

CONSTITUTION

for the

STUDENT GOVERNMENT ASSOCIATION

of

MACON STATE COLLEGE

ARTICLE I – Name

The name of this organization shall be the Macon State College Student Government Association, hereafter referred to as the Student Government Association.

ARTICLE II – Authority

The Student Government Association derives its authority from the students of Macon State College and from the President of Macon State College and represents the students of Macon State College through the component committees and organized bodies within the Student Government Association.

ARTICLE III - Purpose

The purpose of the Student Government Association is to carry out the outlined functions:

Section A. Advocacy Functions: The Student Government Association shall provide a forum for communication and recommendation between the students of Macon State College and the administration, faculty, and staff of Macon State College, the news media, and the public concerning problems and issues which are important to the students of Macon State College.

Section B. Informative Functions: The Student Government Association shall provide an open forum of communication for all members of the Macon State College community, and promote open discourse between all members of the Macon State College community and shall serve to advocate political action on local, state, and federal levels for all members of the Macon State College community.

ARTICLE IV – Membership

Section A. Entitlement of Representation: Every Macon State College student shall be entitled to representation in the Student Government Association.

Section B. Types of Representation: The membership of the Student Government Association shall be comprised of the student body of Macon State College in its entirety and shall be organized and spoken for by the various elected and appointed members of the Student Government Association, hereafter referred to as the voting membership. The voting membership of

2

the Student Government Association shall be comprised of a number of duly elected Senators and Executive Officers from the Macon State College student body.

1. The Macon State College student body shall be represented by a Student Senate, composed of two (2) duly elected Senators, representing the following schools/departments

- a. School of Arts and Sciences
- b. School of Education
- c. School of Information Technology
- d. School of Nursing and Health Sciences
- e. School of Business

f. Department of Learning Support

g. These Senators shall represent the student body of the school/department from which they are drawn. The Student Senate shall be elected each Fall Semester.

2. The student body shall be represented by a number of Senators, elected by the student body at large. The Senators shall have the following responsibilities and privileges in addition to others, which may be specified elsewhere in the Constitution or the Bylaws.

a. Shall cast one vote for his or her constituent section of the student body on every issue and motion that shall come before the Student Government Association.

b. Shall have the power to make motions and hold the floor during meetings of the Student Government Association and during committee meetings of the Student Government Association.

c. Shall serve on a committee of the Student Government Association.

d. Shall designate one Senator Pro Tempore to serve in his/her absence or own inability to fulfill the responsibilities of Senator.

3. A Student Member shall be any student participating in committee and taskforce work for the Student Government Association.

Student members shall have the following responsibilities and privileges in addition to others, which may be specified elsewhere in this Constitution or in the Bylaws:

3

a. Shall work in conjunction with the Chair of their respective Committee or with the Senator which represents that same student's section of the student body on issues of interest to the Student Government Association.

b. Shall have the power to make motions and hold the floor during meetings of the Student Government Association and during committee meetings of the Student Government Association.

c. Shall serve on any committee of the Student Government Association.

4. Executive Officers shall be considered members of the Student Government Association. Membership privileges of office shall be limited, as specified in Article V.

5. The Student Government Association shall be advised by at least one member of the Macon State College Office of Student Life, along with other advisors representing the Macon State College Academic Council. The Advisors shall be ex-officio members of all Student Government Association bodies and committees. The advisor may gain the floor during discussion, but may not make motions or vote.

Section C. Duties of Membership: The membership shall serve as the legislative

branch of the Student Government Association, voting for which is detailed in Article VI, Section B, and in the Bylaws. The duties of membership are as follows:

1. Shall discuss issues of concern to students of Macon State College.
2. Shall debate and pass legislation to be presented and advocated before the administration of Macon State College, the Student Advisory Council to the Board of Regents of the University System of Georgia, the news media and the public. Said legislation shall express the official recommendations, opinions, and positions of the students of Macon State College.
3. Shall approve all appointed officers of the Student Government Association.
4. Shall advise the President on all appointments and establishment of ad hoc committees, with a majority of present Senators necessary to give consent in such action, except when the Constitution or Bylaws specifically call for the advice and consent of the Executive Council.
- 4
5. Shall provide for the execution of all duties of the Student Government Association, except for those specifically delegated otherwise.
6. Shall undertake other action that would serve to fulfill the purpose of the Student Government Association and serve the students of Macon State College.

