

# The Constitution of the Student Government Association of Dalton State College



(Revised April 2018)

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## Preamble

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In the interest of creating an environment conducive to students' pursuit of academic excellence, supportive of student involvement and achievement, and to maintain a dialogue between faculty, staff, and students, having assumed the power and duties of government delegated to us by the President of Dalton State College and the Board of Regents of the University System of Georgia, the Student Government Association of Dalton State College hereby enact this Constitution.

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## Article I. Name

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This organization shall be known as the Dalton State College Student Government Association, hereafter referred to as the SGA.

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## Article II. Purpose and Function

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### Section I. Purpose

The primary purpose of the SGA shall be to represent the student body of Dalton State College in all college matters, while creating legislation of pragmatic value to the student body. The SGA shall aim to empower students through education, issue recognition, and implementation of practical solutions to better the experience of current and future students.

### Section II. Functions

The SGA shall specifically have these major functions:

1. To accept and discuss matters of interest and concern presented to them from either the Student Body and/or by various student organizations on campus
2. To determine, allocate, and approve the Student Life budget and other budget items funded by student fees (e.g. DS Athletics, DS Access Card, Activity Fee, Health Fee, Campus Recreation Fee, Parking Deck Fee, Transportation Fee, and Student Technology Fee)
3. To charter student organizations to the Dalton State College campus
4. To establish policy, as needed, relative to student life and the student body
5. To sit in/on and/or speak on behalf of the student body on various campus-wide committees (The Academic Affairs/Programs Committee, The Diversity Committee, The Traffic Appeals Committee, etc.)

The President of Dalton State College shall have ultimate discretion in approving any decisions made by the SGA.

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## **Article III. Composition**

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### **Section I. Membership**

Membership in SGA shall be composed of students currently enrolled in Dalton State College.

### **Section II. Voting Members**

1. Executive Branch: The Executive Branch shall consist of the President, Vice President, and Secretary.
2. Senators: The Senators shall consist of a representative from each school, a representative from Hispanic-Latino Outreach, Student Support Services, Health & Wellness, Residential Life, and Student Life, and two member-at-large representatives.
3. Registered Student Organizations (RSO): The RSO representatives shall consist of the Presidents of each RSO or a designee from that RSO.
4. Faculty Representatives: The faculty representatives shall consist of two faculty representatives who are appointed to one year terms to serve on the SGA.

### **Section III. Advisor**

The Associate Director of Student Life or his/her designee shall serve as the SGA Advisor.

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## **Article IV. Executive Branch of SGA**

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### **Section I.**

The Executive Branch shall be composed of the President, Vice President, and Secretary.

## **Section II.**

When the SGA is not in session as limited in the by-laws, the Executive Branch shall act on behalf of the SGA.

## **Section III. The President of the SGA shall:**

1. Serve for at least one year and attend all meetings
2. Serve as a liaison between students and the administration
3. Schedule all SGA meetings
4. Oversee and maintain order at monthly SGA meetings
5. Attend all Academic Council, Strategic Planning, and Budget Committee meetings as a student representative
6. Appoint student committee members
7. Appoint and advise ad hoc committee members and chairs
8. Serve on the USG Student Advisory Council for the Board of Regents, attend USG SAC meetings, and fulfill all USG SAC representative duties
9. Attend Board of Regents meetings as available
10. Cast a vote only in cases of a tie
11. Represent students at dedications, receptions, and other college events
12. Advocate on behalf of the students

## **Section IV. The Vice President of the SGA shall:**

1. Serve for at least one year and attend all meetings
2. In the absence of the President, oversee and maintain order at monthly SGA meetings
3. Assist in preparing all agendas for SGA meetings
4. Schedule visitors into the agenda
5. Contact SGA members when meeting dates, times, and locations change
6. Contact delinquent members to warn them of their absences
7. Attend all Academic Council and Budget Committee meetings as a student representative
8. Represent students at dedications, receptions, and other college events
9. Advocate on behalf of students

