



South Florida State College
Student Government Association Constitution
SGA serves as the "Official Voice" of the student body
Revised: 04/21/2010, 03/02/16, 3/23/2017

Preamble

We, the students of South Florida State College, having inaugurated a Student Government Association to promote communication, representation and understanding among students, faculty, administrators, and trustees, hereby establish this Constitution.

Article I: Name and Purpose

- 1) The name of this Association shall be the South Florida State College Student Government Association, herein referred to as the SGA.
- 2) The purpose of the SGA shall be to act as the representative body for each student enrolled at SFSC, the Association shall uphold and embody the ideas and opinions of the student body while clarifying and promoting all policies that affect it and maintaining the responsibility to challenge those policies, consistently inform and lead our constituency and execute necessary changes in the SFSC State.

Article II: Membership

- 1) Membership to the SGA shall be automatically granted to all student activity fee paying postsecondary credit students. Membership shall be granted to students that are enrolled on a full-time basis and to students that are enrolled on a part-time basis.
- 2) Each member shall be guaranteed the right to vote in all SGA elections, attend regular SGA meetings, submit proposals to the SGA, and shall be subject to all procedures in accordance with the constitution.
- 3) A student shall be eligible to participate as a representative regardless of age, sex, nationality, religion, race, sexual orientation, or physical challenges.

Article III: Council Composition and Qualifications for Representatives

- 1) The council of the SGA must consist of seven SGA executive board officers, one representative from each officially recognized student club/organization, and one representative from each athletic team. The council also includes one representative each from DeSoto, Lake Placid, and Hardee campus/center, and eight total representatives from the Highlands Campus. The Highlands Campus representation can incorporate up to four associates in arts/associate in science students, two associate in applied sciences students, and two college credit or career certificate program students.
- 2) Each council representative will serve in SGA for at least one fall or spring semester of each academic year. Each club and athletic team will determine the means of selecting a representative. Each center director for the DeSoto, Hardee, and Lake Placid centers shall provide in writing the name of their representative and alternate to the SGA president and SGA advisor. Each of the eight Highlands Campus representatives shall petition to serve as an SGA representative by obtaining 25 student signatures and the signature of the dean, student services. All SGA representatives must be enrolled for a minimum of 9 credit hours (or the clock hour equivalent for technical programs) and be a student in good standing with the College.

Article IV: Quorum

A quorum consists of 50% plus one of the active SGA council. Each student organization or campus representative of the Student Government Association may have one vote. Officers may vote only once as an SGA officer and are not allowed to vote as an organization or campus representative. Furthermore, no member of an organization can represent two organizations at a council meeting.

Article V: Duties of Executive Board Officers

Executive power of the SGA shall be vested by the president, vice president, jurisprudence, secretary, treasurer, public relations, and historian. There will be an option for an eighth position, special assistant to the president. This position does not have to be filled every year, but per the request of the Board, the coordinator of student life, and the dean of student services, we can add another student to the Board. The officers will be referred to as the Executive Board. The first duty of all Executive Board officers will be to read, understand, and uphold all the student rights and other content declared within this constitution. The individual duties of the officers shall be as follows:

President

- a) Supervise and aid all other executive board officers
- b) Preside over regularly scheduled council meetings
- c) Represent SGA on committees of the College
- d) Represent SGA at College and state events
- e) Encourage SGA membership and active participation
- f) Serve as liaison between SGA and administration
- g) Prepare the agenda for each regular scheduled SGA meeting with the vice president and jurisprudence, a minimum of two days prior to SGA meetings
- h) Attend and preside over weekly SGA executive board meeting
- i) Create weekly activity reports to document SGA work.
- j) Attend FJCCSGA president's assemblies and FJCCSGA Annual State Conference
- k) Visit and hold open forum meetings during the academic year
- l) Maintain 10 office hours per week

Vice President – External Operations

- a) Serve as external operations director and supervisor of special events for SGA and the student body
- b) Oversee the responsibilities and tasks of the public relations and historian officers
- c) Share equal duty, responsibility, and status with jurisprudence
- d) Serve in absence of SGA president
- e) Assist election of officers
- f) Co-chair the Activities Committee
- g) Co-chair the Fundraising Committee
- h) Supervise all activities and fundraising events
- i) Co-monitor SGA financial reporting
- j) Serve and co-chair in preparation of the Annual Award Assembly
- k) Assist preparing the agenda for the SGA meetings
- l) Assist with SGA promotion of student activities
- m) Create weekly activity report to document SGA work
- n) Attend FJCCSGA president's assemblies and FJCCSGA Annual State Conference
- o) Maintain eight office hours per week

