

Constitution of
Student Government Association
of the
Community College of Philadelphia
2001

Article I: Name

The name of this organization shall be the Student Government Association of the Community College of Philadelphia. In this document, and the College generally, this organization is also called the SGA.

Article II: SGA's Commitment to the College's Mission

The SGA is committed to helping to uphold the values embodied in the College's Statement of Mission. The SGA views its legislative, educational, cultural and leadership activities as helping to enable students "to be informed and concerned citizens and active participants in the cultural life of the city" as they learn at Community College of Philadelphia, "to meet the changing needs of business, industry and the professions." Like the College itself, the SGA aims to contribute to creating "a caring environment which is intellectually and culturally dynamic" and aims to encourage students to achieve: "greater insight into their own strengths, needs, . . . aspirations" and culture. The SGA stands against discrimination toward oppressed groups. Through its democratic, responsible, teamwork-based activities, the SGA is committed to building for students "increased awareness and appreciation of a diverse world where all are interdependent," as stated in the College's Statement of Mission. The SGA supports the College's academic goals, believing that through SGA active membership students can nurture "heightened curiosity and active interest in intellectual questions and social issues as well as improved ability to pursue path of inquiry" and to express themselves effectively. The SGA offers itself to students and the College as a unique vehicle for the development of citizenship and leadership among students. Especially, the SGA supports the College's mission of realizing for students: "self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments."

Article III: Purpose, Function, and Authority

1. The purpose and functions of the Student Government Association shall be:
 - (a) To provide for the general welfare of the student body, and contribute to carrying out the College's Mission;
 - (b) to ensure that the interests of the students of the Community College of Philadelphia are represented in the life of the College and in the governance structure of the College;
 - (c) to provide the student body with information and opportunities for participation in the discussion of issues of importance to students;
 - (d) to promote the maintenance of student rights and responsibilities and to promote the recognition of these rights and responsibilities;
 - (e) to publicize the accomplishments, ideas, and projects of Community College of Philadelphia students to the citizens of Philadelphia;
 - (f) to work on behalf of Community College of Philadelphia students to influence city, state, and federal policies affecting college students; and

- (g) to interact positively with the Student Government Associations of other colleges and universities.
- 2. The authority of the Student Government Association and its Constitution are derived from the following sources: President and Board of Trustees of the College, from the College's collective bargaining agreement, and from the student body. The authority shall be exercised in ways consistent with the SGA Constitution, the College's policies and procedures, the Student Code of Conduct, and public law. The SGA Constitution is not intended to conflict with the College's mission, or with its official, duly adopted policies or procedures (which supersede any language of the SGA Constitution with which they are shown to conflict).
- 3. The Student Government Association shall have sole authority to act in the name of the student body as a whole and all students shall be subject to the rules, regulations, and policies expressed in the SGA Constitution and By-laws, or passed by the SGA in accordance with the SGA Constitution and By-laws.

Article IV: SGA Powers and Responsibilities

- 1. Deliberative and/or business meetings conducted by the SGA shall be called meetings of the Student Government Association General Assembly. The SGA shall conduct regular meetings of the Student Government Association General Assembly, and regular meetings of the Executive Committee.
- 2. The Student Government Association shall form a Budget and Finance Committee to review and approve or disapprove all applications for the formation of new student clubs/organizations. No club or organization can be formed and funded by the Student Activities Office without the sanction of the SGA. Clubs and organizations, including pre-existing ones, will be required to have a delegate or an alternate attend all regular General Assembly meetings of the Student Government Association. Failure to have representation at General Assembly meetings can result in loss of funding and/or cancellation of recognition as a club or organization. An SGA decision to deny recognition and funding to a club or organization can be appealed to a special meeting of the SGA General Assembly; if the denial is upheld there, an appeal can be taken to the Student Affairs Committee for final appeal.
- 3. The SGA shall form a Recruitment Committee to appoint student delegates and alternate delegate to all Standing Committees of the College and specially appointed ad hoc committees, as needed.
- 4. The SGA shall provide reports on Student Government actions and issues to the student body and the College community through submissions to the Student *Vanguard* and the College publications and through bulletin boards, flyers, phone message, e-mail, and other media.
- 5. The SGA shall carefully nominate a faculty/staff advisor and shall regularly consult with the faculty/staff advisor in the conduct of Student Government business. See Article X.
- 6. The SGA shall report regularly to the Director of Student Activities by providing the Director with copies of SGA minutes or with copies of executive summaries indicating SGA decisions and actions. The Director of Student Activities will

