



t h e a u s t i n c o m m u n i t y c o l l e g e  
s t u d e n t g o v e r n m e n t a s s o c i a t i o n

## *Constitution*

*Approved February 6, 2007*

### *Preamble*

We, the student body of Austin Community College, believe that we have the right and collective authority of self-governance and to an enhanced education. In order to preserve and further these aims; to promote understanding and involvement among all the members of the college community; to represent, advocate and legislate the interest of the student body; to serve as partners in the administrative processes of the college; to protect our right to govern ourselves and accept responsibility for the quality of student life; to be the official voice of students in academic, institutional and campus affairs; we do hereby establish this Constitution for the Austin Community College Student Government Association.

## ***Article I: Membership and Eligibility***

- 1.1 This organization of students shall be known as the Austin Community College Student Government Association.
- 1.2 All students enrolled at Austin Community College as defined by the Office of Admissions and Records shall be eligible to participate in the Student Government Association.
- 1.3 All members of the student body having a minimum of six (6) semester hours of credit at ACC not on scholastic or disciplinary probation as recorded by the Office of the Admission and Records, and who meet the criteria of office outlined within this constitution, shall be eligible to campaign for and hold elective office within the Student Government Association.
- 1.4 A student must maintain a cumulative grade point average of 2.5 to be eligible to hold elective office within the Student Government Association.
- 1.5 All officers are required to attend all regularly scheduled meetings. An officer will be considered delinquent at three (3) consecutive absences. Delinquent officers shall be notified, and will be put through the impeachment and removal process. Delinquent officers are not eligible to vote.

## ***Article II: Funding***

- 2.1 The Student Government Association shall receive funding from the compulsory Student Activity Fees pursuant to Texas Education Code section 54.503.
- 2.2 Additional funding may be generated through optional student fees as approved by the Board of Trustees.
- 2.3 Additional revenue may be generated, as the Student Government Association deems appropriate or necessary in accordance with established Austin Community College policy.

## ***Article III: Structure of Student Government Association***

- 3.1 The structure of the Student government association shall be a unicameral legislative branch comprised of a President, Vice-President, Secretary, Treasurer, Director of Communications, Parliamentarian, and Senators who have been elected or appointed as outlined in this constitution. It should be understood that each officer position is specialized and designed to contribute to the Student Government Association as a whole, with no one position having an inordinate amount of influence over the Student Government Association.
- 3.2 The Student Government Association shall hold meetings at least once a month during the Fall and Spring Semesters.

### 3.3 Term of Student Government Association Officers

3.31 The executive officers shall begin their positions at the first regularly scheduled meeting following election or appointment.

3.32 The President, the Vice-President, the Secretary, the Treasurer, the Director of Communications, the Parliamentarian, and the Student Senate Chair shall each receive a financial compensation during the period for which he or she shall be serving as an executive officer.

3.4 All Officers shall have one (1) vote.

3.5 No formal action can be taken by the Student Government Association without a quorum present, which shall consist of one-half (1/2) plus one of the current total number of active Officers.

3.6 The Student Government Association shall form ad-hoc committees as necessary to aid in carrying out its responsibilities, goals, and projects.

3.7 The Student Government Association shall have the authority to convene itself by written request of one-third (1/3) of the total voting membership of the Student Government Association. The Student Government Association shall also have the authority or right to not convene by request of two-thirds (2/3) of the total voting membership of the Student Government Association

### *Article IV: Officer Classifications*

4.1 During their term of office, all officers (President, Vice-President, Secretary, Treasurer, Director of Communications, Parliamentarian, and Senators) must be registered for a minimum of six (6) credit hours per semester at Austin Community College.

4.2 The President of the Student Government Association:

4.21 The Duties of the President:

4.21 (1) The President shall faithfully execute all acts of the Student Government Association.

4.21 (2) The President shall be the representative of the students to the administration of Austin Community College, to the Board of Trustees of Austin Community College, to the City of Austin, to the Legislature of the State of Texas, and to the Texas Junior College Student Government Association. The President may delegate representation of the Student Government Association to another Officer.

4.21 (3) The President shall serve on, or send a representative to, the committees, boards, and legislative bodies of which the President is a member.

4.21 (4) The President shall have the authority to call and preside over all meetings of the Student Government Association and set the agenda for all meetings.

4.21 (5) The President shall, upon the vacancy of the Office of Vice-President, nominate an individual for said Office to be confirmed by two-thirds (2/3) majority vote at the nearest possible time.

