



POLICY 037
Harrisburg Area Community College
Student Government (SG) Constitution

PREAMBLE

We, the students of the Harrisburg Area Community College of Central Pennsylvania, in order to best serve our diverse student population, do hereby establish and ordain a student government which provides democratic representation. The student government is elected to promote the educational and social development of the students, to facilitate the functioning and activities of student organizations, and to enhance student life at the College through participation and leadership in the student activities program. This Constitution shall be the supreme source of policy for the Student Government bylaws and other Student Government documents.

Article I: Name

The name of the governance structure at Harrisburg Area Community College (Hereafter known as HACC) shall be known as the Student Government.

Article II: Purpose of the Student Government

It shall be the purpose of the Student Government to ensure equal representation for students and to provide a unified college-wide voice for all HACC campuses. The Student Government is a union of self-governing Student Government Association's (hereafter known as SGA) who provide specific campus representation. Within this union, a selected committee is formed to represent the entire student governance structure in college-wide affairs. This committee is known as the Student Government Association Executive Council (hereafter known as SGAEC).

Article III: Student Government Association Executive Council
(SGAEC)

Section 1 – Purpose of SGAEC:

It shall be the purpose of the SGAEC to ensure representation and provide a unified college-wide voice for the students at all campuses by participating in the shared governance process at HACC.

Section 2 – Qualifications of SGAEC Ambassadors:

- A. SGAEC Ambassadors must be currently enrolled for a minimum of six (6) credit hours per semester. Ambassadors must be enrolled for a minimum of three (3) credit hours each semester at the campus they represent.
- B. Ambassadors must be an active member of their respective campus SGA.



- C. Ambassadors must have and maintain a minimum of a 2.5 cumulative grade point average (hereafter known as GPA) unless they are a newly enrolled student carrying no cumulative GPA.

Section 3 – Membership:

The SGAEC shall consist of two (2) SGA representatives appointed from each HACCC recognized campus, to serve as Ambassadors for SGAEC. From these Ambassadors a Chair, Vice-Chair, and Recorder are to be elected to act as Executive Officers for SGAEC. Ambassadors are responsible for electing the SGAEC Executive Officers. Terms of office shall consist of a yearly term which begins at the end of the spring semester.

Section 4 – Powers and Duties of Ambassadors:

- A. Shall perform all duties and responsibilities included in Article 3 Section 4 of this constitution.
- B. To elect from the Ambassadors a Chair, Vice-Chair, and Recorder.
- C. To represent and discuss the issues, views and opinions of their campus SGA and student population at SGAEC meetings.
- D. To actively and respectfully participate in all scheduled meetings and SGAEC events.
- E. To present proposals to SGAEC for the enhancement of the college and student population at large.
- F. To recommend the appointment of students to college-wide joint committees.
- G. To attend all SGAEC meetings. Attendance of Ambassadors is mandatory. Therefore, two (2) or more absences per term of office are grounds for review by the SGAEC. This shall be followed by the impeachment process found in Article 3, Section 7.
- H. To oversee the Executive Officers of SGAEC.

Section 5 – Powers and Duties of SGAEC Executive Officers:

The SGAEC will elect the Chair, Vice-Chair, and Recorder. The positions of Chair, Vice-Chair, and Recorder shall be elected by a majority vote (requiring quorum) of current Ambassadors from each campus.

Sub-Section 1 – The Powers and Duties of the SGAEC Chair:

1. Shall be capable of comprehensively interpreting the Student Government Constitution.
2. Shall preside over all scheduled meetings utilizing Roberts Rules of Order.
3. Organize and plan a leadership training program for all SGAEC members.
4. Shall attend the College Board of Trustees meetings.
5. Propose to the Ambassadors an annual review of the constitution.



