

Dodge City Community College
Student Government Association
Constitution

The Student Government Association (SGA) is the representative governing body for the student population. It is composed of elected officials. The main purpose of the Student Government Association is to provide a voice for the student population on campus and assist with student activities.

Mission

We, the students of Dodge City Community College, having a certain collective to uphold and promote the interests of the students of this institution where we are gathered, organize ourselves as the Student Government Association of Dodge City Community College. In order to carry out the collective welfare of all students at this institution and act with the desire to uphold the rights and promote the interest of the students, we hereby establish this constitution as a means of setting forth the following purpose.

Article I

Name, Colors, Mascot

101. The name of the organization shall be Dodge City Community College Student Government Association. This organization shall hereafter be referred to as Dodge City SGA or SGA or DC3 SGA.

102. The official colors of the College shall be Purple and Gold.

103. The official mascot of the College shall be the Conquistador.

104. An official uniform of the Dodge City Community College SGA will be provided at the beginning of each term. The uniform must be worn to every SGA meeting.

Article II

Branches

201. The principal branches of the Dodge City SGA shall be executive and legislative.

202. No person shall hold office concurrently with the legislative or executive branches of the Dodge City Community College Student Government Association.

Article III

Elections

301. Any person enrolled in at least one credit hour course at the campus of Dodge City Community College in Dodge City, KS shall be a member of the Dodge City Community College general student body and have full voting privileges to which each member is entitled.

302. Any member of the Dodge City Community College general student body who is enrolled in a minimum of twelve semester hours and is in good academic standing with a minimum cumulative G.P.A. of 2.5 with twenty-four or more credit hours will be eligible to be a candidate for President. The President and Activities Chair will be elected in the spring semester prior to May 1st. These members of the Dodge City Community College general student body who are elected shall serve a term of office of one calendar year beginning with the first day following commencement.

303. Any member of the Dodge City Community College general student body who is enrolled in a minimum of twelve semester hours, which is full-time status, coming into DC3 as a freshman will be eligible to be a candidate for Vice President, Data Director, Activities/Public Relations Co-Chair or Public Relations Chair. These positions will be elected in the fall semester prior to Sept. 15. These members of the Dodge City SGA who are elected shall start their service the day after elections until the first day following commencement. They will be required to maintain full-time status during the fall and spring semesters to remain in office.

304. Officers will be elected by majority vote.

305. Election Day/Week: The student body will vote on the SGA Officers at a pre-selected, advertised date and time. All voting shall take place by secret ballot via in person or online. If there is a concern about a student's eligibility to vote, a student ID or class schedule must be presented.

306. Once the executive board is elected, all student body members will be given the opportunity to be appointed to one of twenty positions of the legislative branch. Any member of the DC3 general student body who is enrolled in a minimum of twelve semester hours coming into DC3 will be eligible to be a candidate. It is the mission of the SGA to have reports from the representatives throughout the semester and will be hereby referred to as the SGA Senate (Legislative Branch).

Article IV

Referendum

401. A referendum will be held on an issue if a petition is presented bearing the signatures of five percent of the full time student enrollment and specifically naming the issue.

402. The SGA shall certify the validity of any referendum petition.

403. Referendum petitions must be certified or rejected within two weeks after the presentation to the SGA. The SGA may waive this time period, if there are extenuating circumstances. Referendum voting must be conducted within one week after the SGA verifies the validity of the petitions calling for referendum action.

404. The SGA may certify or reject referendum petitions only on the basis of the correct number of signatures in regard to the five percent and the validity of enrollment (through verification of the Registrar) of those signing the petition.

405. Referendums which involved the student body as a whole shall be made known to them one week prior to such a vote, and the results of the vote shall be made known to them within one week after the passage of the measure.

Article V

Executive

501. The executive power of the Dodge City SGA shall be vested in the SGA President, Vice President, Data Director, Activities Chair, Activities/Public Relations Co-Chair and Public Relations Chair.

