

# Constitution

## *Pikes Peak Community College: Student Government Association*

### **PREAMBLE**

*We, the students of Pikes Peak Community College, in order to organize ourselves as an effective political body, to promote student leadership development, to provide a democratically elected representative government, a voice for students in the councils of the College, to represent and act officially, and with authority for the student body in all matters related to it, to defend and protect all students' rights and responsibilities, and oversee the proper use of student fees, and to promote the general welfare of all the students of this institution, do establish and enact this Constitution of the Pikes Peak Community College Student Government Association(SGA).*

### **MISSION STATEMENT**

The Student Government Association at Pikes Peak Community College is the official representative voice for our student body. We seek to create an environment of growth and success through the guidance and development of character, and by promoting change in favor of the interests, needs, and welfare of the student.

### **OATH OF OFFICE**

*All Student Government Association Executive Officers, the State Student Advisory Council (SSAC) Representative and all Senators must take an Oath of Office before they assume their duties: I, (State your name) do solemnly affirm that I will faithfully execute the duties of my office as a Student Government Association member, and to the best of my ability, protect, enforce, and adhere to the*

provisions of the Constitution of the Student Government Association of Pikes Peak Community College (PPCC).

## **Article I, Name**

The name of this organization shall be the Pikes Peak Community College Student Government Association (SGA).

## **Article II, Members**

### **Section 1**

Any person registered at PPCC as a student shall be a student under these governing documents.

### **Section 2**

A student must be currently enrolled in a minimum of six (6) credit hours to be eligible to serve on the SGA. The SSAC representative (Executive SGA position) must be enrolled in a minimum of (9) credit hours, and must be classified as an in state student. If elected to a position in SGA, a student must be enrolled in six (6) credit hours from the first day of the semester in which they were elected to serve.

Students are required to have a minimum of a 2.3 GPA to be a Senator and a minimum of a 2.5 GPA to be an Executive Officer.

Students who fall below the minimum requirements to serve, with the exception of GPA (see bylaws), shall be immediately disqualified.

### **Section 3**

All SGA members shall work and participate to receive hourly pay for up to 20 hours a week.

## **Article III, Executive Branch**

The Executive Branch shall be composed of; elected Student Body President, Vice President, State Student Advisory Council (SSAC) primary and secondary, appointed Secretary, Treasurer, and a Speaker of the Senate to be elected by the senate.

## **Article IV, The Senate Branch**

The Senate Branch shall consist of no more than twelve (12) Senators at Large.

## **Article V, Governing Rules**

The SGA will use the Consensus Model to govern itself; if consensus is not met the rules contained in the current edition of Robert's Rules Newly Advised will be used to reach a final vote. A copy of Robert's Rules of Order will be given upon request from Student Government Association advisors.

## **Article VI, Censor, Impeachment, and Removal from Office**

The Student Body and the SGA shall have the right and the duty to censure, impeach, and/or remove from office any SGA member, according to the By-Laws of this document.

Some actions will result in immediate removal from office. Such as dropping below the required credits, dropping below the required GPA, or falsifying time sheets.

## **Article VII, Meetings**

Mandatory SGA Executive and Senate meetings will be listed on the Letter of Intent (LOI); Joint Session meetings will be held on Fridays at 10:00 a.m.

## **Article VIII, Executive Elections**

A general student body election for Executive Officers, including the State Student Advisory Council Representative, shall be held the second (2<sup>nd</sup>) Tuesday of April, to include the corresponding Wednesday.

If a special election must be held in the fall it will take place the second Tuesday and Wednesday of November.

## **Article IX, Legislative/Senate Elections**

A general student body election for Senators shall be held the second (2<sup>nd</sup>) Tuesday of April, to include the corresponding Wednesday. Any fees added to the ballot must be passed by a two percent (2%) vote of the student body.

## **Article X, Constitution**

This Constitution can only be amended or changed by a two-thirds (2/3) vote of the SGA in joint session, followed by a referendum vote by the student body as stated in State Board Policy 4-50.

## **Article XI, By-Laws**

The SGA bylaws can be changed at any time with a two-thirds (2/3) vote of the SGA in joint session.

# ***By-Laws***

## ***Pikes Peak Community College Student Government Association Constitution***

### **THE EXECUTIVE OFFICERS SHALL:**

- A. Recommend legislative proposals
- B. Execute legislative acts and regulations inherent to their offices.
- C. Perform all other duties inherent to their offices as defined by this governing document.
- D. Serve no more than two (2) one-year terms for each office for which they were elected by the student body. In the event the Vice President must assume the offices of the President after the last day of Fall Semester, then he/she may run for a full term in that office on his/her own merit. In the event the Treasurer must assume the office of the Vice President after the last day of the Fall Semester, then he/she may run for a full term in that office on his/her own merit.
- E. If there is not a current SGA member interested in the executive office positions then, any student can fill the position that meets the Executive requirements.
- F. Spend at least a full day (8 hours) at a campus outside of where they primarily attend.
- G. Submit weekly reports to the President.

