

Constitution of the Student Government Association

Jackson State Community College, Jackson, Tennessee

We, the students of Jackson State Community College, in order to promote the welfare of each student attending this institution, to train ourselves in the general principles of democratic government, and to prepare ourselves to assume the privileges and responsibilities as citizens of the United States of America, and in order to strive for the expansion and protection of student rights on the JSCC campuses, do ordain and establish this Student Government Association Constitution.

ARTICLE I Definition of Existence

Section 1: Name of organization

The name of the organization shall be the **Jackson State Community College-Student Government Association (JSCC-SGA)**.

Section 2: Purpose

The purpose of the JSCC-SGA is to provide a formal process for student input into the governance of the institution, to control all matters which are delegated to the SGA by the administration of JSCC, to work cooperatively with the administration in all matters affecting the welfare of the student body, and to promote the best possible understanding between faculty, administration, and students. In all its endeavors, the SGA shall strive to represent the best interest of the student body as a whole and to reflect favorably upon JSCC.

Section 3: Rights and Benefits

Any person that is considered to be a student by JSCC during any given semester shall be entitled to all the rights and benefits under this Constitution.

Section 4: Powers

The powers of the JSCC-SGA shall be divided into two (2) distinct branches; those powers which are legislative shall be given to the SGA Senate and those which are executive to the President, Vice Presidents, and Secretary/Treasurer of the SGA.

ARTICLE II Statement of Governing Principles

In all matters, members of the SGA shall conduct themselves in a manner deserving of the high level of trust that the student body places in their leadership. Furthermore, members should strive at all times to promote the following principles:

Section 1: Honesty

All members of the SGA shall uphold the most stringent level of honesty with their colleagues, the administration of JSCC, the general public, and above all, the students at JSCC to whose welfare they are pledged.

Section 2: Recognition of basic human rights

All people are deserving of equal treatment and equal service. Neither the SGA, nor any representative thereof, shall violate these rights on the basis of race, gender, religion, disability, or sexual orientation.

Section 3: Academic and Behavioral Integrity

The members of the SGA are representatives of the students, and shall therefore pledge not to commit infractions of regulations of student, academic, and classroom misconduct. All members of the SGA will strive to achieve and maintain the highest standards of academic achievement.

**ARTICLE III
Elections****Section 1: Voting Privileges**

All persons who meet the standard set forth in Article 1 Section 3 shall be entitled to vote in any election that is conducted by the SGA under the provisions of the Constitution, provided that no student shall be eligible to vote who has been disqualified for other reasons. A certified statement from the Vice President for Student Services shall finally determine any question as to voting eligibility.

Section 2: Ballots

Voting at all elections or referenda shall be by secret ballot and in conformity with other methods as may be prescribed by JSCC. Any tabulation, other than by electronic methods, shall be conducted by an impartial party appointed by Vice President for Student Services.

Section 3: Contested Elections

If a candidate chooses to contest an election, a written appeal must be made within three (3) class days of the election results, to the Vice President for Student Services. If an investigation warrants, a recount or re-election must be done within five (5) class days from the date of the Vice President for Student Services' decision.

Section 4: Voting Location

Balloting shall take place via jWeb or as determined by the Vice President for Student Services.

Section 5: Elections

A. Office Requirements for Spring Elections

Elections for the following officials shall be held no later than the third Wednesday of April each spring and newly elected officials shall take office on the first day of classes the following fall semester. Office hours for officials elected in spring elections will begin their first official day in office.

1. President (1)

- a. Must have accumulated, or be expected to have by the beginning of their tenure, a minimum of twenty-eight (28) college-level credit hours from any accredited institution, at least twelve (12) college credit hours must have been at JSCC.
- b. Must be enrolled as full-time (12 credit hours min.) at the time of taking office.
- c. Must maintain full-time status while in office
- d. Must have and maintain a minimum cumulative institutional GPA of 2.50.
- e. Must be in good standing with JSCC

2. Vice President (1)

- a. Must have accumulated, or be expected to have by the beginning of their tenure, a minimum of twenty-eight (28) college-level credit hours from any accredited institution, at least twelve (12) college credit hours must have been at JSCC.
- b. Must be enrolled as full-time (12 credit hours min.) at the time of taking office.
- c. Must maintain full-time status while in office
- d. Must have and maintain a minimum cumulative institutional GPA of 2.50.
- e. Must be in good standing with JSCC