ARTICLE V – Executive Council

Section A. Establishment of the Executive Council: The Executive Council of the Student Government Association shall be composed of the President, Vice President, the Secretary, the Treasurer, and the Publicity Officer.

1. The President shall have the following responsibilities and privileges:
 - a. Shall be the official spokesperson for the Student Government Association and serve any public relations functions that the membership or the Executive Council feels necessary.
 - b. Shall be the official delegate to the Administration from the Student Government Association.
 - c. Shall preside in a fair and impartial manner over all meetings of the Executive Council and all meetings of the membership.
 - d. Shall serve to appoint, upon the recommendation of the Executive Council and with the advice and consent of the membership, all Student Government Association appointed officers or other officers as provided for elsewhere in this Constitution.
 - e. Shall vote in the event of a tie on any vote in a Student Government Association or Executive Council meeting, except in such cases where such a vote would cause the President to vote on issues directly relating to him/herself.
 - f. Shall appoint ex-officio members of the Executive Council as the need for the position arises. All ex-officio members must be appointed upon recommendation of the Executive Council and with the advice and consent of the membership.

g. Shall undertake other action that would serve to fulfill the purpose of the Student Government Association and serve the students of Macon State College.

5

h. Shall carry out other duties or functions as may be assigned to him or her by the membership, unless such duties would be in conflict with other constitutional responsibilities of the President.

i. Shall be elected by a majority vote of students of Macon State College in the final month of the Spring Semester of each year, to serve as President for the entirety of the following academic year.

j. Shall serve as an ex-officio member of each Student Government Association committee, except for the Executive Council of which the President is a full member.

2. The Vice President shall have the following responsibilities and privileges:

a. Shall preside over meetings of the Student Government Association when called on to do so by the President, or when the President is absent or temporarily removed from office.

b. Shall serve as President if called to do so under Article V., Section G of this Constitution.

c. Shall assist the President in the execution of all duties of the office of President.

d. Shall preside over all special meetings of the Student Senate.

e. Shall perform additional duties as the President may request.

f. Shall carry out other duties or functions as may be assigned to him or her by the membership, unless such duties would be in conflict with other constitutional responsibilities of the Vice President.

g. Shall be elected by a majority vote of students of Macon State College in the final month of the Spring Semester of each year, to serve as Vice President for the entirety of the following academic year.

h. Shall serve as an ex-officio member of each Student Government Association committee, except for the Executive Council, of which the Vice President shall be a full member.

3. The Secretary shall have the following responsibilities and privileges:

6

a. Shall maintain the minutes of all regular and special meetings of the Student Government Association, except for those meetings of the Macon State College Leadership Council.

b. Shall collect minutes of the Student Government Association committee meetings from committee secretaries.

c. Shall be responsible for timely communication of the minutes of the Student Government Association meetings to its members.

- d. Shall record and maintain minutes of the Executive Council.
 - e. Shall oversee the coordination of and preside over the meetings of the Macon State College Leadership Council.
 - f. Shall perform such duties as the President may request.
 - g. Shall carry out other duties or functions as may be assigned to him or her from time to time by the membership, unless such duties would be in conflict with other constitutional responsibilities of the Secretary.
 - h. Shall be appointed by the President with the advice and consent of the membership, and approved by a majority vote of the membership.
 - i. Shall serve as an ex-officio member of each Student Government Association committee, except for the Executive Council, of which the Secretary is a full member.
 - j. Shall maintain all current revisions, amendments and policies of the Student Advisory Council.
4. The Treasurer shall have the following responsibilities and privileges:
- a. Shall coordinate the internal communication efforts of the Student Government Association.
 - b. Shall maintain the archives of the Student Government Association.
 - c. Shall maintain the financial records of the Student Government Association and be responsible for all monies held by the Student Government Association.