4.21 (6) The President shall have the authority to carry out the provisions of this Constitution.

4.21 (7) The President shall give information on the state of the College and the Student Government to the students of ACC on a semesterly basis.

#### 4.3 The Vice-President of the Student Government Association:

##### 4.31 The Duties of the Vice-President

4.31 (1) The Vice-President shall serve on the committees, boards and legislative bodies of which the Vice-President is a member.

4.31(2) The Vice-President will act as a liaison between Student Government Association members participating in Shared Governance and the Student Government Association. Specifically, the Vice-President shall receive Shared Governance Committee reports and present this information to the Student Government Association as a whole. The Vice-President shall also maintain a contact list of Shared Governance members and is responsible for making inquiries when no reports or information is received from a Shared Governance member.

4.31 (3) The Vice-President shall preside over all meetings of the Student Government Association Executive Council in the absence of the President.

4.31 (4) The Vice-President shall succeed to the Presidency in the event that the President is unable to fulfill the duties of the office.

4.31 (5) The Vice-President shall be charged with the task of officer training within the Austin Community College Student Government Association.

4.31 (6) The Vice-President shall perform other reasonable tasks assigned by the President.

#### 4.4 The Secretary of the Student Government Association:

##### 4.41 The Duties of the Secretary

4.41 (1) The Secretary shall serve on the committees, boards and legislative bodies of which the Secretary is a member.

4.41 (2) The Secretary shall handle all correspondence and keep accurate records of all Student Government Association meetings.

4.41 (3) The Secretary shall be responsible for taking minutes at all Student Government Association meetings.

4.41 (4) The Secretary shall be responsible for all official Student Government Association correspondence, internal and external.

4.41 (5) The Secretary shall have the authority to appoint Associate

Secretaries to perform internal Student Government Association clerical work.

4.41 (6) The Secretary shall perform other reasonable tasks assigned by the President.

#### 4.5 The Treasurer of the Student Government Association:

##### 4.51 The Duties of the Treasurer

4.51 (1) The Treasurer shall manage the finances of the Student Government Association according to the Austin Community College rules and regulations.

4.51 (2) The Treasurer shall serve on the committees, boards and legislative bodies of which the Treasurer is a member.

4.51 (3) The Treasurer shall be responsible for developing and presenting the semester's budget and fiscal reports for the Student Government Association.

4.51 (4) The Treasurer shall keep accurate and timely records of all financial transactions and make these available upon request.

4.51 (5) The Treasurer shall be responsible for submitting any budget information or funding requests to the appropriate entities.

4.51 (6) The Treasurer shall investigate and suggest methods of acquiring additional sources of funding.

4.51 (7) The Treasurer shall serve as a student representative on the ACC internal Budget Committee.

4.51 (8) The Treasurer shall perform other reasonable tasks assigned by the President.

#### 4.6 The Director of Communications of the Student Government Association:

##### 4.61 The Duties of the Director of Communications

4.61 (1) The Director of Communications shall serve on the committees, boards and legislative bodies of which the Director of Communications is a member.

4.61 (2) The Director of Communications shall oversee all matters relating to the public relations of the Student Government Association.

4.61 (3) The Director of Communications shall be charged with the timely upkeep and improvement of the Student Government Association website and webgroup.

4.61 (4) The Director of Communications shall perform other reasonable tasks assigned by the President.

#### 4.7 The Parliamentarian of the Student Government Association:

##### 4.71 The Duties of the Parliamentarian.

4.71 (1) The Parliamentarian shall serve on the committees, boards and legislative bodies of which the Parliamentarian is a member.

4.71 (2) The Parliamentarian shall maintain proper Parliamentary

Procedure in all Student Government meetings, as defined by Robert's Rules of Order.

4.71 (3) The Parliamentarian shall preside over all meetings of the Student Government Association Executive Council in the absence of both the President and Vice-President.

4.71 (4) The Parliamentarian shall assist the President of the Student Government Association in conducting votes and appointments with the spirit of Parliamentary Procedure.

4.71 (5) The Parliamentarian shall maintain order during addresses and debates in all Student Government meetings.

4.71 (6) The Parliamentarian shall establish and maintain records of attendance and Quorum for all Student Government Association.