502. The President of Dodge City SGA serves as the facilitator of the DC3 SGA. He/She acts as a guide, resource and motivator for the Officers. The other elective Officers will be Vice President, Data Director, Activities Chair, Activities/Public Relations Co-Chair and Public Relations Chair.

503. The Duties of the President:

- A. Represent and protect the rights and interest of the student body.
- B. Plan and preside over regular and special meetings of the SGA.
- C. Oversee the Constitution and ensure that student rights are faithfully protected.

- D. Delegate duties to the other SGA Officers, but also accept responsibilities for the SGA Officers.
- E. Vote on issues in case of tie within the executive Officers.
- F. Appoint an SGA Officer to participate on or lead an ad hoc committee(s) that are deemed to be in the best interest of the SGA and the student body of Dodge City Community College.
- G. Assist in new student orientation programming, any event associated with welcoming or orienting new students, the recruiting of new students, and/or any event with the aim of student engagement or retention.
- H. Attend student activity functions and give assistance with the planned activities.
- I. Attend leadership conferences and participate in campus compliance training when the opportunities are presented.
- J. Attend the Board of Trustees Meetings as necessary or appoint another SGA Officer with SGA Advisor approval.
- K. Present a prepared communication at all board meetings and attend any special sessions held by the Board of Trustees as directed.
- L. Establish a weekly meeting time with SGA Officers.
- M. To sign or veto all resolutions and bills passed by the Senate within five (5) business days of receipt. Any resolution or bill not signed or vetoed within five (5) business days of receipt shall be considered signed or approved. This veto power shall not extend to any governing documents including the Student Government Association Constitution or Bylaws.
- N. To serve as the ceremonial representative of the student body and Student Government Association.
- O. Report to the SGA Advisor throughout the week for additional assignments and/or to address student concerns.
- P. Perform other duties assigned by the SGA Advisor.

504. The Duties of the Vice President:

- A. Serve as Chief Executive of the DC3 SGA in the temporary or permanent absence of the DC3 SGA President due to resignation or inability to perform and discharge the office of President.
- B. To preside over meetings of the Student Senate.
- C. To execute the powers and duties of the President of the DC3 SGA in his or her temporary absence.
- D. To perform such duties as the President of the Student Government Association shall assign to him or her.
- E. Shall vote in case of a tie in the Senate.
- F. The Vice President shall regularly seek candidates for positions in the Student Senate.
- G. Excuse absences of the Senate and rule on the expulsion of the Senate members.
- H. Ensure compliance with Robert's Rules of Order.
- I. Other duties as assigned.

505. Duties of the Data Director:

- A. The Data Director will be the record keeper of minutes and other information.
- B. Convey the correspondence(s) of the DC3 SGA.
- C. Provide agendas for those meetings. Provide Officers and the student body at least 24-hour notice on special meetings.
- D. Consult with SGA Advisor to maintain an account of all receipts and expenditures and present a report upon request of the Dodge City SGA.
- E. Consult with SGA Advisor to manage all bills of Dodge City SGA only after approval by a vote of DC3 SGA and utilizing appropriate purchase requisitions.
- F. Consult with SGA Advisor to withhold payments of items submitted to his/her office for organizations which have received money from SGA if he/she feels such expenditures would violate the intention of the allocation motion. The Data Director must report his/her action to the Executive board for final action at the next meeting.
- G. Maintain communications with The Board of Trustees if deemed necessary.
- H. Other duties as assigned.

506. Duties of Activities Chair:

- A. The Activities Chair is responsible for daily oversight of dynamic event programming and organization.
- B. Assist and facilitate the senate toward creating a full calendar of quality event planning.
- C. Develop and apply a working knowledge of organizational management and to guide the organization's membership.
- D. Identify and formulate solutions to student-related issues.
- E. Promote unity, collaboration, and school spirit.
- F. Be the liaison between DC3 SGA executive board, the student body, and campus administration.
- G. Other duties as assigned.