## **Section V. The Secretary of the SGA shall:**

1. Serve for at least one year and attend all meetings
2. Prepare all agendas for SGA meetings
3. Schedule all room reservations for scheduled and called SGA meetings and Budget Committee meetings
4. Reserve equipment as needed for meetings
5. Record all minutes for SGA meetings and Budget Committee meetings
6. Maintain meeting attendance
7. Maintain office filing and organizational systems
8. Coordinate and oversee election process and declare election results, if not a nominee
9. Attend all Budget Committee meetings as a student representative
10. Represent students at dedications, receptions, and other college events
11. Advocate on behalf of students

## **Section VIII. Conditions of Office**

1. The Executive Branch must be in good academic and conduct standing
2. The Executive Branch must have earned a minimum of 24 credit hours (completed by the end of the Spring term) at Dalton State College
3. The Executive Branch must be enrolled at Dalton State College during their semester in office and the semester prior to taking office
4. The Executive Branch must maintain a 2.75 GPA
5. The Executive Branch must attend all SGA meetings
6. The Executive Branch must be enrolled in minimum of six credit hours while in office
7. Each Executive Branch position shall be granted two votes during all SGA voting situations, excluding the President in all instances except in the event of a tie.
8. All executive board members must complete five office hours each week.
9. Members nominated to serve as the Student Body President and the Vice President must have served on SGA senate for one year prior to assuming office.

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## **Article V. Senators**

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### **Section I.**

The Senate shall be composed of a representative from each academic school and the following offices: Health & Wellness, Hispanic & Latino Outreach, Residential Life, Student Life, and Student Support Services. There shall also be two senators-at-large.

### **Section II. The Senators of the SGA shall:**

1. Represent Dalton State College
2. Provide a voice for the student body in the academic and institutional affairs of the College
3. Propose legislation on behalf of the student body
4. Serve on the Budget Committee
5. Serve on one committee in addition to the Budget Committee
6. Be expected to serve for one academic year
7. Attend all SGA meetings
8. Have monthly follow-up meetings with the Dean or Director of their respective area

### **Section III. Conditions of Office**

1. Senators must be in good academic and conduct standing at Dalton State College
2. Senators must have earned a minimum of 24 credit hours (completed by the end of the Spring term) at Dalton State College and be enrolled at Dalton State during their semesters in office and the semester prior to taking office
3. Senators must maintain a 2.25 GPA
4. Senators must maintain a minimum of six credit hours while in office.
5. Senators representing a school must have a declared major within that school for their entire term

6. Senators representing Health & Wellness, Hispanic & Latino Outreach, Residential Life, Student Life, and Student Support Services must have held a leadership position (paid or volunteer) at some point during their tenure as a student. Additionally, candidates running for Senators, under these respective offices, must have the support of the Director prior to running for office
7. Senators for representing Residential Life must live in Residential Life housing for their entire term
8. Senator-at-large positions can be filled by any student enrolled at Dalton State for their entire term
9. Senator-at-large positions must complete two office hours each week.
10. Each Senator shall be granted two votes during all SGA voting situations

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## **Article VI. Nominations & Elections of the Executive Branch and Senators**

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### **Section I. Elected Positions**

The SGA President, Vice President, Secretary, and all Senators will be elected by the student body.

### **Section II. Nominations**

1. Any enrolled student shall be entitled to vote in SGA elections and make nominations for elected SGA positions.
2. Nominations from the Student Body will take place during the Spring Semester at the discretion of the Executive Board and the SGA Advisor.
3. A student may only run for one elected SGA position each year. If nominated for multiple positions, a student may only accept one of the nominations.

### **Section III. Elections and Officer Transition**

1. The elected SGA positions shall be chosen by the direct vote of the student body.
2. The candidate receiving a plurality of votes for each elected SGA position will win the election.

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## **Article VII. Term of Office**

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### **Section I. Term of Office**

1. Executive Branch officers and the SGA Senators shall take office and assume all duties of their position immediately after swearing in, and they shall serve for a period of one year or until their successors are sworn into office.

2. RSO presidents will be determined by the individual RSOs. However, each RSO must appoint an SGA representative to attend all SGA meetings.
3. Faculty Representatives shall serve one-year appointments.