7

- d. Shall serve the role of Parliamentarian and ensure proper parliamentary procedure at all meetings of the Student Government Association.
 - e. Shall record and maintain minutes of meetings of the Macon State College Leadership Council.
 - f. Shall perform other such duties as the President may request.
 - g. Shall carry out other duties or functions as may be assigned to him or her by the membership, unless such duties may be in conflict with other constitutional responsibilities of the Treasurer.
 - h. Shall be appointed by the President, with the advice and consent of the Executive Council, and shall be approved by a majority vote of the membership.
 - i. Shall serve as an ex-officio member of each Student Government Association committee, except for the Executive Council, of which the Treasurer is a full member.
5. The Publicity Officer shall have the following responsibilities and privileges:
- a. Shall be responsible for all publicity required by the Student Government Association.
 - b. Shall be responsible for publicizing all meetings of the Student Government Association on Macon State College campuses.

- c. Shall be responsible for working with the Office of External Affairs to communicate to the news media any events and occurrences that may be considered to be of public interest.
- d. Shall act as Chair of the Student Government Association Publicity Committee.
- e. Shall perform such additional duties as the President may request.
- f. Shall carry out other duties or functions as may be assigned to him or her by the membership, unless such duties would be in conflict with other constitutional responsibilities of the Publicity Officer.

8

- g. Shall be appointed by the President with the advice and consent of the Executive Council, and shall be approved by a majority vote of the membership.
- h. Shall serve as an ex-officio member of each Student Government Association committee, except for the Publicity Committee and the Executive Council, of which the Publicity Officer shall be a full member.

6. In addition to the specified duties and within specified limits, the Executive Council shall also carry out other responsibilities that may be specified elsewhere in this Constitution or in the Bylaws.

7. No Executive officer may serve as a Senator or a Student Member in the Student Government Association.

8. Executive officers may enter into floor debate matters before the Student Government Association, but may not make motions or vote.

9. Each Executive officer shall attend every meeting of the Student Government Association, except where other specified in this Constitution. Failure to comply with this clause shall bring the executive in question before review at the next Executive Council meeting, to determine what, if any, action shall be taken.

Section B. Elections: The Elected Officers detailed in Article V, Section A shall be elected in the final thirty (30) days of the Spring Semester of each academic year. The Appointed Officers detailed in Article V, Section A shall be appointed in the first thirty (30) days of the Fall Semester of each academic year. Additional elections may be held to fill vacant offices as detailed below.

- 1. Candidates for elected office must meet the following qualifications:
 - a. Must be a Senator or a Student Member as specified in Article IV, Section B, or a current Executive Council member.
 - b. Must be a recognized Senator, Student Member, Elected Officer, or Appointed Officer for at least one semester during the academic year of the election.
 - c. Shall have and maintain a minimum 2.5 cumulative GPA, be a student in good academic standing, and be enrolled during the term of service.

9

2. Procedure for officer elections shall be set forth in the Bylaws.
3. Officers must be elected by a majority of the voting student body of Macon State College.

Section C. Prohibition of Multiple Officeholders: No individual may hold more than one executive office concurrently.

Section D. Term of Office: Elected Executive Officers shall be sworn in at the last meeting of the Student Government Association meeting of the academic year and shall serve for a term of one year, or until their successors are installed. Appointed Executive Officers shall be sworn in at the first possible Student Government Association meeting and shall serve for a term of one year, or until their successors are installed.

Section E. Oath of Office: Upon assuming the Executive Offices, the new officers shall take the following Oath of Office, to be administered by the President: "I, (full name), do solemnly affirm that I will uphold the Constitution of the Macon State College Student Government Association, that I will faithfully serve the students of Macon State College, and will execute the duties of the office of (name position) to the best of my abilities." Specific procedures for swearing in officers after elections shall be specified in the Bylaws.

Section F. Removal from Office: Executive Officers must resign or may be removed from office for failure to fulfill the duties of the office as stated in the Constitution. Said removal will take place at a regularly scheduled meeting of the Student Government Association, except as provided for otherwise in this Constitution.

