association Board of Directors.
- d) Fulfill the objectives of the SGA.

Section 5: Duties of SGA Senators

An elected representative of the Student Government Association shall:

- a) Keep in contact and consultation with the student body at large.
- b) Serve as a member of the Student Activities Program Board and regularly attend its meetings.
- c) Attend at least 3 SGA events per month.
- d) Attend the SGA Officer and the SGA general meetings when available.
- e) Keep in regular contact with the SGA President and Student Activities Coordinator.
- f) Represent the student body at College events and functions.

Article II: Finances

Section 1: Student Organizations

Policy and procedures regarding the funding of Student Organizations can be found in Student Organization Policy and Administrative Procedures for Student Organizations, respectively. The SGA Executive Officers shall represent Student Organizations in the College's budget development processes.

Section 2: Student Government Association

For all financial matters, the SGA shall follow written procedures reviewed annually with the Student Activities Coordinator and Dean of Students.

Section 3: Phi Theta Kappa

The College's Pi Theta chapter of Phi Theta Kappa shall be funded directly, unlike other Student Organizations.

Article III: Student Activities Program Board

Section 1: Purpose Statement

The Student Activities Program Board (SAPB) serves to plan and implement SGA-sponsored student programming on campus. Such programming may come in several forms: academic, cultural, social, etc. The SAPB may work in conjunction with Student Organization(s) or other official College entities such as academic departments.

Section 2: Membership

The Student Activities Coordinator shall act as Chair of the Student Activities Program Board. The SGA Vice President will act as Vice-Chair. Senators and all other interested Active Students will also comprise membership.

Section 3: Meetings

Meetings of the Student Activities Program Board will be held before the fall semester and as needed throughout the academic year to plan and implement programming on campus. Student Organizations and organizations are encouraged to co-produce events with the SAPB.

Article IV: Meetings & Attendance

Section 1: SGA Meetings

The Student Government Association will have eight (8) meetings each academic year, four (4) in the fall semester and four (4) in the spring semester. Each will be held at a regularly scheduled time.

Section 2: SGA Officers

SGA Officers follow this absence schedule (on a yearly basis) for the SGA general meeting:

- 1 Unexcused absence – Documented Oral Warning
- 2 Unexcused absences - Written reprimand
- 3 Unexcused absences - Impeachment process begins

Excused absences must be reported to an SGA Executive Officer or the Student Activities Coordinator before the scheduled meeting. The Student Activities Coordinator will determine the validity of excused absences. Questionable absences will be reviewed by the Executive Committee.

Article V: Election Rules and Regulations

Section 1: Membership

The Nominations and Elections Committee shall handle all election procedures as are stated within the Constitution and By-Laws. The SGA Vice President will serve as Chair unless he/she is a candidate in the election, in which case the Student Activities Coordinator will appoint a Chair. The President of the SGA will appoint two non-campaigning SGA Officers to this committee. The Committee will work closely with the Student Activities Coordinator. Changes to the Committee guidelines must be approved by a majority vote of the Officer Committee.

Section 2: Meetings

The Nominations and Elections Committee will meet during the spring semester.

Section 3: Election Procedures

Each academic year, the SGA shall develop with the Student Activities Coordinator and Dean of Students a set of precise written election procedures to follow.

Article VI: Adoption of By-Laws

Section 1

These By-Laws were approved and adopted by the Student Government Association on May 25, 1999. They shall become effective immediately. This renders all previous By-laws and Amendments null and void

Appendix A: Student Organization Levels of Engagement and Definitions *(from Student Organization Policy)*

Levels of Engagement:

To represent these values, the college has organized Student Organizations into the following levels of engagement:

- A. **Registered Student Group (RSG)** – This is a group of two or more Active Students at HCC which is registered in the Dean of Students' Office, and is not affiliated with or sponsored by the college. No college funding is granted in the form of a group budget, but use of college space is permitted for group activity, in accordance with this policy, the Student Code of Conduct, and other related student policies and administrative procedures. RSGs may petition the Dean of Students Office for funding to support special projects and activities, such as printed handouts or refreshments for student gatherings or presentations.
- B. **Registered Student Funded Organization (RSFO)** – This is an organization of five or more Active Students at HCC which is recognized and registered in the Dean of Students Office as an active Student Organization. Use of college space for organization activities is granted and, once approved as an RSFO, the organization will receive, at the beginning of each fall and spring semester, funds for that semester, to conduct its activities, based on the criteria listed in the Student Organization Administrative Procedures. The RSFO must have a Faculty/Exempt Staff Advisor and be in compliance with all administrative procedures. RSFOs are permitted to raise additional funds into a college-issued account, with prior approval for the designated fundraising activity by the Faculty/Exempt Staff Advisor and the Office of the Dean of Students.

