

CONSTITUTION OF THE COLLEGE OF SOUTHERN MARYLAND STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We the students of The College of Southern Maryland, do hereby establish a Student Government Association for the following purposes: to create a representative form of student government to provide the means for responsible and effective student participation in the organization and control of student affairs; to serve as the official voice of student opinion on matters concerning the college and upon matters affecting students in their role as students; to provide for mutual and beneficial understanding with the faculty and administration: and to further student welfare and responsibilities.

ARTICLE I

The name of this organization shall be The College of Southern Maryland Student Government Association, hereinafter referred to as the SGA.

The purpose of the SGA shall be to provide for the general welfare of students by acting as a liaison between the students and college administration, to promote a constructive involvement of students in the affairs of the college, to provide opportunity for the co-curricular education and personal development of students, and to provide a diverse program of extracurricular activities and services.

ARTICLE II

-Powers-

By the delegation of power to it by the Board of Trustees and by the students of The College of Southern Maryland, the SGA shall have the legislative, administrative and judicial power over activities of the students and their organizations.

SECTION I: The duties of the SGA shall include:

1. Acting as a spokesperson of student opinion.
2. Acting as a guardian of extracurricular activities under the Student Government jurisdiction.
3. Administering the student activity fund.
4. Providing maximum opportunity for participation in all student activities in order to promote the best interest of the college, students and community.
5. Promoting, coordination, and organizing student affairs whenever necessary.
6. Acting as a liaison between the students and the college, students and faculty and the students and the community.

SECTION II: The powers of the SGA shall include:

1. Determining a time for SGA elections as stated in the Bylaws.
2. Taking action deemed necessary and proper to insure effective operation of the SGA.

ARTICLE III

-Membership-

Membership in the SGA shall be open to all students of The College of Southern Maryland who are currently registered for a credit or credit free course. The primary focus of the SGA is to serve those students who have paid a student activity fee. Students who have paid a student activity fee are full members of the SGA and are entitled to the rights and privileges provided in the SGA Bylaws. Those students who have not paid an activity fee shall be considered associate members. Associate members are entitled to the rights in the SGA Bylaws.

ARTICLE IV

-Structure-

The SGA shall consist of an Executive Board, Full-time Student Representative(s), Student Representative(s) from each campus, and the Presidents or designated agents of chartered clubs and organizations. These members shall hereinafter be referred to as the voting membership.

The amount of Full-time Student Representatives per campus will vary depending on the number of Full-time and Part-time students enrolled at each campus. For every one thousand students enrolled within these categories, there will be an additional representative elected. However, the SGA shall maintain at least one Full-time Student Representative at each campus, at all times.

The Executive Board shall consist of seven officers elected at large: President, Senior Vice President, Vice President for La Plata, Vice President for Leonardtown, Vice President for Prince Frederick, Secretary, and Treasurer.

The Director of Student Life shall serve as the non-voting advisor to the SGA.

ARTICLE V

-Duties and Responsibilities-

SECTION 1: The President

The President of SGA shall preside at all SGA meetings, act as the official representative of the student body at all necessary functions, and shall coordinate the activities and projects of the SGA. The President shall:

1. Give direction and leadership to the SGA.
2. Supervise the execution of SGA policy.
3. Make special committee appointments.
4. Be an ex-officio member of all committees.
5. Appoint any position on SGA in the event of resignation, recall, or other vacancy with the approval of the SGA.

6. Call special sessions of the SGA Executive board or the SGA anytime they deem it to be in the interest of the SGA with twenty-four hours notice.
7. Call special sessions of either SGA or all college meetings whenever petitioned by three percent of the student body.
8. Notify the Senior Vice President to assume his/her duties in the event that the President expects being absent for their duties.
9. Preside over recall procedures and all Executive Board, SGA, and all college meetings.

SECTION 2: The Senior Vice President

1. Assist the President in the administration of SGA affairs.
2. Attend the monthly meeting of the CSM Board of Trustees.
3. Be the convening and presiding officer of recalling proceedings against the President.
4. Act as the chairperson of the Election Committee.
5. Assist the President in responding to all student concerns relating to the academic policies of The College of Southern Maryland.
6. Coordinate the activities of co-curricular student organizations.
7. Attend the meetings of the Faculty Senate and act as SGA's liaison to the Faculty Senate committees.
8. Take responsibility for the effective planning, management, and evaluation of all SGA programs and activities related to academic affairs.
9. Act as Chairperson of the annual SGA Awards Banquet.
10. Perform such duties as may be requested by the President.