3. Secretary/Treasurer (1)

- a. Must have accumulated, or be expected to have by the beginning of their tenure, a minimum of twenty-eight (28) college-level credit hours from any accredited institution, at least twelve (12) college credit hours must have been at JSCC.
- b. Must be enrolled as full-time (12 credit hours min.) at the time of taking office.
- c. Must maintain full-time status while in office
- d. Must have and maintain a minimum cumulative institutional GPA of 2.50.
- e. Must be in good standing with JSCC

4. Sophomore Senator (3)

- a. Must have accumulated, or be expected to have by the beginning of their tenure, a minimum of twenty-eight (28) college-level credit hours from any accredited institution.

- b. Must be enrolled in a minimum of six (6) college-level credit hours at the time of taking office.
 - c. Must have and maintain a minimum cumulative institutional GPA of 2.25.
 - d. Must be in good standing with JSCC
5. **Off Campus**
- a. **Vice President (1 per center)**
 - 1. Must have accumulated, or be expected to have by the beginning of their tenure, a minimum of twenty-eight (28) college-level credit hours from any accredited institution, at least twelve (12) college credit hours must have been at JSCC.
 - 2. Must be enrolled as full-time (12 credit hours min.) at the time of taking office.
 - 3. Must maintain full-time status while in office
 - 4. Must have and maintain a minimum cumulative institutional GPA of 2.5
 - 5. Must be in good standing with JSCC
 - b. **Senators (2 per center)**
 - 1. Must have and maintain a cumulative GPA of 2.25 (first semester freshman must have C average from high school or minimum GED score of 525 plus minimum ACT composite score of 19)
 - 2. Must be enrolled in a minimum of six (6) college-level credit hours at the time of taking office.
 - 3. Must be in good standing with JSCC

B. Office Requirements for Fall Elections

Elections for the following officials shall be held no later than the third Wednesday of September each fall and newly elected officials shall take office on the first Monday after the elections. Office hours for officials elected in spring elections will begin their first official day in office.

- 1. **Freshman Senator (3)**
 - a. Must not have accumulated more than twenty-seven (27) college-level credit hours at time of taking office.
 - b. Must have and maintain a cumulative institutional GPA of 2.25 (first semester freshman must have C average from high school or minimum GED score of 525 plus minimum ACT composite score of 19)
 - c. Must be in good standing with JSCC
- 2. **Vacancies**

Positions deemed vacant from spring elections shall be re-opened for election during regular fall elections.

**ARTICLE IV
Oath of office**

Section 1: Oath

All elected officials of the SGA shall take and subscribe to the following affirmation upon taking office: “I, _____, do solemnly affirm that I will support and defend the Constitution of the Jackson State Community College Student Government Association, and that I will faithfully discharge the duties of the office of _____ to the best of my ability.”

Section 2: Administration of Oath

Oath shall be administered by Vice President for Student Services during fall in-service for spring elects and during the first SGA Senate meeting following the election for fall elects.

**ARTICLE V
The Executive Branch**

Section 1: General

- A. The Executive Branch shall be responsible for the proper administration of the SGA, for the development of policy and the implementation of legislation. It shall be comprised of the President, the Vice President(s), and the Secretary/Treasurer.
- B. The members of the Executive Branch shall annually review the operations and responsibilities of the Executive Branch, the Senate, and all related committees.
- C. The Executive Branch and Advisory Council shall meet prior to all Senate Meetings. The Executive Branch shall attend Senate Meetings; as set forth in Article VI, Section 4.
- D. Any Executive Officer who has three (3) absences from meetings of the Senate in one semester or two (2) consecutive absences shall appear before the Advisory Council to show just cause why he/she should not be impeached. After hearing the officer’s case, the Advisory Council shall vote on whether to send the matter to the Senate for impeachment. If approved, a hearing will be held before the full Senate following the procedures set forth in Article XI, Section 3.
- E. In the event an Executive Officer fails to maintain the eligibility requirements of his/her position, he/she shall be removed from office immediately, as set forth in Article III, Section 5.

Section 2: Terms of Office

- A. The Executive Branch-elect shall serve a transitional period alongside the current Executive Branch starting upon their election until assuming office on the first day of fall classes.
- B. No member of the Executive Branch shall be eligible to serve concurrently in any other capacity or office neither within the SGA nor as President, Vice President, Secretary/Treasurer, or SGA Representative of any JSCC club.