1. Any officer or ex-officio must resign from office for failure to fulfill the duties of the office as stated in this Constitution. Such resignation must be presented in writing to the Vice President, who shall immediately notify the Executive Council, the Student Government Association, and the student body of Macon State College. In cases in which the Vice President resigns, his or her resignation shall be submitted to the President. No resignation shall be considered until received in writing by the appropriate officer.

2. If any officer or ex-officio fails to fulfill the duties of his or her office to the detriment of the Student Government Association and fails to subsequently resign, the Student Government Association may discipline or remove the offending officer. Procedures for discipline shall be provided in the Bylaws.

10

3. If an officer misses more than three regularly scheduled meetings of the Student Government Association, then said officer shall be considered in violation of his or her duties as outlined in this Constitution.

ARTICLE VI. Meetings

Section A. Meetings: The Student Government Association shall meet at least twice per month. The Student Senate shall meet at least once per month as a separate body.

1. Exactly twice per month, the Student Government Association

shall hold a meeting, with the time and place determined by a standard schedule of meeting times and places, to be established by the Executive Council, and approved by the membership. These meetings shall be designated Student Government Association meetings.

2. Exactly once per month, the Student Senate shall hold a meeting, with the time and place determined by Executive Order. These meetings shall be designated Student Senate Meetings.

3. Special meetings may be called by decision of the President, or upon petition by a majority of the students of Macon State College, or by a majority vote in an official meeting.

Section B. Official Meetings: Student Government Association business may only be carried out during an Official Meeting except as provided for elsewhere in Article VII. A meeting shall be declared official when the secretary certifies a majority of the Senators are present at the meeting.

Section C: Student Government Association Meetings: The membership shall meet twice monthly as specified in Article VI, Section A of this Constitution. These meetings shall be for the purpose of conducting all student advocacy functions. All new business must be introduced during these meetings.

Section D. Student Senate Meetings: The Student Senate shall meet monthly as specified in Article VI, Section A of this Constitution. These meetings shall be for the purpose of conducting internal business and for the purpose of conducting disciplinary actions.

Section E. Parliamentary Procedure: The most recent edition of *Robert's Rules of Order, Newly Revised* shall govern all Student Government Association and all Student Senate meetings, except when in conflict with the Constitution, Bylaws, or other official rules and procedures of the Student

11

Government Association, in which case said Constitution, Bylaws, or other official rules and procedures shall take precedence.

Section F: Nonmember Privileges: Nonmembers shall have the right to obtain the floor as provided for in the Bylaws.

ARTICLE VII: Internal Bodies

Section A. Ad Hoc Committees: The President shall have the authority to create, upon the recommendation of the Executive Council and with the advice and consent of the membership, ad hoc committees as deemed necessary for the proper discharge of the functions of the Student Government Association. Their purposes are as follows:

1. Shall research and debate the issue of charge.
2. Shall formulate legislation to be brought before the membership in a Student Government Association meeting.
3. Shall be chaired by a member, appointed by the Student Government Association in accordance with Article V, Section A of this Constitution. Their responsibilities and privileges are as follows:

- a. Shall appoint a secretary to record the minutes of the Ad Hoc

Committee.

b. Shall obtain membership by appointment by the Ad Hoc Committee.

4. Shall be dissolved by the Student Government Association President upon completion of charge, or by a majority vote of delegates present in a Student Government Association Meeting.

Section B. Standing Committees: The Student Government Association shall have six standing committees: External Affairs, Student Affairs, Academic Affairs, Fiscal Affairs, Internal Affairs, and Publicity.

1. The External Affairs Committee shall discuss and put forth position papers and proposals concerning those matters which require action on the part of the Student Advisory Council to the Board of Regents of the University System of Georgia, and those matters which require action on the part of the local, state, or federal governments. The External Affairs Committee shall be chaired by a Senator, who shall be appointed by the President with the advice and consent of the membership.