6. Shall meet on a monthly basis with the President of the College.

Sub-Section 2 – The Powers and Duties of the SGAEC Vice-Chair:

1. In the absence of the Chair, the Vice-Chair shall assume all aforementioned responsibilities.
2. Shall be capable of comprehensively interpreting the Constitution.
3. Assist the Chair in any and all powers and duties.
4. Shall be responsible to attend all Faculty Council meetings.
5. Shall oversee all SGAEC committees and ensure the participation of Students in college wide joint committees.

Sub-Section 3 - The Powers and Duties of the SGAEC Recorder:

1. Shall be capable of comprehensively interpreting Constitution.
2. In the absence of the Chair and the Vice-Chair, the Recorder shall assume all aforementioned responsibilities.
3. Record, publish, distribute, and preserve all SGAEC minutes and agendas.
4. Shall report all violations of attendance policy to the SGAEC.
5. Shall be required to provide membership materials to each new member.

Section 6 – Guidelines for SGAEC:

- A. SGAEC shall meet a minimum of four (4) and a maximum of six (6) times per fall and spring semester as determined by the Chair.
- B. Ambassadors will be required to meet a minimum of two (2) times over the summer.
- C. Scheduled meetings shall not exceed two (2) hours.
- D. Location of the next meeting will be an agenda item that will be determined by the current SGAEC Ambassadors at each meeting.
- E. A fifty-one percent (51%) majority of the SGAEC Ambassadors will constitute a quorum which is required to vote on any matter.

Section 7 – Impeachment of SGAEC Ambassadors:

- A. If at any point the Ambassador fails to maintain the aforementioned requirements in Article 3 Section 4, Powers and Duties of Ambassadors, a recommendation for their impeachment can be brought forth for review to the SGAEC.
- B. Following the examination, should the SGAEC find the Ambassador in violation of College Policy and/or Administrative Procedures, a letter is to be sent to the Ambassador's SGA for further investigation.



- C. After the campus SGA's deliberation, the verdict will be reviewed by the SGAEC, unless removal is determined, in which the SGA's decision will be honored.
- D. An impeached Ambassador cannot be brought up on the same charge(s) multiple times.

Section 8 – SGAEC Standing and Ad-Hoc Committees:

- A. The Chair may appoint an Ambassador as the chair of any and all SGAEC standing and Ad-Hoc Committees.
- B. The SGAEC votes on all appointments made by the Chair.
- C. Any student currently carrying at least three (3) credits can serve on any SGAEC committees. Any student must maintain at least three (3) credits to remain on the committee.
- D. All committees shall submit reports to the Vice-Chair regarding the committee activity.

Sub-Section 1 – Academic Procedure and College Policy Committee:

The Academic Procedure and College Policy Committee shall be responsible to review any College Policy or Academic Procedures that are being reviewed by the college. This committee shall recommend changes to the documents as the student voice.

Section 9 – College-Wide Joint Committees:

- A. The SGAEC Chair shall appoint a student carrying at least three (3) credits to serve on College-Wide Joint Committees.
- B. The SGAEC shall vote on all such appointments.

Article IV: Student Government Association (SGA)

Section 1 – Purpose of SGA:

Each recognized campus of HACC shall establish and maintain a SGA. The purpose of SGA is to provide a significant campus voice for the students in all matters of concern within and between campus constituent groups, as well as performing all powers and duties defined within this article.

Section 2 – Qualifications of SGA Members:

- A. All SGA members of the Executive and Legislative Branches must be current students, enrolled at the college at the time of their election or appointment, and remain enrolled throughout their term.
- B. The Executive Branch members must maintain a 2.5 cumulative GPA unless they are a first time student. (This minimum GPA may vary per campus bylaws)
- C. Legislative Branch must maintain a 2.0 cumulative GPA unless they are a first time student. (This minimum GPA may vary per campus bylaws)



- D. All members of the Executive and Legislative Branches who fall below the required GPA at the end of the semester must resign.
- E. All SGA Executive and Legislative Branch members shall carry a minimum of six (6) credits during any term in which the office is held, three (3) of which must be at the campus they are serving on.
- F. SGA members cannot serve on more than one SGA.
- G. Members who fail to maintain the minimum credits are subject to an immediate ethical review.

