STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE
As the student body of Mount Wachusett Community College, hereinafter, MWCC, we recognize the commitment to quality education for all students. While a cooperative venture concerning all sectors of the college and society is important, the growth of the individual student depends on the participation of that student in the educational process.

This Constitution should, therefore, be in the spirit of any organization within this college to be of service to the students, to maximize the student’s opportunities for meaningful involvement in all activities, and to encourage the free investigation and expression of all thought.

To that end, this Constitution shall guide our efforts. It is our hope that through service to the college and the community our own lives might be enriched as well as the lives of those around us.

ARTICLE I-NAME
This organization shall be known as the MWCC Student Government Association, hereinafter, SGA. SGA will be the official initials of this body.

ARTICLE II-MISSION STATEMENT
We, the SGA, intend for this organization to act responsibly and beneficially towards all issues pertaining to the MWCC student body. As representatives of this student body, we will:

● represent the student body to the faculty, staff, and administration;
● increase and promote communication between students, faculty, staff, administration, and the SGA;
● establish and protect the student needs and rights; and,
● foster a positive campus environment that encourages student involvement in all events, activities, and programs.

ARTICLE III-THE COMPOSITION OF THE SGA
Section 1: Members
The SGA shall consist of no more than eighteen (18) members, 15 elected and 3 appointed by the SGA board if deemed necessary, who will serve one-year terms concluding at Commencement. No student may serve on the SGA for more than seven semesters total. The division of powers will be as follows:

● A Student Trustee elected by their peers during the spring semester elections of each year to serve for a one-year term and registered for a minimum of 6 credits, holds a high school diploma or GED, and has completed at least one semester at MWCC.
● (14) At Large representatives with either freshman or sophomore status.
● (3) Appointed at Large with either freshman or sophomore status.

Section 2: SGA Executive Council Composition and Function
The SGA Executive Council will consist of five members: the four elected officers and the Student Trustee. The four officers will consist of the president, vice-president, secretary, and treasurer.

Section 3: Facilitators
The SGA will have three staff/faculty facilitators as follows:

- Student Government advisor to exist as the link between the SGA and administration.
- A Student Government liaison to exist as the link between the SGA and faculty.
- Student Life representative to assist in the administration of finances and procedures.

Section 4: Election of Officers

All officers will be elected following the spring semester general elections by the entire SGA body (both outgoing and newly elected members) for the following term. Nomination procedures must comply with Robert's Rules of Order. The president, vice president, treasurer, and secretary will be elected by a majority vote of the SGA representatives. All SGA officer positions may be held by any seated SGA representative with the exception of the Student Trustee.

No SGA member will hold the position of each officer seat for more than a total of two semesters for the position of President, Vice President, Treasurer or Secretary. In the event all nominations are declined to fill a particular seat, any seated SGA member who previously held that seat for two or more semesters may elect to run for that seat.

ARTICLE IV-MEETINGS

Section 1: Regular Meetings

Regular meetings of the SGA shall be held no less than twice a month at an agreed upon time and place in-person, virtual, or a combination of the two. The time and dates of these meetings will be posted on the SGA announcement board on-campus and on the current SGA electronic platform. All meetings are open to the general student body unless an executive session is called according to procedures found in Robert's Rules of Order.

Section 2: Parliamentary Law

Robert's Rules of Order shall be the final authority on all questions of procedure and parliamentary law not covered by these By-Laws.

Section 3: Official Meetings

A quorum (one more than half of the current members) of the SGA must be in attendance for an official meeting to be held.

Section 4: Meeting

Each committee will meet at least once per month while classes are in session. The committees’ meeting schedules will be established by the committee chairperson at the second SGA meeting of each semester.

ARTICLE V-ELECTION PROCESS

Section 1: Position Elections

All SGA representative position elections shall be held by secret ballot and supervised by the Constitution Committee who will report to a representative from the Student Services Office. Student elections will be in the spring for the following positions: one Student Trustee, and eight at large. An election will take place in the fall for the remaining positions.

Section 2: Candidate Requirements

A candidate must comply with all requirements and responsibilities contained within the Constitution and By-Laws. Additionally, a candidate must agree in writing to uphold these documents and all they entail. Once elected to the SGA, failure of the newly elected member to attend at least one of the first two meetings after being voted in will result in their removal from the SGA.
Section 3: Nomination Process
Nomination papers will be available three weeks before elections and completed forms must be returned one week before the election with twenty-five valid student signatures for the candidate's name to appear on the ballot.

Section 4: Ballot Writing
The Constitution Committee shall prepare the ballot, in conjunction with the Student Life Office, with candidate's names appearing on the ballot in alphabetical order. Incumbent candidates will be so designated.

