

*Policy No.: 4070  
Board Approved: September 26, 1995  
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**Hagerstown Community College  
Student Government Association  
Constitution**

**Preamble**

In order that we may better achieve our goals through education and participation in campus life, we, the Student Government Association (SGA) at Hagerstown Community College (HCC), do hereby adopt this Constitution and these By-Laws under the approval and support of the students of Hagerstown Community College.

Be it known to the Hagerstown Community College Board of Trustees, Administration, Faculty, and Staff that the following are the primary objectives of the SGA.

**Mission Statement**

The Student Government Association is the lead voice of all students attending Hagerstown Community College, whether credit or non-credit. The SGA represents to all parties the interests of the students at the College.

**Objectives**

1. To provide an official student voice for matters affecting the student body.
2. To maintain a positive system of communication between the student body and other members of the College community
3. To ensure all rights granted to student involvement for traditional and non-traditional students
4. To uphold all rules, regulations, and privileges set forth by Hagerstown Community College
5. To promote the development of leadership skills for all students
6. To support activities for the student population such as social and cultural events, leadership training, and other such services needed by students
7. To actively participate in the Hagerstown Community College Shared Governance system.
8. To increase student awareness of campus opportunities and student involvement.

**Article I: Name**

**The name of this organization shall be the Student Government Association (SGA) of Hagerstown Community College (HCC). Article II: Source of Authority**

All authority of the SGA is derived from the President and Board of Trustees of the College.

## **Article II: Membership**

### **Section 1: SGA Officers**

Officer Voting Membership shall be granted to any Active Student who is elected by the student body to an office or appointed by the SGA - Executive Committee after the election period, should the spot remain vacant, and who meets the qualifications as stated in Article V. The Officers of the SGA shall be the President, Vice-President, Secretary, Treasurer, Public Relations, and four (4) Senators.

The Officer Committee shall consist of the nine Officers. The Executive Committee shall consist of the Executive Officers: President, Vice-President, Secretary, Treasurer, and Public Relations.

### **Section 2: Student Organizations**

Full voting membership in any Student Organization must be available to all Active Students who meet the eligibility requirement put forth in the Student Organization Policy section of the Board Policy Manual and the Student Organization's constitution.

Each officially recognized Student Organization in good standing, as defined in the Administrative Procedures for Student Organizations, and not on probation shall be granted Student Organization Voting Membership of one voting seat, which shall be filled by a representative chosen by each respective Student Organization. (An individual may not vote for more than one Student Organization.)

### **Section 3: Active Students**

All Active Students of the College, as defined in the Student Organization Policy, can be members of the SGA Program Board and therefore being granted Student Voting Membership.

## **Article III: Elections**

### **Section 1**

An Active Student wishing to run for office shall file a notice with the Nominations and Elections Committee, which shall be formed by the SGA Officers, by the date specified by it.

### **Section 2**

The Nominations and Elections Committee shall supervise the entire election process and shall be chaired by the SGA Vice President.

### **Section 3**

The general election shall be completed during the spring semester before graduation.

## **Section 4**

Each SGA member shall hold office for a term of one academic year unless the term shall terminate sooner by reason of resignation, disqualification, or removal from office. Each Officer's term shall begin on the day following commencement and last until the subsequent academic year's commencement date.

## **Article IV: Qualifications**

### **Section 1**

To be eligible to run for office, a person must be an Active Student at Hagerstown Community College and must be able to fulfill requirements of the office as stated in the SGA Constitution and By-Laws.

### **Section 2**

All SGA Officers must have earned at least six (6) credits from HCC at the time of application, including developmental courses. Officers must also have at the time of application and maintain a minimum of a 2.5 institutional grade point average (GPA), which shall be calculated as the cumulative grade point average of both college and developmental coursework taken at HCC. Applicants must submit a short Note of Recommendation from an HCC employee with their application. Finally, at the time of application, all Officers must plan to be a credit student for the entirety of their term in office.

### **Section 3**

The SGA President shall not hold the title of president in another HCC Student Organization. If the president holds an office in another student organization, they must prioritize SGA responsibilities.

## **Article V: Quorum**

### **Section 1**

A quorum to vote and conduct official business in the Officer Committee meeting shall consist of a 50% plus one (1) person majority of the Officer Committee membership and Student Voting Membership (if the Student Programming Board is involved).

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### **Section 2**

A quorum to vote and conduct official business in the Executive Committee meeting shall consist of a majority of the Executive Committee membership.