Section 3 – Membership:

Members of SGA shall be elected by the student body in the general elections as specified in Article 4 Section 8. If vacancies of offices are left the President reserves the right to appoint any student who meets the qualifications, found in Article 4 Section 2. These appointments must be approved by majority vote of the Legislative Branch. The length of the members term in office shall be one academic year. The Legislative Branch shall consist of no more than thirty (30) members, one (1) of which shall be the Legislative Chair. There shall be four SGA Executive Branch members: President, Vice President, Treasurer, and Secretary, with the order of succession proceeding respectively during meetings.

Section 4 – Powers and Duties of the Legislative Branch:

- A. Represent the student population on all college matters affecting students.
- B. Shall attend all SGA meetings.
- C. Approve student clubs and organizations and recommend their recognition by the college.
- D. Members of the Legislative Branch must serve as members on at least one (1) SGA standing or Ad-Hoc committee.
- E. Shall elect by majority vote of quorum two (2) Ambassadors to SGAEC
- F. Shall comprehensively interpret Constitution and respective campus bylaws.
- G. Nominate and elect Legislative Branch Chair.
- H. Shall log and report hours to the Legislative Branch Chair as per campus bylaws.
- I. Shall, with the recommendation of the Ethics committee, elect Legislative Branch candidates to fill vacant Legislative Branch seats.

Section 5 – Powers and Duties of the Legislative Branch Chair:

- A. Cannot be an Executive Board Member.
- B. Responsible for all aforementioned powers and duties of the Legislative Branch.
- C. Shall serve as the parliamentarian with voting rights for all Legislative Branch meetings.



- D. Actively help organize and participate in all Legislative Branch training.
- E. Oversee Legislative Branch recruitment as needed.
- F. Shall act as the voice of the Legislative Branch to the Executive Branch.

Section 6 – SGA Powers and Duties of the Executive Branch:

Members of the Executive Branch must log a minimum and maximum of hours defined within each campus' Bylaws. All outgoing Executive Branch members are required to participate in training their successors as well as leaving an annual report of office.

Sub-Section 1 – Powers and Duties Shared by Executive Branch Members:

- A. Be able to comprehensively interpret the SGF Constitution, campus By-Laws, procedures outlined in the College Policies and Procedures, as well as Parliamentary Procedures and Roberts Rules of Order.
- B. Assist in recruiting qualified students to run for the Legislative Branch, as well as open Executive and Legislative positions.
- C. Attend one weekly meeting with the SGA Advisor, and Public Relations Committee to plan upcoming events.
- D. Must submit an annual report of office.

Sub-Section 2 – Powers and Duties of the SGA President:

The President shall be elected by the student population during the spring election. The President shall have the following powers and duties:

- A. Call to order weekly Executive Branch meetings.
- B. Shall preside over SGA meetings and shall vote only in case of a tie.
- C. Establish regular office hours during which times he/she will be available to students for SGA business.
- D. Participate in the orientation of all candidates for Legislative office with respect to their duties and responsibilities, and swear in all Legislative and Executive Branch members.
- E. Appoint, with the approval of the Legislative Branch, students to chair Ad-Hoc or Standing committees.
- F. Approve, in the absence of the Treasurer, all SGA expenditures.
- G. Plan and set a well-planned agenda for each regularly scheduled Legislative Branch meeting.
- H. Shall swear in all Legislative and Executive Branch members.
- I. Shall be responsible for enacting all approved Legislative Branch bills.
- J. May veto any bill passed by the Senate. This veto shall be communicated in a formal letter to every Senate member within one (1) week of the bill's passage. The letter must contain the reasons for the veto and suggestions for a revised or substitute bill. A vote of two-thirds (2/3) of the entire



Senate shall be required to override the veto. Should the veto be overridden, the bill shall stand and the President shall support it.