SECTION 3: The Vice Presidents for La Plata, Leonardtown, Prince Frederick

1. Be responsible for the planning and coordination of all extracurricular activities and programs.
2. Act as Chairperson of the Student Activities Committee for their respective campus.
3. Take responsibility for the effective planning, management and evaluation of all major SGA sponsored extracurricular activities throughout all campuses.
4. Ensure that quality and diverse programs are presented.
5. Work with the Student Life Department in the preparation of the Student Activities Calendar and the Student Handbook.
6. Perform such duties as may be requested by the President.

SECTION 4 : The Secretary

1. Take accurate minutes at all Executive Board and SGA meetings.
2. Make copies of all minutes available to SGA members, the student body and the SGA advisor within one week of any meeting.
3. Work with the Director of Student Life in the preparation and distribution of all minutes.
4. Establish and maintain a representative file consisting of names, addresses, telephone numbers and class schedules of all SGA Executive Board members. This shall be done at the beginning of each semester.
5. Be responsible for all office files.
6. Collect and assemble all reports of officers or committee Chairpersons.
7. Be responsible for all office correspondence.
8. Performs such duties as may be requested by the President.

SECTION 5: The Treasurer

1. Be responsible for the SGA funds, as directed by the SGA.
2. Be responsible for the safekeeping of those funds.
3. Work with the Director of Student Life in the establishment and maintenance of disbursement and accounting procedures.
4. Submit a financial statement on a weekly basis.

5. In conjunction with the President may approve expenditures under fifty dollars. All expenditures over fifty dollars, which do not appear in an approved budget, must have the majority approval of a quorum of the voting members of the SGA.
6. Act as the Chairperson of the SGA Budget Board.
7. Perform such duties as may be requested by the President.

ARTICLE VI

-Procedures-

SECTION 1: Rules of Order

The Rules, as stated by the *Roberts' Rules of Order Revised*, shall govern SGA in all cases in which they are applicable and are not inconsistent with The Constitution, SGA Bylaws or rules of procedure.

SECTION 2: Recall

Any member of the SGA Executive Board or any Student Representative who is found guilty of four unexcused absences or of gross misconduct is subject to recall by two-thirds vote of the SGA voting members.

SECTION 3: Absences

Any voting member who incurs three unexcused absences will automatically be suspended of their voting rights. After four unexcused absences, that member will be subject to recall. Any number of absences is permitted provided that his/her excuse is submitted verbally or in writing at least one hour prior to a meeting. The SGA president shall have final authority in deciding whether an absence is excused or unexcused.

ARTICLE VII

-Meetings-

The SGA shall meet weekly, or on a schedule submitted by the President. The President reserves the right to call special meetings. This right is also reserved for the SGA upon presentation of the written consent of one-half of the SGA to the President or presiding officer.

ARTICLE VIII

-Committees-

A. Standing Committees

The SGA shall establish and regulate standing committees for its effective operation, as specified in the Bylaws of the SGA.

B. Special Committees

The SGA shall have the authority to create special committees (ad hoc) as may be deemed necessary for its effective operation. Any member of the college community shall be eligible for membership on ad hoc committees. The

existence of such committees shall terminate at the conclusion of their special project and may only be continued with the approval of the SGA.

C. Responsibilities

All committees shall be directly responsible to the SGA and shall be required to submit regular written reports to the SGA, which will become part of the official records.

ARTICLE IX

-Bylaws-

The SGA shall establish and maintain Bylaws to set forth operational procedures consistent with this Constitution. The SGA shall enact, amend or cancel any provision of these Bylaws following written notification of all voting members, announcement to the campus of the intended change and a two-thirds majority vote of all voting members present at the first meeting following seven days notification and announcement.

ARTICLE X

-Constitutional Amendments-

Amendments to the Constitution of the SGA shall be made at any regular meeting by two-thirds majority vote of all present voting members. No proposition to amend the Constitution shall be acted upon unless written notice is given to the SGA Secretary three weeks prior to the meeting on which the proposition shall be acted upon. A copy of such a proposition shall be posted for two weeks before the said meeting and be embodied in the agenda of that meeting concerning the Amendment(s) of the Constitution.

ARTICLE XI

-Ratification-

The Constitution of the SGA shall become the government system of the SGA at such time it is approved by a two-thirds majority vote of the voting members.

