

SGA Bylaws

Article I: Officers

Section 1 – Powers and Duties of the President

- A. The President shall call a meeting of the Executive Committee, consisting of the SGA Vice President Treasurer and Secretary at least once a week, for the purposes of monitoring issues and action items and formulating the agenda for the upcoming week.
2. Participate in the orientation of all candidates for Senatorial office with respect to the duties, responsibilities and nature of such office shall swear in all Senators.
3. Establish regular office hours during which times he/she will be available for SGA business. No less then two (2) hours per day are to be set aside for office hours, with a maximum of twenty (20) per week.
4. The President shall log a minimum and a maximum of 20 hours weekly on his/her timesheet.
5. During the SGA meeting, may make comment for the purposes of synthesizing, clarifying and/or exploring alternative appropriate for the subject under discussion as long as what is stated by the president causes him/her to remain impartial.
6. The President shall be intimately familiar with the Constitution, past SGA policies, and procedures outlined in the college catalogue and Student Handbook, as well as parliamentary procedures. Roberts Rules of order shall prevail at all meetings.
7. The hourly rate of pay shall be the current Student Assistant wage paid by the College. The president shall be accountable to the Senate and to the Director of Student Life.

Section 2 – Powers and Duties of the Vice President

1. Coordinate all standing and Ad hoc committees. Supply the Senate with written reports on the activities of these committees.
2. The Vice President shall log a minimum of 15 hours and a maximum of 20 hours weekly on his/her timesheet.
3. The Vice president shall be intimately familiar with this Constitution past SGA policies and procedures as outlines in the College catalogue and Student Handbook, as well as parliamentary procedures.

4. The Hourly rate of pay shall be the Current Student Assistant wage paid by the college. The Vice President shall be accountable to the Senate and to the Director of Student life.
5. The Vice President must devote at least 8 office hours per week.
6. A maximum of 4 hours per week must be devoted to receiving reports from committee chairpersons, and for developing weekly committee reports to the Senate.
7. A maximum of 4 hours weekly shall be devoted to meeting with the President to discuss and write the weekly agenda, and assist the President with paperwork. Any VP who does not conform to this work schedule shall be subject to removal from office by Senate upon a recommendation from the ethics committee and a $\frac{3}{4}$ vote of the Senate.

Section 3 – Powers and Duties of the Secretary

1. The Secretary shall log a minimum of 15 hours and a maximum of 20 hours weekly on his/her timesheet.
2. The Secretary shall ensure that all SGA owned equipment are maintained and in good working order.
3. The Secretary shall maintain a high standard of clerical skills: typing, grammar, filing, taking minutes, spelling, photocopying, and collating, etc.
4. The Secretary shall be intimately familiar with the Constitution, past SGA policies and procedures outlined in the college catalogue and Student Handbook, as well as Parliamentary Procedures.
5. The hourly rate of pay shall be the current Student Assistant wage paid by the College. The secretary shall be accountable to Senate and the Director of Student life.
6. The Secretary shall make all minutes and relevant correspondence copies available to all Senators at least one day before any regularly scheduled SGA meeting. Any secretary who does not conform to this schedule shall be subject to removal from office by the Senate upon a recommendation from the ethics committee and a $\frac{3}{4}$ vote of the Senate.
7. The Secretary shall be responsible for acquiring appropriate explanatory information and supporting documents from all students submitting agenda items to the President.
8. The Secretary shall report violations of the attendance policy to the Senate and the Ethics Committee Chair.
9. Should the Senate be unable to elect one of it's members to the office of Secretary due to the lack of clerical skills, the Senate shall be permitted to hire clerical staff person form

the student body for the same hours and wage rates paid to the elected secretary. However the hired Secretary shall not have the voting powers in the Senate and would not become the presiding officer in the event that the Treasurer, Vice President, and President are absent.

Section 4 – Powers and Duties of the Treasurer.

1. The Treasurer shall work closely with the Director of Student Life to ensure that Student Activity Funds are monitored and spent as directed by the Senate.
2. Request and annual inventory report of equipment held by each organization, which receives money from the student activities fund. He/She shall provide a copy of this report to the Director of Student Life, the Vice President of Student Affairs, and the Senate.
3. The Treasurer shall chair the Budget Committee, which prepares all student organization allocations at the beginning of each academic year. In the event no Treasurer is in office another member of the E-board shall chair this committee.
4. The Treasurer shall be intimately familiar with the Constitution, pas SGA policies and procedures outlined in the College catalogue and Student Handbook, as well as parliamentary procedures.
5. The hourly rate of pay shall be the current Student Assistant wage paid by the College. Treasurer shall be accountable to Senate and the Director of Student life.
6. Should the Senate be unable to elect one of it's members to the office of Treasurer due to the lack of clerical skills, the Senate shall be permitted to hire a skilled staff person form the student body for the same hours and wage rates paid to the elected Treasurer. However the hired Treasurer shall not have the voting powers in the Senate and would not become the presiding officer in the event that the Vice President, and President are absent.

