

**Constitution**

**Of the**

**Student Government  
Association**

**Delgado Community  
College**

**City Park Campus**

**Revised 4/01**

## **PREAMBLE**

We, the students of Delgado Community College, City Park Campus, are grateful for the opportunity of living in a free country, and desire to benefit from our inherent right of self-government, and the preservation of the American Democratic idea. In order to assume maximum power, with the responsibilities and policies of the College Administration, we do hereby adopt and establish this charter.

## **ARTICLE I - AN ACT**

To establish, this non-profit organization as the Student Government Association, of Delgado Community College, City Park Campus.

## **ARTICLE II - NAME AND PURPOSE OF ORGANIZATION**

Section 1: The name of this organization shall be the Student Government Association; hereafter referred to as the S.G.A.

Section 2: The purpose of the S.G.A.:

- A. To represent the student body in conveying their opinions, ideas, wishes, and needs to the Administration, Faculty, and Community.
- B. To provide for a better social, cultural, and educational life on campus.
- C. To create and execute any measures beneficial to the student body
- D. To serve as the student voice in the governing of the student body, and to initiate measures necessary to implement the above clauses.

## **ARTICLE III - MEMBERSHIP**

The membership of the S.G.A. shall consist of all registered students of Delgado Community College, City Park Campus.

## **ARTICLE IV - EXECUTIVE COMMITTEE**

Section 1: The Executive Committee of the S.G.A. shall consist of the President, Vice-President, Secretary, Treasurer, and Sergeant-At-Arms.

Section 2: Qualifications

- A. Shall be currently enrolled at Delgado Community College, City Park Campus, as defined by the regulations of this College for a minimum of nine (9) credit hours at the time of filing for office, and during the term of office.
- B. Shall have earned at least twelve (12) credit hours at Delgado Community College
- C. Shall submit with application, three (3) letters of recommendation from Staff, Faculty, or Community Leaders.
- D. Shall have at the time of filing for office, inauguration, and during the term of office an overall grade point average of two point five (2.5) as certified by the Registrar, and shall have no record of disciplinary action.

Section 3: Powers and Duties

### **A. The Duties of the President**

1. Shall act as the official student representative of the Delgado Community College, City Park campus
2. Shall preside over of all meetings of the S.G.A., excluding Senate Meetings
3. Shall enforce observance of this Charter and its Amendments
4. Shall continually uphold the goals of the S.G.A. and by his/her conduct, the reputation of the College
5. Shall fill by appointment, any vacancy of office within ten (10) days of its creation to a person deemed qualified according to this Charter. The Student Senate may, however, by a majority vote veto any appointment made, provided action is taken within thirty (30) days of appointment
6. Shall have the power to veto any legislation passed by the Student Senate, and must exercise veto power within a period of seven (7) days. In order to override the President's veto, a two-thirds (2/3) vote of the Student Senate shall be required.
7. Shall be the co-signer, with the Treasurer, Vice-President, and have consent of the S.G.A. Advisor, all requisitions and monetary requests.
8. May after consulting with the Faculty Advisor and the Executive Committee, call a special Senate meeting within forty-eight (48) hours' notice.
9. Shall serve as ex-officio member of all S.G.A. appointed committees.
10. Shall serve on and/or appoint students to College or Community committees.
11. Shall have a meeting of the Executive Committee at least once (1) weekly.
12. Shall submit a written report to the S.G.A. Advisor weekly on events and activities
13. Shall have no power other than what is given him/her by this Constitution
14. Shall be responsible to perform all duties assigned by the S.G.A. Advisor that relate to the S.G.A.

### **B. The Duties of the Vice-President**

1. Shall assume and perform the duties and obligations of the President in his/her absence. If the office of President should become vacant for any reason, shall succeed as President

2. Shall assist the President on the function of his/her duties
3. Shall be the Chairman of the Elections Board and be a permanent member of the Finance Committee, and the Homecoming Committee
4. Shall serve as President of the Senate, with limited voting power. The President of the Senate may only vote when a tie can be broken
5. Shall express the opinions, intentions, and positions of the Executive Committee to the Senate
6. Shall serve as a non-voting, ex-officio member of all Senate Committees, and shall ensure that all committees are productive to the S.G.A., and are related to the S.G.A.
7. Shall perform special duties assigned by the S.G.A. Advisor that are related to the S.G.A.