### **THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT:**

#### **Section 1**

*Any student seeking the office of SGA President shall meet the following requirements:*

- A. Be enrolled in a minimum of one (1) semester at PPCC prior to seeking office.
- B. Candidates must show prior leadership skills.

### **THE DUTIES OF THE PRESIDENT SHALL BE AS FOLLOWS:**

- A. Act as the chief liaison between the PPCC SGA and the PPCC Administration, Faculty, Administrating Governing Bodies, and other schools. Shall attend a monthly Leadership meeting keeping the President of PPCC informed about all student concerns.
- B. May convene special joint sessions of the PPCC SGA by serving written notice in the executive and senate branches of PPCC SGA. This notice shall be posted no less than forty-eight (48) hours prior to the scheduled meeting.
- C. Serve as the official Chief Executive of the Student Body and represent it in all matters concerning its interest, welfare, and jurisdiction.
- D. Preside over the executive meetings and joint session meetings of the SGA.
- E. Be subject to, protect, maintain, and enforce the SGA Constitution.
- F. May be an ex-officio member on any SGA committee.
- G. Have the right to amend, but not censure, any item in joint session SGA agendas, prior to meeting.
- H. Vote during a joint session on any question to break a tie vote.
- I. Collect, maintain, and enforce all operating policies and procedures of the PPCC SGA.
- J. Appoint a SGA Secretary and Treasurer subject to Senate ratification.
- K. Call special meetings as needed according to the PPCC SGA Rules for Procedure.
- L. Provide smooth transition to position, shadow opportunities for President-Elect.

## **THE STUDENT GOVERNMENT ASSOCIATION VICE**

### **PRESIDENT**

#### **Section 1**

*Any student seeking the office of Vice President shall meet the same requirements as the SGA President, except for the one (1) semester in SGA requirement.*

#### **DUTIES OF THE VICE PRESIDENT SHALL BE AS FOLLOWS:**

- A. Act as the chief liaison between the Executive Branch and committees of the PPCC SGA.
- B. Act as the chief liaison between the PPCC SGA and all officially recognized student organizations at PPCC.
- C. Aid and assist the Student Body President in fulfilling executive functions of the PPCC SGA.
- D. May preside over all regular and special meetings of the Senate Branch in separate sessions and vote on any questions resulting in a tie vote.

- E. Vote on all questions during executive and joint sessions.
- F. Appoint a SGA Treasurer no later than the second joint session of the semester. subject to Senate ratification.
- G. Convene special senate sessions of the PPCC SGA by serving written notice to the senators in the executive and senate offices of SGA. This notice shall be posted at least forty-eight (48) hours prior to the proposed time, date, and place of the meeting.
- H. To participate in at least one (1) SGA committees.
- I. Attend all executive, Senate, and joint session meetings, unless excused.

## **SUCCESSION**

*The order of succession to the SGA President shall be the Student Government Association Vice President, President Speaker of the Senate and the Majority Leader of the Senate. Senate successors to the Student Body President and Vice President must fulfill enrollment requirements for that position the semester following succession to that office. In the event, the Vice President should succeed the President, and there are no other successors the President Shall have the right to choose a Vice President from existing members of SGA.*

## **THE STUDENT GOVERNMENT ASSOCIATION SECRETARY**

### **Section 1**

*No Special Requirements.*

### **THE DUTIES OF THE SECRETARY SHALL BE AS FOLLOWS:**

- A. Act as the official recorder of all correspondence of the PPCC SGA. Responsible for the preparation of agendas for all SGA joint session meetings.
- B. Record the minutes of all regular and special joint session meetings and meetings of the Executive Branch.
- C. Maintain the files of the Executive offices of the SGA.
- D. Perform all other duties and functions inherent to this office.
- E. Vote on all questions during executive and joint sessions.
- F. Serve on at least two (2) Senate committees.
- G. Responsible for providing guest speakers with proposal packet and scheduling guest speakers in fifteen (15) minute increments upon receiving proposal information.

- H. Must take pictures at all SGA events.

## **THE STUDENT GOVERNMENT ASSOCIATION TREASURER:**

### **Section 1**

*Any student seeking the office of Treasurer shall meet the same requirements of the Secretary.*

### **DUTIES OF THE TREASURER SHALL BE AS FOLLOWS:**

- A. Supervise the finances of the PPCC SGA.
- B. Present a monthly financial report to the PPCC SGA during joint session meetings and keep an updated spreadsheet on the SGA shared drive.
- C. Provide timely disbursements of funds, in accordance with college guidelines, as required and directed by SGA in joint sessions.
- D. Monitor the budget expenditures of all accounts which receive funds from student activity fees. Audit these accounts as if discrepancies are recognized, report to SGA in joint sessions.
- E. Meet with the SGA Advisors monthly to determine the authenticity of bills and expenses charged to student fees.
- F. Vote on all questions during executive and joint sessions.
- G. Serve on at least one (1) Senate committee.
- H. Responsible for maintaining all inventory of promotional items (swag).
- I. Responsible for making all monetary proposals.