- C. The Executive Branch and Senate should meet with all newly elected members in an official transitional meeting prior to the Spring Semester ending. At this transitional meeting all outgoing officers shall present documentation to parallel incoming officers detailing pending legislation and ongoing projects that the officer should be aware of.

Section 3: President

- A. During the transition period between the certification of the election and the last day of spring classes, the President shall work closely with the President-elect to ensure a smooth transition of power and consistency of service for the student body.
- B. Duties and Responsibilities of the President:
1. Shall see that all responsibilities delegated to the SGA are faithfully performed.
 2. Shall be the official representative of the student body.
 3. Shall be empowered to appoint all committees within the SGA necessary to discharge his/her duties with the approval of the SGA Senate except as otherwise noted.
 4. Shall ensure proper conduct is upheld in the SGA office.
 5. Shall be required to attend at least six (6) SGA Senate meetings per semester. Only Advisor(s) may excuse absences.
 6. Shall convene and preside over all meetings of the SGA.
 7. Shall appoint replacements for any Executive or Senate seat that may be vacant. Such appointments require Senate approval by a simple majority vote.
 8. Shall have the power of veto over bills passed by the Senate. His/her veto may be overridden by two-thirds vote of the Senate.
 9. Shall recommend to the college President, student members to serve on college committees.
 10. Shall serve as the student member on Strategic Planning and Effectiveness Committee (SPEC) and Retention Committee.
 11. Shall have voting privileges only in the event of a tie.

Section 4: Vice President

- A. The Vice President shall work closely with the Vice President-elect to ensure a smooth transition of power and consistency of service for the student body.
- B. Duties and Responsibilities of the Jackson Campus Vice President:
1. Shall, in the event of the President's absence, assume the duties of the President.
 2. Shall be required to attend at least six (6) SGA Senate meetings per semester. Only Advisor(s) or SGA President shall excuse absences.
 3. Shall have full voting privileges **except** in cases that he/she is assuming the position of the President.
 4. Shall assume responsibility for such other duties as may be assigned by the President of the SGA.

5. Shall serve as an ex-officio member of all standing SGA committees and shall report to the President any information regarding their activities.
6. Shall serve on a minimum of one (1) and no more than three (3) JSCC committees.

C. Off Campus Vice Presidents:

1. Shall preside over all SGA Senate meetings at their particular campuses.
2. Shall oversee their particular campus' student activities.

Section 5: Secretary/Treasurer

A. The Secretary/Treasurer shall work closely with the Secretary/Treasurer-elect to ensure a smooth transition of power and consistency of service for the student body.

B. Duties and Responsibilities of the Secretary/Treasurer:

1. Shall assume the duties of the President in the event of a vacancy of both President and Jackson Campus Vice President.
2. Shall be required to attend at least six (6) SGA Senate meetings per semester. Only Advisor(s) or SGA President shall excuse absences.
3. Shall keep a record of minutes of each SGA meeting and all correspondence.
4. Shall keep a record of the organization's membership and calling the roll at each meeting.
5. Shall post and mail SGA correspondence authorized by the President. All such correspondence must be reviewed and approved by the SGA Advisor(s) prior to publication.
6. Shall manage all correspondence relative to business functions of the organization.
7. Shall compile and maintain a history of the SGA for archives.
8. Shall maintain accurate financial records.
9. Shall serve as a voting member of the SGA Senate.
10. Shall serve on a minimum of one (1) and no more than three (3) JSCC committees.

Section 6: Succession of Office

A. In the event that the office of the President of the SGA shall be vacated, the Jackson Campus Vice President shall assume the duties of the President and all the duties and responsibilities thereof.

B. Should the President and the Vice President both be prevented from continuing in office, the Secretary/Treasurer shall assume the duties of the President and all the duties and responsibilities thereof.

C. If the Jackson Campus Vice President position becomes vacant, the Senate shall then call for a new election. The election shall be held within ten (10) class days of the vacancy. In the event there are less than ten (10) class days remaining in the semester or in the term

of the Vice President the election will be held during the next regularly scheduled election.