Sub-Section 3 – Powers and Duties of the SGA Vice President:

The Vice-President shall be a member of the Legislative Branch and be recommended by the President for approval by the Legislative Branch. The Vice-President should be appointed before the end of the spring semester. The Vice-President shall have the following powers and duties:

- A. Receive reports from clubs and organizations.
- B. Oversee cleanliness of club offices and work areas.
- C. Maintain club notebooks.
- D. Assist with training of new club officers.
- E. In absence of President the Vice-President shall call to order and preside over SGA meetings and vote only in case of a tie.
- F. Assist with paperwork of newly created clubs.
- G. Upon approval of the Legislative Branch, shall recommend to the appropriate administration, recognition of any student clubs and organizations meeting the requirements.
- H. Reside as the Chair person of the Inner-Club Committee (hereafter to be referred to as the I.C.C.)

Sub-Section 4 – Powers and Duties of the SGA Treasurer:

The Treasurer shall be a member of the Legislative Branch and be recommended by the President for approval by the Legislative Branch. The Treasurer should be appointed before the end of the spring semester. The Treasurer shall have the following powers and duties:

- A. In the absence of the President and Vice-President, the Treasurer shall become the presiding officer and shall vote only in the case of a tie.
- B. Serve as Chair person for the Budget Committee, which prepares all student club and organizational allocations at the end of each spring semester.
- C. Present weekly and monthly financial updates to the Legislative Branch with regard to SGA credits and expenditures.
- D. Responsible for ensuring adherence to the Budget Committee Guidelines, and for recording, publishing, distributing and preserving all financial records.
- E. Make necessary check requests, purchase order requests, and balance transfers.

Sub-Section 5 – Powers and Duties of the SGA Secretary:

The Secretary shall be a member of the Legislative Branch and be recommended



by the President for approval by the Legislative Branch. The Secretary should be appointed before the end of the spring semester. The Secretary shall have the following powers and duties:

- A. In the absence of all other officers, the Secretary shall become the presiding officer, and shall vote only in the case of a tie.
- B. Conduct correspondence of the Legislative Branch, both internal and external.
- C. Shall be responsible for recording, publishing, distributing and preserving all Legislative Branch books, documents, meeting minutes and agendas.
- D. Call roll and report violations of attendance policy to the SGA President and Ethics Committee.
- E. Update bulletin boards and all posting areas.
- F. Work with the SGA Advisor and Public Relations Committee to publicize SGA sponsored events.
- G. Provide a copy of the Constitution and By-Laws to each member of the Legislative Branch at the first Legislative Branch meeting.

Section 7 – Standing and Student Government Association Committees:

The President of SGA shall appoint a Legislative Branch member as the Chair of any and all standing committees. The Legislative Branch votes on all such appointments.

Members of the committees include Legislative Branch members and students-at-large.

The committees include but are not limited to:

Sub-Section 1 – Budget Committee:

Charged with reviewing proposed budgets of annual operational funds from all current student clubs and organizations as well as SGA. The Treasurer furnishes a draft budget to the Budget Committee for comment. The final copy will be recommended to the Legislative Branch for approval to allocate. The Budget Committee also reviews and recommends reallocations as required.

- A. The SGA Advisor in conjunction with SGA Executive and Legislative Branch's shall supervise the budgeting and expenditure of all student activity funds. All Executive Branch and Advisors shall be informed annually concerning the college financial procedures.
- B. A standard journal provided by each club and organization of all income and expenses shall be monitored by this committee.
- C. Budget Committee Chair is responsible for the reviewing requisition forms for fund expenditures which list the purchases made, the amount, the description, the cost, the source, payee address, and the date of the purchase.
- D. The SGA Advisor shall forward all requisitions to the Accounts Payable where checks and purchase orders will be written.



- E. To ensure that the combined overall SGA budget from student activity fees shall not exceed projected revenue as determined by the college.
- F. Projected revenue allocations of the SGA shall be periodically reviewed and may be altered, based on Campus enrollment patterns.

Sub-Section 2 – Ethics Committee:

The Ethics committee is charged with determining that the provisions of the constitution are adhered to by all SGA members and with the proper handling of violations as they might occur. Responsibilities include making recommendations of appropriate actions for such violations.