- work cooperatively with officers providing SGA with limited clerical/secretarial support as required.
7. The SGA shall have the responsibility of providing all Community College of Philadelphia off-campus sites with basic SGA information, including copies of SGA Constitution and By-laws, announcements of major SGA-sponsored events, and reports of major SGA actions.
 8. At least once a semester, the SGA shall maintain correspondence with the President of the College, the Faculty Federation, and the Community College of Philadelphia Alumni Association.
 9. The SGA shall have the right to participate in national student organizations and to send representatives to appropriate state, regional, and national student conferences.
 10. Other SGA powers and responsibilities in accordance with the constitutional purposes and functions of the SGA may be named in the By-laws, or may be developed by the Executive Committee or the SGA *General Assembly*.

ARTICLE V: VOTING IN ELECTIONS, MEMBERSHIP, and THE SGA

GENERAL ASSEMBLY

1. All students currently enrolled in credit-bearing classes (on the date of the election) at Community College of Philadelphia may participate in the annual elections of SGA Officers of Community College of Philadelphia.
2. Those students actively involved in student government by specific enrollment and by service shall meet regularly as the Student Government Association General Assembly. All SGA members may participate in discussions and vote at meetings of the SGA General Assembly. (Exception: The President, if chairing, votes only to break a tie.) SGA decision-making processes include opportunities for various opinions, including minority opinions, to be heard. Every member may freely participate in SGA General Assembly decision-making, including offering criticism and disagreement during debate.
3. For a SGA General Assembly meeting to be official, a quorum of at least 51%(fifty-one per cent) of the Executive Committee must be present.
4. Currently enrolled Community College of Philadelphia students in good standing may become new members of the SGA by:
 - (a) attending at least two SGA General Assembly meetings;
 - (b) completing and submitting an application for SGA membership; and
 - (c) expressing a willingness to work with the SGA and agreeing to conform to the Constitution, By-laws, and policies of the SGA.
5. By majority vote at least two successive SGA General Assembly meetings, members of the SGA may be dropped from membership for:
 - (a) repeated non-attendance at SGA committee meetings or College Standing Committee meetings to which the member has committed;
 - (b) failure to carry out responsibilities;
 - (c) misrepresentation or undermining of SGA officers, SGA policy, or the SGA in general;

(d) violations of the Community College of Philadelphia Student Code of Conduct.

The SGA shall notify in writing any student whose membership the SGA is considering dropping, so that the student can speak about his/her status, if he/she chooses, at the next SGA General Assembly meeting where the matter is discussed.

Article VI: Officers

1. The many responsibilities of the Student Government Association require the election and appointment of officers for many functions. The need for training of potential new leaders and the need for stability of the SGA over time require there to be alternate or assistant officers for most leadership positions.
2. The elected officers of the Student Government Association shall be the following:

President
First Vice-President
Second Vice-President

3. The appointed officers of the Student Government Association shall be the following:

Corresponding Secretary
Recording Secretary
Treasurer
Assistant Corresponding Secretary
Assistant Recording Secretary
Assistant Treasurer
Parliamentarian

These ten positions collectively constitute the Executive Committee of the SGA.

Other Appointed Positions

College-wide Standing Committees as follows:

The SGA shall appoint student delegates to four Delegates to the Community College of Philadelphia Students Appeals Committee, one of whom shall be named Chief Delegate, and four Alternate Delegates.

For a total of eight (8) members.