BYLAWS OF THE COLLEGE OF SOUTHERN MARYLAND STUDENT GOVERNMENT ASSOCIATION

ARTICLE I

Voting members' of the SGA shall consist of:

SECTION 1: "Executive Committee"

1. President
2. Senior Vice President
3. Vice President for La Plata
4. Vice President for Leonardtown
5. Vice President for Prince Frederick
6. Secretary
7. Treasurer

SECTION 2

Elected Full-time from La Plata, Leonardtown and Prince Frederick.

SECTION 3

Presidents or designated agents of Clubs and Organizations.

These voting members including Presidents or designated agents of the club they represent at SGA meetings.

ARTICLE II

-Class Standing and Voting Status-

SECTION 1: Full Members of the Association

Are those students who pay an activity fee, and shall have the right to:

1. Vote in all SGA general elections

2. Run for a position on the SGA Executive Board.
3. Submit concerns to the SGA for appropriate action.

SECTION 2: Associate Members

Those who do not pay a student activity fee, will have the right to:

1. Submit concerns to the SGA for appropriate action.

ARTICLE III

-Election Code-

SECTION 1: Election Time

Elections shall be held twice a year. The executive board shall be elected in the spring, with student representatives being elected in the fall. The SGA also has the right to call for special elections as stated in *Article IV Section 9* of the SGA Bylaws.

- I. Executive Board Officers:
 - a. Shall be elected in an election held on the first Tuesday and Wednesday in April.
 - b. Their term of office shall run until the following April.
2. Student Representatives:
 - a. Shall not be elected after October 1st, but not before the start of the Fall Semester

SECTION 2: Elections Committee

1. Responsibilities:

The Elections Committee is responsible for the proper conduct of all elections of the SGA in accordance with the *SGA Constitution and Bylaws*. The Elections Committee is responsible for notifying all candidates at the time filing of any campaign regulations and restrictions. The Elections Committee shall determine the outcome of all elections in accordance with these bylaws. At the end of each semester, the Elections Committee Chairperson, shall compile a report of its actions and recommendations for future improvements of the Election Procedure.

2. Chairperson:
 - a. The Elections Committee Chairperson shall be the Senior Vice President of the SGA.
 - b. The Chairperson of the Elections Committee is directly responsible to the SGA for the action of the Elections Committee and informs the members of such details.
 - c. The Chairperson determines the time and place of all meetings of the Elections Committee and informs the members of such details
 - d. The Chairperson presides at all meetings of the Elections Committee.
 - e. In all cases the Chairperson shall determine the number of tallies which must agree before an election is deemed official.
3. Membership:

- a. The SGA President and Elections Committee Chairperson may appoint a minimum of five persons from the student body. The Chairperson may also designate certain member students as temporary members of the Elections Committee.
- b. No member (Chairperson inclusive) may act as an active member of the Elections Committee if he/she is a candidate in an SGA election. A member of the committee who does not declare candidacy must at the time submit a statement to the SGA President stating that he or she requests to be temporarily relieved of his/her duties on the Elections Committee until the election in question is decided.

ARTICLE IV

-Election Procedures-

SECTION 1: Publicity

- a. Minimum publicity shall consist of notifications sent to the Student Publication and notices posted on SGA bulletin boards and major college bulletin boards.
- b. Notifications of dates, times and locations of filing procedure shall be made public ten days in advance.
- c. The names of the candidates shall be made as soon as such information is available.

SECTION 2: Filing

- a. The date of filing must occur so that as to follow seven days between filing and the election.

SECTION 3: Campaigning

- a. Campaigning is a public solicitation of votes.
- b. Campaigning may start at the end of the filing period.
- c. Campaigns must comply with these *Bylaws* and any special notifications distributed by the Elections Committee at the time of filing.
- d. Failure to comply with these election procedures can result in disqualification. The Chairperson of the Elections Committee and the SGA President shall decide disqualification.
- e. On the days of the elections, no campaigning material or activity is allowed within 10 (ten) feet of the polls.

SECTION 4: Polls

- a. Location and times of polls shall be posted on the College bulletin boards and notification shall be sent to the Student Publication.
- b. The Chairperson of the Elections Committee shall appoint all polling officials.
- c. No person who is either a candidate or a member of a candidate's campaign committee may run a poll.
- d. The polls must be manned at all posted times.