Definitions:

For the purposes of this policy and related procedures and guidelines, the following definitions apply:

- A. **Active Student** – An Active Student is defined as a currently registered HCC credit student who is not on academic or disciplinary probation or a currently registered HCC non-credit student who has satisfactorily completed a course. First-time HCC students may join Student Organizations and be counted as Active Students on a temporary status until a grade point average (GPA) or satisfactory course completion is established. The GPA requirements may be higher for academic or honorary groups or to serve as a Student Government Association officer.

- B. **Faculty/Exempt Staff Advisor** – Full-time faculty, full-time exempt-status college employees, and adjunct faculty and part-time staff who have worked at the college for four years or more are eligible to serve in an advisory capacity to a student organization. A Faculty/Exempt Staff Advisor is required for all RSFOs. Faculty and exempt staff may serve as advisor to more than one Student Organization.
- C. In regard to this policy, **Student Organization** means Registered Student Group (RSG), and Registered Student Funded Organization (RSFO). Use of the term “Student Organization” in this policy does include student group terminology frequently used in higher education such as chapters, clubs, and all other similar entities, funded and / or not funded. This definition excludes student academic program memberships and related fees, supplies, equipment, and apparel that are funded through the instructional budget of the college.

Appendix B: Administrative Procedures for Student Organizations

(from Student Organization Administrative Procedures)

Note: The following Administrative Procedures are subject to change and may be updated at any time. The provisions below are current as of May 2016.

A. Scope

1. These procedures apply to all Active Students. Only Active Students may be members of Student Organizations.
2. Registration of a Student Organization does not mean that the college endorses the student group, its purposes, values, and/or viewpoint.
3. Student Organizations must not be connected to a commercial enterprise, and must not be for a commercial purpose.
4. Student Organizations can have no violations of the HCC Student Code of Conduct or other published HCC rules or regulations to remain in good standing.

B. Registered Student Group (RSG)

To become a Registered Student Group, these criteria must be submitted to, and confirmed by the Office of the Dean of Students:

1. Membership must be open to all Active Students.
2. Membership must maintain at least two (2) Active Students. The Office of the Dean of Students will verify membership each semester.
3. The group must have a designated leader who meets the criteria as an Active Student and whose name is registered with the Office of the Dean of Students. Any change in the leader of a Registered Student Group must be updated within one week of the change with the Office of the Dean of Students.
4. The Registered Student Group must maintain a current membership list of Active students and an up-to-date purpose statement.
5. The group may petition the Office of the Dean of Students for funding of special projects and activities, such as refreshments for student gatherings or presentations related to the group's

purpose, in accordance with the criteria referenced in Section D of these administrative procedures.

6. The Student Activities Coordinator will serve as an advisor to RSGs, as needed, especially when a financial allocation has been granted by the Dean of Students, unless the group prefers to, and has identified, a Faculty/Exempt Staff Advisor.

C. Registered Student Funded Organization (RSFO)

To become a Registered Student Funded Organization (RSFO), the following criteria must be met:

1. Membership must be open to all Active Students.
2. Must have and maintain a membership of at least five (5) Active Students.
3. Must have a Faculty/Exempt Staff Advisor. Any change in the Advisor for an RSFO must be updated within one week of the change, with written notification to the Office of the Dean of Students.
4. The Student Organization must maintain an up-to-date membership list and a one or two page prospectus including the names of Active Students officers or leaders and a purpose statement. Any change in the student officers or leader of an RSFO student group must be updated within one week of the change and written notification sent to the Office of the Dean of Students.
5. Each RSFO will get an equal share of the Student Organization funds to conduct its activities, which will be the lesser of \$200 a year (\$100 in the fall semester and \$100 in the spring semester) or an amount equal to the quotient of the total funds available for Student Organizations divided by the number of RSFOs. This amount will be reviewed annually as part of the HCC's budget development processes. The Office of the Dean of Students will verify membership numbers, as submitted by each RSFO, prior to the funding allocations each fall and spring semester. Additional funds may be requested, in accordance with the criteria referenced in Section D of these administrative procedures. RSFOs are permitted to raise additional funds into a college-issued account, with prior approval for all designated fundraising activity by the Faculty/Exempt Staff Advisor and the Office of the Dean of Students. As part of the Board of Trustees approved annual college budget, funds are designated to cover the cost of all student activities, including student organizations. No student activity fee is charged and budgets for student activities and student groups are allocated from the college's general fund revenue.
6. Must deposit all organizational funds into restricted accounts established by HCC's Financial Services Office. This includes their allocated equal, proportional share of the Student Organization funds, additional funds approved beyond the annual allocation, and any additional raised funds. All funds must be utilized according to college policies.
7. If an RSFO fails to maintain all of these requirements, its funding will be dropped and its status will be reclassified as an RSG, depending on active membership numbers.