Section 5: Ballot Tallying
- Each ballot cast shall be filled out by an MWCC student registered for one or more credit bearing classes for the current semester.
- An entire ballot will be disqualified if the student voter has voted for more than the number of seats available for any position.
- Any selected candidate, who is also a write-in candidate for the same position, on the same ballot will be counted only once.
- The names of non-students and students whose names appear more than once on a ballot (write in or checked) in areas for different positions, shall disqualify the entire ballot.
- Any defacement of a ballot will disqualify the entire ballot.
- All disqualified ballots will be tallied as blank ballots cast.

Section 6: Number of Vote Requirements
One vote is all that is required for a ballot candidate to fill the position of SGA Representative. Write-in votes will also be accepted. Twenty-five votes will be required for a write-in candidate to be voted into office. The largest number of votes will decide who receives any position. A tie for any position will be broken by calling an emergency SGA meeting within a week of the election to hold a majority vote to break the tie. The SGA president will only vote in the case of a tie occurs in the SGA majority vote.

Section 7: Special Elections
A special election may be held at the discretion of the existing SGA to present to the student body any proposed changes to the SGA's existing Constitution.

ARTICLE VI-FUNDS

Section 1: Management
The SGA shall work with the Student Life Office in the management of the Student Activities accounts, which shall hold all monies allocated from the college fee paid by students on a semester basis.

Section 2: Allocations
No student funds may be allocated to any club, committee, or group unless the following conditions are met:

- The members of said club, committee, or group must be students, unless the group expresses an interest in having faculty/staff as members. In this circumstance the allocation would be allowed on the condition that the faculty/staff member pays his/her own expenses for club activities. Club and organization advisers are exempt from paying their expenses as they are required to attend all meetings and events.
Whenever programs are presented to the public and admission is charged, said programs shall be offered to the student body, faculty and administration at a cost of 25% less than the cost to the general public.

Section 3: Events
Anytime that the public shall be admitted to an event, prior approval must be obtained from the Senior Dean of Students.

Section 4: Donations
No allocated student funds may be expended by student clubs or the SGA for any political, economic, social, or religious purposes external to the college. All expenditures are subject to approval by the president of the college or designee.

Section 5: Debt
No person shall incur any debt in the name of the student body without first securing the approval of the SGA. Anyone disregarding this policy shall be held responsible for the debt incurred.

Section 6: Signatures
By the law of the Commonwealth of Massachusetts, the president of the college is responsible for association funds. The signature of the president or designee will be required for all expenditures along with the signature of the SGA Treasurer or member of the SGA Ways and Means Committee.

Section 7: Reallocation of Funds
Funds in the Clubs and Organizations line item that have not been allocated to clubs and organizations by the end of the spring semester will be transferred to either the Programming or Contingency account at the discretion of the Student Government Association in consultation with the Student Life Office.

ARTICLE VII-AMENDMENTS
The Constitution of the SGA may be amended by the following requirements:

- Any amendment must be approved by a two-third (2/3) vote of the seated SGA.
- SGA approved amendments must be posted on the SGA announcement board and on the virtual platform at least two weeks prior to any election, announcing to the student body the proposed changes to the Constitution.
- At the election, the change or amendment is being voted on and must be approved by a simple majority of the students voting to be adopted.

ARTICLE VIII: ADOPTION
All acts of the SGA made under previous Constitutions shall remain in effect unless specifically rescinded by the SGA.

ARTICLE IX: EMERGENCY POWERS
Emergency powers can be invoked in case of local, state, national, or global crisis, emergency, or pandemic, in response to a declaration of emergency by government officials, and/or at the direction of the College President or their designee.
In addition to any other emergency powers enumerated in this constitution, the SGA and/or advisor shall have the authority to supersede portions of this document in order to continue the proper functioning of the SGA.

Approved by SGA on Friday, August 27, 2021 approved by the student body on October 1, 2021.

STUDENT GOVERNMENT ASSOCIATION BY-LAWS

ARTICLE I-SGA REPRESENTATIVE RESPONSIBILITIES/REQUIREMENTS

Section 1: Code of Ethics
As members of the MWCC SGA, representatives will exhibit social skills appropriate to professional interactions. All representatives must comply with the MWCC academic and non-academic policies. Any violations of this article will be grounds for review and dismissal from the SGA.

Section 2: SGA Executive Council Composition and Function
The council will be responsible for:
- Setting goals to accomplish for the given term.
- Mediating concerns of the SGA
- Acting on behalf of entire SGA in an emergency
- Making recommendations to the SGA

Section 3: Academic Requirements
- Members must maintain a minimum of 2.0 GPA.
- SGA officers must maintain a minimum of 2.5 GPA.
- Members are expected to attend classes.
- Members must be registered for a minimum of six credits at any MWCC campus.