## **THE STATE STUDENT ADVISORY COUNCIL**

### **REPRESENTATIVE:**

### **Section 1**

*Any student seeking the office of the SSAC Representative must meet the State Board requirements to fulfill the position:*

- A. Be enrolled in and successfully complete a minimum of six (6) credit hours per semester during the term of office. Students who withdraw from courses during the semester in which they hold office, and as a result fall below the minimum requirements to serve, shall immediately be disqualified.

- B. Maintain good standing with the school.
- C. Be enrolled in a minimum of one (1) semester at PPCC prior to seeking office.

## **THE DUTIES OF THE STATE STUDENT ADVISORY COUNCIL**

### **REPRESENTATIVE SHALL BE AS FOLLOWS:**

- A. Act as the Elected Representative to SSAC from PPCC.
- B. Serve as a member of SSAC and thus function in compliance with the Constitution of that council.
- C. Present written reports to SSAC from PPCC SGA and from SSAC to PPCC SGA and shall maintain these reports in an accessible office file. Reports will be available for all of SGA by the first meeting after they have attended SSAC.
- D. Elect a Secondary SSAC to serve in conjunction with themselves. The secondary SSAC shall work closely with the SSAC Representative to maintain cohesion if the SSAC Representative is unavailable. The secondary SSAC will fill the SSAC Representative's seat if the SSAC Representative leaves that position for any reason. If one is not elected in a timely fashion the executive team will appoint one.
- E. Attend three-fourths (3/4) of all joint session SGA meetings and have all privileges according to other members at those meetings.
- F. Be reimbursed for all SSAC related travel from SGA funds.
- G. Serve on at least two (2) Senate committees, unless they have taken office at the SSAC level then, they will only serve on one (1) committee.
- H. If taking office on an SSAC level, the position must be voted on by SGA before they run for office.
- I. Any meeting, other than designated SSAC meetings, must be approved by SGA before travel or attendance.
- J. It is the SSAC's responsibility to be caught up on SGA business before the executive and/or joint session meeting starts.

## **SPEAKER OF THE SENATE**

### **Section 1**

*Any student seeking the office of the Speaker of the Senate shall meet the same requirements of the Secretary.*

**THE DUTIES OF THE SPEAKER OF THE SENATE SHALL BE AS FOLLOWS:**

- A. Facilitate bi-weekly senate meetings.
- B. Shall act as Senate voice and inform executives of all Senate concerns.
- C. The Speaker of the Senate shall choose from the Senate, a Secretary of the Senate.
- D. The Speaker of the Senate may call special meetings by written notice at least forty-eight (48) hours prior to the scheduled meeting.
- E. Participate in at least 2 committees.
- F. Attend SGA events.
- G. Participate in a minimum of 2 hours of tabling per week.
- H. Required to look to fill vacancies.

**EXECUTIVE SESSIONS:**

*The Executive Branch may meet in separate, closed session to deliberate and/or administer matters pertaining to their offices.*

**THE SENATE BRANCH:**

**Section 1**

**THE DUTIES OF THE SENATE SHALL BE AS FOLLOWS:**

- A. Act upon proposed legislation.
- B. Aid in the execution of all legislative acts and regulations in joint session.
- C. Establish Policies and Procedures consistent with this governing document.
- D. Represent the student body in all matters concerning its interest, welfare, and jurisdiction.
- E. Confirm student nominees and candidates for membership on all committees.
- F. Request and conduct an audit or investigation of funds, or of any accounts which receive funds from student activity fees, as deemed necessary in joint sessions.

- G. Report to the Speaker of the Senate who will act to maintain, enforce, and interpret parliamentary procedure during all joint session and special Senate meetings.
- H. Vote in joint session on all appropriate funds (student activity fees) and the manner of which these funds are generated.
- I. Vote on all necessary and proper acts, regulations, and resolutions to execute the provisions of this governing documents.
- J. Recommend legislative proposals.
- K. Perform all duties inherent to their positions as defined in this governing document.
- L. Must Elect from among themselves a Speaker of the Senate within the first 2 weeks of the semester, if one is not elected in a timely fashion the executive team will appoint one.
- M. The Speaker of the Senate shall choose from the Senate, a Senate Secretary within the first 2 weeks of the semester. The Secretary of the Senate shall take minutes and set the agenda for Senate meetings and fulfill the duties of the Secretary in joint sessions in their absence. The Secretary of the Senate shall fulfill the duties of the Speaker of the Senate if he/she accedes to the Vice Presidency, or if he/she cannot serve due to illness, absences, removal from office, resignation or death. (Secretary of the Senate description)
- N. Members of the Senate must participate in tabling a minimum of two (2) hours per week.
- O. Must participate in SGA events, programs, and activities.
- P. Members of the Senate must submit weekly reports to the Speaker of the Senate.
- Q. Shall attend all Senate and joint session meetings unless excused.