4.71 (7) The Parliamentarian, in collaboration with the secretary of SGA, shall notify delinquent officers and members of absences. The Parliamentarian, at two (2) consecutive absences, shall send a notification letter to the officer or member of impending delinquency; at three (3) consecutive absences, a notification letter shall be sent to the President.

4.71 (8) The Parliamentarian shall perform other reasonable tasks assigned by the President.

#### 4.8 Senators of the Student Government Association:

4.81 The role of Senators is to serve as a link between the campus or group they represent; specifically, in bringing information into the Student Government Association and exporting Student Government Association information to students. Senators should also strive to improve the quality of student life around their respective campus.

4.82 There shall be two (2) Senator positions for each Austin Community College Campus and one (1) Senator position for the following constituencies:

4.82 (1) Distance Learning Students

4.82 (2) Students with Disabilities

4.82 (3) International Students

4.82 (4) Non-Traditional Students

4.82 (5) Minority Students

#### 4.83 Duties of Senators

4.83 (1) Senators should work to be aware of any issues which may be affecting their constituencies and bring relevant issues of concern to Student Government Association Meetings via Senators' reports.

4.83 (2) Senators shall submit a report to the Senate Chair prior to a Student Government Association meeting. The report shall cover any news, problems, or need relevant to their constituency; additionally, the report may contain any other information the Senator deems

relevant.

4.83 (3) Senators should promote Student Government Association on their campus by making an effort to attend events on that and other campuses.

4.83 (4) Senators are responsible for surveying students around their campus or of their constituency in any survey in which the Student Government Association takes part.

4.83 (5) Senators should also post current Student Government Association information on the bulletin board at their campus or make an effort to disseminate information to students through other means.

4.83 (6) Senators should introduce themselves and provide contact information to the Campus Manager of their campus and any other relevant part of the College's administration, faculty, or staff at that campus.

4.84 At the first meeting following elections in the Spring or in the absence of a Senate Chair, at the nearest possible time, the Senators shall elect from their ranks a Senate Chair. Any Senator may self nominate to be Senate Chair and a Chair is elected by a majority vote of Senators.

4.85 At the discretion of the Student Government Association, additional Senator positions may be added as needed for the growth of the college.

#### 4.9 The Senate Chair of the Student Government Association:

##### 4.91 Duties of the Senate Chair

4.91 (1) The Senate Chair carries the same responsibilities as a Senator as outlined in this constitution.

4.91 (2) The Senate Chair shall give a report at each Student Government Meeting based upon the Senators' Reports received prior to the meeting and any other information deemed relevant.

4.91 (3) The Senate Chair shall have the power of appointment in regard to vacant Senator Positions. The Chair's appointment must be confirmed by a majority vote of Student Government Association Officers.

4.91 (4) The Senate Chair shall file copies of Senators' reports at Student Government Association Office.

4.91 (5) The Senate Chair shall be responsible for maintaining a contact list of Senators and disseminating time sensitive information to Senators.

4.91 (6) The Senate Chair shall make an effort to meet with newly appointed Senators to orient them in regard to Student Government Association protocol, processes, and current projects.

4.91 (7) The Senate Chair shall appoint a Senator to serve as Co-Chair. The Co-chair shall represent the Senate Chair in Student Government Association meetings in the Senate Chair's absence.

## ***Article V: Elections***

5.1 General elections shall be held on two (2) consecutive weekdays during the Spring Semester on dates to be determined during the preceding Fall Semester by the Election Commission.

5.2 The President of the Student Government Association shall have the authority to call special elections to fill vacancies or on other emergency matters.

5.3 An Election Commission shall be organized the first quarter of each Fall semester. Elections shall be conducted and overseen by the Election Commission.

5.31 The Student Government Association Advisor shall appoint an Election Commissioner, subject to the consent of the Student Government Association.

5.32 The Commissioner shall select Associate Commissioners consisting of no fewer than four (4) students. Each Commission member must be a student at ACC and not be on scholastic or disciplinary probation while holding office.

5.33 The Election Commission shall be responsible for creating and amending an Election Code to be submitted to the Student Government Association for approval by a majority of all voting members. No election rules may be enacted within four (4) weeks prior to an election.

5.34 Each student may cast one (1) vote for each Officer.

5.35 The Election Commission shall first hear election disputes and grievances. If the Election Commission's decision is appealed, an ad-hoc committee shall be formed from Student Government Association Officers to hear it and their ruling shall be final.

5.36 There shall be no Constitutional provision requiring a minimum number of voters participating in any general or special election in order to validate that election.