Section 4: Responsibilities
- Members must belong to one standing committee or ad hoc committee as appointed by the SGA president or committee chair and attend all SGA meetings.
- Members shall be solely responsible to the needs of the student body and shall regularly consult with the students on all matters.
- Members are expected to participate in all SGA sponsored events.
- Members must be available to work shifts at the SGA Booth and/or in the SGA Virtual Office.
- Members must be available to attend meetings during scheduled academic calendar days as long as the meetings do not conflict with class commitments.

ARTICLE II: DUTIES OF SGA EXECUTIVE COUNCIL

Section 1: President
- Preside over all meetings of the SGA.
- Plan the agenda for each meeting and post it online and on the SGA bulletin board and email it to all SGA members two school days prior to the meeting. Be responsible for SGA ad hoc committee appointments.
- Have the power to excuse SGA meeting absences with written reason in advance of the meeting.
Serve as the SGA representative to the president and the MWCC Leadership Team.
Keep record of all SGA absences.
Shall attend all Student Advisory Council (SAC) meetings. If they are unable to attend one meeting, they must have a designee attend in their absence.

Section 2: Vice President
Assume the duties of the president in their absence.
Assist the president in the coordination and running of all SGA meetings.
Serve as chairperson of the SGA Constitution Committee
Coordinate any fundraising activities of the SGA.

Section 3: Treasurer
Render a financial report at SGA meetings when called upon to do so.
Assume the duties of presiding over the SGA meetings in the absence of both the president and vice president.
Serve as chairperson of the SGA Ways and Means Committee
Record minutes in the absence of the Secretary

Section 4: Secretary
Keep a record of attendance and proceedings of each meeting.
Prepare minutes of the SGA meetings and email them to representatives at least two school days prior to the meeting at which they will be presented for approval. Be responsible for correspondences and notices of the SGA.
Submit a copy of each set of minutes and other correspondence with the Student Life Office within one week following the meeting.
Post approved minutes online and on the SGA bulletin board within two school days after their approval.

Section 5: Student Trustee
Complies with all MWCC Board of Trustee By-Laws
Attend all Trustee meetings and functions.
Render a report of all items that relate to the student body.
Member of the Ways and Means Committee
Shall attend all Student Advisory Council (SAC) meetings. If they are unable to attend one meeting, they must have a designee attend in their absence.
Must attend the SAC meeting designated to elect the BHE Student Member, voting rights may not be delegated for this vote in accordance with SAC By-Laws.

Section 6: Resignations from Office
Resignations must be submitted in writing to the president.
The president must submit their written resignation to the vice president.
All resignations will be announced promptly to the SGA body.
Open officer seats shall be filled at the meeting following the announcement of the resignation.

Section 7: Resignation from SGA
Resignations must be submitted in writing to the president.
Seats will be filled according to Article V, Section 1.
All resignations will be announced to the SGA body.

ARTICLE III-SGA COMMITTEES
Section 1: Ways and Means Committee
The committee will consist of the Treasurer as the chairperson, the Student Trustee and three appointees. They will be responsible for all fiscal matters, including but not limited to the disbursement of funds. All fiscal matters are required to come before the Ways and Means Committee for review prior to recommendation to the SGA body.

Section 2: Constitution Committee
The committee will consist of the Vice President, as the chairperson, and a minimum of three appointees. The committee will be responsible for all elections. Furthermore, the committee will be responsible for reviewing the SGA Constitution and By-Laws and making recommendations of changes to the SGA body for approval. All club Constitution or By-Law changes are required to come before the Constitution Committee for review and recommendation to the SGA body for final approval. The creation of new student organizations must also come before the Constitution Committee for review and recommendation to the SGA body for final approval.

Section 3: Ad Hoc Committees
Ad hoc committees will be formed at the discretion of the SGA board and the chairperson will be appointed by the President of the SGA, as necessary.

Section 4: Other Committees
The SGA may be requested to represent the student body on other college committees as needed. The representatives to these committees will be appointed by the President of the SGA.

Section 5: Meetings
The Ways and Means and the Constitution Committees will schedule monthly meetings for the fall and spring semesters. All other committees will meet on an as needed basis while classes are in session.

Section 6: Committee Reports
The chair or SGA representative will be responsible to give a report to the SGA at the first regularly scheduled meeting following a committee meeting.