507. Duties of Activities/Public Relations Co-Chair:

- A. Carry out special assignments as delegated by the Student Government President, Activities Chair, or Public Relations Chair.
- B. Assist with the duties of the Activities Chair.
- C. Assist with the duties of the Public Relations Chair.
- D. In the absence of the Activities Chair, the Activities Co-Chair shall perform all duties of that office.
- E. In the absence of the Public Relations Chair, the Activities/Public Relations Co-Chair shall perform all duties of that office.
- F. Other duties as assigned.

508. Duties of the Public Relations Chair:

- A. Serve as the Chief Marketing and Information Officer of the SGA.
- B. Serve as the Chair of the SGA Marketing Committee.
- C. Oversee the development of a yearly general marketing strategy.
- D. Serve as the liaison between the SGA and the Dodge Community College marketing department.
- E. Maintain the integrity of the SGA's brand standards.
- F. Administer the SGA's social media accounts/pages with approval from the SGA Advisor.
- G. Work with the College's web designer/developer to maintain the SGA webpage.
- H. Shall attend both Executive and Senate meetings, and SGA events.
- I. Identify and formulate solutions to student-related issues.
- J. Other duties as assigned.

509. Dual Duties of the Vice President, Data Director, Activities Chair, Public Relations Chair and Activities/Public Relations Co-Chair hereafter referred to as other Officers:

- A. Advise and assist the President.
- B. Establish and maintain relations with campus organizations and college departments.
- C. Assist in new student orientation programming, and event associated with welcoming or orienting new students, the recruiting of new students and/or any event with the aim of student engagement or retention.
- D. Attend SGA general body meetings and SGA Executive committee meetings.
- E. Research/propose new ideas for student activity programs.
- F. Report to the SGA Advisor during the week for additional assignments and/or to address student concerns.
- G. Attend student activity functions and give assistance with the planned activities.
- H. Attend leadership conferences and participate in campus compliance training when the opportunities are presented.
- I. Maintain a positive and appropriate social media presence on personal pages.
- J. Perform other duties assigned by the SGA Advisor.

510. Stipends for each position will be distributed bi-semesterly. The semesterly stipends for each position will be as follows:

- A. President - \$400 per semester
- B. Vice President - \$300 per semester
- C. Data Director - \$300 per semester
- D. Activities Chair - \$300 per semester
- E. Activities/Public Relations Co-Chair - \$300 per semester
- F. Public Relations Chair - \$300 per semester

511. Open Meetings & Conduct:

- A. All meetings of the SGA shall be closed. The only exception will be meetings during which clubs present updates. Once the club updates are complete the open portion of the SGA meetings will be adjourned and the executive board will stay to complete the closed portion of the meeting.
- B. The SGA Vice President shall be responsible for maintaining orderly meetings.
- C. The meetings of DC3 SGA shall be patterned after the procedures in Robert's Rules of Order.

512. Membership of Student Senate:

- A. There shall be one assigned advisor (Student Activities Coordinator/SGA Advisor). The SGA can elect to assign an additional faculty/staff member to serve as an advisor. The faculty member elected to serve may be removed by majority vote of the SGA Officers for failure of duties or other proven factors.

513. Voting Membership:

- A. A quorum shall consist of a majority of the voting SGA Officers and the presence of the assigned advisor. It takes a majority vote to pass any business. Abstaining is not considered voting. Abstentions are not counted as either affirmative or negative votes. The SGA President shall vote only in case of a tie or to make a quorum.
- B. An SGA Officer may appoint another SGA Officer as a proxy voter for a meeting providing that the absence has been excused by the SGA President and advisor. An SGA Officer may carry only one proxy.

514. Meeting Schedule and Records:

- A. DC3 SGA will decide when to meet weekly and, in some situations, every two weeks or whenever deemed necessary.
- B. The Data Director or designee will record and distribute minutes if action is taken on an issue.

515. SGA Officer's Absences:

- A. All absences must be reported to the SGA President prior to any meeting. An absence is defined as missing over 50% of the meeting.