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## **Article VIII. Vacancies of the Executive Branch and Senators**

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### **Section I. Vacancies**

1. In the event of a President's inability to serve, through removal from office, death, resignation, graduation, withdrawal, or lack of qualifications, the Vice-President of the SGA shall assume the role of President for the remainder of the elected term.
2. To fill the vacated role of the Vice-President and/or Secretary, either due to inability to serve, through removal from office, death, resignation, graduation, withdrawal, or lack of qualifications, or filling the position of President, a special election shall be held at the SGA meeting to elect a current voting member of the SGA to fulfill this position. This person must receive a majority (50%+1) of the present membership's vote to be elected into office. If no nominations are received or a majority vote is not cast, the President shall have the authority to make needed appointments.
3. To fill the vacated role of a Senator, either due to inability to serve, through removal from office, death, resignation, graduation, withdrawal, or lack of qualifications, the corresponding dean or director will have the discretion to appoint a student to serve as Senator. If the vacated Senator seat is an at large seat, the SGA President shall have the authority to appoint a student to serve as Senator. A special election shall then be held in the next SGA meeting to elect an appointed Senator to fulfill this position. This person must receive a majority (50%+1) of the present membership's vote to be elected.
4. If there is a vacancy in the position of President, Vice President, Treasurer, or Secretary at the close of the spring elections, the SGA shall choose, by a majority (50%+1) vote, temporary replacements for the vacant positions until a special campus-wide election is held to select permanent officers.

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## **Article IX. Removal from Office**

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### **Section I. Resignation**

1. Any SGA officer or Executive Board member may resign from his/her position with a written or verbal statement issued to the SGA President and/or the SGA Advisor, if for any reason one cannot fulfill the duties stated within this Constitution. This written or verbal resignation must be reflected in the official SGA minutes.

### **Section II. Impeachment**

1. An officer may be considered for an impeachment if the person is alleged to have violated their oath of office.

2. A majority (50%+1) vote of the SGA Cabinet shall be required to initiate the impeachment process.
3. Minimum due process shall be afforded the accused.
  - a. The accused shall have one week from the initiation of the impeachment process to provide a written testimony in his/her defense.
  - b. The SGA Cabinet will have one week from the initiation of the impeachment process to investigate any claims brought forth.
    - i. If the investigation finds other impeachable offenses, those offenses can also be used against the accused.
  - c. The President of the SGA, after receiving all forms of testimony, will have the full authority to continue the impeachment process.
    - i. If the President of the SGA is the officer being impeached, authority to continue the impeachment process will be awarded to the Vice President.
4. Failure to appear at the time of the meeting shall result in the waiving of rights. Exceptions to this clause may be made by the Advisor and/or the Dean of Students.
5. A two-thirds majority of the vote cast by the SGA (excluding the accused member) shall be required to remove the accused person. Said person shall have no vote.
  - a. The President of the SGA will present all the details, findings, and testimonies received during the impeachment process in front of the SGA.
  - b. The accused will not have the opportunity to speak in front of the SGA at the time of the meeting.
6. The option of resignation shall be afforded to the accused up to the time of the trial. In the case of resignation, no trial shall be held and the impeachment process shall be terminated.
7. Officers impeached or who have resigned as a result of impeachment will be ineligible to run for office again.

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## **Article X. Registered Student Organizations**

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Registered Student Organizations, also referred to as RSOs, shall be defined as a group of at least ten Dalton State College students that are united by a common purpose as defined by the organization's constitution. An RSO is formed to contribute to those students' educational growth, recreation, and/or personal development. Most importantly, a Registered Student Organization is registered with Student Life. RSOs can be academic, social, or honorary in nature, and they are inclusive of sororities and fraternities.

### **Section I. Application & Approval**

A yearly up-to-date constitution and membership roster shall be required for all RSOs. This application shall be completed as specified in the Dalton State College RSO Manual and returned to Student Life in order for the organization to be initiated and considered "registered." A newly formed RSO becomes official after approval is granted by the SGA.

