

TERRA STATE COMMUNITY COLLEGE

Constitution of Student Government

PREAMBLE

We, the students of Terra State Community College (herein referred to as “Terra Community College” or “Terra”), in order to provide full student representation on all matters pertaining to campus life; to foster the development of all members of the campus community; and to promote service and volunteerism in giving back to the college, do ordain and establish this Constitution for the Student Government of Terra Community College.

Article I: NAME AND AUTHORITY

Section 1: Name

The name of this organization shall be Terra Community College Student Government (herein referred to as “Student Government”).

Section 2: Authority

The authority of the Student Government of Terra Community College is derived from the student body, faculty, staff, administration, and the Board of Trustees in accordance with the public laws of Ohio.

The scope of authority of the Student Government shall encompass any function, power, or responsibility related to the co-curricular activities of the student body. These functions and powers are based on the confidence of the College President and the Board of Trustees of Terra Community College.

The Student Government shall take no action that would violate any local, state, or federal laws, any policies of Terra Community College, nor student privacy rights.

Article II: PURPOSE

The Student Government is the governance body that provides a vehicle for student involvement in the affairs of Terra Community College. All students enrolled at Terra are represented by the Student Government and are entitled to the benefits and privileges this governance body provides.

It is the Student Government’s function to:

- Improve Terra Community College campus life;
- Serve as a communications link between the student body and the administration;
- Serve as a vehicle for student expression;
- Help develop co-curricular activities and programs of the student body;

- Participate in community service activities;
- Participate in leadership development activities;
- Represent the student body on various college councils and committees;
- Allocate funds to student organizations according to established guidelines;
- Represent the best interests of Terra Community College students by serving as the liaison among the students, administration and faculty. The representatives of this governing body are responsible for recommend improvements in educational standards and practices;
- Provide students with experience and training in a democratic form of government;
- Serve as a programming board responsible for selecting, planning and implementing diverse program activities to be presented on campus during the year;
- Officially recognize, approve, and sponsor campus organizations by chartering, regulating and supporting their activities during the school year;

Article III: MEETINGS

Section 1: Meeting Schedule

Regular meetings of the Student Government shall be held not less than five (5) times in any three-month period. Executive committee meetings may be held weekly at the convenience of the officers and/or Advisor.

Section 2: Special Meetings

- A. A special meeting may be called by an officer or Senator-at-Large of Student Government as necessary.
- B. When calling a special meeting, all members must be notified at least 48 hours prior to the special meeting by the Secretary.
- C. No other business shall be conducted at a special meeting other than the specified purpose of said meeting.

Section 3: Quorum

A quorum of the active membership (fifty per cent plus one member) must be present before any business of the Government can be conducted, as described in Article XII.

Section 4: Cancellations

All active members must receive twenty-four (24) hours notice before a meeting may be cancelled, except for inclement weather or emergency situations.

Section 3: Use of Recorders

Should a recorder be used for the purpose of recording a meeting or any part of a meeting, any member may request that the recorder be turned off until all members are in agreement about a particular discussion.

Section 4: Robert's Rules of Order

All regular and special meetings shall be in accordance with Robert's Rule of Order. Procedural questions shall be resolved by the officers, with consultation of the Advisor as necessary.

Section 5: Executive Committee Meetings

An Executive Committee meeting may be called anytime on an emergency basis. During these meetings, all voting must be unanimous (a quorum or three out of four of the officers).

Article IV: COMMITTEES

Section 1: Executive Committee

The Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer. The Executive Committee shall appoint representatives to College committees and councils.

Section 2: Role of the Government President

The President shall vote on issues only in the event of a tie. One exception is the Executive Committee, in which the President shall vote on all issues.

Section 3: Committee Membership

Committees will be charged by the Government as a whole, and membership shall be determined by the Executive Committee. Chairpersons shall be appointed by the Student Government President. The chairperson of each committee shall have the power to enlarge a committee with approval of the Student Government.

Section 4: Committee Reports

Committees will make a verbal report at each Government meeting as needed. This report is to include any suggestions and referrals that would be helpful to future committees.

Section 5: Purchasing

No committee chairperson shall purchase any materials without prior permission from the Advisor, and the Government President and Treasurer.

Article V: MEMBERSHIP

Section 1: President

- A. Shall preside over all Government and Executive meetings in compliance with the Constitution.
- B. Shall appoint or represent the Government on College committees and councils.
- C. Shall have the power to appoint committees and chairpersons.