C. The Duties of the Secretary

1. Shall record the official minutes of all S.G.A. meetings
2. Shall keep an accurate record of all absences of elected and/or appointed officials at meetings and events
3. Shall provide copies of the official minutes of each meeting to the College Provost, Dean of Students, the Assistant Dean of Student Life, and/or the S.G.A. Faculty Advisor. Also, shall make sure that copies of all minutes recorded are available to the student body upon request
4. Shall perform special duties assigned by the S.G.A. Advisor that are related to the S.G.A.

D. The Duties of the Treasurer

1. Shall keep an accurate record of all financial transactions of the S.G.A.
2. Shall serve as Chairman of the Finance Committee
  - a. The Finance Committee shall consist of the S.G.A. President, Vice-President, Secretary, Treasurer, Sergeant-At-Arms, and the Faculty Advisor to the S.G.A.
  - b. The Finance Committee shall prepare a budget within one (1) month after the beginning of each semester
3. Shall render a financial report every month, and a complete financial report at the end of his/her term of office
4. Shall be the co-signer with the President and Vice-President of all requisitions and/or monetary requests, with approval of the S.G.A. Advisor
5. Shall be subject to Article IX, Finance
6. Shall perform special duties assigned by the S.G.A. Advisor that are related to the S.G.A.

E. The Duties of the Sergeant-At-Arms

1. Shall be responsible for the order and procedure at all meetings
2. Shall serve on the Finance Committee
3. Shall be involved in the S.G.A.
4. Shall perform special duties assigned by the S.G.A. Advisor that are related to the S.G.A.

Section 4: Succession in the Event of Executive Vacancy

A. Succession in the event of Executive Vacancy shall be as follows:

1. Should the Presidency become vacant, the Vice-President shall succeed. Should the Vice-President not succeed, the Secretary shall become President, and should that officer not succeed, the Treasurer shall become President. If none of the above officers succeed the Presidency, the Student Senate, with approval by the Faculty Advisor, shall call a special campus wide election and appoint an acting President in the interim.
2. Should the office of Vice-President become vacant, the Secretary or the Treasurer shall be appointed. If neither of these officers succeed, the President shall appoint a person that is deemed qualified for the position in accordance to this Constitution. The President shall have ten (10) days to fill the appointment. The Student Senate may veto any appointment made, provided action is taken within thirty (30) days of the appointment.
3. If the case were to occur that no one runs for or qualifies to run for S.G.A. President, Vice-President, Secretary, Treasurer, or Sergeant-At-Arms, the S.G.A. Faculty Advisor and the Dean of Students will be allowed the right to appoint a qualified and responsible replacement.

## ARTICLE V – STUDENT SENATE

Section 1: The Legislative power of the S.G.A. herein granted should be vested in the Student Senate of the S.G.A.

Section 2: Senate Composition

- A. The Student Senate shall be composed of twenty (20) Senators. The student body will elect ten (10), and the President will appoint ten (10) in the Spring Semester. Each Senator will serve a one-year term.
- B. Vice-President of the S.G.A. shall be President of the Senate, but shall only vote to decide a tie.

Section 3: Qualification of Senators

- A. Shall be currently enrolled as a student of Delgado Community College, City Park Campus, and remain enrolled while a member of the Senate.
- B. Shall not have a record of academic or disciplinary action currently, or while in office.

- C. Each Senator shall be subject to Article VII, Internal Affairs Committee, and Article IX, Impeachment.
- D. Shall have at the time of filing for office, being appointed, inaugurated, and during the term of office an overall grade point average of two point zero (2.0) as certified by the Registrar.
- E. Shall not hold more than one (1) elected position on the Student Senate at one time

**Section 4: Duties and Responsibilities of the Student Senate shall involve:**

- A. Shall have sole lawmaking power
- B. Shall pass all legislation necessary for carrying into operation the powers and duties vested by this Constitution
- C. Shall take an active part in promoting all worthwhile customs of the College
- D. Shall consider written petitions, which have been signed by at least ten (10) percent of the student body and have been submitted to any member of the Senate
- E. Shall pass resolutions on behalf of S.G.A. on matters which effect the students
- F. Shall sponsor activities and projects of interest to students
- G. Shall establish an Activities Committee
- H. Shall establish any Committee it deems necessary
- I. Shall Establish an Elections Board
- J. Shall have a quorum to conduct business. A majority of the voting membership of the S.G.A. Senate shall constitute a quorum
- K. Any member of the Senate who exceeds more than three unexcused absences of meetings or scheduled events, shall follow procedures of Article VII, Internal Affairs Committee, and Article XIII, Meetings.
- L. Shall work at least one (1) documented hour per week in the S.G.A. office, unless excused by the Executive Committee. Having not worked the one- (1) hour a week (unexcused), will count as a meeting or event absence for the semester.