- D. In the event that the office of the Off Campus Vice President of the SGA shall be vacant, the SGA Advisory Council in conjunction with the SGA Executive Branch shall then call for a new election. The election shall be held within ten (10) class days of the vacancy. In the event there are less than twenty-one (21) class days remaining in the semester or in the term of the Off Campus Vice President the election will be held during the next regularly scheduled election.
- E. The President may appoint a qualified individual (meeting electoral criteria) to fill the vacancy until such time as the election can be held. This appointment would require simple majority approval by the Senate.

ARTICLE VI

The Legislative Branch

Section 1: Legislative Power

- A. The legislative power shall be vested in the SGA Senate.
- B. The President shall preside over the Senate and shall vote only in the event of a tie.

Section 2: Duties of the Senators

- A. Shall be required to attend at least six (6) SGA Senate meetings per semester. Only Advisor(s) or SGA President shall excuse absences;
- B. Shall enact, by a simple majority vote, bylaws to this association;
- C. Shall propose amendments to this Constitution. A two-thirds (2/3) vote is required for confirmation;
- D. Shall vote to confirm or reject all appointments made by the SGA President. A two-thirds (2/3) vote is required for confirmation;
- E. Shall hear and consider any petition, resolution, or bill submitted having the signatures of fifty (50) currently enrolled students;
- F. Shall consider any impeachment and removal proposals for elected or appointed SGA Officers; and
- G. Off Campus Vice President(s) shall appoint one of their Senators to record minutes of their Off Campus SGA Senate meetings.

Section 3: Composition of the Senate

- A. The Senate shall be made up of the SGA President, Vice President(s), Secretary/Treasurer, Senators, and JSCC Club Representatives to SGA (hereafter referred to as SGA Representatives).
- B. The SGA President shall be the presiding officer of the Senate. In the event the President is unable to preside, the SGA Jackson Campus Vice President will assume this responsibility.
- C. The Jackson Campus shall have a minimum of three (3) Sophomore and three (3) Freshman Senators. For every seven hundred fifty (750) enrolled students over four thousand five hundred (4500), as of the 14-day enrollment report of the fall semester, two (2) Senate seats, one (1) sophomore and one (1) freshman, shall be added. Sophomore Senators elected by JSCC shall be elected during the spring semester. Freshman Senators elected by JSCC shall be elected within six (6) weeks of the beginning of the fall semester.
- D. In the event a SGA Senator’s seat is vacated, the President may appoint a replacement upon approval of the Senate. Vacancies shall be announced to the campus within two (2) class days. Students interested shall submit a completed Candidacy Petition to the SGA President within ten (10) class days of the first announcement and must meet the qualifications in accordance with the rules set forth in Article III, Section 5. The candidates will be considered at the next SGA Senate meeting. In the event there are less than twenty-one (21) class days remaining in the semester or in the term of the Senators the election will be held during the next regularly scheduled election.
- E. Any elected Senator who has three (3) unexcused absences from meetings of the Senate in one semester or two (2) consecutive unexcused absences shall appear before the Executive Branch to show just cause why he/she should not be impeached. After hearing the Senator’s case, the Executive Branch shall vote on whether to send the matter to the Senate for impeachment. If approved, a hearing will be held before the full Senate following the procedures as set forth in Article XI, Section 3.

Section 4: Sessions

- A. The Senate and Executive Branch shall meet bi-weekly starting within the first ten (10) class days of the fall/spring semester. Robert’s Rules of Order shall govern all SGA meetings (SGA Officials shall be familiar with Robert’s Rules of Order). SGA meetings shall be open for audit to all students, faculty, and administration.
- B. Special meetings of the SGA may be called by the SGA President, Vice President(s), or by a simple majority of the members of the Senate.

Section 5: Organization and Procedure

The SGA, under the guidance of the Advisory Council, shall establish its own by-laws, and shall be the judge of its own rules and procedure.

Section 6: Limitations

Senate members may not serve as President, Vice President, Secretary, Treasurer, or SGA Representative for any JSCC club; however, all Senate members are eligible for club membership.

Section 7: Transaction of Business

A simple majority of all members of the Senate shall constitute the necessary quorum to do business. The Robert's Rules of Order shall prescribe the methods of voting in all legislative matters.

