

**MAYLAND COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION**

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**CONSTITUTION
STUDENT GOVERNMENT ASSOCIATION
MAYLAND COMMUNITY COLLEGE**

PREAMBLE

We, the students of Mayland Community College, in order to promote a spirit of cooperation among students, faculty, and staff; to coordinate and regulate student activities; to provide balanced programming in the areas of educational and cultural events, entertainment, recreation, and service to the school and community; to develop good citizens through experience in a representative type government, and to serve as the official voice of the student body, do hereby establish the Student Government Association of Mayland Community College.

**ARTICLE I
NAME OF THE ORGANIZATION**

- A. The name of this organization shall be known as the Student Government Association of Mayland Community College.

**ARTICLE II
MISSION STATEMENT AND PURPOSE OF THE ORGANIZATION**

- A. The mission of the Mayland Community College Student Government Association shall be to provide for the common welfare of MCC Students a sense of unity of purpose, an opportunity for social involvement, representation on college committees, and an opportunity for community service.
- B. The purpose of this organization shall be as follows:
1. To represent the needs and concerns of the students of Mayland Community College to those administrative and legislative bodies who are entrusted with the welfare of the students, according to the decrees of this constitution and its Operational Guidelines.
 2. To provide opportunities for the development of the individual student through communication, the exchange of ideas, resource development, leadership training, fellowship, and the establishment of excellence in all aspects of student government life.

**ARTICLE III
MEMBERSHIP**

- A. Curriculum students who are regularly enrolled at Mayland Community College shall be entitled to membership in the organization. As active members, students are entitled to vote in all Student Government Association matters that affect them.

- B. Students establish active membership in this organization by regularly attending meetings and participating in all activities and committees of the Student Government Association.
- C. Any member who does not adhere to Section B of this Article is subject to either censure, exclusion, or any other measure that the Executive Council deems necessary.
- D. The MCCSGA accepts members regardless of race, sex, creed, religion, national origin, age, or physical ability.
- E. Each member shall uphold the Constitution of the MCCSGA and follow the policies and guidelines set forth in the MCCSGA Operational Guidelines.
- F. It is the responsibility of the members to uphold the MCCSGA Constitution and adhere to the MCCSGA Operational Guidelines.

ARTICLE IV EMPOWERMENT

- A. This organization is empowered by the authority of the student membership of the MCCSGA.

ARTICLE V ACCOUNTABILITY STATEMENT

- A. The Student Government Association is accountable to the Dean of Students and to any faculty or staff member who serves as advisors to the organization. The Dean of Students and the SGA Advisors will be responsible for signing all requisitions and correspondence to the outside communities as well as authorizing planned events or referring officers to appropriate administrators for authorization.

ARTICLE VI ROLE OF DEAN OF STUDENTS AND ADVISORS

- A. The Dean of Students is responsible for oversight and supervision of the MCCSGA and all other student organizations according to Mayland Community College Board of Trustees' Policy and the Constitution and Operational Guidelines of MCCSGA. His/her term will be indefinite, as long as the position exists under the Student Development branch of Mayland Community College.
- B. The Advisors will be responsible for assisting the MCCSGA in the day to day operations according to the *Constitution and the Operational Guidelines*. Advisors will be appointed by the Dean of Students and the Vice President of Instruction and Student Development. Membership in the Advisory Council may be an extended number of years for one advisor and may be a two-year term for the second advisor.

ARTICLE VII

THE EXECUTIVE COUNCIL

- A. The MCCSGA Executive Council shall consist of six officers (President, Vice President, Secretary, Treasurer, Parliamentarian, and Public Information Officer). These officers shall conduct the day-to-day operations of the SGA.
- B. The six elected officers of the MCCSGA shall be elected by the active local institutional membership during the spring semester.
- C. At the next business meeting after elections, the newly elected officers of the Executive Council will take the oath of office and be inducted by the outgoing President.
- D. The term of office for the new officers shall begin at the time of induction and expire on the date the new officers are inducted after the following spring elections.
The responsibilities of the Executive Council are:
 - 1. To present proposed revisions of the budget to the Dean of Students.
 - 2. To authorize and approve all publications of the organization.
 - 3. To confirm any appointments of the MCCSGA President for any vacancies of the Executive Council by consent of two-thirds of the MCCSGA Executive Council membership.
 - 4. To inform the student body of any Executive Council office vacancy within ten days of receipt of official vacancy notification.
 - 5. To conduct business meetings for the MCCSGA as necessary.
 - 6. To submit a report of business to Senators within ten days after each Executive Council meeting.
 - 7. To assist the newly elected council members during orientation and transition.
 - 8. To initiate projects and programs deemed necessary for the welfare of the organization in keeping with the mission and the purpose of the MCCSGA.
 - 9. To review and rule on charges of censure, impeachment, and exclusion in the presence of MCCSGA Advisors.
 - 10. To approve proposed changes in the MCCSGA Operational Guidelines in the presence of the MCCSGA Advisors and two-thirds majority of the MCCSGA Executive Council membership.
 - 11. To maintain requirements for holding Executive Council office as set forth in the MCCSGA Operational Guidelines during each semester of enrollment during the term of office. (During each semester of service as a member of the MCCSGA Executive Council, it is the responsibility of the council member to provide written verification from the MCC registrar to verify the status of the council members.) All documentation regarding the status of the members of the Executive Council shall be provided to the MCCSGA Parliamentarian within thirty days of the academic term of the institution.