Four Delegates to the Community College of Philadelphia Institution-Wide Committee, one of whom shall be named Chief Delegate to the Institution-Wide Committee. Four Alternate Delegates to the Institution-Wide Committee.

For a total of eight (8) members.

Four Delegates to the Community College of Philadelphia Business Affairs Committee, one of whom shall be named Chief Delegate to the Business Affairs Committee. Four Alternate Delegates to the Business Affairs Committee.

For a total of eight (8) members.

Four Delegates to the Community College of Philadelphia Student Affairs Committee, one of whom shall be named Chief Delegate to the Student Affairs Committee. Four Alternate Delegates to the Student Affairs Committee. For total of eight (8) members.

Four Delegates to the Academic Affairs Committee, Curriculum Subcommittee of the Community College of Philadelphia, Academic Affairs Committee, one of who shall be named Chief Delegate to the Curriculum Subcommittee. Four Alternate Delegates to the Curriculum Subcommittee of the Community College of Philadelphia Academic Affairs Committee. For a total of eight (8) members.

Four Delegates to the Academic Affairs Committee, Academic Support of the Community College of Philadelphia Academic Affairs Committee, one who shall be named Chief Delegate. Four Alternate Delegates to the Academic Support Subcommittee of the Community College of Philadelphia Academic Affairs Committee. For a total of eight (8) members.

Article VII: Elections and Appointments

Elections

An Election Committee shall be formed each year to facilitate and oversee the election process. This committee shall be co-chaired by the Assistant Director of Student Affairs and the First Vice-President of SGA (or designee if seeking office) and shall consist of the following membership: two SGA General Assembly members, one Regional Center representative, one Phi Theta Kappa Executive Board member, one Vanguard editorial board member, and preferably one faculty member. The SGA Advisor will serve as a consultant to this Committee. No student member of this committee may seek office while serving as a committee member.

It will be the purpose of the Election Committee to establish election proceedings, policies affecting candidates, rules and regulations. All interpretation of said policies and SGA Constitutional challenges will be handled by this Committee. Additionally, this Committee will oversee budget and distribution of monies, determine dates and times of election proceedings and all other aspects of election process.

1. An election for the offices of President, First Vice-President, and Second Vice-President shall be held before the 12th week of the Spring Semester of each academic year. Nominations must be submitted to the Elections Committee no later than four weeks prior to the announced date of the election.
2. The minimum qualifications for candidates for the three elective offices are as follows:
To be a candidate, a student
 - (a) must be a currently enrolled student;
 - (b) must have satisfactorily completed at least 12 credits at Community College of Philadelphia before the semester of the election;

- (c) must have a cumulative grade point average of 2.5 or better;
- (d) must be registered for at least 6 credit hours;
- (e) must sign pledge, that if elected, will serve for one full academic year or until the next year's election.

Elected officers must maintain at least a 2.5 GPA while in office. Elected officers must maintain enrollment in at least 6 credit hours Fall and Spring semesters.

3. A public forum will be held at least one week prior to the election in which candidates state their qualifications and offer their visions of leadership for the SGA in the upcoming academic year.
4. The election must be conducted over a two-day period (either Tuesday-Wednesday or Wednesday-Thursday), with opportunity for day and evening students to vote. Voting opportunity shall also be made available at the Regional Centers.
 - (a) Ballots must be counted by the election committee. Vote counting may be observed, but not interfered with, by the candidates or their representatives.
 - (b) For each elective office, the candidate receiving the most votes cast will be declared the winner.
 - (c) Election results shall be made public within the College by announcements in the Vanguard, Transcripts, and other media.
 - (d) Election officials with no connection to the college, will be hired by the Director of Student Activities to oversee ballot boxes and the voting process.

Executive Board Appointments

Immediately after election results are announced, elected officers will publish invitations to the student body to seek appointed offices with the SGA and will recruit candidates from appropriate clubs, departments, and disciplines at the College.