Section 9: Bills and Resolutions

- A. Any item of legislation affecting the internal operation of the SGA must be presented in the form of a written bill to the Senate for consideration.
- B. Any attempt to affect the operations of any entity exterior to the SGA must be presented in the form of a written resolution.
- C. A bill or resolution may be passed in the following manner:
 - 1 If a simple majority of the Senate approves a bill or resolution, it shall be sent to the SGA President for his/her signature. All legislation, with the exception of amendments to the SGA Constitution (as set forth in Article IX), shall require a simple majority vote of the Senate for passage.
 - 2. All bills and resolutions shall be submitted to the SGA President for his/her signature of approval. The President may veto any bill within five (5) class days after it has been presented to him/her in person. If the SGA President vetoes a bill, then he/she shall return the bill to the Senate for their reconsideration. Any veto of the SGA President may be overridden by a two-thirds affirmative vote of the Senate. In the event that the veto of the SGA President is overridden by the Senate, or in the event that the President fails to return a vetoed bill to the Senate in the aforementioned time period, then said bill shall be forwarded to the Vice President for Student Services for approval.
 - 3. The Vice President for Student Services shall retain a final veto power over bills. This item veto power shall be exercised within five (5) class days after the bill has been presented to him/her in person for his/her signature. After five (5) class days, any bill that is not vetoed shall be adopted by the SGA. Any veto of the Vice-President for Student Services may be overridden by a two-thirds affirmative vote of the Senate. In the event that the veto of the Vice-President for Student Services is overridden by the Senate, the said legislation will be forwarded to the President of the College and shall become law upon his/her approval.

4. Resolutions are not subject to veto by the SGA President or the Vice President for Student Services.

ARTICLE VII

SGA Representatives

Section 1: Duties

- A. Each club must have at least one (1) SGA Representative, or the club will not be recognized as an official affiliated club by SGA. A student may not serve as SGA Representative for more than one (1) club. SGA Representatives of clubs must attend a minimum of six (6) SGA Senate meetings per semester.
- B. SGA Representatives must be currently enrolled JSCC Students with a minimum of 2.25 cumulative GPA, must be enrolled in a minimum of six (6) college-level credit hours, and fit the criteria of the specific club they represent.
- C. SGA Representatives must be in good standing with JSCC.
- D. SGA Executive Officers or Senators shall not hold the position of SGA Representative in any club at JSCC.
- E. SGA Representatives must give prior notice of a designee no later than one (1) day before a regularly scheduled SGA Senate meeting, unless *unexpected* circumstances arise.

Section 2: Voting Privileges

- A. All SGA Representatives have voting rights on every issue brought forth during SGA Senate meetings, unless voting rights have been annulled as set forth in Article VII, Section 3.B.

Section 3: Removal and Replacement of Position

- A. SGA Representatives will be removed from their position if two (2) consecutive unexcused SGA Senate meetings are missed or three (3) unexcused meetings are missed per semester.
- B. The club must fill the SGA Representative position by the next SGA Senate meeting or the club will lose their voting rights for the remainder of that semester.
- C. If the second SGA Representative misses two (2) consecutive SGA Senate meetings or three (3) meetings in an academic year, then the club will then lose its voting rights at SGA Senate meetings for the remainder of the academic year.

Section 4: Effective Dates

May 10, 2009 through December 5, 2009, for a trail period. A simple majority vote will allow amendments to this article, Article VII.

ARTICLE VIII Direct Legislation

Any student upon presentation of a petition signed by fifty (50) or more currently enrolled students at JSCC shall be allowed to introduce to the Senate the specific legislation called for in the aforementioned petition. One petition shall allow the introduction of only one piece of legislation. It shall be the responsibility of the petitioning student to present at the time of introduction a minimum of fifteen (15) copies of said student's legislation. The signed petition must be presented to the SGA President at least five (5) class days prior to the presentation of the petition to the Senate. Failure to present the petition to the SGA President will delay consideration by the Senate to the next scheduled meeting.

ARTICLE IX Amendments

Amendments to the Constitution may be proposed by the SGA Senate at any two (2) consecutive scheduled meetings, or by petition of the student body signed by at least twenty percent (20%) of enrolled students. Any amendment proposed by petition shall be brought to immediate vote of the student body. Amendments proposed in the Senate shall be approved only by a two-thirds (2/3) vote at two (2) consecutive scheduled meetings. Upon approval by Senate, the proposed amendment shall be presented to the students of JSCC in a referendum that shall be publicized for at least two (2) weeks in advance. If said amendment is approved by a two-thirds (2/3) vote of the students voting, the amendment shall be sent to the Advisory Council for consideration for five (5) class days. If approved at this level, it shall be sent to the President of the College for consideration for five (5) class days. If approved at this level, the amendment shall then and only then become a part of this Constitution at the next regular SGA Senate meeting.