ARTICLE VIII RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

- A. The MCCSGA President has the following duties and authorities:
1. To serve as chief executive officer of the organization.
 2. To call and preside at all meetings of the Student Senate and the Executive Council in a non-voting capacity with the sole exception of casting his/her vote to break a tie.
 3. To call and preside at meetings of the SGA deemed necessary by the Student Senate.
 4. To represent the Student Body in institutional decision making as an ex-officio member of the Board of Trustees.
 5. To represent the SGA at all public functions.
 6. To perform the business functions of the office of the President as indicated in the Constitution and Operational Guidelines.
 7. To notify the student body within ten days when a vacancy occurs within the Executive Council; and to appoint with the consent of two-thirds of the MCCSGA Executive Council, all persons to fill the unexpired terms.
 8. To fulfill any duties as delegated by the MCCSGA Executive Council.
 9. To be enrolled at MCC for a period not less than his/her term of office, to be enrolled for six credit hours or more, and to maintain a 3.0 or better GPA.
- B. The Vice President of the MCCSGA has the following duties and authorities:
1. To assume the responsibilities of the President should the President, for any reason, be unable to meet the duties of office.
 2. To assist the President in the administration of his/her duties, as needed.
 3. To fulfill any duties as delegated by the MCCSGA Executive Council.
 4. To serve as a voting member of the MCCSGA Executive Council.
 5. To develop an Activity Schedule of the MCCSGA for the approval of the MCCSGA Executive Council.
 6. To perform the business functions of the office of the Vice President as indicated in the *MCCSGA Operational Guidelines*.
 7. To be enrolled at MCC for a period not less than his/her term of office, to be enrolled for six credit hours or more, and to maintain a 3.0 or better GPA.
- C. The Secretary of the MCCSGA has the following duties and authorities:
1. To assist the Vice President in maintaining the permanent records of the MCCSGA.
 2. To serve as recorder for the MCCSGA Executive Council, and to distribute the meeting minutes within ten days after scheduled meetings to the Executive Council members, the Dean of Students, the Advisors, and the Student Senate.
 3. To serve as a voting member of the MCCSGA Executive Council.
 4. To maintain the correspondence of the MCCSGA.
 5. To perform the business functions of the office of the Secretary as indicated in the *MCCSGA Operational Guidelines*.

6. To be enrolled at MCC for a period not less than his/her term of office, to be enrolled for six credits hours or more, and to maintain a 2.5 or better GPA.

D. The Treasurer of the MCCSGA has the following duties and authorities:

1. To maintain as a public record, an accurate account of all organization funds and to maintain all financial correspondence of the organization.
2. To prepare a Budget of projected Revenues and Expenditures for the fiscal year of the MCCSGA. The Budget shall be forwarded to the Executive Council for its approval and then to the Dean of Students and Advisors for final approval.
3. To serve as a voting member of the MCCSGA Executive Council.
4. To execute all financial transactions of the organization within the budget under the guidelines of the MCCSGA Financial Procedures as established in the MCCSGA Operational Guidelines, with the signed consent of the Dean of Students and Advisors.
5. To present an accurate and complete written report of the organizational budget at all business meetings of the Executive Council and Student Senate.
6. To perform the business functions of the office of the Treasurer as indicated in the MCCSGA Operational Guidelines.
7. To assist in all other areas related to financial matters as deemed necessary by the Executive Council to meet the organization's purposes.
8. To be enrolled at MCC for a period not less than his/her term of office, to be enrolled for six credits hours or more, and to maintain a 2.5 or better GPA.

E. The Public Information Officer of the MCCSGA has the following duties and authorities:

1. To maintain the scrapbook and the records of the history of the MCCSGA with the assistance of the MCCSGA Secretary.
2. To post on LEO a monthly, weekly, or daily report of MCCSGA business and activities information for the student body.
3. To publicize and advertise events and activities sponsored by the MCCSGA.
4. To serve as a voting member of the MCCSGA Executive Council.
5. To perform the business functions of the office of the Public Information Officer as indicated in the MCCSGA Operational Guidelines.
6. To be enrolled at MCC for a period not less than his/her term of office, to be enrolled for six credits hours or more, and to maintain a 2.5 or better GPA.

F. The Parliamentarian of the MCCSGA has the following duties and authorities:

1. To know and to maintain parliamentary order at the business meetings of the MCCSGA.
2. To act as advisor to the Executive Council in the interpretation of the *MCCSGA Constitution and Operational Guidelines*.
3. To serve as a voting member of the MCCSGA Executive Board.
4. To oversee the elections of MCCSGA, the Executive Council Members, and the Student Senate as established in the *MCCSGA Operational Guidelines*.