SECTION 5: Voting

- a. In all elections, polling officials are not to confer with the voters.
- b. No person is allowed to cast someone else's ballot.

The Election Committee shall have the authority to establish and maintain procedures to ensure an equitable election with approval of the SGA.

SECTION 6: Ballots

- a. Title of the paper ballots shall be "Official Student Government Association Ballot". The title of the election, date of the election and any appropriate voting instructions shall be listed on the ballot. Names should be listed alphabetically.
- b. After the election, the ballot boxes shall be taped and locked in the Student Life Office at La Plata or the Dean's office in Leonardtown or Prince Frederick.

SECTION 7: Tabulation

- a. Ballots shall be counted in the SGA office by the Chairperson of the Elections Committee, in the presence of one member of the Elections Committee and a member of the Student Life Office.
- b. Failure to follow the instructions on the ballot will invalidate the vote.
- c. After the proper number of agreeing tallies has been reached, the results are official.
- d. After the outcome is deemed official, no recounts may accrue unless an official protest is filed with the Elections Committee Chairperson.
- e. After the results are official, the ballots should be locked in the Student Life Office of La Plata or the Dean's Office of Leonardtown or Prince Frederick.

SECTION 8: Announcement and Certification of Results

- a. Results should be made available to the Student Publication and posted on the college bulletin boards as soon as they are complete.
- b. The results become certified upon completion of the count.
- c. A full report including numerical data should be presented to the SGA immediately after the election is official.

SECTION 9: Vacancies

In the event that an SGA representative or officer, other than the President, should resign or be removed from office before his/her term expires, the vacancy shall be filled in the following manner:

The Chairperson of the Election Committee, along with the Secretary of the SGA and two other members appointed by the President, shall examine the minutes of the SGA in order to determine the voting tabulations for the election in which the vacancy was elected. The person who received the next number of votes would then be eligible for the seat vacated. It shall be the duty of the Election Committee Chairperson to notify this person that he/she is eligible to fill this seat. If the person chooses to accept, he/she must be presented to the President of the SGA at the meeting following his/her notification. If he/she does not choose to accept the office, then there will be an election of the SGA voting delegates to fill the vacancy. Nominations for this election shall come from an SGA nomination committee. This procedure shall continue until the vacancy is filled. However, should no person accept under this method of election within three (3) weeks, there will be a general election to fill the vacancy. In the case of a President resigning or being removed from office, the respective Senior Vice President shall assume that position. If the Senior Vice President were unable to assume the presidency, then the order of succession would be Secretary, the Treasurer.

ARTICLE V

-Government-

SECTION 1. Requirements shall consist of:

- a. Voting members and nominees of the SGA shall be enrolled in at least one credit class (excluding summer session).
- b. Shall not be on academic or disciplinary probation.
- c. Shall have and maintain at least a 2.0 cumulative average throughout the year.
- d. Vice Presidents and Representatives must be enrolled on the campus they represent.

Individual exceptions to these requirements shall be up to the discretion of the Director of Student Life and the Executive Committee.

SECTION 2. Referendums:

On any matter the SGA designates as appropriate, a student referendum shall be conducted. All referendums which concern themselves with constitutional amendments shall require a 2/3-thirds vote to pass. All other proposals shall require a majority vote.

SECTION 3. Protest:

- a. Official protest of procedure must be filed in writing with the chairperson of the Elections Committee before five o'clock on the third business day after the official tabulations of the vote.
- b. The Election Committee must rule on the protest within 72 hours. Any recounting must be done in the presence of the SGA President, the Chairperson of the Election Committee and all those persons directly concerned with the results. The decision may be disqualification of a candidate, naming a new winner, or deciding a new election is in order.
- c. The Executive Committee is the court of appeals for all decisions of this kind.

SECTION 4. Recall:

Any elected official may be removed from his/her office by a recall. If 45 percent of a constituency sign a petition requesting a referendum, the said referendum will be held. If the office holder in question is voted out, refer to Article IV, Section 9.

ARTICLE VI

-Organizations and Their Formation or Dissolution-

SECTION 1.

An organization shall be defined as a group of students joined together in the pursuit of a common purpose and guided by a lawful constitution. Is under the direction of chosen officers and has been chartered by the SGA.

SECTION 2.

Any group of ten or more students and *a faculty/staff* advisor desiring to establish an organization shall petition the SGA for such authority through the medium of a *written* charter application.