ARTICLE X Maintenance of Office Hours

Section 1: Minimum Hours

Each officer shall be required to maintain office hours in the SGA office during the fall and spring semesters. The minimum hours per week are as follows: President, Vice President, and Secretary/Treasurer six (6), and Senators four (4).

Section 2: Reporting Hours

The Secretary/Treasurer will report scheduled office hours of all SGA officers to the Advisor and post the office hours in or about the office.

Section 3: Failure to Maintain Hours

Failure to maintain office hours shall necessitate a written reprimand by the SGA President. Repeated failure to maintain office hours shall be considered as grounds for impeachment.

ARTICLE XI Removal from Office

Section 1: Disqualification of Officials

In the event SGA Officer(s) or SGA Representative(s) fail to maintain the qualifications of their office, they shall be removed from office immediately.

Section 2: Removal of Officers

Any officer of the SGA may be removed from his or her office by means of impeachment or disqualification.

Section 3: Procedures to Impeach an Officer

- A. Any infractions of guidelines set forth in this constitution shall be considered grounds for Impeachment.
- B. The Senate shall have sole power of impeachment, and possible removal from office. The SGA President shall preside over the hearing. Should charges be brought against the SGA President, the Jackson Campus SGA Vice President shall preside.
- C. A written resolution may be submitted to the floor of the Senate by any Senator outlining the reasons for impeachment. With a simple majority approval of the resolution, the SGA President, or acting President, shall appoint a committee of three (3) Senators for the purpose of general investigation. If the committee determines that their findings support the accusations, the committee shall present to the floor a resolution outlining formal Articles of Impeachment. If this resolution passes by a simple majority of the Senate, then the SGA President will preside over the final impeachment hearing. Any questions involving procedure shall be resolved by a vote of the Senators. A two-thirds (2/3) vote in favor of any one of the formal Articles of Impeachment shall result in removal from office.
- D. Any official who has been removed from office pursuant to Article XII, Section 3-B shall not be permitted to hold any office or serve in any other capacity within the SGA for the remainder of their attendance at this institution.

Section 4: Appeals

- A. A written grievance with documentation shall be filed with the SGA Advisory Council within five (5) class days after dated decision. The appeal shall list specific points of disagreement.
- B. The SGA Advisory Council shall reserve the right to dismiss an appeal or uphold any decision.
- C. In case of removal from office, all documentation related to impeachment and related appeals shall be maintained in the Office of Vice President for Student Services.

Article XII Conflict of Interest

Any elected or appointed SGA officer who has, or whose relatives have a substantial interest in any contract, sale, purchase, or service to SGA shall make known that interest in the official records and shall refrain from voting and participating in any manner as an officer in such contract, sale, purchase, or service.

Article XIII Scholarship Award

Section 1: Scholarship

SGA Scholarship funds will be awarded based on points accumulated throughout the semester for meetings attended, annual student leadership retreat, committee work, academic achievement, performance and behavior by each SGA Officer. Late appointments/elections shall not be a factor in figuring scholarship amount. A copy of the current SGA Award System is available in the office of the SGA Advisor.

Section 2: Points Accumulated Form

Each SGA Officer will be required to track their semester involvement using a points accumulation form that will be distributed at the first SGA meeting of each semester. The form shall be completed and submitted to the Advisor no later than the next business day after the last SGA Senate meeting of the semester.

Section 3: Evaluation Form

- A. An SGA Evaluation Form will be completed for each SGA Officer at the end of each semester by the SGA Advisor. The Evaluation Form will be used in determining the scholarship fund awarded to each SGA Officer for that semester.
- B. SGA Officers will be notified when the scholarship awards are available for pick up in the Business Services Office, located in the Administration Building room 28. Two (2) forms of I.D. will be required upon pick up.

ARTICLE XIV
Advisory Council

The advisory powers shall be vested in the SGA Advisory Council. The Primary Council shall consist of the Vice President for Student Services, Dean of Students, SGA Advisor(s), and a minimum of one faculty and one staff member. Faculty/staff members are to be named by the Vice President for Student Services from a pool of candidates nominated by the SGA Executive Board. Vice President for Student Services reserves the right to ask for a different pool of candidates. Primary council members and SGA President shall appoint extra individuals as deemed necessary.