### **SPECIAL SENATE MEETINGS:**

The Senate may meet in a separate session or in joint session with the Executive Branch to deliberate and/or administrative matters pertaining to their positions or assignments. All legislation shall be enacted in the joint session of the Executive Branch and the Senate Branch, with the advisor or higher designee present.

## **STUDENT GOVERNMENT ASSOCIATION ADVISOR**

### **Section 1**

#### **THE DUTIES OF THE ADVISOR SHALL BE AS FOLLOWS:**

- A. Act only in an advisory capacity.

- B. Work with the President of SGA to interpret and enforce this Constitutions and By-Laws, School Policy and State Board Policy.
- C. Advise in the planning and coordination of activities for the student body.
- D. Communicate the goals and ideas of SGA to and from Faculty, Staff and Administration.
- E. Verify enrollment, credit hours, and grade point average to ensure that SGA members fulfill the requirements to run and/or hold office.
- F. To be present, or provide a designee, at all joint session and executive meetings.
- G. Call special meetings as needed.
- H. Training club advisors and students.

## **ELECTIONS**

### **Section 1**

Candidates for SGA may campaign openly on PPCC Campuses. The posting of signs will be allowed starting (1) month prior to the first election date and must be taken down by 10:00 P.M. on the day before elections. Candidates may not campaign in a classroom while class is in session unless permission has been granted by the instructor.

### **Section 2**

Campaign activities shall be prohibited within a 100-ft. radius of a voting table.

### **Section 3**

Any disputes concerning the qualifications for office shall be brought before a Standards and Ethics committee for summary hearing and determination no later than five (5) regular school days prior to the deadline for counting election ballots.

### **Section 4**

Anyone who had been impeached from SGA may not run for future office or be appointed to any SGA position, in accordance with PPCC SGA Rules for Procedure.

### **Section 5**

Any person who is resigning from SGA is required to turn in a written letter of resignation to the SGA President and Vice President.

### **Section 6**

A special student body election or referendum election may be held upon demand by a two-thirds (2/3) vote of SGA in joint session or upon demand of the student body when they present a petition to SGA containing two-thirds (2/3) of the required student body (to be verified by the Records Office).

### **Section 7**

In case of a tie in the Senate elections, the Executive Branch shall meet with the tied candidates and interview them to decide which one shall break the tie for the last position.

## **Executive Elections:**

### **Section 1**

Students seeking Executive Office shall file a Letter of Intent with the Student Life Office between (1) month before deadline until 5:00 P.M (2) weeks prior to the election date. Candidate-Elects must fulfill campaign requirements as they are stipulated in PPCC SGA Rules for Procedure. Names of the candidates for each office shall be printed on the ballot in the order the Letters of Intent are received.

### **Section 2**

The President and Vice President shall run together as a ticket or separately. The candidates names shall be written on the ballot in the order the Letters of Intent are received from the Presidential candidates. In the event of a withdrawal of either candidate, see the SGA Rules for Procedure.

### **Section 3**

Upon election to Executive Office, including the State Student Advisory Council Representative, all Executive-Elects will begin a one-year (1) term on the first working day after the last day of the Spring Semester. All Executive Officers shall take an Oath of Office before officially taking office.

### **Section 4**

In case of a tie in the Executive Office, the candidates must be put in a runoff election and voted for by the PPCC student body.

## **Senate Elections:**

### **Section 1**

Students seeking elective office in the Senate shall file a Letter of Intent with the Student Life Office, between the first day of the Spring Semester until 5:00 P.M. seven (7) regular school days prior to the election date. Candidates must fulfill campaign requirements. Names of the candidates for each office

shall be printed on the ballot in the order the Letters of Intent are received. Eight (8) Senator-At-Large candidates receiving the most votes, not necessarily a majority, will be declared the winners for those positions.

## **CENSURE, IMPEACHMENT, AND REMOVAL FROM OFFICE**

### **Section 1**

The Executive Board and Joint Session Review shall be established for individual review of any disputes concerning the qualification and conduct of Executive Officers, State Student Advisory Council Representative(s) and Senators.

### **Section 2**

Removal from office of any Executive Officer, SSAC, or Senator for non-attendance as defined by the Rules for Procedure, shall not require an Executive and Joint Session Review but will follow the Rules for Procedure for removal from office.

### **Section 3**

*Grounds for censure, impeachment, and/or removal from office shall include, but not limited to:*

- A. Incompetence
- B. Negligence
- C. Misappropriation of funds
- D. Violations of the Constitution
- E. Discrimination based on gender, race, religion, age, disability or sexual orientation
- F. Behavior violating the PPCC Student Code of Conduct
- G. Attendance (To include tardiness, no call-no show, etc.)

