

The SGA was formed to serve as the official liaison between the students and staff of the College. The bylaws of this organization are given here:

Bylaws of the SGA of Mitchell Community College

ARTICLE I – Name

The name of this organization shall be the Mitchell Community College Student Government Association.

ARTICLE II – Purpose

The purpose of the SGA shall be to serve as a forum for student opinion, to appropriate funds to various student organizations, to plan and implement student activities and programs for the student body as a whole, and to work cooperatively with the administration and faculty on matters pertaining to student welfare. The SGA shall be the representative organization of the student body at large.

ARTICLE III – Membership

Section 1 – Membership in the SGA shall consist of the officers of the student body and one representative from each student organization officially recognized by the Administration. Each member of the SGA shall have one vote, with the exception of the President, who shall vote only in case of a tie.

Section 2 – Any representative, whether student body officer, club representative, who is absent from three consecutive SGA meetings, or is absent from four meetings during one semester shall be denied membership for the remainder of that academic year.

ARTICLE IV – Officers

The Executive Officers of the SGA shall be the officers of the Student Body. Their election and term of office shall be prescribed by these bylaws.

ARTICLE V – Meetings

Section 1 – The General Body of the SGA shall meet at least six times each semester at a regular time prescribed by the advisor.

Section 2 – Special meetings may be called by the President or SGA advisor upon notification of all members and the Advisor.

Section 3 – A quorum is necessary for voting, and shall consist of half the attendance at the previous General Body meeting plus one (1).

ARTICLE VI – Dismissal from Office

The SGA has the right to dismiss any member who fails to abide by this constitution or the Student Code of Conduct. Any dismissal from office must be approved by the SGA Advisor(s). The following process must be followed to dismiss any SGA Executive Committee member.

A verbal means of communication must be conveyed to the officer in question that states the specific reason for concern.

If no improvement occurs, a letter or warning will be sent one (1) week after the verbal communication has been conveyed to the officer in question. This letter must state that adequate improvement in SGA participation and/or behavior must be demonstrated.

If no improvement occurs, a meeting of the Executive Committee (if appropriate), Advisor(s) must meet to discuss the officer in question's dismissal from office. If there is a majority vote that the officer in question is to be dismissed from office, a letter should then be sent to this member that explains why this decision was reached. This letter must also state that if the officer to resign, a letter of resignation must be sent within one (1) week of this meeting.

A letter of dismissal will be sent to the officer if a letter of resignation has not been received within one (1) week of the dismissal from office meeting. A copy of this letter will be sent to the Vice President for Student Services.

An appeal of dismissal from office must be submitted in writing within one (1) week of the dismissal letter to the Vice President for Student Services, who will determine whether a re-consideration is in order.

ARTICLE VII – The Executive Board

The Executive Officers shall constitute of the Executive Board, whose duties shall be to act as a steering committee for the Association as a whole, to coordinate the various functions of the SGA, and to assist the President in the day-to-day routine business of the Association.

ARTICLE VIII – Qualifications

To be elected to office, students must have a 2.5 minimum cumulative grade point average. They must maintain a 2.5 minimum cumulative grade point average at the end of each semester while in office. Freshmen without a GPA can be elected on a probationary status for their first semester until a GPA can be established.

Responsibilities and Duties of the SGA

Section 1 – The SGA shall establish all Student Government policies, such policies shall be consistent with the administrative policies, and shall be subject to the approval of the advisor and the administration.

Section 2 – The SGA shall hear and act on all committee reports.

Section 3 – The SGA shall adopt an annual budget of expenditures.

Section 4 – The SGA shall exist to improve the general welfare of the Student Body and be responsible for the enforcement of these bylaws.

Section 5 – The SGA shall recommend to the Administration additional policies governing student welfare or student conduct.

ARTICLE IX – Officers

Section 1 – Names. There shall be a President, a Vice President, a Secretary, a Treasurer, a Public Information Officer, a Special Populations Officer, Community Interactions Chair and Intramural Activities Chair. The President may recommend a Parliamentarian who meets all qualifications for holding office.

Section 2 – Qualifications. To be elected to office, students must have a 2.5 minimum cumulative grade point average; they must maintain a 2.5 minimum cumulative grade point average at the end of each semester while in office. Anyone falling below a 2.5 GPA will either be dismissed from their position or they can remain in office on a probationary status as long as they participate in a retention activity. An officer who withdraws from the College will resign from the office for the remainder of the school year. Any exception to this policy must be approved by the Advisor and the Vice President for Student Services.

Section 3 – Responsibilities and Duties of the President. The President shall be the executive officer of the Student Body, and shall serve as President of the SGA. He/she shall recommend all chairpersons of standing and special committees except as provided in the bylaws, and shall preside over all business, membership, and Association meetings. He/she shall be an ex-officio member of all committees of the SGA, and shall have the power to recommend any student body officer pro-tem. The President will also serve as an ex-officio member of the Mitchell Community College Board of Trustees.

Section 4 – Responsibilities and Duties of the Vice President. The Vice President shall assist the President in the execution of his/her duties, and shall assume the duties of the President in case of temporary absence, disability or ineligibility. He/she shall be responsible to the President for the coordination of all committees. He/she shall perform such other tasks as are provided for in these bylaws. Should both the President and Vice President be ineligible to continue in office, it shall be necessary to conduct a special election consistent with the general election laws of the SGA.

