

# **STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

*Amended & Approved on April 28, 2021*

## **PREAMBLE**

WHEREAS the students of Fox Valley Technical College hereby establish this student government to represent the students' needs and desires, and to foster good will and effective relations within the student body and between students, faculty, administration, community, and other schools.

THREFORE, BE IT RESOLVED that the students of Fox Valley Technical College shall respect and support the human rights and fundamental freedoms for all without distinction of race, color, gender, ability, national origin, religion, or sexual preference.

BE IT FURTHER RESOLVED that this government at Fox Valley Technical College, in order to promote these goals, shall keep among itself a sense of security, unity, and well-being. Also, let it be a council to encourage student organization participation, the success of students, and to act as a problem-solving body.

BE IT FURTHER RESOLVED that we will develop relationships with faculty and staff, for when we find it necessary to act upon matters of concern, we shall do so in a peaceful manner within the prescribed legal channels.

## **ARTICLE 1: NAME**

The name of this organization shall be: Fox Valley Technical College Student Government Association (SGA).

## **ARTICLE 2: MEMBERSHIP**

1. Membership is open to all students who are enrolled in at least one credit for the current enrollment period.
2. Members are allowed one vote per person per motion.

## **ARTICLE 3: DUTIES AND RESPONSIBILITIES OF REPRESENTATIVES.**

1. Shall attend all Student Government Association meetings, report back to the student organizations, and keep the student body informed of Student Government Association activities.
2. Shall be responsive to the student body's suggestions, needs and concerns.

#### **ARTICLE 4: EXECUTIVE BOARD MEMBERSHIP**

1. Must be a representative in the Student Government Association and in good academic standing with a minimum of a 3.0 cumulative GPA, within the last 5 years, and must maintain a 3.0 each semester while in office.
1. The President, Vice President, Treasurer, Secretary, Parliamentarian, and two Member-at-Large positions shall comprise the Executive Board. Additionally, in the event of a Fox Valley Technical College student being elected to the Wisconsin Student Government executive board and not elected on the SGA executive board, that individual shall serve as an Ex officio member of this board (Ex officio members do not have voting rights).
2. Terms of office shall run from election to election.
3. Elections.
  - A. The election of the President, Vice President, Treasurer, Secretary, and Parliamentarian shall be conducted 2 weeks prior to the last Assembly meeting of the academic term. The newly elected officers shall preside over the final meeting of the academic term.
  - B. The election of the two Member-at-Large positions, and any other open positions shall be conducted by the third meeting of the Fall term.
  - C. Any time an office on the Executive Board becomes vacant, nominations of interested members will be taken at the next meeting of the Student Government Association. The Executive Board, except for those nominated for a vacant position, will appoint a member from the nominations of interested members to fill the position. The Student Government Association Executive Board has the discretion to appoint a member to the position if no nominations are made.
  - D. No student can be in office for more than 3 elected terms.
  - E. No student can run for more than 2 executive board positions at any given time.
  - F. No student can hold the same position for more than one full term.
4. Powers of the Executive Board
  - A. Shall approve all appointments made by the President of the Student Government Association.
  - B. Shall make any necessary decisions that cannot, because of deadlines, etc., be brought before the Student Government Association at the next meeting or may be unnecessary to take to a vote.
5. Confidentiality:
  - A. Fox Valley Technical College Student Government Association Executive Board members agree that during the term of his/her position, any personal information, regarding individuals or pending orders of business, shall be considered and preserved as confidential, private, privileged records of the Executive Board and will not be divulged

to any other individual or entity without prior express written authorization. The parties recognize that the organization will incur irreparable harm and will be entitled to ask for resignation or impeachment proceedings should the board member breach or threaten to breach this confidentiality provision. The parties hereby stipulate that there exists no adequate remedy at law should this provision be breached. In addition, the parties recognize that confidentiality of the aforesaid information dramatically affects the success of Fox Valley Technical College Student Government Association and its goodwill and that breach of the terms of this section constitutes a material breach of the organization agreement and will be grounds for termination for cause.

6. Duties of executive offices:

All Executive Board members must attend all Student Government Association, Executive Board meetings, Fall Leadership Camp, one-on-ones with the advisor, and team development event(s).