### **Section 3**

A quorum to vote and conduct official business in a general SGA meeting shall consist of a 50% plus one (1) person majority of the combined Officer Voting Membership, Student Voting Membership, and Student Organization Voting Membership.

## **Article VI: Resignation**

All resignations of the SGA Officers shall be in writing and addressed to the SGA President; copies of all resignations shall be given to the Student Activities Coordinator and Dean of Students. Resignations shall be dated and signed. A two-week notice of resignation is expected.

## **Article VII: Vacancy and Change in Office**

### **Section 1**

If for any reason the President cannot complete their term of office, the Vice-President shall assume the office of President and complete the term.

### **Section 2**

In the event that a vacancy occurs in any other Officer Committee office, the SGA will announce and publicize the openings at least two (2) weeks prior to the selection of a replacement. The SGA President shall appoint a replacement, pending confirmation by the Executive Committee by a majority vote. Candidates for a vacancy shall possess the qualifications stated in Article V.

### **Section 3**

In the event that the President resigns, they shall give their notice of resignation to the Vice President. A copy of this resignation, or the resignation of any other officer, shall be given to the Dean of Students and Student Activities Coordinator as well.

## **Article VIII: Removal and Censure of Members**

### **Section 1**

Being derelict in one's duties shall be defined as a failure to complete or abide by sections or sub-sections in the SGA Constitution and By-Laws.

### **Section 2**

If an SGA Officer has been derelict in their duties, then that Officer shall be censured upon recommendation of the SGA Officer Committee as constituted by a majority vote.

### **Section 3**

If an SGA Officer continues to be derelict in their duties, then that Officer shall be removed from their position upon the completion of the following actions:

A) Having been previously censured.

B) A majority vote at a meeting of the SGA Officer Committee and Student Voting Membership. (Such a meeting can be handled electronically.)

#### **Section 4**

The Vice President shall proceed over all cases of censure or removal of an Officer. In the case of the censure or removal of the Vice President, the President shall proceed over the censure or removal.

#### **Section 5**

If an SGA Officer fails to meet the qualifications in Article V, they shall be immediately removed from their office.

### **Article IX: Amendments**

#### **Section 1**

Any Student Organization Voting or Officer Voting Member may propose an amendment to the Constitution by presenting the proposed amendment in writing to the SGA during a regular meeting. Any Active Student may present to the SGA at a regular meeting a petition of signatures of 15 Active Students for the purpose of amending the Constitution. Student Organization Voting Members may only propose amendments which relate to Student Organizations; Active Students may only propose amendments which relate to students as a whole.

#### **Section 2**

A proposed amendment shall be allowed to rest for no longer than one week during which time the amendment shall be posted for campus notice. One week after posting (or the next weekday on which the College is open and classes held), a vote shall take place on the proposed amendment. Such a vote may be electronic; otherwise, the vote is to be taken by way of special meeting as called upon by the President. The voting period shall last one week (or the next weekday on which the College is open and classes held), after which time the votes shall be tallied by the Executive Committee.

#### **Section 3**

Amendments proposed by the Student Voting Membership an Active Student shall be voted on by those with Officer Voting Membership, Student Organization Voting Membership and Student Voting Membership, and shall pass by a two-thirds (2/3) affirmative vote of those who voted, of which there must be at least 15. Amendments proposed by a Student Organization Voting Member shall be voted on by the same membership groups, and shall pass by a majority 50% plus one (1) person affirmative vote. Amendments proposed by an Officer shall be voted on by those with Student Organization Voting Membership and those with Officer Voting Membership, and Student Voting Membership and shall pass by a majority 50% plus one (1) person affirmative vote. All amendments shall be ratified by a three-fourths(3/4) affirmative vote of the Officers.

#### **Section 4**

Amendments ratified by the Officers must be sent to the President of the College to be reviewed and considered by the Board of Trustees. Passed amendments which have been approved by the Board shall be entered into the text of this document and take effect the next academic year. No amendment shall affect the validity of the entire document aside from the specific Article or Section amended.

#### **Article X: Ratification of Constitution**

This Constitution was voted and approved by the Student Government Association on May 24, 1999. It shall become effective immediately upon the approval of the President of the College and the Board of Trustees of Hagerstown Community College. This renders all previous Constitutions and Amendments null and void.

*This policy was also revised on May 24, 2016.*