Section 5 – Powers and Duties Shared by Paid Officers.

1. Planning, organizing, and presenting new student orientation sessions at the beginning of the fall and spring semester.
2. Planning, organizing and presenting a SGA Awards Banquet at the end of each Spring Semester.
3. Selection of winners of awards to be presented at the SGA Awards Banquet.
4. Assurance of well-planned agenda items at each regularly scheduled Senate meeting.

5. Planning, organizing and presenting a new Senator orientation session after each SGA election.
6. Be responsible for maintaining order in the SGA office, requiring loitering or disruptive students to leave the area.

Article II – Senate

The Senate shall meet to conduct business each Wednesday and Friday at noon. The Senate Standing and Ad Hoc Committees shall meet each Monday at noon to conduct the committee business. An agenda shall be prepared for each meeting. Committee reports will be received by the Senate on Wednesdays and Fridays.

Section 1 – Powers and Duties of Senators

- A. Act upon or revise the bills and proposal brought before the SGA.
- B. Recommend to the Dean of Student Affairs, the recognition of any student organization meeting the requirement for recognition by the college.
- C. Adopt and recommend to the Vice-President/Dean of Student Services the yearly operating budget.
- D. Any Senator wishing to resign from office must do so in writing to the President within.
- E. All Senators should research, and carefully consider all sides of an issue before voting.
- F. A Senator is supposed to represent the best interest of the student body.
- G. Senators are charged with administering the Student Activities Program and budget. Therefore, all attempts should be made to provide the majority of students with the majority of the benefits.
- H. Senators should take action against any issue that infringes upon student rights or activities.
- I. Senators must adhere to all policies and regulations set forth by the college.

Section 2 – Attendance Policy for SGA meetings.

- A. No Senator may have more than four unexcused absences for a total of four meetings per term.
 1. After 1 un-excused absence the Senator will be given a verbal warning by a member of the E-board.
 2. After 2 un-excused absences the Senator will be given a written warning by the E-board.
 3. After 4 un-excused absences the Senator will be recommended to the Ethics Committee for evaluation, upon recommendation by the Ethics Committee they can be removed from Senate.
- B. A Senator may be given an excused absence if they can provide a reasonable excuse, an excused absence can be given by any member of the E-board.

- C. A Senator shall be marked late if he/she arrives at the meeting after the roll has been called.
- D. A Senator shall be marked as being absent without excuse if the Senator is more than fifteen minutes late in arriving at the meeting without prior notification of the Executive Committee. If a Senator is un-excused, that Senator is excused from voting.
- E. A Senator shall be marked as being absent without excuse if the Senator leaves the meeting fifteen minutes prior to adjournment of the Senate unless a valid excuse has been approved by the Executive Committee at least one day prior to the that meeting.
- F. If a Senator is excused, that Senator may file a vote in absence, as long as the vote in absence is received by a member of the E-board prior to a regularly scheduled meeting.
- G. Each Senator will sign a form stating that the Senator understands the attendance policy. They will also be required to fill out a form with contact information. These forms will be returned to the Secretary.

Section 4 – Committee Participation

SGA Senators shall sit on a minimum of one (1) standing committee.

Section 5 – Conduct of SGA Senators

A. An SGA Senator represents the College and the students at all times. Every member and officer should be aware of and familiar with the “HACC Statement of Individual Rights of all members of the College Community, Visitors, and guests” as stated in the HACC Student Handbook. If the conduct of any SGA Senator or Officer should be questioned by members of the College community, visitor, or guest, the following procedure should be followed.

1. A formal written complaint must be submitted to the SGA Ethics Committee.
2. The Committee shall review and investigate all circumstances surrounding the complaint within one week of receiving the complaint.
3. A recommendation of expulsion, suspension reprimand or acquittal shall be submitted to the Senate for appropriate action.

B. In such issues that a Senator sponsors a bill or proposal in which they have a direct interest that Senator is encouraged to abstain from voting but shall such a case arise in which the Senator does not, the Chair of the meeting may then exercise their privilege to require that the Senator to withdraw themselves from voting on that issue. Any Senator not proposing the bill or proposal having a direct interest may vote on such an issue.

Section 6 – Student Government Association Weekly Meeting Schedule

A. Monday – Training

1. A planned training day in which attendance is required. Speakers and/or Training items will be arranged by the E-board.

B. Wednesday and Friday – Regular Business

1. This session shall follow a prepared agenda. Senate committees shall verbally deliver their reports to the senate and submit a written committee report to the Vice-President using report forms obtainable from the Vice-President.