## ***Article VI: Removal***

6.1 Officers may be impeached and removed from office for failure to fulfill the duties and responsibilities mandated in this Constitution of the Student Government Association.

6.2 Impeachment legislation may be sponsored by any Officer.

6.3 The Student Government Association, by majority vote, shall determine the standards for removal of an officer for failure to perform his or her duties as outlined in this Constitution. Violation of college rules and regulations shall result in immediate removal from the office.

6.4 The Student Government Association Faculty Sponsor and or Advisor shall judge whether the charges against the impeached officer are justified and valid. If invalid, the charges of impeachment are dismissed.

6.5 In the event of impeachment, removal hearings shall take place in the next

meeting of the Student Government Association as the first order of business. A three-fourths (3/4) majority of the voting membership of the Student Government Association Officers shall be necessary to remove an officer. The Student Government Association Faculty Sponsor or Advisor shall be present for all removal hearings. 6.6 Impeached officers shall be notified at least five (5) days in advance of their impeachment hearing and notified through all mediums of contact known to the Student Government Association.

### ***Article VII: Initiative and Referendum***

7.1 Members of the student body, upon petition of a number of students equal to thirty percent (30%) of the total number of valid ballots cast in the most recent general election of the Student Government Association, shall have the right of statutory initiative.

7.2 Members of the student body, upon petition of a number of students equal to ten percent (10%) of the total number of valid ballots cast in the most recent general election of the Student Government Association, shall have the right of referendum.

7.3 The Student Senate, by majority vote, may refer any part of pending action to the members of the student body by a vote at the next scheduled election.

### ***Article VIII: Advisors and Sponsors***

8.1 The Director of the Office of Student Life shall be the official Student Government Association Advisor.

8.2 In the event the Director of the Office of Student Life is unable to perform his or her duties as outlined in this Constitution, the Vice-President of Student Support & Success shall appoint the Student Government Association Advisor with the approval of two-thirds (2/3) majority vote of the Student Government Association

8.3 The purpose of the Student Government Association Advisor shall be to advise, assist, and support the work of the Student Government Association.

8.4 The Student Government Association Advisor and Sponsors shall attend all Student Government Association meetings, or shall appoint a representative in his or her absence. The Student Government Association Advisor and Sponsors must submit, in writing, the name of the representative (s) to the Student Government Association meeting prior to each meeting.

8.5 All appointments of the Student Government Association Advisor and Sponsors shall be reviewed on an annual basis by the Student Government Association.

### ***Article IX: Amendments***

9.1 Any amendments to this Constitution proposed within the Student Government Association must be passed by a two-thirds (2/3) majority of the total voting membership. Such amendments shall be presented to the members of the Student Government Association as well as the Advisor and Sponsors.

9.2 Members of the student body, upon petition of a number of students equal to thirty percent (30%) of the total number of valid ballots cast in the most recent general election of the Student Government Association, shall have the right of Constitutional initiative. Such amendments shall be presented to the Student Government Association at the next scheduled meeting.

9.3 Any proposed amendment to this Constitution shall be made available for public inspection a minimum of two (2) weeks prior to the actual voting.

9.4 Amendments shall be voted on at regular meetings provided the appropriate steps outlined in this Constitution were followed.

9.5 If an amendment receives the majority of votes cast, the Student Government President shall forward the amendment to the proper Austin Community College authorities within one (1) week.

### ***Article XI: General Provisions***

10.1 All Austin Community College Student Government Association procedures not explicitly mandated by this constitution shall be referenced to the organizational Bylaws.

10.2 Two (2) elective offices shall not be held simultaneously by the same person, nor shall two (2) persons simultaneously hold the same elective office.

10.3 The Student Government Association may not make any endorsements in any campus elections.

10.4 All officials elected under the requirements of the previous constitution shall remain in their corresponding offices if they do exist and shall exercise their corresponding duties and responsibilities as set forth by this Constitution until their terms of office have expired. Any new offices shall be filled at the soonest possible time.

10.5 This Constitution supersedes all previous constitutions of the Student Government Association and its ratification nullifies all pending amendments to the current Constitution. This Constitution shall take immediate effect upon ratification by a majority of votes cast by the members of the Student Government Association and approved in accordance with Section 10.6 below.

10.6 This Constitution and its associated rules and regulations, and amendments thereto are subject to provisions of the Board Policies of the Austin Community College Board of Trustees.