- D. Shall be a member of or appoint a student to each Government Committees, voting only in the event of a tie, except in the Executive Committee, where the President will vote on all issues.
- E. Shall maintain good working relationships with and between all Government members.
- F. Shall be familiar with the policies and procedures of the College.
- G. Shall represent the Government and Terra Community College in off campus activities.
- H. Serve for a term of one year beginning January 1 through December 31.
- I. Shall be enrolled for a minimum of six (6) credit hours. He/she must attain and maintain at least a 2.0 grade point average.

Section 2: Vice President

- A. Shall assume the duties of the President upon the absence, removal, or resignation of the President. Any member may seek the office of Vice President should the Vice President assume the duties of the President.
- B. Shall serve as the Government representative to CASA should the President be unable to attend these council meetings.
- C. Shall receive, maintain, and present communication from other College-recognized student organizations.
- D. Shall coordinate the agendas of all Government meetings with the President.
- E. Shall be responsible for internal projects.
- F. Shall be enrolled for a minimum of six (6) credit hours. He/she must attain and maintain at least a 2.0 grade point average.

Section 3: Secretary

- A. Shall conduct meetings in the absence of the President and Vice President.
- B. Shall record, read, and maintain the minutes of all Government and Executive meetings.
- C. Shall be responsible for ensuring that any recorder is turned off in the event that a member requests this, as described in Article III, Section 3.
- D. Shall maintain the membership roll.

- E. Shall be enrolled for a minimum of six (6) credit hours. He/she must attain and maintain at least a 2.0 grade point average.

Section 4: Treasurer

- A. Shall maintain an accurate record of all expenditures of the Government.
- B. Shall submit a written monthly and yearly activity and financial report to the President, Secretary and Government Advisor.
- C. Shall submit an oral report of expenditures at each Government meeting as necessary.
- D. Shall be familiar with policies regarding expenditures of Government monies.
- E. Shall be familiar with other funding sources available to the Government.
- F. Shall prepare an audit, with the assistance of the President and Government Advisor. This report will be presented to the Government when the bank statement is received.
- G. Shall be enrolled for a minimum of six (6) credit hours. He/she must attain and maintain at least a 2.0 grade point average.

Section 5: Senators-at-Large

- A. Shall consist of one Senator-at-Large for approximately every 800-student headcount, based on the Fall Semester 15th Day Enrollment Report.
- B. Shall represent the general interests of the student body.
- C. Shall investigate proposals for new programs, or modifications to existing programs to meet the needs of the students.
- D. Shall participate in sponsored Student Government programs and activities.
- E. Shall be enrolled for a minimum of at least six (6) credit hours. Attain and maintain at least a 2.0 grade point average.

Section 6: Organization Senators

- A. Shall consist of one voting Organization Senator for every active and approved student organization on campus.
- B. Shall represent the general interest of the organization he or she represents.
- C. Shall submit requests to Student Government for funding for their organizations, as appropriate.
- D. Shall participate in sponsored Student Government programs and activities.

- E. Shall be enrolled for a minimum of at least six (6) credit hours. Attain and maintain at least a 2.0 grade point average.

Article VI: MEMBER VACANCY

Section 1: Executive Board

If the President, Vice President, Secretary or Treasurer can no longer serve due to mid-year graduation, transfer, resignation or removal from office, the campus Student Government shall elect from the current Student Government a replacement. A simple majority vote of the Student Government is needed to elect the candidate. When a replacement from within Student Government cannot be made, current members shall appoint an eligible student from outside the organization.

Section 2: Senator-at-Large

If a Senator-at-Large can no longer serve due to mid-year graduation, transfer, resignation or removal from office the Student Government has the option to fill the vacancy by selecting a student from the student body if the candidate meets the Senator-at-Large qualifications. A simple majority vote of the Student Government is needed to elect the candidate.

Section 3: Organization Senator

If an Organization Senator can no longer serve due to a mid-year graduation, transfer, resignation or removal from office the organization that the senator represented is responsible for selecting a replacement.

