

Eastfield College
Student Government Association
Constitution

Preamble

We, the students of Eastfield College, part of the Dallas County Community College District (DCCCD), in order to form an organized representative association, uphold the rights of students, develop high standards of honor and civic responsibility and promote cooperation between the student body, the faculty, and the administration, do hereby establish this Constitution.

Article I – Name

The name of the herein-established organization shall be the Student Government Association of Eastfield College (EFC). Be it further that Student Government Association shall also be referred to as SGA.

Article II – Purpose

The purpose of the SGA shall include the following:

1. To promote the knowledge of and respect for a free and democratic society.
2. To act as the liaison between the students and administration, faculty, and staff of Eastfield College and the DCCCD and to mediate issues and concerns between the students, faculty, and administration.
3. To represent the students of EFC at the College, Community, State, and National levels.
4. To offer practical services to the student body.
5. To provide a forum to express student issues and concerns with the administration, faculty and staff.
6. To promote and support student activities and student involvement at Eastfield College.
7. To promote and support significant College Wide programs and activities.
8. To represent all Eastfield College students on College Wide events and committees.

Article III – Membership and Qualifications

Section I- Qualifications for Members of the Student Government Association

All currently enrolled students are considered part of the Eastfield College Student Body and as such are considered voting members with the right and privilege to elect from among their peers qualified candidates to represent them as elected officials within SGA.

Section II-Qualifications for Officers

To be eligible to run for an elected position in the Student Government Association, a student must be currently enrolled for a minimum of six (6) credit hours per term with a minimum 2.5 GPA at the time of election and must maintain that status during their term of office. Students seeking an Executive Board position must have a minimum 2.75 GPA. High school or transfer GPA for first term students may be considered. Letters of recommendation from counselors or professors may be required.

Article IV-Authority

Section I – General Authority

- a. Student Government Associations in the state of Texas are recognized by the Texas State Legislature as the authorized student body representation of higher education institutions, and as such are responsible to the students they serve for input on decisions that need to be made in reference to state and local policies. (Texas Education Code, Title 4, Section 54.5031).
- b. Eastfield College SGA is a dues paying member of the Texas Junior College Student Government Association (TJCSGA) which is recognized as the authorized student body representation by the Texas Higher Education Coordinating Board (THECB). THECB is responsible to the Texas State Legislature and the Constitution of the State of Texas.

Section II- Specific Authority

DCCCD Board of Trustees, the Chancellor of the DCCCD, the College President, and the College Administration recognize the SGA as the official representative student organization at Eastfield College.

Section III-Operating Authority

The SGA Executive Board, Senate, and House of Representatives are the elected representatives of the students Eastfield College. They are bound by this Constitution and the rules and regulations of the college and the DCCCD. Roberts Rules of Order shall govern any matter not superseded by this Constitution.

Article V- Admission and Induction

Section I- Oath of Office

All SGA elected officials shall take an oath of office before assuming their respective positions.

Section II- Oath for Senate and House of Representatives

The oath for those elected to the Senate and House of Representatives shall be “I (state your full name) agree to uphold the SGA Constitution and the rules, regulations and policies of Eastfield College, and to the best of my ability, carry out all duties and responsibilities as an elected member of SGA.”

Section III-Oath for the Executive Board Officers

The oath for those elected serve as officers of the Executive Board shall be “I (state your name) agree to uphold the SGA Constitution and the rules, regulations and policies of Eastfield College and to the best of my ability, carry out all duties and responsibilities as an elected officer of SGA.”

Section IV- Administering the Oath

The incumbent SGA President will swear in new members and officers. This privilege may be delegated when the circumstance warrants it, such as the availability of an Eastfield College Administrative Staff member.

