The Constitution of the Student Government Association

of Dalton State College

(Revised April 2015)

Preamble

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 and the Board of Regents of the University System of Georgia, the Student Government Association of Dalton State does hereby enact this Constitution.

Article I. Name

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

Article II. Purpose and Function

Section 1. Purpose
The primary purpose of the SGA shall be to help formulate just and proper regulations pertaining to wholesome student government and to assist those persons designated to enforce the regulations.
Section 2. 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 budgets funded by student fees (e.g., DS Athletics, the DS One Card, the Campus Recreation Fee, and the 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.

Article III. Composition

Section 1. Membership
Membership in SGA shall be composed of students currently enrolled in Dalton State College.

Section 2. 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 Academic Resources, Campus Recreation, 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 consists of two faculty representatives who are appointed by annually to serve on the SGA.

Section 3. Advisor
The Director of The Office of Student Life or his/her designee shall serve as the SGA Advisor.

Article IV. Executive Branch of SGA

Section 1. The Executive Branch shall be composed of the President, Vice President, and Secretary.

Section 2. When the SGA is not in session as limited in the by-laws, the Executive Branch shall act on behalf of SGA.
Section 3. The President of the SGA shall:
1. Serve as a liaison between students and the administration
2. Schedule all SGA meetings
3. Oversee and maintain order at monthly SGA meetings
4. Prepare all agendas for 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 State Student Advisory Council for the Board of Regents, attend State SAC meetings, and fulfill all State 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 students

Section 4. The Vice-President of the SGA shall:
1. In the absence of the President, oversee and maintain order at monthly SGA meetings
2. Assist in preparing all agendas for SGA meetings
3. Direct Parliamentary Procedure
4. Resolve Constitutional inquiries
5. Schedule visitors into the agenda
6. Contact SGA members when meeting dates, times, and locations change
7. Contact delinquent members to warn them of their absences
8. Attend all Academic Council and Budget Committee meetings as a student representative
9. Represent students at dedications, receptions, and other College events
10. Advocate on behalf of students

Section 5. The Secretary of the SGA shall:
1. Reserve all room reservations for scheduled and called SGA meetings and Budget Committee meetings
2. Reserve equipment as needed for meetings
3. Record all minutes for SGA meetings and Budget Committee meetings
4. Maintain meeting attendance
5. Maintain office filing and organizational systems
6. Coordinate and oversee election processes and declare election results, if not a nominee
7. Attend all Budget Committee meetings as a student representative
8. Represent students at dedications, receptions, and other College events
9. Advocate on behalf of students

Section 6. 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 during their semesters in office and the semester prior to taking office
4. The Executive Branch must maintain a minimum of 6 credit hours.
5. The Executive Branch must maintain a 2.75 GPA.
6. The Executive Branch must attend all SGA meetings.
7. The Executive Branch must be enrolled in a minimum of six credit hours while in office.

Article V. Senators

Section 1. The Senate shall be composed of a representative from each academic school and the following offices: Academic Resources, Campus Recreation, Hispanic and Latino Outreach, Residential Life, and Student Life. There shall also be two senators-at-large.

Section 2. The Senators of the SGA shall:
1. Represent Dalton State College
2. Serve on the Student Life Budget Committee
3. Serve on one committee in addition to the Budget Committee
4. Attend all SGA meetings
5. Have monthly follow-up meetings with the Dean or Director of their respective area

Section 3. 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 6 credit hours.
5. Senators representing a school must have a declared major within that school for their entire term.
6. Senators representing Academic Resources, Campus Recreation, Hispanic & Latino Outreach, Residential Life, and Student Life 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 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.

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

Section 1. Elected Positions
The SGA President, Vice-President, Secretary and all Senators will be elected by the student body.

Section 2. 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 Branch 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 3. 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 cast for each elected SGA position will win the election.

Article VII. Term of Office

Section 1. 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 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.