ARTICLE XV
Advisors

Section 1: Candidates

Advisor(s) shall be chosen by the Vice President for Student Services from a pool of candidates selected by SGA Senate and nominated by the SGA Executive Board. Vice President for Student Services reserves the right to ask for a different pool of candidates.

Section 2: Off Campus Centers

Each off campus center shall have at least one (1) SGA Advisor appointed. The Advisor(s) shall be chosen by the same method as the main campus with main campus Executive Board and off campus SGA Vice President.

Section 3: Advisor's Duties

Guideline S-030

Subject: Student Advisor Guidelines

This guideline addresses the importance of advisors to student organizations, as provided in the Tennessee Board of Regents Policy No. 3:01:01:00. Developed by the Student Affairs Sub- Council, the guideline identifies minimal standards for an institution to further develop a comprehensive and well-rounded system of advising student organizations.

Guidelines for Advisors

- A. An advisor should have a working knowledge of the institution and TBR Policy No. 3:01:01:00 on student organizations. As part of the advisor's duties, he or she should have a clear understanding of the role of the student life division in coordinating the student organization's programming and activities.
- B. In carrying out the role of advisor, he or she should have an interest in the student organization for which he or she is an advisor. The advisor should also have an

- interest in the growth and development of the organization within the structure of the institution and within the international and national structure of the organization. The advisor's interest should be as a result of previous or current membership in the specified organization, or as a result of a professional relationship with or interest in the specified organization's subject matter or pursuit or through a desire to take part in the growth and development of a specified organization.
- C. An advisor should be committed to serving the needs of an organization and its members by, but not limited to:
1. Attending all formal functions staged or held by the organization;
 2. Developing a rapport with the membership of the organization, especially the officers;
 3. Keeping abreast of current developments in the particular areas served by the organization;
 4. Developing a working relationship with national, state, and/or regional officers of the organization; and
 5. Working with institutional officials to inform the organization of TBR and institutional policies, procedures, and decisions that affect the functioning of the organization.
- D. An advisor should acquire a working knowledge of TBR policies and guidelines as they relate to fund-raising, fund-accounting, and fund disbursement as outlined in TBR and institutional business policies and guidelines. The advisor should then assist with the financial duties associated with the organization by counseling and assisting officers, by reviewing financial statements and accounts, and by assisting with institutional procedures designed to safeguard funds.
- E. An advisor should have a reasonable knowledge of current applicable standards in the area of student organizations in higher education and liability issues. An advisor should consult with chief student service, institutional, and designated legal officials concerning applicable standards.
- F. An advisor should attempt to assist in the planning of all social and formal functions, whether on or off- campus; the advisor shall routinely appear at planned social function. Advisors should, in aiding the organization in planning events, maintain consistency with all institutional and TBR policies, and guidelines such as but not limited to Policy No. 3:01:10:00 on off-campus speakers and Policy No. 3:02:02:00 on the use of campus property and facilities.
- G. An advisor should encourage the development of initiative and leadership within the specified organization, should assist the officials of the institution in identifying potential officers and leaders within the organization, and should serve as a resource person for the organization in leadership areas.

Section 4: Removal of Advisor(s)

- A. Should charges be brought against an Advisor a written resolution shall be submitted to the floor of the Senate by any Senator outlining the reasons for impeachment. With a simple majority approval of the resolution, the SGA President shall appoint a committee of three (3) Officers of SGA for the purposes of general investigation. If the committee determines that their findings support the accusations, the committee shall present to the floor a resolution outlining formal Articles of Impeachment. If this resolution passes by a simple majority of the Senate, then the SGA President, Vice President for Student Services, and the Dean of Students will preside over the final impeachment hearing. Any questions involving procedure shall be resolved by a vote of the Senators. A two-thirds (2/3) vote in favor of any one of the formal Articles of Impeachment shall result in removal from service.

- B. If impeachment procedures are brought against an Advisor, the position will be temporarily filled by the next member in the chain of command.

- C. Reappointment of the position as SGA Adviser shall be as set forth in Article XV, Sections 1 & 2.

ARTICLE XVI
Enactment

This Constitution shall go into effect May 10, 2009

Credits

We at JSCC-SGA would like to thank the MTSU-SGA for allowing us to utilize their SGA Constitution as a guide to develop this document.