Article VI- SGA Representation and Leadership

Section I-Leadership

The official leadership of the SGA shall consist of the Executive Board, the Senate and the House of Representatives. The Executive Board will be known as the officers of the SGA. These leaders are also herein authorized to conduct the business of the SGA on behalf of the student body. The Executive Board shall act on behalf of SGA in accordance with this Constitution and the purpose of SGA as stated in Article II. Definitions and responsibilities of each position are stated in the EFC SGA Bylaws.

Section II-Executive Board

The Executive Board shall be responsible for enforcing any rules and regulations in the Bylaws pertaining to the conduct and the duties of members of the Senate and the House of Representatives while in office. The Executive Board will also carry out decisions of the Senate and the House of Representatives and the general business of the SGA. The Executive Board has the authority to set the agenda for General SGA meetings by which the Senate and the House of Representatives will vote as well as all other duties and responsibilities detailed in the Bylaws.

Ratified Oct. 8, 2010

The Executive Board shall consist of the following:

- A. President
- B. Vice-President
- C. Executive Secretary
- D. Treasurer
- E. Parliamentarian

Section III- The Senate

The Senators shall carry out all prescribed and assigned duties and responsibilities assigned to them by the Executive Board. The Senators will adhere to the Constitution and the purpose of SGA as stated in Article II. All other responsibilities are expressed in the Bylaws.

The Senate shall consist of a minimum of three elected positions.

Section IV-House of Representatives

The House of Representatives members are elected as “members at large” and are responsible for assisting the Executive Board and Senators in carrying out their duties. Representatives will adhere to the Constitution and the purpose of SGA as stated in Article II. All other responsibilities are expressed in the Bylaws.

There is no limit to the number of seats available in the House of Representatives.

Section V-General SGA Committees/Councils and Purpose

Unless otherwise stated, all chairpersons of a committee are to be appointed by the President and must be approved by a majority of the Executive Board and Senators.

1. Constitution Revisions Committee

- a) The Chair of this committee will be the Parliamentarian to be assisted by a minimum of two Senators and three Representatives. A Committee Secretary should be elected from the committee members to take minutes of every meeting.
- b) This committee will review the constitution and make suggested revisions to the general SGA.
- c) The committee is charged with reviewing the constitution annually.

2. Elections Committee

- a) The Chair of the committee will be appointed by the SGA President. The committee will be composed of two Senators and three Representatives. The SGA advisor may appoint a staff or faculty member to serve on this committee. A Committee Secretary should be elected from the committee members to take minutes of every meeting.
- b) This committee will develop the procedures and policies for elections in accordance with the guidelines stipulated in the Student Government Association Constitution and Bylaws.

3. Jurisprudence Committee

- a) The Jurisprudence Committee shall be chaired by the Parliamentarian to be assisted by a minimum of two Senators and three Representatives. A Committee Secretary should be elected to take minutes of every meeting.
- b) The Jurisprudence Committee shall be responsible for the interpretation of the SGA Constitution, Bylaws, and resolutions. They may also review the Constitutions of all student organizations and make recommendations for approval by the Office of Student Life.
- c) The Jurisprudence Committee shall keep a record of all constitution issues reviewed and submit a constitution revision recommendation to the Constitution Revision Committee or to the appropriate club president.
- d) The Jurisprudence Committee may be called upon by club officers, members, and advisors to help resolve any constitutional or procedural conflict of any officially recognized student club or organization.

4. Club Funding Committee

- a. The Club Funding Committee shall be chaired by the President and Co-chaired by the Treasurer.
- b. The Club Funding Committee shall be composed of at least three Senators and four Representatives.
- c. The Club Funding Committee shall be responsible for making decisions concerning awarding Special Event and Travel funds to qualified student clubs and organizations.
- d. The Club Funding Committee members should rotate each month.
- e. Senators and Representatives who are also members of clubs petitioning for funds are not allowed to serve on the Club Funding Committee. Should the President or Treasurer be a member of a club petitioning for funding, he/she must remain impartial and abstain from the discussion, voting, or any other type of influencing participation. Before the meeting begins, a statement should be made concerning this fact and any further comments from them should relate only to the structure of the proceedings. The SGA Advisor will monitor the meeting for objectivity and may dismiss the President or Treasurer from the meeting should their words or actions be construed as to show partiality. The SGA Advisor would continue facilitating the meeting.