- A. Members are determined per campus bylaws.
- B. Persons having concern(s) about a member of SGA should place their concern(s) in writing and submit them to the committee Chairs, who must follow up with the Ethics committee.
- C. The committee must respond to the concerns upon review.
- D. The person filing the concern(s) can appeal the committee decision as per Student Grievance AP 591.
- E. Interview and recommend candidates for appointment at vacant Legislative Branch seats.

Section 5 – Elections:

Spring elections shall be held at the end of the spring semester of each academic year, no later than the fourth week prior to the last day of classes. Fall elections shall be held no later than the sixth week of the fall semester. Special elections can be held as needed. Voting eligibility is limited to currently enrolled students.

Sub-Section 1 – Spring Semester Elections:

- A. The President and Legislative Branch shall be elected.
- B. All remaining senatorial seats numbering at least one-half (1/2) of the Legislative Branch shall be elected at this time.
- C. The newly elected President and Legislative Branch must be in sworn no later than the spring commencement of that year.
- D. The newly elected President shall recommend a Vice-President, Treasurer, and Secretary from among the newly elected Legislative Branch. The newly elected and appointed Legislative Branch members shall then vote on the approval of these recommendations. In the case in which the President chooses to defer their appointment(s), a recommendation must be made to the Legislative Branch no later than two (2) weeks following the fall election.
- E. All outgoing officers and Legislative Branch members shall relinquish all powers, duties, and their vote after the inauguration of new members.



- F. Newly elected members shall be expected to attend the leadership training conference.

Sub-Section 2 – Fall Semester Elections:

- A. All remaining Legislative Branch seats numbering at least one-half of the Legislative Branch shall be elected at this time.
- B. The term of office of those Legislative Branch elected in the fall semester shall end at the inauguration of the incoming administration.
- C. Newly elected members shall be expected to attend the leadership training conference.

Sub-Section 3 – Special Elections:

In the absence of a President, with no other members in the Executive Branch to succeed them, a special election can be held the fall and spring semesters. The enactment of special elections shall be the responsibility of the SGA Advisor.

Section 6 – Qualifications of Candidates:

- A. The SGA advisor shall certify each application for candidacy to meet the election standards and guidelines.
- B. Elections Board chair shall rule in matters where election guidelines are in dispute. Candidates may appeal to the Ethics committee of SGA and then to the Director of Student Life, in accordance with the published College grievance policies.

Section 7 – Procedures of the Elections Board:

Please refer to respective SGA Bylaws.

Section 8 – Reconsideration, Recall and Removal from Office:

Sub-Section 1 – Reconsideration:

The Legislative Branch must reconsider any legislation upon receiving a petition for reconsideration signed by twenty-five (25) members of the student population or a two-thirds (2/3) vote by the Legislative Branch. At least two (2) signers of said petition must present themselves at the meeting when the Legislative Branch reconsiders the matter in question. Such petition must be delivered to the Legislative Branch.

Sub-Section 2 – Recall:

- 1. All Legislative and Executive Branch members shall be subject to recall. The Legislative Branch shall vote on all recall petitions.



2. No Legislative Branch member shall be subject to recall during the first six weeks in office.
3. Signatures equal to two-thirds (2/3) of the number of voters in the last election shall be required for recall.
4. The charges and defenses shall be made available to the Legislative Branch two (2) weeks prior to the vote within the Legislative Branch.
5. To recall the subject in question a two-thirds (2/3) majority vote is needed.