Section 5 – Responsibilities and Duties of the Secretary. The Secretary shall maintain complete and accurate records of all meetings and shall carry on all correspondence of the Association. He/she shall keep available for inspection by authorized personnel all records, documents, and correspondence of the Association. He/she shall perform such other tasks as delegated by the President, and shall have such powers and duties as are provided for in these bylaws.

Section 6 – Responsibilities and Duties of the Treasurer. The Treasurer shall be responsible for keeping accurate records of all financial matters of the association. The Treasurer shall be the Chairperson of the Finance Committee, and shall perform such other tasks as designated by the President; and shall have such other powers and duties as are provided for in these bylaws.

Section 7 – Responsibilities and Duties of the Public Information Officer. The Public Information Officer shall be responsible for all publicity, announcements for SGA activities, the SGA monthly newsletter and special events. He/she shall perform such other tasks as delegated by the President, and shall have such powers and duties as are provided for in these bylaws.

Section 8 – Responsibilities and Duties of the Special Populations Officer. The Special Populations Officer shall be responsible for bringing to the SGA’s attention issues and concerns of all special interest groups on campus. He/she shall serve as a member of the Diversity Task Force, and shall perform such other tasks as designated by the President; and shall have such powers and duties as are provided for in these bylaws.

Section 9 – Responsibilities and Duties of the Community Interactions Chair. The Community Interactions Chair shall be responsible for researching and coordinating community service opportunities for the association. He/she will serve as contact person for all community and volunteer opportunities for students. They shall chair all committee meetings for community activities, shall perform such other tasks as delegated by the President, and shall have such other powers and duties as are provided for in these bylaws.

Section 10 – Responsibilities and Duties of the Intramural Activities Chair. The Intramural Activities Chair shall be responsible for researching and coordinating intramural activities for the association. He/she will serve as a contact person for all intramural activities for students. They shall chair all intramural committee meetings, shall perform such other tasks as delegated by the President, and shall have such other powers and duties as are provided for in these bylaws.

Section 11 – Student body officers must maintain membership in the SGA as stated in Article III during their terms of office. Failure to do so will result in removal from office.

Section 12 – Executive officers may recommend through majority vote of the executive board of the SGA if an executive officer is unable or ineligible to fulfill his/her term in office. The appointee must meet all qualifications for holding office.

ARTICLE X – Committees

Standing Committees of the SGA shall be:

Section 1 – The Finance Committee. The SGA Treasurer shall be chairperson of the Finance Committee. The Finance Committee shall have the power of review over all proposed budgets of any Student Government committee. The Finance Committee shall recommend to the association any necessary appropriations of funds. The Finance Committee shall assist the Treasurer in the preparation of the annual budget for presentation to the SGA.

Section 2 – Activities Committee. The Activities Committee shall be composed of a chairperson elected by members of SGA wishing to serve on the committee. The Activities Committee will plan, organize, and carry out activities for students throughout the academic year. The Activities Committee must recommend all plans for student activities to the SGA advisor.

Section 3 – Diversity Committee. The SGA Special Populations Officer shall be chairperson of the Diversity Committee. The Diversity Committee will deal with concerns of special interest groups on campus and plan events for special occasions such as Martin Luther King Day, Black History month, etc.

The Diversity Committee must present all plans for events to the SGA for approval before the events are held.

ARTICLE XI – General Elections Law

The advisor for the SGA, together with the SGA, has authority to sanction nominations and elections. The SGA advisor is responsible for preparation of ballots.

The SGA advisor shall be responsible for establishing the hours in which the voting shall be conducted. Representatives from Student Services shall be responsible for distribution, collection, counting and tabulation of ballots. The Student Services representatives shall then place the results in the hands of the SGA Advisor, who in turn will inform the Student Body.

For SGA purposes, including student elections, student classifications (freshman or sophomore) shall be the same as the college classification as shown in the College Catalog. Candidates are nominated by positions containing the signatures of 25 students. Any student may initiate a petition.

Petitions, signed by the SGA administrative assistant, shall be placed in the hands of the SGA advisor before elections. The advisor shall be responsible for verifying the candidate's eligibility and adding his/her name to the official ballot.

SGA officers shall be elected for one school year by a secret ballot of the Mitchell student body. To be elected, a candidate must receive a majority of all votes cast for that office. In case a majority is not received, a new election shall be held and the two candidates with the greatest number of votes shall be eligible for the runoff election.

The President, Vice President, Secretary, Treasurer, Public Information Officer and Special Populations Officer, Community Interactions Chair, and Intramural Activities Chair shall be elected and sworn in annually.

ARTICLE XI – Advisor

The Advisor to the SGA shall be appointed by the Administration.

ARTICLE XIII – Rules of Order

Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order, which the organization may adopt.

ARTICLE XIV – Acceptance and Amendment

Section 1 – These bylaws were declared in force when approved by the 1997-98 Senate of the Mitchell SGA and accepted by the Administration.

Section 2 – No portion of these bylaws may be suspended or amended except by a two-thirds vote of the quorum of the SGA.

Section 3 – Any proposed amendment to these bylaws must be submitted in writing to a member of the Executive Board who shall be required to read the proposal at the next regularly scheduled meeting. Any proposed amendment must be read at two regularly scheduled meetings before it can be voted upon for adoption.