Section VI-SGA Advisor

- A. The SGA Advisor shall be the Director of Student Life or designee appointed by the Dean of Student Development and Outreach.
- B. The SGA Advisor shall serve as an Executive Officer of the SGA.
- C. The Advisor shall maintain an accurate accounting of the SGA budget and authorize all transactions from the budget. He/she shall keep the Treasurer informed of all transactions.
- D. The main role of the advisor shall be to support the projects of the SGA and educate the SGA members as to their duties and responsibilities. The SGA Advisor shall coordinate leadership programs in conjunction with the President and/or Executive Board.
- E. The Advisor shall be responsible for executing a grade check on all candidates and appointees for student government positions. He/she will advise the Executive Board and the Elections Committee of the results.
- F. At the midterm and end of each term (excluding summer) the SGA Advisor shall be responsible for executing a grade check on all appointed and elected members of the SGA. He/she will advise the non-qualifying members and process their resignation. The SGA Advisor will notify the SGA President of any resignations.
- G. The SGA Advisor will have the authority to remove members of the SGA who do not qualify before or during their term of office. He/she also has the authority to remove members who are found guilty of misfeasance and malfeasance, action(s) that are deemed detrimental to the SGA and/or college, and any

other offense that clearly violates the proper purpose of SGA or any action in violation of the DCCCD Student Code of Conduct.

Article VII-General Elections and Terms of Office

Section I-General Elections

- A. The Elections Committee shall be chosen each year to supervise the elections of the SGA. The Committee shall have sole authority to conduct the general elections and settle election issues not addressed in this Constitution.
- B. No one running for SGA office may serve on this committee.
- C. SGA general elections shall be held during each year between the first week of March and the last full week of April. The Director of Student Life shall set the exact dates and times. The election dates will be announced during the first meeting to occur in the spring semester.
- D. Any candidates running for election must meet all qualifications for office, submit an official application with a petition signed by a minimum of fifteen (15) students supporting his/her candidacy, and adhere to all election rules.
- E. It is the responsibility of the Elections Committee with the assistance of the SGA Advisor to determine the order in which each candidate's name appears on the ballot.
- F. If there are more than two candidates running for the same position and no majority was reached on the first vote, then a runoff vote will be taken from the Senate and House of Representatives to decide the winner solely between the two leading candidates.
- G. Vacancies may be filled by appointment by the President-Elect with the verification and approval from the Director of Student Life.

Section II-Terms of Office

- A. The term of office shall begin on the day after the last day of the Spring Semester.
- B. If the President should relinquish his/her office due to resignation or removal the Vice-President shall become the President. In the event the Vice President's position becomes vacant, the Secretary shall have the option of becoming Vice President or remaining Secretary.
 - a. If the Secretary declines the Vice President's position, the following SGA members, in order, shall have the option of becoming Vice President: the Parliamentarian and then the Treasurer. If the position remains vacant, the President may appoint any SGA member to the position with a majority approval of the entire SGA.
 - b. All other vacancies shall be filled by a majority vote cast by the current SGA members.
- C. The terms of election for Eastfield College SGA students pursuing the SGA Presidential office shall be limited to one term (one term equates to three consecutive semesters-summer, fall, and spring).

Article VIII-General Meetings and Attendance

Section I-Meetings

- A. The President or designee will serve as the Chair of the general meeting.
- B. The SGA must meet at least once per month during the academic year. These meetings are mandatory.

- C. The President is responsible for calling and scheduling all meetings in accordance with the rules of this Constitution. All regular meetings must be scheduled at least seven days in advance and all members must be properly notified of meetings. The President may call special meetings when deemed necessary. Special meetings may be called with only 24 hours notice. This requirement may be waived in extreme emergencies as determined by the Director of Student Life. In such cases, all votes must be a majority of the entire Executive Board and Senate.