5. To chair the senate meetings in the absence of both the President and Vice President.
6. To conduct and report on MCCSGA surveys and research as necessary to establish the constituency and research the concerns of the membership as deemed necessary by the MCCSGA Executive Council.
7. To establish proper parliamentary procedure in all business meetings of the MCCSGA and to assist in all other areas related to parliamentary procedures as deemed necessary by the Executive Council to meet the organization's purposes.
8. To be enrolled at MCCC for a period not less than his/her term of office, to be enrolled for six credits hours or more, and to maintain a 2.5 or better GPA.

ARTICLE IX THE STUDENT SENATE

- A. The legislative body of the SGA shall be a Student Senate. The Student Senate shall consist of the SGA Executive Council and a Senator chosen by each official student organization sanctioned by Mayland Community College. Each Senator shall have a designated alternate. The alternate has voting power only in the absence of the Senate representative.
- B. Senators who withdraw or are withdrawn from MCC shall automatically be removed from office.
- C. All Senators are to be enrolled at MCC for a period not less than his/her term of office, be enrolled for six credit hours or more, and to maintain a 2.0 or better GPA.
- D. Senators who fail to fulfill their MCCSGA responsibilities may place their student organization in jeopardy of losing funds for the following semester.

ARTICLE X VACANCY OF OFFICE

- A. Any office vacated before the term of office is completed shall be filled by presidential appointment with two-thirds consent of the Executive Council.
- B. No Executive Council member other than the Vice President may succeed to another position on the Executive Council.
- C. In case of presidential vacancy, the new president nominates the new Vice President who in turn is subject to two-thirds consent of the Executive Council.

ARTICLE XI QUORUMS

- A. A quorum for any business meeting of the Executive Council is a three-fourths majority of the Executive Council membership.

- B. A quorum for business meetings of the Student Senate is a three-fourths majority of the active Senate membership.

ARTICLE XII MEETINGS

- A. The MCCSGA shall conduct a minimum of one Student Senate meeting and one Executive Council meeting per month.
- B. The MCCSGA shall participate in the N4CSGA Western Division meetings depending on time, money, and interest.
- C. The MCCSGA shall participate in the N4C State conferences once a year, depending on time, money, and interest.

ARTICLE XIII ELECTIONS

- A. Elections of all officers of the Executive Council shall be held during Spring Fling or during the month of April each spring.
- B. Candidates must submit their intention of office form in by the week before elections. The Elections Committee of the MCCSGA will conduct a background investigation of all candidates. Recommendations from this committee will be subject to two-thirds consent of the Executive Council. All decisions will remain confidential and will be disclosed only to each candidate.
- C. Candidates receiving the most votes will be elected to the office of their intent.
- D. Senators shall be appointed from each curriculum block by the MCCSGA President with two-thirds consent of the Executive Council.

ARTICLE XIV MCCSGA OFFICER SCHOLARSHIPS

- A. The six elected active members of the MCCSGA Executive Council shall receive scholarships contingent upon the members' satisfactory performances of their duties for each Fall and Spring semester of office.
- B. The President, Vice President, Secretary, Treasurer, Public Information Officer, and Parliamentarian shall receive a scholarship.
- C. For the purpose of determining scholarship awards, "satisfactory performance of duties" shall be defined as the officers':

1. Consistent and regular attendance at and participation in MCCSGA business meetings.
 2. Consistent and regular attendance at and participation in MCCSGA functions and events.
 3. Timely completion of the duties listed for that officer under “RESPONSIBILITIES OF THE MEMBERS OF THE EXECUTIVE COUNCIL.”
 4. Timely completion of other duties assigned to individual officers at business meetings of the MCCSGA.
 5. Courteous and professional behavior towards other members of the MCCSGA, Mayland personnel, and the general public at all times when on campus or at other times when the student is acting as a representative of MCCSGA.
- D. The Dean of Students and Advisors, in consultation with the Executive Council members, will determine the scholarship award amounts based upon the office held and the current MCCSGA budget.

ARTICLE XV RATIFICATION

- A. Any ratification of the constitution must come from the Executive Council and/or Dean of Students and Advisors. The constitution shall be adopted by a two-thirds consent of all Senators, Executive Council members of the MCCSGA, and three-fourths consent of the MCC student body present and voting. All prior constitutions are hereby null and void upon ratification.
- B. This Constitution is declared in force and hereby ratified by the MCCSGA beginning Spring Semester, 2013. All prior constitutions are hereby null and void.

ARTICLE XVI AMENDMENTS

- A. Any amendments to the constitution must come from the Executive Council and/or the Dean of Students and Advisors. Amendments to the MCCSGA constitution must be adopted by a two-thirds consent of all Senators and Executive Council members of the MCCSGA and three-fourths consent of the MCC student body present and voting.