Sub-Section 3 – Removal from Office

1. SGA members are subject to college rules and regulations found in the Student Handbook and HACC online resources.
2. The Ethics committee shall take immediate action on any written complaint by initiating an investigation into the matter in question; the most substantial part of which shall be an interview with the Ethics committee and the particular Executive and Legislative Branch member identified. The SGA advisor and/or VP/Dean of Student Services may be present. The President, Vice-President, Legislative Branch Chair, and advisors are to be notified of the more pertinent facts concerning the matter and of the investigation's start, providing the committee is not investigating any of the officers.
3. The Ethics committee, upon having gathered all information pertinent to the case, shall by a majority vote, recommend to the Legislative Branch to either suspend, reprimand, or acquit the individual in question.
4. The recommendation shall be presented to the Legislative Branch for approval or rejection. A two-thirds (2/3) vote shall be sufficient to institute the recommendation of the Ethics Committee.
5. A formal reprimand shall constitute a written statement by the President of SGA, accompanied by any further conditions provided for by the Ethics Committee's recommendations.
6. A suspension from SGA constitutes the surrender of all Legislative privileges, powers and duties for a period to be determined by the Ethics Committee.
7. The accused may appeal the decision according to the college's Student Grievance Policy AP 591.

Article VI: Appropriation Authority

Section 1 – Funds:



The SGA shall be allocated student activity fee revenue by each Campus for budget allocation to the SGA and student clubs and organizations.

- A. Funds allocated to the SGA may be used for educational, cultural, civic, and entertainment activities within the parameters established by the approved SGA budget guidelines and college regulations. Any process adopted by a student government or other campus entities to provide support to recognized student clubs and organizations must employ solely viewpoint-neutral criteria.
- B. Funds may not be used for activities wherein the purpose of promotion or advancement of partisan political interests.
- C. The criteria for evaluation of funding requests are the following (fulfillment of the following does not guarantee approval for funding.) Extent of contribution to one or more of the following:
 - 1. Providing a service to the student population.
 - 2. Supplementing the academic curriculum.
 - 3. Hoping to foster a sense of community on campus.
 - 4. Quality and quantity of programs and services provided to the student population, consistent with the mission of the club or organization.
 - 5. Extent of and demand for the programs and services provided.
 - 6. Breadth of service to student across academic departments or academic units.
 - 7. Targeting of programs and services to the largest number of students consistent with the need.
 - 8. Efforts to secure funding in addition to the student activity fees.
 - 9. Demonstration of financial need that cannot be fulfilled with alternative sources of income.
- D. Balances of allocated funds remaining at the end of an academic year shall be deposited to a reserve account for future capital expenditures (hereafter known as CAPEX) made in the direct interest of the student body as approved by the Legislative Branch and the Campus as stipulated by the college regulation.
- E. Funds allocations will be communicated by the campus Dean or designee to the SGA following audit at the end of the third week of classes.
- F. The SGA shall determine and approve budget allocations to all student clubs and organizations that have applied and were accepted for funding. Denials of funding may be appealed to the campus Dean.
- G. Projected revenue allocations to the SGA shall be periodically reviewed and may be altered, based on campus enrollment patterns. Allocations to student organizations may consequently be altered.
- H. The combined budget of the SGA shall not exceed projected revenue as determined by the campus Dean or designee.

Section 2 – SGA Budget:



Sub-Section 1 – Budget Process:

1. The initial allocation of funds to the SGA shall be based upon enrollment projections and communicated to the SGA no later than the first week of classes of the Fall Semester.
2. The SGA shall determine and approve budget allocation to all student clubs and organizations, which have applied for funding, according to budget guidelines, no later than the end of the third full week of classes.
3. Projected revenue allocations to SGA shall be periodical reviewed and may be altered based on College enrollment patterns.
4. The combined budget to SGA and all other student clubs and organization shall not exceed projected revenue as determined by the College.

Sub-Section 2 – Budget Procedure:

The SGA Advisor shall supervise the budgeting and expenditure of all student activity funds.