Section II-Quorum

- A. To conduct official business of the SGA, a quorum must be reached as outlined in this section.
- B. A quorum at regular meetings shall consist of a majority of the present SGA members.
- C. A quorum at Executive Board meetings shall consist of a majority of the SGA Executive Board members.

Section III-Voting

- A. All voting shall take place in the SGA General meetings.
- B. Voting members are the Executive Board with the exception of the President in case of a tie vote, the Senators, and the Representatives.
- C. Any voting member may request a secret ballot.

Section IV-Attendance

- A. General meetings
 - a. All SGA general meetings are mandatory for the Executive Board, the Senators, and the House of Representatives.
 - b. If an SGA member is unable to attend a meeting, it is his/her responsibility to obtain the minutes of the meeting and other related materials.
 - c. The Executive Board, Senators and Representatives are permitted a total of two (2) excused absences per year unless permitted by the President due to special circumstances in which case a proxy must be used.
 - d. The Executive Board and Senators are only allowed one (1) unexcused absence. A warning letter will be issued and the officer will be required to meet with the Director of Student Life to discuss their commitment to SGA. Upon the second unexcused absence the Executive Secretary will petition for the officer or Senator's removal from office.
 - e. A Representative who exceeds the limit of excused and unexcused absences will be placed on inactive/non-voting status. A future absence, excused or unexcused, will result in the Vice President petitioning for their removal from SGA.
 - f. All absences must be given to the President or the presiding chair at least one hour prior to any scheduled SGA meeting. The President, with consultation of the Director of Student Life, will make the decision as to whether an absence is excused or unexcused.
 - g. After exceeding the allotted amount of excused absences, the Vice-President will send a letter of warning to the officer/member in question. This letter will be sent no sooner than 2 days after the missed meeting and no later than 5 days.
- B. Executive Board Meetings
 - a. The Executive Board meetings should occur once a month.
 - b. Senators may be included in the Executive Board meetings.

- c. The Executive Board and Senators shall be governed by these same attendance provisions of general meetings.

C. Committee Meetings

- a. Committee Meetings are mandatory and should be scheduled at a time and place convenient for all members.
- b. The committee members shall also be governed by the same attendance provisions as outlined in the SGA meetings, but on a separate account for committee meetings.

Section V-Proxy

A. General and Officer's Meetings

- A. It is the duty of each Executive Board member and Senator to be present at all SGA meetings. If an officer or Senator knows in advance they are unable to attend a meeting and notifies the President and/or Director of Student Life, a proxy may be designated to be in attendance at the SGA meeting to report to the SGA on the officer or Senator's duties.
- B. The proxy must be announced to the Executive Board within twenty-four (24) hours of the meeting in which the proxy is to be used, and the proxy will answer the roll call with "I am (state full name) serving as proxy for (name of officer or Senator).

Article IX-Inactivation or Removal from Office

Section I-Representative Inactivation

- A. All SGA members are required to fulfill their duties as described in the Bylaws. Failure to do so will render the Representative inactive.
- B. A Representative placed on inactive status will have their voting rights suspended as well as being barred from participation in SGA trips or members only activities.
- C. Representatives placed on inactive status after failing to meet attendance requirements will be notified via letter from the Vice President within two (2) days and not more than five (5) days. [Refer to Article VIII, Section 4(d)]
- D. A Representative may petition the Executive Board for reinstatement by bringing a letter of commitment to the SGA to the next regularly scheduled General meeting or Executive Officers Meeting.