The following process shall be used to determine the Executive Board membership:

- (a) Candidates for appointed office shall be interviewed by at least two elected officers, collectively. Alternately, elected officers may appoint a screening committee to interview candidates. These interviews will result in a proposed slate of officers.
- (b) The names of proposed appointees shall be announced to a meeting of the sitting SGA General Assembly for discussion.
- (c) After receiving the advice and counsel of the SGA General Assembly, the elected officers will fill the appointed offices and publish the names of the appointed officers to the student body, the Office of Student Activities, and the College at large by means of the Vanguard, Transcripts, and other media.
- (d) The time frame for the appointment of Executive Board members shall be no more three weeks following the election.

Qualifications to Serve as Appointed Executive Board Officer

The minimum qualifications for candidates for the three elective offices are as follows:

To be a candidate, a student

- (a) must have a cumulative grade point average of 2.5 or better;
- (b) must be registered for at least 3 credit hours;

- (c) must sign pledge, that if elected, will serve for one full academic year or until the next year's election.

Appointed officers must maintain at least a 2.5 GPA while in office. Appointed officers must maintain enrollment in at least 3 credit hours Fall and Spring semesters.

Article VIII: Transition and Inauguration

Transitions

As soon as possible within the week after the election, outgoing officers shall meet individually and in person with their counterparts among the new officers to provide adequate orientation and an orderly transition. In the case of appointed officers, this process will occur within one week of formal appointment. Each incoming officer shall also meet individually with the SGA Advisor.

Each outgoing Executive Board Member must write a detailed final report that will serve as an orientation memorandum for the incoming officer. This final report should explain the operating procedures, systems, and unfinished business that the incoming officer will need to understand in order to carry on the business of SGA.

Formal powers and duties of each newly elected and appointed officer shall be formally assumed on the first day of Summer Session I academic term.

Inauguration

During the third week of the Fall Semester of each academic year, the newly elected and appointed officers shall be welcomed to office in an appropriate inauguration ceremony, to which appropriate College faculty and administrative officials shall be invited. This ceremony shall be open to the entire College community.

Upon taking office, each elected or appointed officer shall take an oath or affirm his/her commitment to the office by repeating the following:

I, (name), having read and understood the Constitution of the Student Government Association, do solemnly swear (or affirm) that I will uphold, defend, and protect the Constitution of the Student Government Association of the Community College of Philadelphia, and that I will carry out the duties of (name of office) responsibly, faithfully, and to the best of my abilities.

Article IX: Duties of Elected and Appointed Officers

1. President:
The President shall be elected by the student body to be the chief executive officer and administrative head of the SGA. The President shall:

- a. Create meeting agendas, and preside at all regular and special meetings of SGA General Assembly and the SGA Executive Committee (unless the President designates a Vice-President or another Executive Committee Member to preside);
- b. Represent the student body at all official College functions by invitation;
- c. Represent the Community College of Philadelphia Student Government Association at intercollegiate, civic, and other meetings outside the College and appointing other SGA representatives for such meetings;
- d. Have the privilege of debate at all SGA meetings, but at the SGA General Assembly meetings, if chairing the meeting, vote only to break a tie;
- e. Will serve as chief delegate to one College committee by self-appointment;
- f. Appoint officers to the SGA with the advice and consent of the SGA General Assembly;
- g. Have the power to veto any act of the SGA General Assembly (unless a two-thirds vote shall override the veto);
- h. Work with the Vice-Presidents to recruit, interview, and select the appointed SGA officers, in consultation with the SGA General Assembly and Executive Committee;
- i. Promptly receive for review copies of all correspondence or reports sent to the SGA, or to SGA officers in their official capacities;
- j. Consult regularly with the SGA faculty/staff advisor, and work with the advisor to arrange orientation and training for the executive officers and student delegates to College committees;
- k. Participate in leadership institutes and other leadership training opportunities made available by the College.