ARTICLE XVII STUDENT ORGANIZATIONS

- A. The Student Senate shall encourage special interest groups among the student body and shall support authorized organizations and/or clubs with monies allocated from Student Government funds in the regular manner, outlined in Article XI of the MCCSGA Operational Guidelines. This manner shall be as follows. The Executive Council shall receive all requests for Student Government Association funds and shall make procedures prescribed by the Student Senate in statutes and/or regulations adopted by them.

1. An organization and/or club will be recognized by the Student Senate only after it has been organized and by-laws have been presented to the Student Government Association Senate for their approval.
2. The Student Senate has the right to specify the minimum number of active members who will constitute a legitimate club or organization.
3. The Student Senate is bound to establish fair guidelines for the recognition of clubs or organizations and must apply these guidelines impartially and without discrimination.
4. The Student Senate has the right to review periodically any club organization by-law, membership roll, and budget and to revoke its recognition of any club or organization it deems not to be serving the interests of the student body.

**OPERATIONAL GUIDELINES
STUDENT GOVERNMENT ASSOCIATION
MAYLAND COMMUNITY COLLEGE**

ARTICLE I
MCCSGA ACTIVITIES

A. Planning

1. All MCCSGA activities will be planned in accordance with MCCSGA procedures and will be carried out within the set policies of the institution.
2. An advisor shall be present when any activity is planned and shall be responsible for making certain that all is in order.
3. The active membership shall participate in these activities as needed and as assigned.

ARTICLE II
CONDUCT CODE

A. Membership Code

1. MCCSGA members will conduct themselves as adults while participating in SGA activities.
2. The advisor(s) may ask individuals involved in any form of misconduct to leave the activity immediately. The proper administrators will be notified at the institution if any action is taken against a student.
3. Members are responsible for the safe-keeping of all state properties entrusted to them.

B. Judicial Review

1. The Dean of Students, Advisors, and the MCCSGA President, acting together, have the authority to adjudicate any charge of misconduct by participants in any MCCSGA activity and to ask any student to leave the activity.

C. Emergency Action

1. The Dean of Students, Advisors, and the MCCSGA President have the authority to take emergency action on behalf of the organization to provide for the welfare of the student participants and the organization.

ARTICLE III
ROLE OF THE ADVISOR

- A. Advisor(s) must be an employee of MCC who is paid by the state.

- B. At least one advisor will be present at each SGA meeting.
- C. The advisor(s) will be available to students by appointment and on a reasonable basis.
- D. The advisor(s) will accompany SGA on field trips.
- E. The advisor(s) will be responsible for assuring that MCC policies, MCCSGA procedures, and State Board of Community Colleges code are followed at all times.

ARTICLE IV ISSUE MANAGEMENT

- A. The N4C Executive Board shall adopt three issues of state-wide significance as goals for closure during the year. The MCCSGA will work toward completion of these three issues.

ARTICLE V BUDGET AND FINANCE

- A. Purpose
 - 1. These procedures are established for the welfare of the organization, for the proper conduct of business, and for the edification of incoming MCCSGA Treasurers.
- B. Budget Development
 - 1. The budget for the fiscal year shall be developed in June and July based on projected enrollment for that year. It shall be presented to MCC's chief financial officer for presentation to the Board of Trustees with MCC's budget.
 - 2. The budget proposal must include narrative describing each line item. The budget may not exceed projected revenues.
- C. Budget Management
 - 1. MCCSGA Budget and all records pertaining thereof are considered public records, and are thereby available to any inquiry for public viewing.
 - 2. The records must be complete and up-to-date with no more than two calendar weeks of actual transactions.
 - 3. The MCCSGA Treasurer must make all budget records available at all MCCSGA meetings. Failure to have the MCCSGA records available as required may result in censure or impeachment, according to the procedures outlined in Article VIII, Section E.
 - 4. The MCCSGA cannot exceed its budget.
 - 5. The MCCSGA Treasurer is responsible for revising the budget, transferring funds prior to the payment of any excess expenditure.

6. The Dean of Students, Advisor(s), President, and Treasurer will sign all requisitions.
7. The transfer of funds to decrease one line item and to increase one or more line items by the same amount must be approved by the MCCSGA Treasurer, the Dean of Students, and the Executive Council.
8. Funds collected by the MCCSGA will be turned into the business office in accordance with MCC and NCCCS policies.

D. Revenues

1. The appropriate sources of revenue for budget development are MCCSGA student activity funds and funds raised by fund-raising activities.
2. The MCCSGA treasurer may initiate fund-raising projects with the approval of the MCCSGA Executive Council, an Advisor, the Dean of Students, and the Executive Director of the MCC Foundation.

E. Expenditures

1. The following are considered to be proper uses for MCCSGA funds:
 - a) Conference costs.
 - b) Mailings, publications, photocopying, office supplies.
 - c) Telephone and fax usage.
 - d) Workshops.
 - e) Division meetings.
 - f) Provisions for approved SGA sponsored activities.
 - g) Executive Council scholarship awards.
 - h) Funding for a MCCSGA sponsored club/organization.
 - i) Items to be used by and benefit the student body, MCCSGA gifts.
2. The treasurer's report of the organizational budget must be approved at each meeting by a simple majority.
3. Prior approval is required for expenditure of funds.
4. No contract or authorization is valid without the signature of the MCCSGA Treasurer, the MCCSGA President, and an Advisor.
5. Advances will be made only for conference expenses.