D. Criteria for Requesting Additional Funds

1. Student Organizations may request additional funding, which may or may not be granted, based on budget availability and adherence to the following criteria, which will be applied in

a viewpoint neutral manner. a. The Student Organization must have shown fiscal responsibility with any funding it received in the past.

- a. The activity levels of the Student Organization will be assessed, with consideration given to the number and frequency of meetings held, the number and frequency of activities and events planned, and the number and frequency of communications about their activities and events.
 - b. There must be evidence of research, planning, and detailed budgeting for all the activities for which funding is being requested.
 - c. For events or activities where attendance will affect the amount of money being requested, the Student Organization must show the number of attendees at any similar past event and the number of proposed attendees for the planned event.
 - d. Student Organization funding will not be allocated for equipment, supplies, or programs whose primary function is for classroom or instructional use.
 - e. Advisors, coaches, or full-time employees of the college will not be paid from Student Organization funding or contracted services rendered to Student Organizations. A Student Organization may use fundraising income for this purpose.
 - f. Student Organization funding may not be used to purchase self-promotional items (t-shirts, mugs, pens, etc.). Only fundraising income may be used for this purpose.
 - g. All requests must be submitted to the Dean of Students no later than three weeks after the start of the fall semester for activities during the fall semester and the period of time prior to the start of the subsequent spring semester, and no later than three weeks after the start of the spring semester for activities during the spring semester and the period of time prior to the start of the subsequent fall semester.
2. Any Student Organization or student aggrieved by any decision under this Policy shall have a right to appeal to the Vice President of Academic Affairs and Student Services if they have not able to resolve the matter up through the level of the Dean of Students.

E. Registered Student Groups (RSG) and Registered Student Funded Organizations (RSFO) Benefits

1. The benefits for Registered Student Groups include:
 - a. permission to post fliers on bulletin boards;
 - b. free promotional space on the college website;
 - c. reserving rooms on campus for meetings free of charge;
 - d. being listed on the Student Organization directory;
 - e. being provided assistance from the Dean of Students and his or her staff;
 - f. participating in the Student Organization fair, the annual open house, and other student recruitment events;
 - g. bulk mailings for a fee; and
 - h. copy services for a fee.
2. Registered Student Funded Organizations (RSFO) receive the following benefits: a. permission to post fliers on bulletin board;
 - a. free promotional space on the college website;
 - b. reserving rooms on campus for meetings free of charge;
 - c. being listed on the Student Organization directory;
 - d. being provided with free organizational email;

- e. being provided assistance from the Dean of Students and his or her staff;
- f. being listed in recruiting publications;
- g. participating in the Student Organization fair, the annual open house, and other student recruitment events;
- h. receiving a budget allotment for the organization;
- i. consultation meetings monthly with the Coordinator of Student Activities;
- j. college vehicles at the paid mileage rate (.51 cents per mile) for approved trips;
- k. bulk mailings for a fee; and
- l. copy services for a fee.

F. Expectations for ALL Student Organizations (RSGs and RSFOs)

1. Must complete the annual registration process by submitting all required information, and participate in available training opportunities, and make timely changes to information;
2. Must update membership and other pertinent information when they change;
3. Must maintain the minimum membership required for registration category and have a registered Faculty/Exempt Staff Advisor if required;
4. Must follow and abide by all applicable federal, state, and local laws and regulations, and all policies and procedures of the college including the Student Code of Conduct; and
5. Must meet all fiscal obligations incurred by the Student Organization.