2. Vice-Presidents

The First and Second Vice-Presidents shall:

- a. Attend all regular and special meetings of the SGA, each having the power to engage in debate and to vote at all SGA meetings (except that a Vice-president chairing a meeting of the SGA General Assembly in absence of the president shall vote only to break a tie);
- b. Serve as members of the SGA Executive Committee;
- c. If requested by the President, preside at SGA meetings, represent the SGA at official functions, or represent the SGA at intercollegiate, civic, or other outside meetings;
- d. Serve as Chief Delegate to one or more College standing committee as requested by the President;
- e. Handle all SGA public relations tasks, as delegated by the president. The two Vice-Presidents will share the work of SGA public relations, including the writing and release of publicity materials, the conducting of student information sessions, and the design and production of flyers and posters to generate attendance at SGA-sponsored events. SGA public relations work will be done under the supervision of the President and in

- cooperation with the Office of Student Activities, the staff of the student *Vanguard*, and the College's Office of Communications;
- f. Work with the President to recruit, interview, and select all appointive officers, in consultation with the SGA General Assembly;
- g. The SGA President shall appoint one of the existing Vice-Presidents to serve as the chairperson of the Recruitment Committee as described in Article IV Section 3.
- h. Consult regularly with the faculty/staff advisor and participate in leadership training workshops and other leadership training opportunities made available by the College.

Ordinarily, there is no distinction in the importance of the two Vice-Presidents, except that in the absence of the President, the First Vice-President shall take precedence in chairing meetings. Should the President resign, become unable to serve, or be removed from office, the First Vice-President would take his or her place. (See XI.3).

3. Corresponding Secretary

The Corresponding Secretary shall be charged with conducting all SGA correspondence and maintaining correspondence records. The Corresponding Secretary shall:

- a. Attend all meetings of the SGA, with the power to vote and to engage in debates;
- b. Serve as a member of the SGA Executive Committee;
- c. Compose, send, receive, and distribute letters and memoranda on behalf of the SGA under the direction of the President;
- d. Maintain orderly and secure computer disk files and hard copy files of outgoing correspondence;
- e. Maintain orderly and secure files of correspondence received;
- f. Work cooperatively with the Recording Secretary and other officers to help the SGA maintain good records and files, and conduct correspondence in a professional manner;
- g. When necessary, exchange tasks with the Recording Secretary, and/or assign tasks to the Assist Corresponding Secretary;
- h. Consult regularly with the SGA faculty/staff advisor, and other resource people to whom the Corresponding Secretary may be referred by the President, to maintain the quality of SGA correspondence and other records;
- i. Participate in technical training and in leadership institutes and other leadership training opportunities made available by the College.
- j.

4. The Recording Secretary

The Recording Secretary shall:

- a. Attend all regular and special meetings of the SGA, with the power to vote and to engage in debate;
- b. Serve as a member of the SGA Executive Committee;

- c. Work cooperatively with the Corresponding Secretary and other officers to help the SGA maintain good records and files, and conduct correspondence in a professional manner;
 - d. Record the minutes of all meetings of the General Assembly and the Executive Committee (or arrange for the minutes to be recorded);
 - e. Type or word-process the minutes of all meetings of the General Assembly and the Executive Committee (or arrange for the minutes to be typed or work-processed, working with staff of the Office of Student Activities if necessary);
 - f. File and distribute copies of all minutes before the next SGA General Assembly meeting;
 - g. After the minutes are approved, and in consultation with the SGA President, forward copies of the minutes (or executive summaries of same) to the Office of Student Activities, the Student *Vanguard*, and other appropriate recipients;
 - h. Consult regularly with the SGA faculty/staff advisor, and other resource people to whom the Secretary may be referred by the President, to maintain the quality of SGA minutes and other records;
 - i. When necessary, the Recording Secretary is to assist and/or receive tasks from the Corresponding Secretary;
 - j. Participate in technical training and leadership training opportunities provided by the SGA and/or by the College.
5. The Treasurer
The treasurer shall:
- a. Attend all SGA meetings where a Treasurer's report is required;
 - b. Have the power to vote and to engage in debate at all SGA meetings;
 - c. Serve as a member of the SGA Executive Committee;
 - d. Review and approve all requisitions for expenditures of disbursements of SGA in accordance with the policies and standard operating procedures of the Office of Student Activities and this Constitution. The Treasurer as well as the President of the SGA will sign approved requisitions/proposals;
 - e. Using standard bookkeeping methods, maintain all financial records of the SGA in a clear and orderly manner, and make disbursement and budget information available to the President, the Executive Committee, or the SGA General Assembly as requested;
 - f. Consult regularly with the SGA advisor and with other resource people namely, the Director of Student Activities to ensure compliance with College policies and procedures;
 - g. Work cooperatively with an Assistant Treasurer if such is appointed;
 - h. Work as the Chairperson of the Budget and Finance Committee as described in Article IV Section 2.
 - i. Participate in technical training and in leadership institutes and other training opportunities made available by the College;