**ARTICLE VI -- COMMITTEES**

Section 1: All standing and special committees shall meet at least twice each semester

Section 2: Each Committee shall have a Chairman, and a Co-Chairman.

Section 3: The Co-Chairman shall act as the Secretary of the Committee, and shall take the minutes of each meeting. The minutes from each meeting must be submitted to the S.G.A. Secretary at the next regular Senate meeting.

Section 4: The Executive Board and/or the Senate can call for the formation of Special Committees for any designated purpose or duty

Section 5: Committee Chairpersons shall be prepared to give a report of their meetings at each regular Senate meeting, if deemed necessary

**ARTICLE VII -- INTERNAL AFFAIRS COMMITTEE**

Section 1: The Internal Affairs Committee shall be composed of the S.G.A. Faculty Advisor, S.G.A. President, Vice-President, and two (2) members of the Senate

Section 2: The Internal Affairs Committee will consult with any elected or appointed member of the S.G.A. who fails to meet the requirements of this Constitution

Section 3: After a consultation, the Internal Affairs Committee may:

- A. Put the person in violation on probation
- B. Refrain from taking any action against the individual, or
- C. Bring him/her before the Senate for Impeachment

Section 4: Violation of probation during the time frame of probation shall commence automatic impeachment proceedings described in this Constitution

Section 5: The powers of the Internal Affairs Committee may not supercede the guidelines of this Constitution. However, a two-thirds (2/3) vote of the Senate may approve a change.

**ARTICLE VIII -- ELECTIONS**

Section 1: Election Board

- A. Shall be composed of the Chairman, who is elected by the Student Senate, two (2) Senators, the S.G.A. Vice-President, and the S.G.A. Faculty Advisor
- B. The Election Board shall conduct all elections according to this Constitution and the election rules adopted either by the Election Board or the Senate
- C. Shall supervise the drawing up and counting of all ballots, and be responsible for the same. The S.G.A. Faculty Advisor or his/her appointed faculty substitute must be present when counting votes
- D. Shall take proper oath;

1. The oath shall be worded as follows: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office, and will, to the best of my ability, preserve, protect, and enforce the rules of the election procedures set down by the S.G.A.
- E. Shall be responsible for providing that all elections are properly conducted and shall supervise election Commissioners as needed;
1. Election Commissioners shall consist of one (1) representative from each candidate filing for Executive Committee position
  2. The Commissioners must have a two thirds (2/3) approval of the Student Senate
  3. The names and telephone numbers of the Commissioners must be submitted one (1) week before the election to the Election Board
  4. The Commissioner will not be allowed to wear or distribute any campaign materials on election days
  5. Any violation by a Commissioner will result in the automatic dismissal of the Commissioner
  6. The Election Board shall be responsible to provide absentee voting

## Section 2: Procedure

### A. Filing

1. The general S.G.A. elections shall be held no later than the fifteenth (15) week, counting registration week as the first week, of the Spring and Fall Semesters.
2. During the period set for qualifications, nominees for the Student Senate will also be accepted at this time.
3. All students desiring to be a candidate for any of the various offices shall fill a written "Notice of Intention" application with the Office of Student Life. No student may file for candidacy for more than one (1) S.G.A. office.
  - a. The "Notice of Intention" application shall consist of the applicants name, copy of identification, classification, scholastic average as certified by the Registrar, and the name of the office which he/she aspires to run for
  - b. Candidates will be certified as to their eligibility by the Election Board within one (1) week after the deadline of office qualifications
  - c. Students desiring to be a candidate for Executive Office must have completed twelve (12) credit hours at Delgado Community College, have a cumulative GPA of two point five (2.5), and be currently enrolled for at least nine (9) credit hours. Candidates shall submit with application, three (3) letters of recommendation from Staff, Faculty, or Community Leaders. Candidate shall also submit a written essay expressing their qualifications, and the reasons they feel that they are the best qualified for the position.
4. The names of all approved candidates for each office will be placed on the ballot for the student body to elect.