Vice President – Internal Operations - Jurisprudence

- a) Serve as internal operations director and parliamentarian for SGA and the student body
- b) Oversee the responsibilities and tasks of the secretary and treasurer
- c) Share equal duty, responsibility, and status with the vice president
- d) Serve in the absence of the SGA president or vice president
- e) Direct revisions to the SGA Constitution
- f) Facilitate elections of SGA officers
- g) Co-monitor SGA financial reporting
- h) Serve and co-chair in preparations of the Annual Awards Assembly
- i) Assist with the establishment of new student organizations
- j) Attend FJCCSGA president's assemblies and FJCCSGA Annual State Conference
- k) Be the student responsible for the food pantry
- l) Maintain eight office hours per week

Secretary

- a) Record and maintain minutes of the Council & Executive Board meetings
- b) Distribute minutes to all appropriate members, advisors, and administrative staff
- c) Turn over a complete set of minutes to the advisor at the end of the office term
- d) Responsible for taking roll at all meetings and maintaining record throughout the term
- e) Read minutes at regular scheduled meetings
- f) Maintain a calendar of dates/events and handle correspondence
- g) Notify club advisors if the representatives have missed SGA meetings
- h) Maintain officers' schedules, phone numbers, and email addresses of SGA membership
- i) Co-chair Fundraising Committee
- j) Perform other duties as assigned by president, vice president, or jurisprudence
- k) Create weekly activity report to document SGA work
- l) Create monthly reports and present them to jurisprudence
- m) Maintain a minimum of six office hours per week

Treasurer

- a) Maintain records of income and expenditures of all SGA funds
- b) Provide a financial report at each regularly scheduled SGA meeting
- c) Assist in the preparation of purchase orders, request for funds, and budget amendments
- d) Audit property with the advisor twice annually
- e) Maintain the financial history and integrity of the organization
- f) Perform other duties as assigned by president, vice president, or jurisprudence
- g) Co-chair fundraising committee meeting
- h) Review monthly reports of club funds
- i) Review within two weeks of the end of each semester, fund records of each club
- j) Create weekly activity report to document SGA work
- k) Create monthly reports and present them to Jurisprudence
- l) Maintain a minimum of four office hours per week

Public Relations

- a) Coordinate publicity for all events sponsored by the SGA

- b) Update and maintain student government website (examples: Facebook, Instagram, etc.) with announcements weekly
- c) Update and maintain the SGA brochure
- d) Maintain bulletin boards
- e) Prepare and distribute announcements
- f) Perform other duties as assigned by president, vice president, or jurisprudence
- g) Create weekly activity report to document SGA work
- h) Co-chair special events planning committee
- i) Create monthly report and present them to the vice president
- j) Maintain a minimum of four office hours per week

Historian

- a) Ample documentation, which includes but not limited to pictures at all activities and organizational activities
- b) Develop and maintain an SGA portfolio and yearly scrapbook of past events for each year
- c) Update and maintain student government website (examples: Facebook, Instagram, etc.) with announcements weekly
- d) Maintain and update all web-based contact information and photographs of all student government members
- e) Assist the public relations officer in the promotion of SGA-sponsored events
- f) Co-chair Special Events Planning Committee
- g) Create monthly reports and present them to the vice president
- h) Perform other duties as assigned
- i) Maintain a minimum of four office hours per week

Special Assistant to the President

- a) Perform all duties as assigned by the president and/or coordinator of student life
- b) Step in and assist with the duties of other Board members
- c) Maintain a minimum of four office hours per week

Advisor

The coordinator of student life serves as advisor to the Executive Board and is the overall “umbrella” of the SGA and its day-to-day operations. The advisor provides supervision for all SGA functions and ensures that all its business is in compliance with the SGA Constitution and College policies and procedures.

Article VI: Election of Officers and Eligibility

- 1) The election of at least half of the SGA officers will be held at the College some time during the last weeks of the spring term.
- 2) The elections process will begin with a submission of the candidacy paperwork to the student life coordinator followed by an evaluation of the student’s academic standing. Once approved for candidacy the student(s) will be interviewed by an Interview Committee comprised of the dean of student services, the student life coordinator and the departing Student Government Association Executive Board members who are not seeking an office in this election. Next, the Interview Committee will submit a slate of officers for voting by the student body. If the slate is not approved, the Interview Committee will reconvene and revise the slate then submit it for another student voting.
- 3) The elections of candidate to any office shall be decided by plurality vote: a number of votes obtained by one candidate exceeding that of one group or other candidate, but not necessarily constituting an absolute majority. All currently enrolled activity fee paying students may vote. The election may be

held electronically. The means by which the votes are collected will be determined at the discretion of the SGA advisor, or an impartial facilitator. In case of a tie a second election shall be held within a one week period. All elected and appointed officers are subject to verification of qualifications and tabulation of votes.