6. Assistant Corresponding Secretary, Assistant Recording Secretary, and Assistant Treasurer

The elected officers shall appoint an Assistant Corresponding Secretary, an Assistant Recording Secretary, and an Assistant Treasurer.

The duties of these junior officers will be to help the Secretaries and the Treasurer in their work. The Assistant Secretaries will share in any training made available to the Corresponding Secretary and the Recording Secretary, and will work under their supervision. It should be the commitment of the Assistant Secretaries to become sufficiently familiar with SGA records and correspondence so that they could carry on the work of either SGA Secretary in case of an emergency, or in case of a Secretarial office should be vacated during a Secretary's term. Similarly, the Assistant Treasurer should become trained in the Treasurer's work, so that the Assistant Treasurer could carry on the Treasurer's tasks if the Treasurer were unable to do so.

The Assistant Secretaries and the Assistant Treasurer are all empowered to engage in debate and to vote at all SGA General Assembly meetings, as well as all Executive meetings, as they will also be members of the Executive Committee. They should be included in technical skill training and leadership training workshops offered by the SGA and/ or by the college.

Parliamentarian:

The elective officers shall appoint a Parliamentarian. If deemed appropriate, one of the two Vice-Presidents may concurrently hold the office of Parliamentarian.

The Parliamentarian shall:

- a. Work with the Faculty Advisor to become knowledgeable in parliamentary procedure, and in the conduct of effective formal and informal meetings;
- b. Become acquainted with Robert's Rules of Order and serve as a consultant to the President and to the SGA General Assembly, upon request, for parliamentary expertise needed to conduct meetings in orderly fashion;
- c. Serve as a member of the Executive Committee with voting privileges;
- d. Participate in skills and leadership training opportunities provided by SGA and/ or the College.

Article X. Faculty Advisor

The SGA shall carefully nominate and responsibly work with a Faculty Advisor. Since one of the purposes of the Advisor is to help provide stability and continuity for the SGA, having a back-up Assistant Advisor may be appropriate. The SGA may nominate an advisor from the staff, rather than the faculty, if a compatible staff member is found whose schedule will permit attendance at SGA meetings and frequent consultation. Like the appointed officers, the candidate chosen for Faculty Advisor by the elected officers must be discussed by the SGA General Assembly. The Candidate, whom the SGA proposes to employ as Advisor, must be approved by the College Administration.

The purpose of the Faculty Advisor is to provide a compatible consultant who will work closely with the SGA to provide advice on organizational process, offer needed instruction in leadership skills, and actively encourage SGA members and leaders as they

seek to meet their goals and carry out their Constitutional duties. Specifically, the Advisor shall:

- a. Attend SGA meetings frequently, and especially upon a specific request by the President;
- b. Give guidance to the SGA in relation to adhering to the College Mission, and to College policy and procedures;
- c. Conduct educational workshops for SGA officers and members on leadership skills such as public speaking, interpersonal communication, parliamentary procedure, professional written communication and record-keeping, and effective committee work;
- d. Upon request, contribute to the processing of difficult group discussions and decision-making;
- e. Advise individual elected and appointed SGA officers as they learn their roles and engage in planning and problem-solving;
- f. Review important SGA draft documents upon request to assist SGA writers in meeting professional standards;
- g. Upon invitation, accompany SGA delegations to leadership conferences and conventions;
- h. Assist in orienting delegates to College Committees;
- i. Facilitate SGA networking with students, faculty and staff members with whom SGA can productively work to set up SGA events or complete SGA projects;
- j. Help old and new officers of the SGA make successful transitions as SGA administrations change;
- k. Review expenditure requests of SGA monies upon recommendation of President and Treasurer.