### B. Voting

1. Any enrolled student of the Delgado Community College, City park Campus, can vote if they present their Delgado Community College Student Identification Card, or a copy of their paid tuition receipt with their State Identification or Drivers License
2. The Faculty Advisor or his appointed representative will be present during the counting of the ballots
3. Ballots will be retained until the end of the semester following the election
4. In case of a tie, a run-off election will be held
5. To afford the opportunity to contest certification of election results, there will be a five (5) day waiting period from the date of election before the results will be official. Any question of results will be reviewed by the Elections Board
6. The Polls shall remain open for voting between the hours of 9:00am and 8:00pm for the two(2) consecutive election days
7. No candidate will be permitted to conduct the elections, or be permitted to stand or campaign within fifty (50) feet of the Voting polls
8. There will be no campaigning, or loitering in the building where the elections are being held on election days
  - a. Campaign materials will not be permitted on any window, wall, or door on Campus.
  - b. No classes will be interrupted or disturbed due to campaigning in any way

### C. Inauguration

1. The Inaugural ceremony shall be held within two (2) weeks from the day of elections, and votes are tabulated
2. Each office elected shall assume responsibility of his/her office immediately upon being upon being inaugurated
3. The retiring President and/or Vice-President will preside over the Inauguration, and the President or Vice-President will administer the oath of office:
  - a. The oath of office shall be worded as follows: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will, to the best of my ability, faithfully execute the duties and responsibilities entrusted in me, by virtue of my office,

and will preserve, the Charter of the Student Government Association of Delgado Community College, City Park Campus.”

- b. Terms of office shall serve from the date of installation till the next election.

## ARTICLE IX – FINANCE

Section 1: SGA fees are ten (10) dollars for the fall and spring semester and five (5) dollars for the summer semester. Budget Allocation of these funds are distributed as follows:

i.	General SGA Expenditures	50%
ii.	Intramurals	20%
iii.	Student Programs	20%
iv.	Publications	10%

This is in accordance to Delgado Community College, City Park Policy and Procedure, Policy Number SA-1470.2, and Policy Number SA-1471.1B

Section 2: The power to make recommendations regarding revenues and expenditures shall be vested in the Finance Committee of the S.G.A.

Section 3: Expenditures and purchases paid out of S.G.A. funds shall be made through Delgado Community College/State Of Louisiana Guidelines for Purchasing.

Section 4: The Student Appropriations Committee will decide:

1. The distribution of monies pertaining to categories ii, iii, and iv. This committee is composed of the SGA Advisor, a Faculty/Staff member, SGA Treasurer, and two Senators. The Senate does not vote on these budgets because the referendum has already decided the percentage. The Student Senate will have voting power over the distribution of funds of category i. A Treasurers report on distributions of monies will be submitted to the Senate

Section 5: The S.G.A. shall pay all travel expenses within the travel regulations of the S.G.A. for students representing the S.G.A, only if the Student Senate and the S.G.A. Faculty Advisor authorize such trips. Receipts must be submitted for all expenditures.

Section 6: Salaries of Executive Officers

- 1. All offices are paid minimum wage
- 2. Maximum hours for President is ~~100~~ 120 per month
- 3. Maximum hours for Vice-President is ~~100~~ 100 per month
- 4. Maximum hours for Secretary is 80 per month
- 5. Maximum hours for Treasurer is 80 per month

## ARTICLE X – IMPEACHMENT

Section 1: Any elected or appointed member of the S.G.A. may be impeached

Section 2: The Student Senate shall initiate and try all cases. The President of the S.G.A. shall preside in all cases except when the President of the S.G.A. is being impeached. In that case, the Vice-President shall take over the duties of the President. In any case in which the Vice-President cannot preside, the Student Senate shall elect a presiding officer

Section 3: It shall require a two-thirds (2/3) vote of the Student Senate to pass as article of impeachment

Section 4: In order to convict, it shall require a three-fourths (3/4) vote of the Student Senate

Section 5: The grounds for impeachment are the failure to perform duties of office, or malfeasance

Section 6: Any member of the Senate or Executive Committee may be subject to recall by the Electorate;

- A. The Executive Committee shall upon receiving a petition signed by twenty (20) percent of the Student Body of Delgado Community College, City Park Campus, conduct a recall election naming the official or officials needed to be recalled
- B. Three fourths (3/4) of all votes cast shall be required to remove an individual from office

## ARTICLE XI – PROPOSALS, AMENDMENTS, AND REVISIONS

Section 1: In order that we may determine for ourselves those activities, pursuits, and goals that are pleasing and beneficial to us, We, the Students of Delgado Community College, City Park Campus, having full cognizance of our actions and being citizens of a democracy and enjoying the rights and privileges thereunder granted, do hereby respectfully petition and request of the administration that each campus S.G.A. operate autonomously.