F. Ownership of Materials

1. All official records, supplies, and/or materials purchased with MCCSGA funds, or items donated for the use of the MCCSGA shall become property of the MCCSGA.

G. Reimbursements

1. No person receiving benefit from MCCSGA funds may receive the same benefit for the same purpose from any other source.

2. Those individuals expending personal funds for MCCSGA purposes without prior approval have no guarantee of reimbursement.
3. Request for reimbursement of individual funds spent without prior approval must be made in writing to the MCCSGA Treasurer. Approval for the reimbursement shall be decided by the MCCSGA Executive Council, an advisor, and the Dean of Students.
4. Executive Council members may request reimbursement for emergency telephone or fax calls with substantiating documentation and a cover memorandum giving date, time, purpose, cost, contact individual, and justification for the unavailability of institutional resources.

H. Travel

1. Travel will be paid only under the following circumstances:
 - a) Prior approval is received.
 - b) Conference expenses - registration and rooms; students are responsible.
 - c) For personal expenses.
2. State vehicles under proper supervision should be used for SGA travel whenever possible. If private vehicles are used, reimbursement will be within MCC institutional guidelines.
3. Lodging must conform to state rate policies.
4. MCCSGA officers should use the most inexpensive means of communication and travel possible.

ARTICLE VI PUBLICATION AND MEDIA

A. Philosophy

1. The MCCSGA and sponsored organizations will cooperate with the College's Public Information Officer on publicity as needed and will make the advisor and Public Information Officer aware of events which require publicity.

B. Publications

1. All MCCSGA publications including, but not limited to, print, on-line, blogs, and social media, shall follow professionally established standards of good journalism.
2. The content of publications, print and on-line, must relate to the purpose of the MCCSGA and promote some designated goal or objective of the college.
3. The content must adhere to the rules of the Student Code of Conduct, including:
 - a. not engaging in lewd or indecent language;
 - b. refraining from verbally abusing, harassing, or threatening another person;

- c. or directly or indirectly causing a breach of peace which disrupts, disturbs, or interferes with the normal routine activities or teaching students, or with the peace, order, or discipline of MCC.
 - 4. Any material deemed inappropriate by the MCCSGA President, the Dean of Students, or the College's Public Information Officer will be investigated and sanctions may be applied according the Student Code of Conduct, and/or an MCCSGA Officer may be removed from office.
- C. Public Record
 - 1. All Documents of the MCCSGA are considered public information and therefore accessible to any member of the public with the sole exception of confidential judiciary procedure documents.
- D. Media Relations
 - 1. Any MCCSGA member is discouraged from contacting the media resources without the support of the College's Public Information Officer. Anyone not directed by the MCC Public Information Officer to represent the MCCSGA officially in media matters must declare their comments to be a personal nature.
- E. Media Events
 - 1. The MCC Public Information Officer shall co-ordinate any press event or function, any media contact, and/or any press release for the MCCSGA.
- F. Minutes
 - 1. The MCCSGA secretary will provide a copy of minutes to the SGA membership at the meeting following the one which is covered by the minutes.
- G. Annual Calendar
 - 1. After the budget has been before the Board of Trustees and a tentative calendar for the year's activities has been approved by the Executive Council, a calendar will be developed and provided to each member of the Executive Council, Advisor(s), and the Dean of Students.

ARTICLE VII MEETINGS

- A. The MCCSGA Executive Council will meet at least three times a semester during the two academic semesters. No meetings will be scheduled during semester breaks.
- B. A delegation from MCCSGA should attend all Western Division meetings, if possible.

- C. Meetings shall be scheduled and handled in the following manner:
1. Officers need to have schedules to the Vice President within one week of the first day of class each semester. These will be posted in the SGA office. The Vice-President will determine the best meeting time and inform the President in writing.
 2. The President will pick the dates of the meetings and call to reserve the rooms.
 3. The President will notify all officers of the meeting and have the Vice- President post this information.
 4. The Vice -President will notify the college President and Dean of Students, along with all SGA Advisors of this information.
 5. All SGA meetings are in accordance with Parliamentary Procedure and Robert's Rules of order.

ARTICLE VIII VACANCY OF OFFICE

A. Attendance

1. Members of the MCCSGA Executive Council may be absent from no more than two consecutive meetings in a year. Excessive absences will be considered de facto resignation, and procedures to fill the vacancy will be initiated at the close of the business session in which the absences have been recognized. The MCCSGA Executive Council may choose to consider extenuating circumstances on a case by case basis.