Article XI: Resignation, Succession, and Removal from Office

1. An elected or appointed officer who feels unable or unwilling to carry out his or her duties shall submit written resignation to the President of the SGA two weeks in advance of the date marking the cessation of the officer's work, and the termination of duties. In case of a President who might choose to resign, he or she should submit his or her written resignation to the First Vice-President, with copies to the SGA Executive Committee and the Director of Student Activities.
2. An elected or appointed officer who, without submitting a written resignation, withdraws from the College or for a period of three weeks during the Fall or Spring semester, fails to appear at required meetings, fails to carry out his or her official duties, and fails to obtain a leave of absence from the other SGA elected officers, will be considered to have abandoned his/her office, and to have resigned by default.
3. In case the President resigns, becomes unable to discharge the duties of the office, abandons office, or is removed, the office of President will devolve upon the First Vice-President. Similarly, in case of inability, or resignation, or abandonment of office or removal from office, the Second Vice-President would replace the First Vice-President; the Corresponding Secretary would replace the Second Vice-President; and Assistant Corresponding Secretary would replace the

Corresponding Secretary; the Assistant Recording Secretary would replace the Recording Secretary, and the Assistant Treasurer would replace the Treasurer. An officer replacing another officer must take a new oath of office. All vacancies that develop among representatives to Standing Committees must promptly be filled by new appointments by the Recruitment Committee in consultation with the President and the Executive Committee.

4. Officers may be removed from office by the SGA for the following causes:
 - a. refusal to perform Constitutional duties, or to carry out decisions or enforce policies of the SGA;
 - b. Involvement in serious financial breaches of trust;
 - c. Undermining the authority of one or more of the elected officers of SGA;
 - d. Violating the Student Code of Conduct and as a result being the object of disciplinary action by the College;
 - e. Conviction for violation of civil or criminal law.
5. Process For Removing an SGA Officer
 - a. The process of potential removal must begin with a formal charge, notification of the officer in question, and an investigation by the Executive Committee finds the charge well founded, a hearing will be held before the SGA General Assembly. Removal must be affirmed by a 2/3 vote of the SGA General Assembly at two successive meetings. The decision of the SGA is final in all cases except for that of removing an SGA President.
 - b. The Student Affairs Committee, the Institution-Wide Committee, and the College President must approve the removal of an SGA President for Constitutional causes.
 - c. Every semester, the SGA Advisor will determine GPA and enrollment status of each officer to determine continuing eligibility to serve. Failure to maintain either GPA or enrollment status will result in immediate removal of office or appointed status.

Article XII: Ratification and Amendments

1. This Constitution will take effect upon review and approval by 2/3 vote at a regular SGA meeting, review by the Student Affairs Committee, and approval by the Institution Wide Committee and the President of the College.
2. Amendments may be proposed by a 2/3 affirmative vote at an SGA **General** Assembly meeting. After this approval, proposed amendments can follow either of two approval paths.
 - (a) The proposed amendment can be placed on the ballot of the early Fall SGA election. The amendment will take effect if passed by a majority of those students voting in the two-day election for SGA officers.

OR

- (b) The proposed amendment can be put forward for review by the Student Affairs Committee, and approval by the Institution-Wide Committee and the President of the College.

Article XIII: By-Laws

By-laws defining or establishing committees, procedures, new responsibilities, and other matters may be appended to the constitution, as long as they do not conflict with the Constitution in any way. These by-laws may be developed by the SGA through its Executive Committee, or by the initiative of SGA General Assembly members. To take effect, proposed by-laws must be passed by a 2/3 affirmative vote at SGA General Assembly meeting.

Revised: SGA 1999-2000; 2000-2001