1. Application shall state the following:
 - a. Name of the proposed organization.
 - b. Purpose of the proposed organization.
 - c. Reasons for the need of such an organization.
 - d. Reasons why no current existing organization can or does execute the proposed functions.
 - e. Who is eligible for membership.

SECTION 3.

The designated representative of the petitioning group shall be requested to appear before the SGA at its next meeting subsequent to the receipt of the charter application. The charter application shall be placed on the floor by the chair during new business.

SECTION 4.

The representative of the petitioning organization shall be permitted to speak. The question shall then be opened to general debate.

SECTION 5.

After adequate debate, the question shall be put to a vote. If a two-thirds affirmative vote of the SGA is obtained, the petitioning group shall be directed to draft a constitution consistent to the purpose(s) expressed in the application and submit it to the SGA for approval.

SECTION 6.

When the constitution meets with the approval of the SGA, and receives the necessary two-thirds vote, the President will direct the Secretary to issue the petitioners an unconditional charter.

SECTION 7.

Within 30 days from receipt of its unconditional charter, the newly formed organization must elect and submit their officers' names to the SGA.

SECTION 8.

Once chartered, an organization, to merit continued existence must:

1. Substantially fulfill the purpose for which it was chartered.
2. Abide by all rules, regulations and decisions of the SGA.
3. Register annually with the Student Life Office.

SECTION 9.

If a petitioning group fails to receive the two-thirds vote, the SGA is required to explain in writing the reasons for the rejection. The petitioning group may apply again.

SECTION 10.

Following adequate debate a chartered organization may be dissolved by a two-thirds vote of the SGA.

SECTION 11.

1. Club attendance requirements begin October 1st of each academic year.
2. Any club which fails to send a club representative or a written report concerning club attendance to three SGA meetings in a period of one semester and with a two-thirds vote of the SGA voting members the club will be subject to a 25% reduction in SGA funding.
3. Any club which fails to send a club representative to any of the SGA meetings in a period of one semester and with a two-thirds vote of the SGA voting members the club will be subject to a rescinding of all SGA funding.

ARTICLE VII

-Budget Board-

SECTION 1. Purpose:

The Student Government Association of the College of Southern Maryland has established the Budget Board to serve as its primary budgetary committee. The Budget Board is responsible for the preparation, presentation and revision of the SGA fiscal year budget.

SECTION 2. Membership:

The Budget Board is comprised of the following voting members:

1. Treasurer of the SGA (chair)
2. President of the SGA or SGA proxy (vice chair)
3. Director of Student Life
4. Three at-large student representatives from each campus (if possible), appointed by the SGA

5. Faculty Representative appointed by the President of the Faculty Senate
6. Administrative Representative appointed by the College President

SECTION 3. Allocation Process:

The annual budget allocation process consists of three main steps:

1. Each student organization completes a Budget Request Form. This form outlines in detail the revenues and expenditures associated with the activities planned by the group for the following fiscal year.
2. A committee of the SGA and the Budget Board reviews each of these budget requests. Based on this review, the Budget Board makes recommendations and finalizes the budget.
4. The SGA reviews the Budget Board recommendations and finalizes the budget.

SECTION 4. Rules of Procedure:

1. All requests by registered student organizations for fiscal year budgets must first be processed through the Budget Board.
2. All decisions and actions taken on such requests must receive a simple majority affirmative approval from those members present.
3. For any action to be taken by the Budget Board a quorum of five members must be present.
4. A minimum of 24 hours notice of the Budget Board meetings must be given to all members.
5. All decisions and actions of the Budget Board shall be submitted to the SGA for its approval at its next meeting.
6. The Budget Board shall set forth guidelines for its meetings.

SECTION 5. Appeals Process:

All appeals must be in writing and must be made within two weeks of notification of the budget relation action. A member of the Budget Board and the appellant are to be present at any appeal hearing.

1. An appeal of a Budget Board action must be made to the SGA.
2. Appeal secondary action of the SGA to the Director of Student Life.
3. Appeal of the Directors' decision to the Dean of Student & Instructional Support Services.
4. Appeal of the Deans' decision to the President.
5. Appeal of the Presidents' decision to the Board of Trustees.

As the result of a hearing, the following actions can be taken:

1. Dismiss the appeal for insufficient evidence.
2. Call for a re-evaluation of the budget allocation by the SGA or the Budget Board.
3. Cause the budget allocation to be changed.