Article VIII. Vacancies of the Executive Branch and Senators

Section 1. Vacancies
1. In the event of a Presidents’ 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, 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.
Article IX. Removal from Office

Section 1. 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 he/she cannot fulfill the duties stated within this Constitution. This written or verbal resignation must be reflected in the official SGA minutes.

Section 2. Impeachment
1. An officer may be considered for an impeachment if s/he are alleged to have violated their oath of office.
2. A majority (50%+1) vote of the entire voting membership of the SGA shall be required to initiate the impeachment process.
3. Minimum due process shall be afforded the accused.
4. Failure to appear at the time of the trial shall result in the waiving of rights. Exceptions to this clause may be made by the Advisor and/or the Vice President for Enrollment and Student Services.
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.
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 again for office.

Article X. Registered Student Organizations

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 the Office of Student Life. RSOs can be academic, social, or honorary in nature, and they are inclusive of sororities and fraternities.

Section 1. Application & Approval
A yearly up-to-date constitution shall be required for all RSOs. This application shall be completed as specified in the Dalton State College Catalog/Student Handbook and returned to the Office of 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.

Section 3. 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 the Office of Student Life prior to receiving official RSO status.

Section 4. 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. The only exception shall be first term freshman 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 a RSO.
6. If a 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 will occur (e.g. probation or suspension).
7. A student may not hold office in more than two organizations. If a student is president of more than one organization:
   a. S/he may cast only one vote during the SGA meetings.
   b. S/he can only be counted present during SGA meetings for one organization.
   c. The organization in which s/he is not representing during SGA meetings must have another designee from that organization in order to be counted as present.

Section 5. Advisor
A fulltime faculty/staff advisor is required for all RSOs. The advisor will be responsible for checking students’ 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 meetings.

Section 6. Attendance and Funding
At least one student representative from each RSO must attend a minimum of six 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.

### Article XI. Information about Meetings

Section 1. Meetings
The SGA shall meet no fewer than four times per semester. The only exception shall be summer term when the SGA shall only meet if a special meeting is called.

Section 2. Special Meetings
1. Special meetings may be called by the President, Vice president, 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 among the Executive Board internally by majority vote.
Section 3. 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: 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. A quorum is required for votes to be official.

Section 4. 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.

Article XII. Parliamentary Authority
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.

Article XIII. Committees

Section 1. Standing Committees
The SGA shall maintain two standing committees in the following manner:

1. SGA Budget Committee: The purpose of the Budget Committee is to oversee and allocate the Student Activities budget for the Office of Student Life. 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.).

   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 campus. 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 President shall Chair this committee.

2. Traffic and Appeals Committee: The purpose of the Traffic and Appeals Committee is to receive, consider, and make decisions relative to appeals of traffic violation tickets. 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 2. Appointments
Administration may request student representation on campus committees from time-to-time. The Student Body President and/or the advisor may appoint students to serve on these committees on an as-needed basis.

Section 3. Ad-hoc Committees
The President 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.

Article XIV. Finances

SECTION 1. Student Activities Fees
All finances shall be handled in accordance with the established fiscal procedures in effect for Dalton State and the Board of Regents of the University System of Georgia. RSOs must comply with policies and procedures outlined in the RSO Manual.

SECTION 2. Unused Funds
In the event of loss of recognition or unused allocated funds, any funds remaining in the organization’s account will revert back to the Student Government Association. At the close of spring semester, all remaining SGA and RSO funding will feed into surplus.

Article XV. Amendments

Section 1. Proposal
Amendments to this Constitution may be proposed by the officers, voting members, and non-voting members of this organization.

Amendments proposed by officers or voting members shall be presented at a regularly scheduled SGA meeting.

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 then be presented by its’ author at the next regularly scheduled SGA meeting, and shall be voted on by the SGA members.

Quorum must be met, and a majority of votes must be necessary for the amendment to pass.

Section 2. Vote
Any proposed amendment to the Constitution receiving a two-thirds majority of the vote cast by the SGA shall be declared ratified.