Section 2: An amendment to this Charter may be proposed by a two thirds (2/3) vote of the Student Senate of a proposal-petition signed by ten (10) percent of the Student Body and presented to the Student Senate one (1) week prior to the meeting in which a vote is taken

Section 3: Any proposed amendment must be published in one regular issue of the school newspaper. In the event that this is not possible, notices shall be posted on the bulletin boards of the school prior to being voted on by the Student Senate; the Election Board will organize the referendum. Ratification of Amendments shall be a simple majority of votes cast

## **ARTICLE XII – ADOPTION**

Section 1: This Charter will become effective immediately upon being approved and ratified by a two-thirds (2/3) vote of the students casting ballots. This Charter shall be posted on the bulletin boards of the College, and read at the first assembly of the Student Senate following its approval by the S.G.A.

## **ARTICLE XIII – MEETINGS**

Section 1: The President of the Executive Committee will, in conference with its members and administration, select the time and duties of regular meetings before the commencement of each semester.

Section 2: The President of the S.G.A. will have the power to call special meetings of the Student Senate within forty-eight (48) hours, upon consulting with the Executive Committee and the S.G.A. Faculty Advisor.

Section 3: Any elected or appointed member of the S.G.A. who is absent from any three (3) meetings and/or scheduled events during a regular semester will forfeit his/her seat in the S.G.A, unless the reason for absence is excused by the S.G.A. Executive Committee. An appeal may be submitted to the Internal Affairs Committee if said member would like to be considered to remain in office.

## **ARTICLE XIV – BY-LAWS**

Section 1: Any Legislation other than those stipulated in this Charter, which governs the operating procedures of the S.G.A., must be considered a by-law

Section 2: A majority vote of those present and voting at a duly constituted meeting of the Student Senate is required to pass a by-law under this Charter

Section 3: By-laws may be rescinded or suspended by two-thirds (2/3) vote of those present and voting at a duly constituted meeting of the Student Senate

## **ARTICLE XV – RULES OF ORDER**

Section 1: The rules contained in Robert's Rules of Order (Newly Revised) shall govern the S.G.A. in all cases which Robert's Rules of Order (Newly Revised) is not consistent with the by-laws of the Charter of the S.G.A. of Delgado Community College, City Park Campus

## **ARTICLE XVI – HOMECOMING COURT**

Section 1: Qualifications

- A. Shall be currently enrolled at Delgado Community College, City Park Campus, and remain enrolled while in office
- B. Shall have completed at least twelve (12) credit hours at Delgado Community College, City Park, and currently enrolled for a minimum of nine (9) credit hours while in office
- C. Shall be in good standing with the College, and have a cumulative grade point average of at least two point five (2.5) at the time of running for office, and while in office
- D. Shall submit three (3) character references from Delgado Faculty or Staff
- E. Shall exhibit the ability to pass a written and/or oral test
- F. Homecoming King and Queen shall be determined by majority vote of all votes cast by the Student Body
- G. Homecoming court shall be limited to Queen and King, plus four runner-ups in each category. In event of a tie, lots will be drawn

Section 2: Duties

- A. Duties of Homecoming King and Queen shall include acting as official host and hostess of Delgado Community College, City Park, including active participation at athletic events, S.G.A. events, and recruiting events
- B. Any student failing to comply with the above stated policies will be required to forfeit all monies and titles
- C. In the event that the Homecoming King and/or Queen are unable to perform their duties for any reason, the first runner(s) up shall assume the title and responsibilities of the vacated position. Said replacement shall be entitled to any benefits that the original holder received, if any said benefits remain.
- D. In the event that no one runs for the Homecoming King, the Queen will choose her escort
- E. In the event that no one runs for either/or Homecoming King/Queen, the funds that are designated for Scholarships will not be allowed to be used for any other reason or purpose.

THIS REVISION OF THE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION WILL TAKE EFFECT DURING THE FALL 2001 SEMESTER.