1. RSOs *WILL NOT* be able to have “Dalton State” at the beginning of their organization’s name. (e.g. “Dalton State Student Government Association”)
  - a. An RSO *WILL* be able to use the naming convention, “at Dalton, at Dalton State, of Dalton, of Dalton State, etc.” at the end of their organization’s name. (e.g. “Student Government Association at Dalton State”)

## **Section II. Constitutions**

Constitutions must contain provisions for membership, advisorship, election/selection of officers, quorum, an amendment procedure for the constitution, the Dalton State nondiscrimination statement, and the purpose of the organization (which shall not duplicate the purpose of any other current organizations). This constitution must be submitted to Student Life prior to receiving official RSO status.

## **Section III. Conditions of Membership**

1. RSO members must be currently enrolled students.
2. RSO members must be in good academic and conduct standing.
3. RSO members must have a minimum of a 2.0 cumulative GPA.
  - a. Only exception shall be first-term freshmen who shall be considered probationary members for one term until their GPA has been established.
4. RSO officers must have a minimum of a 2.25 cumulative GPA.
5. Faculty and staff cannot serve as members or officers of an RSO.
6. If an RSO is found in violation of the GPA requirements, the RSO will automatically be deducted one “attendance” from the required SGA meetings. If the RSO is found in violation multiple times, additional sanctions against the RSO will occur (e.g. probation or suspension).
7. If a student is an officer of more than one organization:
  - a. She/he may cast only one vote during the SGA meetings.
  - b. She/he can only be counted present during the SGA meetings for one organization.
  - c. The organization in which she/he is not representing during SGA meetings must have another designee from that organization in order to be counted as present.
  - d. The Executive Board and Senators may hold an office in one or more RSOs, but must represent the SGA at all SGA functions.

## **Section IV. Advisor**

A full-time faculty/staff advisor is required for all RSOs. The advisor will be responsible for checking student’s eligibility and will guide the RSO’s activities. The advisor will not have the power to vote or be counted present as a representative of an RSO at the SGA meeting.

## **Section V. Attendance & Funding**

At least one student representative from each RSO must attend a minimum of 75% of all SGA meetings during the current academic year. If an RSO fails to meet this requirement, the RSO will not be allowed to request money from the SGA for the next academic year.



However, RSO's which are denied funding in the fall due to not meeting the above criteria can request money from the SGA via a "Request for Funding" at any point throughout the spring semester if they have met the following requirements during the fall semester:

1. One student representative must attend all fall SGA meetings.
2. The RSO must meet a minimum of 45 points and abide by the Participation Policy (Section 7) in the RSO Manual.
3. A student representative must submit a roster of previous and current officers to Student Life.
4. One of the RSO's officers must present a statement to the entire SGA explaining their case and requesting to be eligible for funding from SGA.

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## **Article XI. Information about Meetings**

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### **Section I. Meetings**

The SGA shall meet no fewer than four times per semester. The only exception shall be during the summer term when the SGA shall only meet if a special meeting is called.

### **Section II. Special Meetings**

1. Special meetings may be called by the President, Vice President, Treasurer, and/or the Secretary of the SGA by previous written notice by campus mail and/or email stating the time, place, and purpose of the meeting.
2. The Chair of the special meeting shall be the member who called the meeting. If a special meeting is called by the Executive Board, the Chair shall be selected amongst the Executive Board internally by majority vote.

### **Section III. Email Voting**

If an order of business is deemed an emergency by the President, Vice President, and/or Secretary and a special meeting is not possible, an email vote may take place in the absence of a meeting. The following policy shall be followed:

1. A copy of said legislation shall be sent to all voting members, who shall return said legislation to the Secretary with a vote of yea or nay. After 72 hours, voting shall be closed and votes shall be tallied.
2. A quorum is required for votes to be official.

### **Section IV. Quorum**

Quorum is defined as 50%+1 of the SGA voting members. Quorum is necessary to conduct a meeting of the SGA. Non-voting members shall not count towards the quorum.

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## **Article XII. Parliamentary Procedure**

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Parliamentary procedure as guided by *Robert's Rule of Order Newly Revised* shall govern all meetings except when inconsistent with the Constitution. Non-voting members shall not be permitted to make motions.