B. Maintenance

1. Member of the MCCSGA Executive Council must maintain grade point averages as follows:

a)	President	3.0
b)	Vice President	3.0
c)	Secretary	2.5
d)	Treasurer	2.5
e)	Public Information Officer	2.5
f)	Parliamentarian	2.5
2. Failure to maintain the required GPA shall constitute sufficient grounds for impeachment. The MCCSGA Executive Council may choose to consider extenuating circumstances on a case by case basis.
3. Members of the MCCSGA Executive Council must be enrolled in a minimum number of hours as follows:

g)	President	6
h)	Vice President	6
i)	Secretary	6
j)	Treasurer	6
k)	Public Relations Officer	6

- l) Parliamentarian 6
 4. Summer session is excluded from this requirement.
 5. Failure to enroll in the required number of hours shall constitute sufficient grounds for impeachment. The MCCSGA Executive Council may choose to consider extenuating circumstances on a case by case basis.
- C. Constitutional Fealty
1. Failure to support and enforce the Constitution and the Operational Guidelines of the MCCSGA is sufficient grounds for impeachment.
- D. Duties of Office
1. Failure to perform the duties of office and/or dereliction of duties shall constitute sufficient grounds for impeachment.
- E. Procedures for Censure and Impeachment
1. Charges of censure may be brought against any member of the MCCSGA Executive Council.
 2. Charges are heard in a closed session of the MCCSGA Executive Council with representatives of the parties registering the censure and the individual(s) named by the act of censure.
 3. The Executive Council votes to uphold the censure by a two-thirds majority. Charges recommended for impeachment by the Executive Council are heard by the Executive Council and censure or impeachment may be recommended as a final action.
 4. Any member of the MCCSGA Executive Council cited in an act of censure or impeachment will remove him/herself from the MCCSGA Executive Council proceedings adjudicating the act of censure or impeachment and forgoes the right to vote as a member of the MCCSGA Executive Council regarding the censure or impeachment action.
 5. Possible outcomes of a censure proceeding are recommendation for (a) no-action, (b) censure, (c) censure and impeachment, and (d) expulsion.
 6. The MCCSGA Parliamentarian calls special meetings for a hearing of censure. All participants must be advised two weeks in advance. Failure of the censure party to appear does not constitute grounds to impede the procedures and the hearing will be held in absentia.
 7. Advisors and the Dean of Students must be kept informed throughout the entire process.

ARTICLE IX ELECTIONS AND SURVEYS

- A. Surveys

1. Surveys will be conducted at various times during the year whenever the opinions of the MCC student body are needed by the MCCSGA. The advisor may ask the IE Department to .conduct the survey or a campus wide e-mail may be sent.

B. Elections

1. Officers are elected by the active institutional membership during the month of April and during Spring Fling, if possible.
2. The term of office shall begin at the time of induction and expire on the date the new officers are inducted after the following spring elections.
3. Outgoing officers shall serve as an advisory board from the time of new officer induction until the end of spring quarter.
4. All records, correspondence, etc. shall be left in good order for the incoming officers.
5. The MCCSGA Executive Council shall conduct the SGA election. The MCCSGA parliamentarian will accept all required paperwork from those students declaring for office. The Executive Council shall prepare ballots, make arrangements for students to sit with the ballot box, and shall count all ballots as soon as possible after the final poll closes. In the event that the current SGA officers are running for re-election, alternative student or advisor volunteers must be requested to conduct the election.
6. Any student winning on a write-in ballot must submit the proper paperwork within two school days of the election and must meet all requirements.
7. In case of a tie, the MCCSGA Parliamentarian is required to vote to break the tie.

ARTICLE X THE ROLE OF THE MEMBERSHIP

A. Conferences

1. The role of membership of the MCCSGA is to assist the Executive Council in completion of the duties of office.
2. There will be two state-wide meetings per year - fall and spring:
3. The three divisions will host conferences on a rotating basis and will share in the responsibilities of planning and hosting the conference:

B. Registration

1. Registration per delegate or advisor for each conference shall be determined by the N4C Executive Board. Conference registration fees are payable to the N4CSGA. One-day registration fee shall be set by the N4C Executive Council. Student delegates must be currently enrolled students.
2. Officers and an advisor will be sent to conference at the expense of the MCCSGA. Others may attend as funds allow and as voted on by the active membership.

3. Institutions registering advisor(s) and/or student delegates for conference participation shall complete the N4C SGA Conference Registration Sheet. This form must identify all student delegates, advisors, and guests.
4. An institutional membership in the N4C SGA will be assessed each institution for a term of July first through July first the following year.