ARTICLE IV-REMOVAL FROM SEAT/OFFICE

Section 1: Removal
If a representative is found not to comply with all requirements, responsibilities, duties and/or ethics found within the SGA Constitution, By-Laws, and any other governing documents, a two-thirds vote of the SGA may be used to remove said party.

Section 2: Absences
- Two (2) unexcused absences in a semester shall warrant notification in writing by the SGA president and announcement of the situation will be made to the SGA body and recorded in the minutes.
- A third absence shall constitute immediate dismissal from the SGA.

ARTICLE V-ELECTION PROCESS

Section 1: Vacancies
Potential replacements shall be required to attend and participate as a non-voting member in three consecutive SGA meetings and to provide a written letter of interest to the president which will be read to the SGA prior to voting; after which the SGA will vote on whether or not to make the candidate an SGA Representative. A majority vote of the representatives present is required. A special election may be held to fill vacancies upon a majority vote of the SGA.
ARTICLE VI-STUDENT CLUBS AND ORGANIZATIONS

Section 1: New Club/Organization
The following steps are to be followed to form a new club or organization on the MWCC campus:
- The group must announce its intention to form a new club to the Student Life Office or to a member of the SGA.
- The group must hold a preliminary meeting and establish a tentative organization.
- The group must submit to the SGA a “Petition to Establish a Registered Student Organization” with the following information:
  1. The name of the organization
  2. The purpose of the organization
  3. The benefits of the organization to the student body
  4. The name of the staff/faculty adviser
  5. Twenty-five signatures of currently registered MWCC students.
- The group must draft a constitution or by-laws and ratify this document with a vote of the majority of its members.
- The group must submit its Constitution or set of By-Laws to the SGA for review by the Constitution Committee and ratification by the SGA after a recommendation for acceptance has been made by the Constitution Committee.
- Once approved the club/organization must adhere to all policies and procedures set forth by the college for student organizations.

Section 2: Club Members
Membership to clubs and other student activity groups, shall be limited to persons who:
- Are actively enrolled in at least one credit-bearing course at Mount Wachusett Community College, or have been enrolled in at least one credit bearing course in the most recent academic semester.

Section 3: Club Officers
- All clubs shall have a minimum of two elected officers consisting of a president and a treasurer. It is also recommended that clubs elect a vice president and secretary. Clubs/organizations that do not have a president and treasurer are not considered a registered student organization and may not enjoy the benefits of an RSO.
- Officer Requirements:
  1. Officers must maintain a minimum of a 2.0 GPA.
  2. Officers must be currently registered for a minimum of 6 credits.

Section 4: Funds for Club Activities
Registered clubs and organizations may request funds on an “as needed” basis according to the guidelines established in the “Registered Student Organization Handbook”. Failure to comply with budget regulations will be grounds for dissolving an organization's funding.

Section 5: Expendning Funds
Funds in the student activities account shall be expended according to the following apportionment:
- 69.5% - College-wide services shall be made available upon request and shall be administered by the Student Life Office and advised by the Ways and Means Committee.
  - 17% - Year-end activities (i.e., Awards Ceremony/Dinner, Spring Fling, etc.)
  - 16% - Orientation
  - 23% - Programming
  - 8% - Healthcare center
  - 4.5% - Student Activities office
1% - Student Government Association

- 23% - Clubs and organizations shall be available, upon request, for the budgetary requirements of general activities and curricular clubs of interest to student groups.
- 3.5% - Contingency
- 4% - Student Training and Conferences shall be used to fund all SGA training, including leadership training workshops.

Section 6: Inactive Clubs/Organizations
An inactive club or organization, for purposes of this article, shall be defined as a club that performs no services or activities. After a club has been inactive for three consecutive semesters, a notice will be sent to the last known adviser, alerting them to the fact that after four consecutive semesters of inactivity the organization’s earned income will be reallocated. Reallocation of the earned funds will take place at the end of the fourth consecutive semester of inactivity prior to the end of the fiscal year. Earned monies from said club will then be transferred to the Contingency Account.

ARTICLE VII-AMENDMENTS
The By-Laws of the SGA may be amended by the following requirements:
- Any amendment must be approved by a two-third (2/3) vote of the seated SGA.

ARTICLE VIII: ADOPTION
All acts of the SGA made under previous By-Laws shall remain in effect unless specifically rescinded by the SGA.

ARTICLE IX: EMERGENCY POWERS
Emergency powers can be invoked in case of local, state, national, or global crisis, emergency, or pandemic, in response to a declaration of emergency by government officials, and/or at the direction of the College President or their designee.

- In addition to any other emergency powers enumerated in this constitution, the SGA and/or advisor shall have the authority to supersede portions of this document in order to continue the proper functioning of the SGA.

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