### **Section 4**

*SGA, in joint session, shall decide all questions concerning retaining or dismissal of individual members by open ballot.*

- A. A two-thirds (2/3) majority of the votes case shall be required to dismiss the member. The President of SGA may at his/her discretion cast a vote if the decision is one (1) vote short of a two-thirds (2/3) majority.
- B. Any member of SGA whose case is being reviewed by the board may not vote on the board's recommendation in the joint session of SGA. Any member of SGA who is under review by the

board may submit a letter of appeal to the board for full consideration before the Executive Board makes its recommendation.

- C. Any person who is resigning from SGA is required to turn in a written letter of resignation to the SGA President and Vice President.
- D. Any student who has resigned must fill out a Letter of Intent to reapply. If the student was not in good standing at the time of resignation with SGA or PPCC, they must go before the Head of Student Life to appeal.
- E. In the event a student is to be removed from office for the following reason--failure to retain a 2.3 GPA (senator) or 2.5 (executive); the student holds the right to file for an appeal of their removal within 14 days of the original removal decision if his/her/their GPA can be increased to acceptable standards within one semester. Upon acceptance of the appeal, the student is then required to enter a 1-semester probationary period to raise their GPA.
  - a. The appeal process shall consist of the student in question writing a formal letter explaining the circumstances that lead to the low GPA and how said student intends to fix the GPA. The letter shall also contain at least 3 attached "Statements of Character" vouching for said students credibility and potential to grow. 1 letter must be from an employee (Student Employee, APT, Faculty, or Classified staff) member of Pikes Peak Community College. The letter shall be sent to the entirety of the Student Government Association Executive Board and faculty advisor. Upon receiving the letter of the appeal, a decision shall be made at the following joint session meeting. The student in question shall not be present during the voting process, at least 2/3 of the governing body voting "yes". If the appellant letter is declined during the voting process, then the student is immediately removed from their position after notification of the decision.
  - b. While in a probationary period, the student must enroll in a support service within Pikes Peak Community College. The student must also raise their GPA to a 2.3 GPA (senator) or 2.5 (executive) within that probationary semester. The midterm grades shall be used as a measure of success. At the immediate posting of all final semester grades, Student Government shall convene another joint session to either remove the student in question from probation with good standing and to keep their position as a member, or to remove the student from Student Government for failure to attain the 2.3 GPA (senator) or 2.5 (executive).

## Section 5

A special student body referendum can be called upon demand of the student body when they present a petition to SGA containing two-thirds (2/3) of the required student body signatures (to be verified by the Records Office).

## **Section 6**

*Procedure for Condemnation and Penalty of Impeachment and/or Censure hearing.*

- A. The penalty for removal of office shall include disqualification to hold any future office in/or pertaining to SGA.
- B. Members of SGA who are in violation of PPCC rules, Local, State or Federal laws may be subject to disciplinary action outside of SGA.
- C. Censure shall be a formal statement of reprimand of disapproval of the action of the accused and will be kept on file by SGA.

## **Student Petitions**

- A. A special student body referendum can be called upon demand of the student body when they present a petition to SGA containing two-thirds (2/3) of the required student body signatures of 2% (to be verified by the Records Office).
- B. All student petitions must be submitted to the SGA Executive Branch, SGA Advisor, Student Life Office and the Vice President of Student Services to have all language approved. The approval is to ensure the petition is complete, factually based, and legal while not changing the intent of the petition.
- C. Once the language of any petition is approved, the petition(s) is required to follow all campaign rules and regulations set forth by Student Life and SGA, along with all PPCC and Colorado Community College System (CCCS) regulations.
- D. Once a petition has all signatures approved and verified by the Records Department, it will appear on the next school-wide student ballot for a vote.

## **Travel**

- A. To be able to travel with SGA, the member must meet the required GPA criteria and be in good standing with PPCC.
- B. Must attend Title IX training and sign the student waiver for HR.

- C. When scheduled to travel with SGA, failure to travel for any reason (excluding dire emergencies such as illness, or other emergencies decided on a case by case basis), will result in a loss of travel privileges.
- D. SGA will not reimburse any meals or incidentals that are not preapproved. Meals are only covered if the Advisor pays for the meals using the allotted per-diem amount.
- E. Member(s) must attend all conference events and breakout sessions (unless excused due to illness) while traveling with SGA.
- F. Member(s) must adhere to all PPCC Rules and Regulations when traveling and representing PPCC as well as SGA.
- G. Any member(s) traveling with SGA must be committed to returning to SGA in the semester following or graduating.

### **Club Process**

In order for SGA to recognize a club at PPCC they must comply with the following procedures:

- A. Fill out the required forms (Club Constitution, Recognition or Renewal form, and Member form) and return to the Student Life Office.
- B. Set up Advisor/student training with the Student Life Office.
- C. Set up an appointment with the Vice President or Inter-Club Council to present at a joint session meeting to be acknowledged.
- D. Member(s) of SGA may be an active member in clubs.
- E. If a member of SGA is an active member of another club they may not present or vote on that club.
- F. The money a club raises on their own must be used before requesting financial assistance from SGA or promising to donate.