516. Amending the Constitution:

- A. The DC3 SGA Constitution will be reviewed on a biennial basis to keep all material up-to-date.

- B. An amendment or revised Constitution must be read and discussed at two (2) SGA meetings before a vote can be cast by Officers.
- C. An amended or revised constitution shall be effective after two (2) weeks upon approval by majority vote by the current DC3 SGA Officers at the time of the amendment.
- D. This body shall abide by the rules set forth in the SGA Constitution and Bylaws. On matters not covered by the SGA Constitution or By-laws, the most recent edition of Robert's Rules of Order Revised shall be consulted to resolve situations of uncertainty.

517. Committees:

- A. There shall be a DC3 SGA Advisory Committee. This committee will consist of the SGA President, Activities Chair, a Dodge City staff member, a Dodge City faculty member and the assigned SGA Advisor.
- B. The Dodge City SGA Officers shall have full authority to create, dissolve and define the jurisdiction of any standing and/or ad hoc committee according to what it deems to be the best interest of the SGA and the student body of Dodge City Community College.
- C. Any standing committee and ad hoc committee shall have the power to request the establishment of a subcommittee.

Article VI

Legislative

601. All legislative powers of the Dodge City Student Government Association shall be vested in the legislative body, to be known as the Student Senate.

602. Open Meetings & Conduct:

- A. All meetings of the Student Senate shall be open. The only exception shall be when a successful motion has been adopted to proceed into executive session.
- B. The SGA Vice President shall be responsible for maintaining orderly meetings.
- C. The meetings of Student Senate shall be patterned after the Parliamentary Procedure as stated in Robert's Rules of Order.

603. Membership of Student Senate:

- A. There shall be one assigned advisor (Student Activities Coordinator/SGA Advisor). The Student Senate can elect to assign an additional faculty/staff member to serve as an advisor. The faculty member elected to serve may be removed by majority vote of the Student Senate Officers for failure of duties or other proven factors.

604. Voting Membership:

- A. A quorum shall consist of a majority of the voting Student Senate members and the presence of the assigned advisor. It takes a majority vote to pass any business. Abstaining is not considered voting. Abstentions are not counted as either affirmative or negative votes. The SGA Vice President shall vote only in case of a tie or to make a quorum.
- B. A Student Senate member may appoint another Student Senate member as a proxy voter for a meeting providing that the absence has been excused by the SGA Vice President and advisor. A Student Senate member may carry only one proxy.

605. Meeting Schedule and Records:

- A. DC3 Student Senate will decide when to meet monthly or whenever deemed necessary.
- B. The Data Director or designee will record and distribute minutes if action is taken on an issue.

606. Student Senate Absences:

- A. All absences must be reported to the SGA Vice President prior to any meeting. An absence is defined as missing over 50% of the meeting.

Article VII

Removal, Resignation and Vacancies

701. Any SGA Officer is liable for removal. Evidence will be submitted by the SGA Advisory Committee concerning removal of any SGA Officer. All unaffected Officers of the SGA will vote on the removal of the accused.

- A. Removal of a SGA official shall be on the grounds of the following:
 - 1. Misfeasance: Illegally performing something legal – the abuse of lawful authority in order to achieve a desired result.
 - 2. Malfeasance: Misconduct or wrongful act by an elected or appointed official. This includes but is not limited to violations of the Student Code of Conduct and other directives as defined in the DC3 SGA Constitution.
 - 3. Nonfeasance: Failure to perform an act that is either an official duty or a legal requirement.
- B. The vote to remove must be by majority vote.
 - 1. All Officers including the President who are not involved must vote. There will be no abstaining.

702. An SGA Officer shall be automatically dismissed under one of the following conditions:

- A. Failure to enroll and/or pay tuition/fees as a student of Dodge City Community College.