- A. All Officers and Advisors shall be informed annually concerning college financial procedures.
- B. The Treasurer of all club and or organizations should keep a standard journal of all income and expenses.
- C. Requisition forms for fund expenditures shall list the purchase to be made, the amount, the description, the cost, the source, payee address, and the date of the purchase.
- D. Requisitions bearing the signature of the club Treasurer and the Advisor must be submitted to the SGA for the approval and signature of the SGA Treasurer, or President if the Treasurer is unavailable, the SGA Advisor, and the Dean of the campus or his/her designee.
- E. The SGA Advisor shall forward all requisitions to the Accounts Payable where checks and purchase orders will be written.
- F. Requisitions must be submitted to the Accounts payable.
- G. Checks may be picked up by the Treasurer or club Advisor or otherwise will be directly mailed to the vendor or to the campus by Accounts Payable.
- H. No checks will be paid without an invoice, bill or contract with a specified amount.
- I. The combined budget to the SGA and all other student club or organizations shall not exceed projected revenue as determined by the campus.
- J. Projected revenue allocations to the SGA shall be periodically reviewed and may be altered, based on Campus enrollment patterns.
- K. Fund allocations will be communicated by the campus Dean or his/her designee to the SGA following audit at the end of the third week of classes.



- L. The SGA shall determine budget allocations to all student clubs or organizations that have applied for funding.

Section 3 – Student Clubs & Organizations:

Student activities may include a variety of student clubs and organizations which provide an opportunity for students to become actively involved in college community life. A wide variety of interests may be represented by student clubs and organizations which are active in each academic year. Student groups are encouraged to organize and plan their own programs. A college faculty or staff member who has special interest in a group must serve as an advisor to the group. General supervision of the student group's activities is given by the Student Government Association.

Sub-Section 1 – Procedures of Recognition:

Any student currently enrolled in the college may request permission from the SGA Office or SGA Advisor to hold a special meeting at the college for the purpose of informing interested students about a proposed club or organization. A faculty or staff member must be available to attend the meeting. Subsequent meetings of the group must be scheduled in the same manner and be publicized as organizational meetings. A student organization will become recognized only after the following steps have been followed:

- A. The interested students must complete an official application for recognition, available in the SGA or SGA Advisor Offices.
- B. The interested students must obtain an advisor from the college staff.
- C. A list of no less than ten (10) prospective members which should include the students' identification numbers.
- D. The application for recognition, a proposed constitution, and the list of members for the organization must be submitted to the SGA and then the Dean of the campus (or designee) for approval or denial.
- E. In the case of denial, the prospective club may appeal to the SGA within ten (10) working days and the Dean of the campus (or designee) within twenty (20) working days.
- F. The club and/or organization, along with SGA must approve the club's constitution and bylaws as well as any revisions.

Sub-Section 2 – Privileges of College Recognition:

- A. The uses of College facilities are free during regular college hours upon approval.
- B. The right to request funds from SGA.
- C. The right to establish dues and sponsor fundraising activities as approved by the SGA Advisor or designee.



Sub-Section 3 – Revocation of Recognition:

The SGA or college may revoke privileges and/or recognition of a HACC approved club and/or organization. Clubs and or organizations may have their status revoked for the following reasons:

- A. Evidence of failure to comply with college regulations and procedures governing recognized organizations.
- D. Evidence that the club or organization is neglecting its constitutional objective.
- E. Insufficient membership and failure to fulfill the group's purpose or mission.
- F. Failure to comply with their club and or organization's budget guidelines.
- G. The SGA may revoke the recognition of any student club or organization if it has been inactive for three consecutive semesters.
- H. Revocation of recognition may be appealed to the Dean of the campus within twenty (20) working days of the action.

Sub-Section 4 – If Revocation Occurs:

- A. A club or organization which has been revoked may no longer use the name of HACC, nor hold activities on the college campus.
- B. Funds accrued in the account of a club or organization when revocation occurs will be returned to the SGA.
- C. A student club or organization which has had its recognition revoked must follow the complete application process to become recognized again.