### **Chain of Command**

- A. Senators with a concern should consult the Speaker of the Senate. If the issue cannot be resolved through the Speaker of the Senate, it should then be routed to the President and Vice President. After all options are exhausted, request a meeting with the President and Advisors to come up with a solution.

- B. Executives with a concern should consult the Vice President. If then it cannot be resolved, route it to the President. After all, options are exhausted, request a meeting with the President and Advisors to come up with a solution.

### **Meeting**

- A. Members must be present and actively engaged during meetings.
- B. The use of electronics, such as cell phones or laptops, is prohibited except for official SGA business.
- C. Members must remove earbuds/headphones during meetings.
- D. Members must act in a professional manner and limit sidebar conversations.

### **Voting**

In the event a member is absent, due to SGA duties, they may give their proxy via email or a written form of communication to the Speaker of the Senate if a Senator, and Vice President if an Executive. The President maintains the option to veto any action by the PPCC SGA. Any action vetoed by the President may be overridden by a two-thirds (2/3) majority vote of the members in a joint session.

### **Interview process**

- A. Applicant turns in an LOI and is invited to a forum interview, conducted by one or more SGA members.
- B. The applicant is discussed via email or other medium and SGA decides collectively to invite back for a formal interview.
- C. Applicant is invited for a formal interview and SGA votes on candidate to complete paperwork
  - a. If NO – rejection email is sent
  - b. If YES- Applicant is requested to complete New Hire Paperwork. Applicant is invited to attend ALL regularly scheduled meetings (joint/senate), events, and tabling while the paperwork is pending. This is a training opportunity (junior representative).

- D. If applicant is actively participating in all SGA related business and seems to be a good fit, then SGA will discuss candidate via email then proceed to step E.
- E. Once applicants paperwork is returned SGA will vote for candidate to officially join SGA
  - a. If NO – rejection email is sent
  - b. If YES – applicant is ratified and becomes part of the team

## Committees

### Standing Committees:

#### A. Executive Board

- a. The Executive Board is responsible for the administration of SGA and serves to enhance all areas of student life. The executive board serves as an advisory board for the Student Government Association President and oversees the daily operations and specific functions of the SGA such as representation of all students. The Executive Board is comprised of the SGA President, SGA Vice-President, SGA Secretary, SGA Treasurer, the Student State Advisory Council (SSAC) Representative, and the Speaker of the Senate. The Executive Board submits weekly reports to the Chair. The Executive Board meets bi-weekly.
- b. This committee shall have one (1) chair, the President. The Chair, shall also schedule meetings within the committee as needed.

#### B. Inter-Club Council

- a. The Inter-Club Council is responsible for overseeing all activities related to SGA clubs and organizations. The Council will be composed of one student representative from every recognized club (excluding club sports). It is Chaired by the SGA Vice-President and Co-chaired by the Club Affairs Senator. They will consider all requests for new club recognition and submit them before the SGA for approval. This Council is responsible for monitoring student clubs and organizations during meetings and events and shall keep in close contact with club officials to ensure that they are running smoothly and correctly. They will

also decide on club recognition status and relevant sanctions. The council meets bi-weekly.

#### C. Academic Affairs

- a. The Academic Affairs Committee is committed to working with administrators, faculty, and staff to voice student opinion regarding all areas of academics on campus. The Committee will consider matters of student interest in the areas of academic policy, curriculum, and faculty-student relations and will recommend action to the Senate. The committee will also coordinate SGA classroom visits and presentations. This committee meets bi-weekly.
- b. The committee shall have one (1) Chair, whom shall be the President of SGA. The Chair, shall also schedule meetings within the committee as needed. If the Chair of the committee is not upholding the responsibilities of Chair, the committee reserves the right to hold a vote of no confidence, thus starting the process of replacing the Chair, allowing other committee members the right to hold the position of Chair.

#### D. Finance Committee

- a. The Finance Committee is responsible for managing the SGA budget. The committee will make decisions and recommend allocation actions to the Senate on proposed funding of SGA organizations. It is the goal of the Student Government Association Finance Committee to assist clubs in funding events and resources that look to fulfill the mission of the club and enhance the quality of the student experience here at PPCC. The committee meets weekly.
- b. The committee shall have one (1) Chair, whom shall be the current Vice President. The Chair, shall also schedule meetings within the committee as needed. If the Chair of the committee is not upholding the responsibilities of Chair, the committee reserves the right to hold a vote of no confidence, thus starting the process of replacing the Chair; allowing other committee members to be the chair. The Chair, shall also schedule meetings within the committee as needed.

#### E. Student Action Committee

- a. The Student Action Committee is open to a wide variety of projects and initiatives pertaining to student life and issues that include anything from dining to diversity & equity to student safety, and any other aspect of student life. The committee takes concerns directly from the student body and collaborates as a team to find effective, long term solutions. This committee thrives on student input, so we created PPCC Voice as an easy way for students to voice their concerns. This committee meets bi-weekly.
- b. The committee shall have one (1) Chair, whom shall be selected by the committee body in a vote. The Chair, shall also schedule meetings within the committee as needed. If the Chair of the committee is not upholding the responsibilities of Chair, the committee reserves the right to hold a vote of no confidence, thus starting the process of replacing the Chair.