- B. Failure to maintain a 2.5 cumulative GPA.
1. If student GPA falls under a 2.5 (on a 4.0 scale) the DC3 SGA Advisory Committee has the authority to place the SGA Officer on probation for the remainder of his/her semester. Under the following conditions:
 - a. The SGA Officer understands that he/she must bring their GPA up by the end of the semester.
 - b. Meet with Student Services to determine a plan of action. Failure to bring up GPA will result in the SGA Officer loss of position as well as paying back Officer stipend.

703. If an SGA Officer decides to resign his/her position, he/she must give two weeks' notice to the President and SGA Advisor.

704. If an SGA position becomes vacant during a semester, the line of succession should be followed.

Article VIII

Succession

801. The line of Succession shall be as follows:

A. President

1. In the event that the President cannot fulfill his/her duties, the Vice President shall assume the duties. The Vice President shall assume the duties of the President, and serve the remainder of the term.

A. Vice President

1. In the event that the President cannot fulfill his/her duties, the Data Director has the option to, or not to assume those duties of the Vice President. If he/she opts to not assume those duties, the President can then recommend a candidate (must meet qualifications of Executive Officer) for the position, then that candidate will assume the duties of the Vice President with a majority approval from the Executive Board, and shall serve the remainder of the term.

A. Data Director

1. In the event that the Data Director cannot fulfill his/her duties, the Vice President has the option to, or not to assume those duties of the Data Director. If he/she opts not to assume those duties the President can then recommend a candidate (must meet qualifications of Executive Officer) for the position, then that candidate will assume the duties of the Data Director with a majority approval from the Executive Board, and shall serve the remainder of the term.

B. Activities Chair

1. In the event that the Activities Chair cannot fulfill his/her duties, the President shall recommend a candidate for the position, this candidate shall be appointed with majority approval from the Executive Board, and shall serve the remainder of the term.

A. Activities/Public Relations Co-Chair

1. In the event that the Activities/Public Relations Co-Chair cannot fulfill his/her duties, the President shall recommend a candidate for the position, this candidate shall be appointed with majority approval from the Executive Board, and shall serve the remainder of the term.

A. Public Relations Chair

1. In the event that the Public Relations Chair cannot fulfill his/her duties, the President shall recommend a candidate for the position, this candidate shall be appointed with majority approval from the Executive Board, and shall serve the remainder of the term.

802. In the event that the President and Vice President can no longer fulfill his/her duties, a special election will be held in order to determine the new President and Vice President with a majority approval of the seated Executive Board.

Article IX

Petitioning

901. The actions of the DC3 SGA Officers may be petitioned for recall. The petition to recall shall not be valid unless it contains the signatures of a number of students equal to over twenty (20) percent of the currently enrolled student body on the Dodge City Community College Campus.

902. All recall petitions must state the reason for the recall action and will be delivered to the SGA President who shall notify within three (3) days the appropriate individual(s) involved in the recall petition of its existence.

903. One week after the person(s) named has been notified, the SGA shall declare the petition valid or invalid based upon the validity of the signatures contained in the petition and the validity of the charges against the person(s) named in the petition. If the petition is deemed valid, the SGA shall hold a new election within one week