- 4) To be eligible for an SGA officer position, a student must fulfill the following requirements:
 - a) The Executive Board and the student life coordinator will inform the student body in the middle of the semester when the elections will be held.
 - b) Students must be currently enrolled with a minimum of 2.5 GPA for all college work completed to date at the time they run for office. Elected officers must maintain a cumulative 2.0 GPA in all college work completed. If the student falls below or fails in good academic standing; he or she will relinquish their position.
 - c) To be eligible to hold office for the positions of president, vice president, or jurisprudence, students must have completed 24 college credit hours at SFSC.
 - d) Students elected or appointed to office must be enrolled in and complete a minimum of 9 college credit hours each fall and spring term. Students who drop below nine credit hours during a term will resign from office on the date they drop below the credit hour requirement.
 - e) Students must not have been previously convicted of a violation of criminal law or found civilly liable for an act of immoral action, will be immediately disqualified to hold office pending exercise of all individual rights of judicial appeal.
 - f) The SGA advisor shall approve the candidate for eligibility.

Article VII: Campaign Rules and Electoral Process

- 1) Campaign Rules
 - a) No candidate or supporter of a candidate shall directly or indirectly give, pay, expend money, or give anything of value to secure votes except as provided: posters, handbills, pamphlets, refreshments, name tags, fold outs, bumper stickers, signs, billboards, and the like shall always be acceptable as campaign materials. All campaign materials must be approved by the Interview Committee.
- 2) Electoral Process
 - a) Nomination forms must be submitted to the SGA executive board no sooner than Feb. 15, and no later than March 30 of the term.
 - b) Any candidate who runs unopposed shall be listed on the official ballot, if candidacy is approved.
 - c) The preferred and current ballot process is electronic-based.
 - d) The balloting will take place online using the College Learning Management System. Current students may vote only one time for candidates running for office. The SGA manages the election process closely with the College Office of Educational Technology Support to assure the system is set up properly and that all active students at all campuses/center (Highlands, Hardee, DeSoto, and Lake Placid) are able to vote.
 - e) All tabulated results must be reported to and validated by the Office of the Dean, Student Services.

Article VIII: Removal of Officer

- 1) Removal by Executive Board
 - a) The Executive Board reserves the right to remove any officer as it sees fit.
 - b) If the Executive Board must hold a meeting prior to the removal, a statement must be given to the officer in question to the reason of proposed removal. The officer in question is allowed to rebut the statement with her how.
 - c) A vote will be taken by the Executive Board on removal of the officer. The vote must meet the majority of Executive Board to remove the officer in question.
- 2) Violation of a Criminal Law

- a) The purpose of this procedure is to ensure that the student body at South Florida State College has the authority to remove from their elected position SGA officers who have been convicted of a violation of criminal law, or have been found civilly liable for an act of moral turpitude, after all available rights of judicial appeal have been exercised, waived, or expired.
 - b) The objective of this procedure is to establish a method in accordance with Florida Statute 240.136, for the suspension and removal from office of elected SGA officers that are officers for other reasons directly related to the function of their SGA officer position.
 - c) Charges against all SGA officers will receive prompt attention, but with an emphasis on resolving the problem. Students as well as SGA Officers are entitled to a fair and equitable treatment and an accessible procedure for expressing their dissatisfaction with their duly elected SGA Officers.
 - d) Any elected SGA official who is convicted of a crime or found to be civilly liable for an act of moral turpitude by a court of law shall be immediately suspended from office pending completion of any appeal or further judicial proceedings. During the period of any such suspension, the president of SGA shall appoint a current officer or another person to perform the duties of the suspended officer on a temporary basis. In the event that the conviction of a crime or finding of civil liability for an act of moral turpitude still stands after all available rights of judicial appeal have been exercised, waived, or have expired, the suspended SGA officer shall be removed from office and his or her successor shall be elected by SGA student body.
- 3) Student recommendation to remove an officer
- a) Any registered student may file a petition recommending removal of an officer, specifying the reason for the suggested removal. In order to be valid, the petition must contain the signatures of at least 10% of the registered students attending South Florida State College. The petition must be verified to ensure that it contains the required number of valid student signatures. Once the petition is verified, the advisor of the Student Government Association shall organize and carryout a referendum vote of the students. The referendum vote must occur within 60 days after the submission of the petition.
- 4) Removal Policy
- a) The removed officer can have their scholarship revoked or prorated by the SGA advisor with the advisement of the Executive Board.
- 5) Vacancy Policy
- a) In the event that one of the previous sections has transpired, another person will be voted in their place by the Executive Board.
 - b) Replacement must take place within 30 days of vacancy.
 - c) The replacement officer must meet all prior eligibility requirements as stated in Article VI and meet duties stated in Article V for their respective position.
 - d) The replacement must also fill out a nomination form.