ARTICLE XI STUDENT CLUBS/ORGANIZATIONS

A. Sponsorship

1. Membership will be open to all students.
2. An organization is may qualify for MCCSGA sponsorship provided that the aim of the group is compatible with the MCCSGA Constitution and with other guidelines governing eligibility for MCCSGA sponsorship, including, but not limited to:
 - a) A student organization shall either relate to a specific instructional program offered by the college or shall promote some designated goal or objective of the college.
 - b) A student organization will have an advisor(s) approved by the Dean of Students and the Vice President of Instruction and Student Development.
 - c) The charter for each student organization must be recommended by the Administrative Council and approved by the College President
2. An organization affiliated with extramural organizations may qualify for MCCSGA sponsorship provided that the aim of the extramural group and its campus chapter or branch is compatible with the MCCSGA Constitution and with other guidelines governing eligibility for MCCSGA sponsorship.
3. A petition for MCCSGA sponsorship will be submitted in writing, the original addressed to the MCCSGA Secretary, and a copy addressed to the Dean of Students. Petitions will include the following information:
 - a) A statement of purpose, together with a Constitution and working bylaws and/or operational guidelines.
 - b) A list of current officers.
 - c) A list of at least 15 current members.
 - d) The name of an organization sponsor, chosen from the MCC staff or faculty. (College policy requires a sponsor to advise student groups on the exercise of responsibility, and a sponsor or advisor is essential to official recognition. The sponsor has no authority, however, to control the policy of a student organization.)
5. The Student Senate will consider all petitions of sponsorship and will make all reasonable effort either to approve or deny the petition at the first regular meeting following the date the petitions are submitted.
6. To maintain MCCSGA sponsorship an organization must:
 - a) Have an approved advisor(s) and all advisors must ensure that student activities are consistent with the purpose of the institution and the personal development of students.

- b) Each student organization must submit an annual budget request to the Dean of Students for approval by the Administrative Council.
- c) Any student organization which fails to function in a manner that is consistent with the purpose of the institution and the personal development of students shall have the charter revoked by the Administrative Council. Examples of reasons for the revocation of the charter of a student organization include: inactivity, inappropriate student activity, inappropriate student conduct, misuse of funds, or other activity or situation which reflects negatively upon the college.

B. Funding

1. A line item for funding of clubs/organizations will be included in the annual budget of the MCCSGA. Each club/organization will be allotted funds divided into equal portions for the Fall and Spring semesters of their sponsorship period. (The MCCSGA budget shall specify a maximum amount available to each club/organization.) Fund requests will be considered after the Student Senate has approved the petition for sponsorship. Clubs/organizations should make a request for sponsorship and for their funds every semester.
2. The first semester requested funds for each club/organization will be transferred after their petition of sponsorship has been approved by the Student Senate.
3. Subsequent funding will be subject to review by the Executive Council for overall acceptance by the Student Senate. The following are the guidelines concerning this review:
 - a) A request for funds must be made to the Executive Council.
 - b) A general description of club activity should be submitted to the MCCSGA Secretary with a copy attached for the Dean of Students.
 - c) The club/organization must have sponsored an activity in the preceding semester in order to be eligible for further funding.
 - d) Club/organization sponsored events may be restricted to active club members only, provided that all MCC students have a reasonable opportunity to obtain club membership prior to the event.
 - e) A member of the Club/Organization must have served as a MCCSGA senator and attended meetings regularly.
 - f) The club/organization must have an annual budget approved prior to request.
4. Responsibilities under MCCSGA sponsorship:
 - a) Clubs/organizations sponsored by the MCCSGA and receiving student activity fee funds are prohibited from having off-campus bank accounts and will channel all disbursements and receipts of funds through the MCC Business Office.
 - b) While MCCSGA sponsored clubs/organizations are encouraged to interact with the off-campus community and sponsor legitimate causes at their discretion, funds received out of student activity fee funds cannot be spent except for the benefit of the MCC student body. Support of outside causes cannot be provided out of student activity funds. College regulations

governing fundraising activities will be found in the Board of Trustees Policy Manual.

- c) All financial transactions must be in accordance with business office guidelines and practices and in accordance with applicable state laws, the state Administrative Procedures Manual, and State Board of Community Colleges code.
- d) All fundraising efforts, including solicitation of donated items, must have prior approval by the Dean of Students and Executive Director of the Foundation.

C. Publications and Media

1. Clubs/organizations sponsored by the MCCSGA will cooperate with the College's Public Information Officer on publicity as needed and will make the advisor and Public Information Officer aware of events which require publicity.
2. The club/organization's publications including, but not limited to, print, on-line, blogs, and social media, shall follow professionally established standards of good journalism.
3. The content of publications, print and on-line, must relate to the purpose of the club/organization and promote some designated goal or objective of the college.
4. The content must adhere to the rules of the Student Code of Conduct, including:
 - g) not engaging in lewd or indecent language;
 - h) refraining from verbally abusing, harassing, or threatening another person;
 - i) or directly or indirectly causing a breach of peace which disrupts, disturbs, or interferes with the normal routine activities or teaching students, or with the peace, order, or discipline of MCC.
5. Any material deemed inappropriate by the MCCSGA President, the Dean of Students, or the College's Public Information Officer will be investigated and sanctions may be applied according the Student Code of Conduct, an officer may be removed, and/or a MCCSGA sponsored organization may have the charter revoked.
6. All documents of the club/organization are considered public information and therefore accessible to any member of the public.
7. Club/organization members are discouraged from contacting the media resources without the support of the College's Public Information Officer. Anyone not directed by the MCC Public Information Officer to represent the club/organization officially in media matters must declare their comments to be a personal nature.
8. The MCC Public Information Officer shall co-ordinate any press event or function, any media contact, and/or any press release for the club/organization.