12

2. The Student Affairs Committee shall discuss and put forth position papers and proposals concerning those matters that fall outside of the academic realm. The Student Affairs Committee shall be chaired by a Senator, who shall be appointed by the President with the advice and consent of the membership.

3. The Academic Affairs Committee shall discuss and put forth position papers and proposals concerning those matters of student concern that deal with academic study and classroom life. The Academic Affairs Committee shall be chaired by a Senator, who shall be appointed by the President with the advice and consent of the membership.

4. The Fiscal Affairs Committee shall discuss and put forth position papers and proposals concerning those matters of budgeting of student funds and student fees. The Fiscal Affairs Committee shall be chaired by a Senator, who shall be appointed by the President with the advice and consent of the membership.

5. The Internal Affairs Committee shall discuss and put forth position papers and proposals concerning the internal mechanisms and policies of the Student Government Association. The Internal Affairs Committee shall be chaired by a Senator, who shall be appointed by the President with the advice and consent of the membership.

6. The Publicity Committee shall discuss and recommend to the Executive Council matters of publicizing issues and meetings of the Student Government Association to the benefit of the Student Government Association. The Publicity Committee shall be chaired by the Publicity Officer, as put forth in Article V, Section A of this Constitution.

Section C. Leadership Council: The Macon State College Leadership Council shall

be organized and overseen by the Secretary and shall serve to promote leadership qualities among all students at Macon State College. The Leadership Council shall consist up to two (2) leaders of recognized student organizations (RSOs) Macon State College. This council shall meet at the leisure of the President to act in an advisory position to the Student Government Association and to the Macon State College Office of Student Life concerning all matters of student life in the Macon State College community.

13

Section D. Executive Council: The Executive Council shall have the following responsibilities and privileges:

1. Shall meet before each Student Government Association Meeting to set agenda for the meeting.
2. Shall coordinate the activities of the committees.
3. Shall discuss policies and issues that may be of interest to the students of Macon State College.
4. Shall undertake in other responsibilities that may assist in the advocacy and informative functions of the Student Government Association that do not infringe on the rights and responsibilities of the membership.
5. Shall maintain accurate records of proceedings and report to the membership.
6. Shall prepare an annual budget, including projected revenues and expenses, to be approved in Student Government Association Meetings during each Spring Semester for the following academic year.

Section E. Voting in Committee: Each Student Member shall be entitled to one vote on the committee to which they have been appointed. Senators shall appoint Student Members to the various committees, as provided for in the Bylaws.

ARTICLE VIII – Bylaws

Section A. Purpose: The Student Government Association shall establish a set of rules, which shall be known as the Bylaws of the Student Government Association. The Bylaws shall be a lesser authority than this Constitution and shall establish additional guidelines for the Student Government Association.

Section B. Ratification: A two-thirds vote of present Senators shall be required to ratify the Bylaws.

Section C. Amendments to the Bylaws: The Bylaws may be amended by a two-thirds vote of present Senators of the Student Government Association, provided notice has been given of the proposed amendment at the previous Student Government Association Meeting. Changes to the Bylaws shall be reported to the administration for information purposes.

14

ARTICLE IX – Amendment Procedure

Section A. Amendment Approval: This Constitution may be amended by a two-thirds vote of the Student Government Association, with the approval of

the administration of Macon State College. Constitutional amendments do not become effective until written approval of the amendments has been received from the Dean of Students of Macon State College by the Student Government Association President. Should the Dean of Students of Macon State College not respond within three months of their receiving said proposed changes, said changes shall become effective.

Section B. Notice: A notice of intent to amend must be given at least one Student Government Association Meeting in advance of the vote to amend.

ARTICLE X - Ratification

Section A. Ratification: This Constitution shall be considered the official Constitution of the Macon State College Student Government Association upon a two-thirds vote of present members of the Student Government Association and upon receipt of written approval from the Dean of Students of Macon State College.

Section B. Compliance: This Constitution shall take effect immediately upon receipt of written approval from the Dean of Students of Macon State College to the President of the Student Government Association and shall supercede all pre-existing Constitutions.

This constitution was approved by SGA on 1/24/11