Article IX: Oath of Office

The official SFSC-SGA Oath of Office shall be given by the outgoing SGA president and/or advisor, immediately following the acceptance of the position of office. The official SGA oath of office shall be:

“I, (state your name), do solemnly swear and affirm to carry out my duties as (name of position), as stated in the Student Government Association Constitution of South Florida State College and to uphold this Constitution to the best of my ability.”

Article X: Dues

Each enrolled student at South Florida State College pays an activity fee upon enrollment supplied by the College. Henceforth, there will be no dues in participation in Student Government Association.

Article XI: Committees

Each academic year, the Council and Executive Board must maintain each of following standing committees:

- 1) Events Planning Committee
 - a) Co-chair by vice president, public relations, and historian
 - b) Three club representatives must attend
 - c) This committee is in charge of planning, coordinating, and delegating roles for events
- 2) Budget and Fundraising Committee
- 3) Constitutional Revisions Committee
 - a) Co-chair by jurisprudence, secretary, and historian
 - b) Three club representatives must attend
 - c) Amendments to this Constitution may be made with approval of a majority (50% plus 1) of the total Council, the advisor and the dean, student services
- 4) The Executive Board
 - a) The SGA may establish and dissolve committees as deemed necessary

Article XII: Meetings

- 1) The Council meetings are to be held once per week.
 - a) The SGA and/or advisor may call special meetings, with three days' notice.
 - b) Notices of any meeting must be posted on all bulletin boards and online. These duties fall under public relations officer
 - c) In Council, all student representatives may vote once in the opinion of their respective organization.
 - i) Representatives are not allowed to represent more than one organization concurrently.
 - ii) Officers shall be held to one vote with the exception of the president of the SGA. The president of the SGA is allowed only to vote in case of a tie.
 - d) Council meetings shall follow Robert's Rules of Order, at the discretion of the jurisprudence.
- 2) Executive meetings are to be held once per week.
 - a) Only executive officers and the advisor are permitted to attend. Exception can be made to invite and/or approved guests
 - b) Meeting must follow Robert's rules of Order, at the discretion of the Jurisprudence.
- 3) Meetings shall follow the agenda:
 - a) Call to Order
 - b) Pledge of Allegiance
 - c) Roll Call
 - d) Approval of the Minutes
 - e) Treasurer's Report
 - f) Committee Report
 - g) Unfinished Business
 - h) New Business
 - i) Advisor's Report
 - j) Other
 - k) Adjournment

Article XVI: Organizational Advisors

- 1) Each organization or club must have one or more advisors who are members of the College faculty/staff. Service clubs also have advisors selected from the membership of part organizations. Each club may have two advisors per 20 active students. For every 10 active students after the initial 20, the club may add one additional advisor.
- 2) All advisors are to be paid the same stipends except for the following academic organizations or clubs: Athletics, Brain Bowl, Student Newspaper, and the Honor Society.
- 3) Each advisor must attend a workshop meeting one of two times offered. If the advisor does not attend one of the two meetings, they will not receive their stipend. If the club has more than one advisor, all advisors must attend the workshop. The workshop will be held before the start of the fall semester. The SGA advisor will hold the workshop. The previous jurisprudence should attend both meetings if possible. The new club representatives should attend if possible.

Article XVII: Student Clubs or Organizations

Recognized student clubs or organizations at South Florida State College are responsible for maintaining the following Code of Conduct:

- 1) No regularly scheduled meetings of the organization or its officers may be held without the advisor present. If a special meeting is called, the advisor must be notified far enough in advance so that he/she may be present or arrange for appropriate representation.
- 2) Membership in the student organization is limited to SFSC students.
- 3) Each club or organization may have two representatives:
 - a) One voting representative and one alternate representative. One must attend meetings, however, it is suggested that both attend. Only one at a time will have voting power. All clubs must have a separate, student, representative. One student may not sign up for more than one club, nor may an SGA Executive Board member sign-in for a club they are a member of. Advisors are welcome at all SGA meetings and events, but we must have students present. There will only be excused absences given prior to the meeting, not after, regardless of circumstance. This is why we recommend having an alternate representative.
- 4) The club's representative must make one report to the Executive Board each month.
 - a) Activity Report: Informs the Board of upcoming events for the club for the month. If this report is more than one month late, this will be counted as an absence for the club, same as missing an SGA meeting, and that club will be subject to the fine and/or suspension.
- 5) Activities of the student organization must be conducted in accordance with city, county, state, federal, and College rules and regulations.
- 6) The elected leader of the organization is the administrative head and spokesperson, signing petitions for social events for the group and agreeing to the following regulations:
 - a) Obtain approval of the activity by the club advisor and the SGA
 - b) Submit a student activity request form to the dean, student services for approval of the event, on or off campus
 - c) Dates for events must be cleared on the College activity calendar through the dean, student services, SGA advisor, and state relations offices
 - d) A Student Activity Request form must be submitted to the SGA office two weeks prior to the event with on or off campus agreements
 - e) The club or organization will be notified by SGA within two weeks of receiving the paperwork
 - f) The student leader must inform appointees of duties and purchasing regulations
 - g) Events must be closed with the hours prescribed by College policy
 - h) The student leader assumes responsibility for the conduct at the event. Activities will be limited to SFSC students and their invited guests.
 - i) The student leader must report the presence of chaperones at all social events.
 - j) Clubs that intend to purchase t-shirts and other promotional items must appoint a representative to submit items to the Office of Community Relations and Marketing for approval.

- k) Clubs that obtain permission for off-campus trips and/or activities, and report such trips to the SGA coordinator.
 - l) Clubs must obtain permission for off-campus trips and/or activities and report such trips to the SGA coordinator.
 - m) Any student group attending convention or out of town meeting must carry an Assumption of Risk form.
 - n) A faculty/staff advisor must accompany any off-campus trip sponsored by the group. The advisor has full authority of the College in matters relating to student conduct and student welfare.
 - o) Failure to meet these prescribed standards or infractions of these regulations may result in denial in use of College facilities.
 - i) Denial in recognition of the group as a student organization
 - ii) Forfeiture of right or representation in other College organizations such as SGA
 - iii) Forfeiture of right of representation in College publications
 - iv) Denial of privileges of some or all social activities for a stated period
 - v) Forfeiture of the right to function as a group, including forfeiture of charter. The Student Affairs Committee and the dean, student services must sanction this penalty.
- 7) SGA funds and absences
- a) New and inactive clubs or organizations vying to become active and/or operational must go through a minimum one semester provisional period before their annual SGA operational funds be released. This does not preclude the club or organization from acquiring members, fundraising, marketing, etc. their group to the student body and hosting any special events (on/off campus). The purpose is for the clubs or organizations to demonstrate their willingness to be involved and committed members of the SGA for that academic year.
 - b) Any event, or activity, intended to raise funds by the means of solicitation, asking for donations, or providing a good or service off campus, will require the signature of the executive director of institutional advancement.
 - c) Additional funds may be requested only in the semester that they are to be used in. However, if the funds are to be used within one month of a new semester then the club or organization may request the funds up to one month in the previous semester.
 - d) The organizations will give the SGA treasurer a monthly report of their club funds. They will turn it in the first meeting of the month. In addition, they will turn over their finance books to the SGA within two weeks of the end of each term.
 - e) No funds may be used for alcohol, tobacco, and drugs; anything deemed personal gain; items for non-SFSC persons or direct contributions to non-profit organizations.
 - f) Any club or organization who has unexcused absences from a SGA meeting and/or is missing monthly club reports shall cause the club or organization to be fined \$25.00 per unexcused absence. However, if a club or organization does incur an unexcused absence, said organization has the choice to pay the \$25.00 fee, provide 15 items to the SFSC Food Pantry, or designate one of their members to volunteer for 2 hours at the SFSC Food Pantry. For the fiscal year, if any club or organization has gained a total of \$100 in fines, an equivalent of four missed SGA meetings, they shall be placed on immediate probation.
 - g) For a club or organization to get off of probation, they must first do two tasks: (1) a community service project (off campus) and (2) a SFSC activity (on campus). The club or organization has 30 days to complete these two obligations.
 - h) After the tasks have been completed, the SGA council shall take a vote with the club or organization representative being present. If any other unexcused absence shall take place, the club or organization will be officially terminated for the year with the club or organization assets frozen.
 - i) By and large, the SGA intends for the clubs or organizations to be held accountable and held to a higher standard by the SGA council and the SFSC student body.