D. Role of Advisor

1. Advisor(s) must be an employee of MCC who is paid by the state.
2. At least one advisor will be present at each club/organization meeting.

3. The advisor(s) will be available to students by appointment and on a reasonable basis.
4. The advisor(s) will accompany members on field trips.
5. The advisor(s) must ensure that student activities are consistent with the purpose of the institution and the personal development of students.
6. The advisor(s) are responsible for oversight of all fundraising activities, budgeting, and financial transactions.
7. The advisor(s) will be responsible for assuring that MCC policies and procedures, club/organization procedures, and State Board of Community Colleges code are followed at all times.

**AMENDMENTS
STUDENT GOVERNMENT ASSOCIATION
MAYLAND COMMUNITY COLLEGE**

**AMENDMENT I
THE STUDENT SENATE**

- A. All legislative powers herein granted shall be vested in the Student Senate of Mayland Community College, which shall consist of the president or other designated representative chosen by each official student organization sanctioned by Mayland Community College.
- B. The legislative body of MCCSGA shall be a Student Senate. The student senate shall consist of one representative from each official student organization sanctioned by Mayland Community College. The President of MCCSGA shall serve as the non-voting chair of the Student Senate.
- C. Senators who withdraw or are not enrolled in a minimum of six credit hours at Mayland Community College will be automatically withdrawn from office. All Senators shall be enrolled at Mayland Community College for a period of no less than their terms of office, be enrolled for six quarter hours or more, and maintain a 2.0 or better GPA.
- D. Election of all Senators of the Student Senate by student organizations shall be held by the third week of the fall semester. The term of office shall run for one year (365 days) from the installation of Senators.
1. Each student club is responsible for conducting a background investigation of their representative in order to determine that student's eligibility to serve on the Student Senate. All decisions of the organization will remain confidential and will be disclosed only to the Senatorial candidate in question, in writing.
 2. Senators' terms will last no longer than two consecutive years. After each two years' service, the senator must retire for one entire year before becoming eligible to run for re-election.
 3. Should a Senator lose eligibility or withdraw from school, the affected club is responsible for immediate investigation and appointment of a new Senator.
 4. In the event that a Senator is unable to attend a business meeting of the MCCSGA, the affected club is responsible for selecting a temporary alternate to represent that club and act as the club's representative on the Student Senate during the absence. Alternate representatives must meet the same qualifications as the official Senator.
- E. The MCCSGA Senate has the following duties and authorities:
1. To establish policy as the chief legislative body of the organization.
 2. To communicate matters discussed in business meetings of the MCCSGA to student organizations.

3. To represent the views and opinions of the majority of the students in the clubs they represent, and secondarily to represent the entire Student Body of Mayland Community College.
4. To ensure performance of the business functions of the office of Student Senator as indicated in the Constitution and Operational Guidelines of the MCCSGA.
6. To foster and maintain effective communications and a positive relationship between student organizations and the MCCSGA
7. To coordinate cooperative activities involving student organizations and the MCCSGA.

**AMENDMENTS
STUDENT GOVERNMENT ASSOCIATION
MAYLAND COMMUNITY COLLEGE**

**AMENDMENT II
HOLIDAY INCLUSIVITY POLICY**

In keeping with the Mayland Community College Student Government Association's status as the student government of a public institution of higher education receiving and dispensing funding from state and federal sources, the members thereof resolve to uphold the mandate of the First Amendment as extended to state and local governments by the Fourteenth Amendment and the Supreme Court's ruling in the case of *Everson v. Board of Education* (1947) by establishing the following inclusivity guidelines for MCCSGA holiday communications and events:

- A. When funded by Student Activity Fees, collected from the student body, MCCSGA events shall not officially celebrate religious holidays (e.g., Christmas, Hannukah, etc.), nor shall any official MCCSGA communications include greetings or other references connected to such holidays; however, seasonal decorations, foods, and customs derived from such holidays but without explicit religious significance (such as holly branches, Hannukah gelt, etc.) may be present in MCCSGA events and communications.
- B. MCCSGA events may officially celebrate secular holidays and astronomical and/or seasonal holidays; MCCSGA communications may include greetings and other references to such holidays.

However, whereas the following free exercises and expressions are not those of the MCCSGA or a public governmental body and are therefore protected by the First Amendment as extended to state and local governments by the Fourteenth Amendment and the Supreme Court's ruling in the case of *Everson v. Board of Education* (1947), particularly as the latter ruling states that government "cannot . . . exclude individual[s] . . . because of their faith, or lack of it, from receiving the benefits of public welfare legislation," we also resolve that these provisions shall not prevent:

- A. Individual Mayland students or MCCSGA members from celebrating religious holidays or from using associated greetings and/or symbols in nonofficial communications as a form of personal expression.
- B. Faith-based student groups from celebrating religious holidays or from using associated greetings and/or symbols in their official communications and/or services.
- C. Private, non-faith-based student groups from determining their own policies and guidelines regarding these matters (unless a specific complaint is brought before the Executive Council of the MCCSGA).