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## **Article XIII. Committees**

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### **Section I. Standing Committees**

The SGA shall maintain two standing committees in the following manner:

1. SGA Budget & Fee Committee: The purpose of the Budget Committee is to oversee and allocate the Student Activities budget for the Dean of Students Office. Furthermore, the committee has the jurisdiction to see, question, and/or approve/deny the usage of other student fees on campus (e.g. DSC Athletics, The Campus Recreation Fee, the One Card Fee, the Technology Fee, etc.).
  - a. In relation to the Student Activities budget, the committee will use guidelines to make the decisions on the allocation of monies for student organizations and funding requests from across budget. The Budget Committee has the authority to make final budget allocation decisions. However, in some cases, the Budget Committee may allow the SGA to have the final decision. The committee shall consist of the current Executive Board, the SGA Senators, and the two faculty representatives. The committee will meet prior to each SGA meeting or more frequently on an as-needed basis, and the Treasurer of SGA shall chair this committee.
  - b. All RSOs that request a budget through SGA will receive no more than a \$200 RSO budget at the beginning of the academic year that is to be used in accordance to the SGA Funding Policies.
    - i. All additional requests for funding will be submitted to the SGA Budget & Fee Committee for further review and approval.
2. Traffic & Appeals Committee: The purpose of the Traffic & Appeals Committee is to receive, consider, and make decisions relative to appeals of traffic violations.
  - a. The committee shall consist of five students, including the Chair appointed annually by the President of the SGA. All members are appointed annually and may serve successive terms.

### **Section II. Appointments**

Administration may request student representation on campus committees from time-to-time. The President of the SGA and/or Advisor may appoint students to serve on these committees on an as-needed basis.

### **Section III. Ad-hoc Committees**

The President of the SGA may create or dissolve ad-hoc committees during his/her term in office. The appointed chair of an ad-hoc committee shall come from the SGA and be appointed by the President of the SGA.

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## **Article XIV. Finances**

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### **Section I. Student Activities Fee**

All finances shall be handled in accordance with the established fiscal procedures in effect for Dalton State College and the Board of Regents of the University System of Georgia. RSOs must comply with policies and procedures outlined in the RSO Manual.

### **Section II. Unused Funds**

In the event of a loss of recognition or unused allocated funds, any funds remaining in the organization's account will revert back to the SGA. At the close of the spring semester, all remaining SGA and RSO funding will feed into the surplus.

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## **Article XV. Amendments**

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### **Section I. Proposal**

Amendments to this Constitution may be proposed by the officers, voting members, and non-voting members of this organization.

1. Amendments proposed by officers or voting members shall be presented at a regularly scheduled SGA meeting.
2. Amendments proposed by non-voting members shall be entertained by the SGA by presenting a clear statement of the amendment along with the signatures of 10% of the student body. This proposal shall be voted on by the SGA members
3. Quorum must be met, a majority of votes must be necessary for the amendments to pass.

### **Section II. Vote**

Any proposed amendment to the Constitution receiving a two-thirds majority of the vote cast shall be declared ratified.

# The SGA of Dalton State College Funding Policies

(Revised January 2017)

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## Preamble

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Request for funding submissions must be submitted at least one week prior to the next scheduled SGA meeting. Request for funding are not usually funded at 100%. Someone knowledgeable about the proposal must be present to present the proposal to SGA. Failure to present will result in an automatic denial of the request.

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## Amendment I. Funding Policies

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### Section I: Organizational Funding