#### F. Public Relations Committee

- a. The Public Relations Committee is responsible for ensuring that the student body and PPCC community are informed of the activities of the Student Government Association. They coordinate all Student Government publicity including Student Government elections, social media outreach, important legislation passed, and events, programs, and activities sponsored by the SGA. This committee also oversees the Tabling Process for SGA. This committee meets bi-weekly.
- b. The committee shall have one (1) Chair, whom shall be selected by the committee in a vote. The Chair, shall also schedule meetings within the committee as needed. If the Chair of the committee is not upholding the responsibilities of Chair, the committee reserves the right to hold a vote of no confidence, thus starting the process of replacing the Chair.

#### G. Events & Activities Committee

- a. The Events & Activities Committee (EAC) plans, implements, and successfully executes SGA-sponsored and co-sponsored events, activities, and programs. The EAC is also responsible for the reservation management of The Grove and The

Hub, in coordination with Sustainability for the Grove. This committee meets weekly.

- b. The committee shall have one (1) Chair, whom shall be selected by the committee in a vote. The Chair, shall also schedule meetings within the committee as needed. If the Chair of the committee is not upholding the responsibilities of Chair, the committee reserves the right to hold a vote of no confidence, thus starting the process of replacing the Chair.

#### H. Committee on Health & Sports

- a. The Committee on Health and Sports is responsible for advising and recommending action to the SGA/Senate on issues relating to student mental health, physical health and wellness, and will serve as the advisory board to club sports. They consider all requests for new club sports recognition and assist with the creation of new club sports. This committee shall keep in close contact with club sport officials to ensure that they are running smoothly and correctly. The committee is also responsible for the management of the campus Arnie's Essentials Program. This committee meets bi-weekly.
- b. The committee shall have one (1) Chair, whom shall be selected by the committee in a vote. The Chair, shall also schedule meetings within the committee as needed. If the Chair of the committee is not upholding the responsibilities of Chair, the committee reserves the right to hold a vote of no confidence, thus starting the process of replacing the Chair.

#### I. Committee on Community and Environmental Affairs

- a. The Committee on Community & Environmental Affairs acts as the student link between PPCC and the local, state, and federal communities and advises and recommends action to the SGA/Senate on issues relating to Environmental Sustainability. This committee meets bi-weekly.
- b. The committee shall have one (1) Chair, whom shall be selected by the committee in a vote. The Chair, shall also schedule meetings within the committee as needed. If the Chair of the committee is not upholding the responsibilities of Chair, the

committee reserves the right to hold a vote of no confidence, thus starting the process of replacing the Chair.

**Ad-Hoc Committees:**

A. Constitution Committee

- a. The Constitution Committee shall elect its chair and includes the following membership: the SGA President, the SGA Vice President, the SGA Treasurer, the SGA Secretary, and seven senators (one from each of the standing committees). Essentially, the Constitution Committee is responsible for knowing the Constitution, upholding its content, researching and offering amendments to the Senate.

B. Elections Committee

- a. The Elections Committee must be made up of Senators or SGA Executives who are not running in the upcoming election. The committee oversees and publicizes all SGA election. The Elections Committee is also responsible for maintaining the Elections Rules and Regulations.
- b. The committee shall have one (1) Chair, whom shall be selected by the committee in a vote. The Chair, shall also schedule meetings within the committee as needed. If the Chair of the committee is not upholding the responsibilities of Chair, the committee reserves the right to hold a vote of no confidence, thus starting the process of replacing the Chair.

## **Senator Roles**

A. **Secretary of the Senate:**

- a. Shall maintain a record of all legislation that is discussed and voted on in the senate; recording and maintain the minutes for formal Senate meetings.
- b. Shall serve the role of Speaker of the Senate in the absence of the elected Speaker.
- c. Maintain an up-to-date roll of the current Senate membership.

- d. Communicates with all Senate membership and advisors about upcoming Senate/SGA events and meetings.

**B. Academic Connections Senator:**

- a. Serve as the official liaison and advocate for all issues relating to academic affairs, brought to the attention of SGA/Senate.
- b. Actively serve as Chair of the Academic Affairs Committee and serve on one other SGA standing committee.
- c. Attends all Senate, Joint-Session, and respective committee meeting(s).
- d. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office

**C. Club Affairs Senator:**

- a. Special Requirements:
  - i. Shall maintain an active membership in at least one club at PPCC.
- b. Serve as the official liaison and advocate for all issues relating to student clubs.
- c. Actively serve as the Deputy-Chair of the Inter-Club Council.
- d. Attends all Senate, Joint-Session, and respective committee meeting(s).
- e. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office.
- f. Perform all duties inherent to their positions as defined in this governing document.