Article X

Clubs and Organizations

1001. Campus clubs and organizations must follow these policies in order to be officially recognized by the DC3 SGA:

- A. All clubs and organizations must be chartered by the Dodge City SGA according to the rules stated in the Constitution.
- B. Candidate clubs/organizations must write a constitution and present a copy of this constitution to the DC3 SGA for approval and submit a student organization application.
- C. An existing club and/or organization has the option of using the present constitution that is on file from the previous year(s).
- D. All charters shall exist for only one academic year and are subject to SGA confirmation in the fall and spring semester of each year. Renewal/new club notifications will become effective once approved by the SGA.
- E. For clubs/organizations to be chartered, a constitution and club roster including a list of officers must be on file with the SGA.
- F. Any club/organization must be open to any student of Dodge City Community College regardless of grade point average and/or curriculum. Any exception shall be brought to the SGA.
- G. Each club must have at least one current faculty or staff sponsor and/or advisor.
- H. Each club/organization must have representation at the meetings held by the SGA. In the fall of each year, club sponsors must appoint two (2) club representatives. One (1) will serve as a regular representative and the other as an alternate representative to attend any meetings that the regular representative cannot attend. The representative should make a report to their clubs/organizations concerning the open portion of SGA meetings.
- I. In order for clubs to receive matching funds from the DC3 SGA, club representatives must have attended $\frac{3}{4}$ or more of the SGA open meetings and presented club reports. Failure to attend SGA open meetings and present club reports shall result in matching funds not being received by the club.
- J. Each club/organization must have representation at the meetings held by the Student Senate. In the fall of each year, club sponsors must appoint two (2) club representatives. One (1) will serve as a regular representative and the other as an alternate representative to attend any meetings that the regular representative cannot attend. The representative should make a report to their clubs/organizations concerning the open portion of Student Senate meetings.
- K. Have one hundred percent of its officers and/or membership be currently registered Dodge City Community College students or DC3 employees.
- L. Conduct a minimum of one monthly general business meeting per month.
- M. Make clear that they represent and speak only for their club/organization and not any other portion of institutional personnel.
- N. Affirm that their organization/club does not participate in or encourage any unlawful activity.
- O. Affirm that their organization/club does not discriminate in officer or membership

selection.

- P. Affirm that their organization agrees to abide by all Dodge City Community College regulations, policies and procedures.
- Q. Affirm that the organization/club does not allow any form of hazing.
- R. Agree to submit a summarized report of the organization's/club's yearly activities to the SGA on or before May of the current academic year.
- S. Must participate in a semesterly community service event.

Article XI

Student Rights

1101. The following rights are guaranteed to students:

- A. Dodge City Community College is committed to providing a productive living and learning community in which students can pursue their educational goals and does not discriminate on the basis of race, color, national origin, sex, disability, gender, veteran's status, political affiliation, or age in its programs and activities.
- B. School publications should inform the students in a clear and concise manner of all College policies that directly affect them and shall be informed promptly of all changes in said policies. Students shall be free from prosecution by reason of rules made ex post facto.
- C. Students may exercise freedom of speech and critical inquiry.
- D. Any person, whether student or non-student, shall be allowed to speak on campus if sponsored by a recognized student organization or bona fide College group as long as there is no interference with normal functioning of the College and/or College policy.
- E. Students may peacefully assemble and conduct orderly demonstrations and other nonviolent activities, provided that the rights of all members of the community are maintained.
- F. Students are entitled to procedural due process in disciplinary situations and these procedures shall be published.
- G. Students are entitled to reasonable explanations from the instructor of each course of the criteria upon which their grades shall be based. Students also have the right to a just evaluation including the right of appeal of evaluations. It shall be understood that course grades and evaluations are not to be based upon a student's physical appearance, his/her political affiliations or his/her activities out of the classroom.
- H. Students, through the student government, have the right of freedom of the collegiate press, to establish, publish, distribute, regulate and must accept all responsibility for their own publications.
- I. Students have the right to be taught by a faculty that enjoys academic freedom.
- J. Neither students nor faculty shall be subjected to loyalty oaths or tests of allegiance originated by the College.
- K. Students have the right to participate on committees within the College with voice and vote in all those areas where their contributions as students complement the contributions of the other committee members.

- L. Students, individually, may specify the persons or agencies outside the College to whom transcripts may be released, and also specify the type of information from other records which may be disseminated about them to person(s) or agencies outside the College.
- M. The College shall provide an annual report on College finances including general sources and general uses of funds which students may examine upon request.
- N. Students living in campus residential units have the right to privacy. Housing agreements and group living standards will be maintained.
- O. Students have the right to freedom of organization and association.
- P. Students have the right to be tried and/or disciplined no more than once for the same offense except in cases of recurring violations of College rules.
- Q. The right of students and registered organizations to use campus facilities matching those of others scheduling campus facilities.