Sub-Section 5 – Responsibilities of Advisors:

At the beginning of each year, the student club or organization will submit a valid advisor form to the SGA Vice-President concerning the club advisor's willingness to assume the following responsibilities:

- A. The club or organization's advisor to a student clubs and organizations will be concerned that the activities of the club or organization follow the policies and regulations of the Student Handbook. The club advisor must sign the activity requisition, and all other official forms of the club or organization.
- B. The club advisor will be concerned with the stated purpose of the club or organization and will consult regularly with the club or organization members about the programs, plans, and problems of the group.
- C. Regular attendance of the advisor at the meeting of the club or organization is recommended.
- D. Each student club or organization must accept the following obligations to the advisor(s):



1. The officers of the club will inform the advisor in advance of all activities.
2. The officers will be responsible for filing forms with the College that involve approval by the advisor.
3. Each club or organization must supply the advisor with a copy of the agenda and or minutes of every meeting.

Sub-Section 6 – Obligations of Student Organizations:

- A. Monthly club reports must be submitted to the Vice-President of SGA no later than the first Friday of each month.
- B. Monthly financial ledgers must be filed with the Treasurer of the SGA no later than the first Friday of each month.
- C. Student Activity Approval Forms and all relevant financial paperwork must be filed within three weeks before the scheduled event. This includes: price quotes, check requisitions, purchase orders, travel forms, etc.
- D. Clubs or organizations must hold at least one (1) fundraiser per semester. A report must be submitted to the Treasurer no later than four (4) business days after the event.
- E. Clubs or organizations must participate in at least one (1) community service project per semester. A report must be submitted to the Vice-President no later than four (4) business days after the event.
- F. At the beginning of each semester, a current list of members, officers, and advisor(s) must be filed with the Vice-President and SGA Advisor as soon as they are available to include student's names and HACC identification number (hereafter, known as the HACC ID.)

Sub-Section 7 – Scheduled Activities and Facilities Reservations:

- A. Student Activities Coordinator of the campus or his/her designee must approve all college student activities. Clubs or organizations planning activities must secure an approval form from the SGA. The SGA and the SGA Advisor must approve the completed form before the activity is publicized.
- B. No club or organization activities may be scheduled during the final exam period on any semester; however, clubs and organizations may plan events over the summer.
- C. Rooms and facilities for all the SGA approved functions must be reserved through the facilities office at least two (2) weeks in advance of the activity. No activities should be publicized until facilities have been secured and security has been notified.
- D. College facilities may be used rent-free by recognized student clubs or organizations for activities that comply with College policies. Use of facilities for student activities after regularly scheduled College hours requires specific approval by the Dean of the campus.



Sub-Section 8 – Student Activity Field Trips:

- A. A student club or organization may sponsor a field trip for student members.
- B. At least three (3) weeks prior to the trip, the student club or organization must submit a field trip form and itinerary to the SGA and Dean of the Campus or his/her designee for their approval.
- C. A complete list of those planning to make the trip must be given to the SGA Executive Branch members within 5 business days of the trip.
- D. If classes are to be missed, participating students are responsible for notifying their instructor before attending the trip. It is up to the student to make up all academic work.
- E. Students are expected to follow HACC procedures and guidelines found in the Student Handbook pertaining to behavior on trips, as well as abiding by any laws and regulations of the area visited.

Article VII: Amendments, Revisions and Referenda

Each campus Legislative Branch shall issue Bylaws, which shall govern the daily proceedings and operations of the SGA. A two-thirds (2/3) vote by the Legislative Branch shall be required to alter the Bylaws. The Constitution shall take precedence over the Bylaws in all circumstances.

1. Proposed amendments to this Constitution referendum shall be presented in writing to the Legislative Branch. A two-thirds (2/3) vote by the Legislative Branch shall be required to present these to the entire student population. Ratification shall occur by a two-thirds (2/3) vote approval of the student population that vote in the spring or fall election.
2. All amendments to this Constitution shall be put in sections of this document, entitled “Amendments”; each numbered and dated according to the date of acceptance.

Revised and amended, February 1992

Passed by the Senate, 01 April 1992

Ratified by the Student Body, 24 April 1992

Revised and adopted by Board of Trustees, September 2003

Revised and adopted by Board of Trustees, May 5, 2009