A. President

1. Shall attend and represent SGA to the District Board of Directors at monthly meetings.
2. Shall meet monthly with the Chief Student Services Officer of the College.
3. Shall meet once a semester with the Chief Facilities & Operations Officer of the College.
4. Shall make any appointments deemed necessary.
5. Shall remain objective and neutral at all times.
6. Shall vote only to break a deadlock.
7. Shall be responsible for the proper functioning of the Student Government Association.
8. Shall apply Robert's Rule of Order as necessary for the productive operation of meetings.
9. Shall aid in promoting the effectiveness of committees.
10. Shall preside over impeachment proceedings made against any position held by a member on the board other than their own.

B. Vice President

1. Shall preside over meetings in the President's absence.
2. Shall carry out the President's responsibilities in their absence.

3. Shall act as a liaison with the faculty and community.
4. Serve as the student representative for all academic processes.
5. Shall lead a Campus Relations Committee to promote a positive image of the organization at the college.
6. Shall serve as the Wisconsin Student Government Association Governor unless also serving on the executive board of Wisconsin Student Government.
7. Shall meet monthly with the Chief Academic Officer of the college.
8. Shall serve as the liaison between Oshkosh Student Board and the Student Government Association.

#### C. Secretary

1. Shall prepare and distribute minutes and agendas of all meetings.
2. Shall prepare correspondence from the Student Government Association.
3. Shall keep records of all SGA correspondence, including minutes, and agendas.
4. Shall maintain the Student Government E-mail, web page, and social media platform(s) to ensure information is current.
5. Shall ensure meeting minutes are posted online 1 week following a meeting after approval by the membership.
6. Shall ensure meeting agendas are posted online 48 hours prior to the meeting.
7. Shall serve as the liaison for Counseling Services.

#### D. Treasurer

1. Shall submit a Budget Update at all meetings.
2. Shall keep attendance at all Student Government Association meetings.
3. Shall review and keep track of all income and expenses of Student Government Association.

4. Shall deposit allocations to clubs for meeting attendance on a bi-annual basis.
5. Shall serve as the liaison for Information Technology.
6. Shall be the chair of the Finance Committee.

#### E. Parliamentarian

1. Shall be familiar with the Student Government Association constitution and shall see that all policies therein are followed.
2. Shall be consulted on all matters arising from the floor concerning parliamentary procedure.
3. Shall present accusing and rebuttal arguments one meeting prior to impeachment actions and conduct impeachment proceedings in compliance with Roberts Rule of Orders Impeachment Procedure.
4. Shall be knowledgeable and enforce Robert's Rule of Order as necessary for the productive operation of meetings.
5. Shall serve as the liaison for Security Services and Facilities Services.
6. Shall run the Fall Elections with the assistance with the advisor.
7. Shall review and bring forth any changes or revisions to the SGA constitution as needed.

#### F. Member-at-Large (Student Organizations)

1. Shall attend one meeting of each recognized student organization per year.
2. Shall act as liaison between Student Government Association and all active student organizations.

#### G. Member-at-Large (General)

1. Shall serve as the liaison for the following areas:
  - a. Campus Care Clinic
  - b. Veterans Resource Center
  - c. Diversity and Inclusion Services
  - d. Financial Aid
  - e. Enrolment Services
  - f. Food Services
  - g. Employment Connections

#### **ARTICLE 5: ADVISOR**

1. Shall attend all Student Government Association and Executive Board meetings.
2. Shall advise and inform on request.
3. Shall plan team development activities throughout the year.
4. Shall act as liaison between Student Government Association and college leadership.
5. Shall assist in providing information relating to student activities as requested by the Student Government Association.
6. Shall conduct election procedures for online voting for SGA Officer positions.
7. Shall facilitate a discussion on expectation and goals as members are elected.