Article VII: DUTIES AND CONDUCT OF MEMBERS

All Government members shall observe the following general standards of conduct:

- A. Members shall be responsible to the students they represent.
- B. Members shall approve new student organizations for official recognition.
- C. Members shall screen suggestions proposed by students and make recommendations to the Government.
- D. Members shall propose approved suggestions to the Administration.
- E. Members shall support the activities and decisions of the Government.
- F. Members shall exercise proper discretion in discussing Government business outside of meetings.
- G. When appropriate, members shall use parliamentary procedures in conducting meetings.

- H. Failure to follow the standards of conduct may result in the inactivation of the student's membership; the Government Advisor with input from the officers will determine any inactivation of members.

Article VIII: TERM AND ELIGIBILITY TO SERVE ON STUDENT GOVERNMENT

Section 1: Term

To serve on Student Government a student is limited to three years of participation including two years as an officer, regardless of the number of credit hours accumulated by the student at Terra or elsewhere. A term is one year beginning January 1 to December 31.

- A. If either of the above limitations occurs at the end of the calendar year in which an election is held, the incumbent is not permitted to run for office.
- B. If either of the above limitations occurs during an elected term of office, the incumbent shall be permitted to complete the term of office to which he or she was elected.

Section 2: Eligibility

All members of the Student Government must be enrolled for a minimum of six (6) credit hours, as well as attain and maintain a 2.0 grade point average.

Article IX: ELECTIONS

Section 1: Scheduling

Elections for President, Vice President, Secretary, Treasurer and Senators of the Student Government shall be held the last Tuesday in the month of October during the Fall Semester each year. The electorate shall be the student body. The Student Government shall determine the days and times the polls shall be open.

Section 2: Validation

Validation of the Student Government elections by the Vice President of Student and Administrative Affairs or his/her designee shall be completed no later than 5:00 p.m. on Monday following the elections.

Section 3: Conduction

Student Government elections shall be conducted by the members of the Student Government who are not running for re-election with assistance from the Advisor or designee. When the Election Committee members are not available to work the voting poll(s) during the elections, the students shall cast their votes at a designated location.

Section 4: Voting Eligibility

A student enrolled for full-time or part-time courses at Terra Community College may vote during the Student Government elections.

Article X: QUORUM

Section 1: Regular Meetings

In order for a regular meeting of the Student Government to be called to order and business voted, on a quorum of members must be present. This quorum shall consist of fifty percent plus one member of the Government membership.

Section 2: Special Meetings

The quorum for a special meeting of the Student Government shall consist of a minimum of two officers and two Senators-at-Large that are not officers.

Article XI: RECALL

Section 1: Procedure for Recall

- A. Any member of the Student Government or student body may initiate recall proceedings against an elected member to the Student Government because he/she is in violation of the Student Government Constitution or the College's Student Conduct Code by filing a written grievance to the Vice President of Student and Administrative Affairs.
1. The Student Government President, or Vice President in the event that a grievance was filed against the President, must convene a meeting with all members of the grievance party, a majority of the Student Government, and the respondent within seven (7) business days following receipt of the written grievance.
 2. The Student Government shall vote within seven (7) business days following the meeting to censor, suspend, or remove the member of Student Government from office.
 3. If a warning is recommended for the member of Student Government in question, they will be issued – in writing – a letter of warning by the Vice President of Student and Administrative Affairs. A copy of the letter will be placed on file in the appropriate office.
 4. If two-thirds of the Student Government votes to remove the member in question from Student Government, the member will receive a letter removing them from office by the Vice President of Student and Administrative Affairs. They will be immediately relieved of their duties for the remainder of the term. A copy of the letter will be placed on file in the appropriate office.

- B. A quorum of the Student Government must be present at the meeting to vote on the action to be taken against the Student Government member. No proxy vote will be permitted. The presiding member shall be permitted to cast a vote.
1. The vote shall be by secret ballot.
 2. The Vice President of Student and Administrative Affairs will submit the deciding vote in case of a tie.
 3. All decisions will be final. No appeals will be permitted.
 4. Any member of the Student Government who was recalled for action deemed inappropriate according to the Student Government Constitution or the College's Student Conduct Code, and would like to seek re-election at the next Student Government election, must submit a letter to the Vice President of Student and Administrative Affairs requesting permission to run for office. He/she must meet with the Vice President of Student and Administrative Affairs and/or the Advisor for consideration of their request. Their decision will be final.

Article XII: AMENDMENTS

Amendments to this Constitution may be proposed by any Government member and shall be adopted by a majority vote of all active members. Amendments may only be considered when a quorum of the active membership is present.