1. The maximum amount an organization can receive for the academic year via the Budget Request is \$200. If funds are appropriately depleted and if additional funds are available, organizations may submit a Request for Funding.
  - a. The maximum an RSO can receive in Request for Funding is \$2,000.
2. Organizations must attend a minimum of 75% of the SGA meetings during the current academic year. If an RSO fails to meet this requirement the RSO will not be allowed to request money from the SGA for the next academic year through a budget request. However, RSO's which are denied funding in the fall due to not meeting the above criteria can request money from the SGA via a "Request for Funding" at any point throughout the spring semester if they have met the requirements listed in Section V.
3. Organizations must be registered and recognized by Dalton State College and the Office of Student Life as an *active* organization.
4. If an organization is receiving travel funds, the student(s) receiving the funding must meet with Student Life prior to traveling and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
5. If an organization is receiving travel funds, the student(s) receiving the funding must be currently matriculating with at least six credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least three credit hours and have a cumulative GPA of at least a 2.0.
6. If an organization is receiving travel funds, the organization must present at the next SGA meeting immediately following their trip/conference on their learning experience and how the organization plans to use this newly gained knowledge and/or experience. Failure to follow through with this commitment will require full repayment of funds to the SGA.
7. If an organization is receiving travel funds, the student(s) receiving the funding must be in good academic and conduct standing.

8. Organizational budgets can be spent on apparel, if deemed as a mandatory uniform and/or essential to a program/event/mission/etc., that includes the organization name and the DSC logo. All designs must be preapproved by Student Life. Request for Funding cannot pay for any apparel items.

## **Section II. Individual (Non-RSO Related) Requests**

1. If a student is attending a conference and not presenting, the maximum award amount is \$500. If a student is attending a conference and is presenting, the maximum award amount is \$1000.
2. If funding is approved, the individual receiving funding must sit down with Student Life prior to the travel and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
3. If a student is receiving travel funds, the student receiving the funding must be currently matriculating with at least six credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least three credit hours and have a cumulative GPA of at least 2.0.
4. If a student is receiving travel funds, the student must present at the next SGA meeting immediately following their trip/conference on their learning experience and how s/he plans to use this newly gained knowledge and/or experience. Failure to follow through with this commitment will require full repayment of funds to the SGA.
  - a. Failure to comply will result in a hold on their account. If the funds are requested on behalf of a group, the president or representative who requested the funds will be held accountable.
5. Request for Funding for any event and/or travel that has already taken place will not be eligible for reimbursement unless prior approval was obtained.
6. If a student is receiving travel funds, the student receiving the funding must be in good academic and conduct standing.

## **Section III. Academic Related/Faculty Requests for Students**

1. Most academic related funding should be requested through the Office of the VP.
2. SGA will only fund co-curricular types of trips that are purposely academic related (e.g. academic fieldtrips, etc.).
3. If funding is approved, the individual receiving funding must sit down with Student Life prior to the travel and provide all needed documentation (including hotel confirmation, airline travel, registration costs, W-9's, and other types of expenditures) at least one month prior to the trip.
4. Under no circumstances will SGA pay for faculty travel, unless that faculty member is absolutely essential to the student trip.
5. Request for Funding for any event and/or travel that has already taken place will not be eligible for reimbursement unless prior approval was obtained.
6. Funding for academic purposes must explain how this funding will directly benefit Dalton State College students.

*If needed, the VPES, the Director of Student Life, and/or the SGA President may make allowances for special circumstances.*

## Appendix I. Funding Policy Table

<b>SGA Funding Policies for Organizations, Individuals, or Academic “Student” Requests</b>	
SGA DOES FUND	SGA DOES NOT FUND
Registration fees, plane tickets, shuttle services, and lodging (4 to a room)	Gas or Mileage
Food/drinks for RSO new member recruiting events (one/semester), mandatory trainings, required induction ceremonies/banquets, and/or events open to the entire student body (excluding regular meetings).  **USG Policies related to food must be followed	Food as part of travel unless it is included in the conference registration or part of a required honorary banquet  OR  Food as part of a regular RSO meeting
Advertisements (printing fees), promotions, and/or other materials for campus-wide events  (e.g. Involvement Fair, Fall Family Festival, etc.)	Any campaigning for political parties or candidates, RSO positions, and/or homecoming court representatives
Contractual Agreements for Speakers/Programs	Fundraisers
	Anything an organization can keep
	Individual honor cords, plaques, certificates, etc. (w/ the exception of the Annual Student Leadership Awards Banquet)
	Gifts
	Travel Expenses for Speakers/Programs (must be an all- inclusive price)
	Miscellaneous items
	Faculty Expenses (unless absolutely essential to the program/event)