**D. Community & Environmental Affairs Senator:**

- a. Serve as the official liaison and advocate for all issues relating to the external PPCC community relations and issues relating to Environmental Sustainability.
- b. Actively serve as Chair of the Community & Environmental Affairs Committee and serve on one other SGA standing committee.
- c. Attends all Senate, Joint-Session, and respective committee meeting(s).
- d. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office.

- e. Perform all duties inherent to their positions as defined in this governing document.

**E. Diversity & Equity Senator:**

- a. Serve as the official liaison and advocate for all issues relating to student Diversity, Equity, and Inclusion.
- b. Actively serve in a leadership role of the Committee on Diversity, Inclusion, and Equity and serve on one other SGA standing committee.
- c. Attends all Senate, Joint-Session, and respective committee meeting(s).
- d. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office.
- e. Perform all duties inherent to their positions as defined in this governing document.

**F. Downtown Campus Studio Campus Senator:**

- a. Special Requirements:
  - i. Must take at least one, three credit-course on the Downtown Studio campus, both in the Fall and Spring semesters of their term of office.
  - ii. Must complete at least half of your weekly office hours at the Downtown Studio Campus.
- b. Serve as the official liaison and advocate for all student advocacy issues on the Downtown Studio Campus.
- c. Actively serve in a leadership role in the Student Action Committee and serve on one other SGA standing committee.
- d. Attends all Senate, Joint-Session, and respective committee meeting(s).
- e. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office.
- f. Perform all duties inherent to their positions as defined in this governing document.

**G. Dual-Enrollment/Concurrent Student Senator:**

- a. Special Requirements:

- i. Shall be a student who is concurrently enrolled as a high school student while attending PPCC
- b. Serve as the official liaison and advocate for all issues relating to dual-enrolled / concurrent students at PPCC
- c. Actively serve on two SGA standing committees
- d. Attends all Senate, Joint-Session, and respective committee meeting(s)
- e. Complete at least ten, but no more than twenty office hours a week, when credit classes are in session during your term of office
- f. Perform all duties inherent to their positions as defined in this governing document

**H. Events & Activities Senator:**

- a. Serve as the official lead and advocate for all issues relating to SGA events and activities
- b. Recommend and vote on all Senate legislation, regulations, and resolutions to execute the provisions of this governing document
- c. Actively serve as the Chair of the Events & Activities Committee
- d. Attends all Senate, Joint-Session, and respective committee meeting(s)
- e. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office
- f. Perform all duties inherent to their positions as defined in this governing document

**I. Health & Sports Senator:**

- a. Serve as the official liaison and advocate for all issues relating to PPCC student physical health & wellness, mental health, and club sports.
- b. Actively serve as the Chair of the Health & Sports Committee and serve on one other SGA standing committee.
- c. Attends all Senate, Joint-Session, and respective committee meeting(s).
- d. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office.

- e. Perform all duties inherent to their positions as defined in this governing document.

**J. Non-traditional Student Senator:**

- a. Special Requirements:
  - i. Shall be someone who is one, or a combination of, the following:
    - 1. Be 25 years old or older
    - 2. Be Married
    - 3. Have and support children / legal dependents
    - 4. Enrolled as an International Student
- b. Serve as the official liaison and advocate for all issues relating to non-traditional students, which include PPCC students over the age of 25, who are married, who have children / legal dependents, and students enrolled as International Students.
- c. Actively serve on two SGA standing committees.
- d. Attends all Senate, Joint-Session, and respective committee meeting(s).
- e. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office.
- f. Perform all duties inherent to their positions as defined in this governing document.

**K. Public Relations Senator:**

- a. Serve as the official lead and advocate for all issues relating to the SGA image and brand, events/programs marketing, and social media.
- b. Actively serve as the Chair Public Relations Committee and serve on one other SGA standing committee
- c. Attends all Senate, Joint-Session, and respective committee meeting(s)
- d. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office
- e. Perform all duties inherent to their positions as defined in this governing document

**L. Rampart Range Campus Senator:**

- a. Special Requirements:
  - i. Must take at least one, three credit-course on the Rampart Range campus, both in the Fall and Spring semesters of their term of office
  - ii. Must complete at least half of your weekly office hours at the Rampart Range Campus
- b. Serve as the official liaison and advocate for all student advocacy issues on the Rampart Range Campus
- c. Actively serve in a leadership role in the Student Action Committee and serve on one other SGA standing committee
- d. Attends all Senate, Joint-Session, and respective committee meeting(s)
- e. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office
- f. Perform all duties inherent to their positions as defined in this governing document

**M. Military Connections Senator:**

- a. Special Requirements:
  - i. Shall be an active duty service member or Veteran, spouse or dependent, of the United State Armed Forces
- b. Serve as the official liaison and advocate for all issues relating to student Veteran Affairs and student safety
- c. Actively serve on two SGA standing committees
- d. Attends all Senate, Joint-Session, and respective committee meeting(s)
- e. Complete at least ten, but no more than twenty, office hours a week, when credit classes are in session during your term of office
- f. Perform all duties inherent to their positions as defined in this governing document.