#### **ARTICLE 6: Wisconsin Student Government Representatives**

1. Terms of office shall run for the duration of the academic year.
2. Appointment of Representatives
  - a. The Governor shall be the Vice President of Student Government Association or a person appointed by the President of Student Government Association.
  - b. The Lieutenant Governor shall be the Vice President of the Oshkosh Student Board or a person appointed by the President of Student Government Association.
3. Duties of the Representatives:
  - A. Governor
    1. Shall attend all Wisconsin Student Government meetings and the Legislative Seminar.
    2. Shall represent all of Fox Valley Technical College students and cast any votes for the good of all students.
    3. Shall serve as the liaison between Wisconsin Student Government and the Student Government Association.
  - B. Lieutenant Governor
    1. Shall attend all Wisconsin Student Government meetings and the Legislative Seminar.
    2. Shall represent all of Fox Valley Technical College students.
    3. Shall fill in for the Governor when needed .
    4. Shall serve as the liaison between Wisconsin Student Government and the Oshkosh Student Board.

#### **ARTICLE 7: PROGRAMS**

There are three organizations which operate 100% out of the monies allocated by the Student Government Association to Student Life and are dependent on these dollars for operational budget. Membership in these organizations will be made up of students who volunteer and are enrolled in a minimum of one paid credit. The members of these groups are held accountable and are responsible to the entire student body.

Each of these organizations will have a chairperson who is a representative of the Student Government Association and provides a report at each Student Government Association meeting. Each of these organizations will provide a minimum of one student representative to serve on the annual finance committee.

The organizations are:

- **Campus Engagement Organization (CEO)**
- **Fox Times (Student Newspaper)**
- **Oshkosh Student Board**

#### **ARTICLE 8: STANDING COMMITTEES**

1. Finance Committee
  - A. Oversee the budget proposal process.
  - B. Approve initial allocation of student fees.
  - C. Submit proposed budget to the Student Government Association for approval.
2. Food Committee
  - A. Hold weekly meetings with Food Services leadership to discuss students' comments, concerns, and requests regarding the food at the college.
  - B. Solicit input from students regarding food services at FVTC.
  - C. Visit other colleges to compare, and contrast food service offerings, and bring back suggestions to implement at FVTC.

#### **ARTICLE 9: REPRESENTATION ON COLLEGE COMMITTEES**

These are the college committees that require student representation from the Student Government Association. The student representatives do not need to be members from the executive board, but can be.

1. Wisconsin Technical College System (WTCS) Ambassador Selection Committee
2. Graduation Speaker Selection Committee
3. Commencement Planning Committee
4. Diversity, Equity & Inclusion Committee
5. Bookstore Committee

#### **ARTICLE 10: CLUB REPRESENTATION**

All clubs are invited to attend Student Government Association assembly meetings. In order to be eligible for allocation of funds from the Student Government Association at least one designee/representative of the club must be in attendance. Absence from Student Government Association meetings could also affect eligibility of travel fund requests through the organization.

### **ARTICLE 11: CLUB RECOGNITION**

A club is recognized by the Student Government Association if they meet the following qualifications:

1. Be comprised of at least 8 members who are currently enrolled students at Fox Valley Technical College.
2. Have at least one faculty/staff advisor.
3. Have on file with Student Life a current constitution approved by the members of the club.
4. Participate in at least one volunteer experience approved by Student Life.
5. Shall attend one Student Government Association meeting a semester.

### **ARTICLE 12: AMMENDMENTS TO THE CONSTITUTION**

1. Proposals to amend this constitution may be initiated by any representative of the Student Government Association, provided that such proposals are submitted in writing to the Executive Board eight days before presenting the amendments to the membership.
2. The Executive Board will present the amendments to the membership a minimum of eight days prior to voting.
3. A two-thirds vote, of those present at the Student Government Meeting, shall be necessary for the adoption of amendments to this constitution.

### **ARTICLE 13: IMPEACHMENT PROCESS**

1. Reasons for impeachment are: excessive absences, Fall Leadership Camp absence, failure to fulfill duties, and breach of confidentiality. Any exceptions are at the discretion of the Executive Board members.
2. The individual is asked to resign. If the board member refuses, then the impeachment process will be started.
3. Inform the individual that there will be impeachment proceedings at the next Student Government Association meeting.
4. Inform the individual that they will have the opportunity to address the membership with their appeal.
5. Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.
6. An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.
7. If an officer is impeached, the organization shall fill the position following the procedures outlined under Article 4 Section 4 Subsection B.