Section II-Removal from Office

- A. SGA Executive Officers may be removed from office for absenteeism according to the attendance policies stated in Article VIII, Section III.
- B. Members and officers may be removed from office for the nonperformance of duties, misfeasance and malfeasance, action(s) that are detrimental to SGA and/or the college, any other offense that clearly violates the proper purpose of SGA or any action in violation of the DCCCD Student Code of Conduct.
- C. A Petition for Removal must be submitted at a General Meeting in order for a vote of removal to be considered for a vote. Any SGA Officer or Active Representative may start a petition. The petition must be signed by either 2/3 vote of the Executive Board, a 2/3 vote of the Senate or fifty (50) members of the Student Body. The Petition must appear on the agenda for the next regularly scheduled General Meeting.

- D. A removal petition must include the following: the name of the person subject to removal, his/her office, a clear statement of the offense, and the proper number of signatures with Eastfield College Student ID numbers in support of the petition.
- E. Members shall be removed by two-thirds (2/3) vote of all voting members of the SGA. If a member feels his/her removal from office is not warranted, he/she must appeal to the SGA in writing within five (5) business days to the Jurisprudence Committee. The Jurisprudence Committee will meet within five (5) business days of the receipt of the appeal to review and act on the appeal.

Section III-Appeals

- A. In the case of an appeal, the SGA Advisor shall serve as the facilitator for the review process. The facilitator will read the charges from the petition and will also provide information requested by the Jurisprudence Committee. The named SGA member shall have the opportunity to answer the charges and to provide evidence in their support.
- B. If the Committee decides the removal charges are valid, then the committee must within two (2) business days notify the named SGA member of his/her removal from office by letter, and the Executive Board and Senate by memorandum.
- C. If the Committee decides the removal charges are invalid, then the committee must notify the named SGA member of their decision by letter within two (2) business days and the Executive Board and Senate by memorandum.

Article X-SGA Constitution Amendment and Revisions Process

Section I-Amendments

- A. Any elected official may propose amendments to the Constitution at general SGA meetings. To be accepted as a proposed amendment, it must receive a two-thirds (2/3) vote of the general SGA.
- B. The Student Body of Eastfield College may propose amendments to the Constitution when supported by a petition signed by 500 students who are currently enrolled at Eastfield College. To be accepted as a proposed amendment, it must receive a two-thirds (2/3) vote of the general SGA.
- C. The amendments will be processed as per the ratification clause of this constitution.

Section II-Revisions

- A. According to Article VI-1(a), the Constitution Revisions Committee will be charged with annually reviewing the Constitution and proposing revisions.
- B. To be accepted as a proposed revision, it must receive a two-thirds (2/3) vote of the general SGA.

Article XI-Ratification

Section I-Ratification

- A. Upon a two-thirds (2/3) approval vote by the SGA, the proposed revisions and/or amendments shall be forwarded to the Director of Student Life at Eastfield College.

Ratified Oct. 8, 2010

- B. The Director of Student Life shall review the proposed revisions of the Constitution to ensure that they comply with college regulations. The proposed revisions are to be forwarded to at least one of the following administrations: the Dean of Student Development, the Vice President of Student Affairs, and the College President.
- C. If and when the revisions and/or amendments are approved by administration, they shall be presented to the student body for ratification.
- D. Ratification of a constitutional revision and/or amendments shall be by majority approval of students attending a Special SGA General Meeting.

Article XII-Implementation

Upon ratification of this constitution as stated in Article XI, the document will immediately become effective as the constitution of the Student Government Association of Eastfield College, superseding the Constitution currently in effect.

Ratification Date: Oct. 8, 2011

Witnessed by:

SGA President:

Print Name: Santiago Martinez

SGA Vice-President:

Print Name: Luis Martinez

SGA Advisor:

Print Name: Judy Schwartz, Interim Director of Student Life

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Article I-Membership

Section I:

- A. All currently enrolled students are considered part of the Eastfield College Student Body and have the right and privilege to elect representation to SGA.
- B. Any member of the Student Body may attend SGA meetings.
- C. A member of the Student Body may vote on issues at SGA meetings if they have completed an SGA voter registration card that confirms their currently enrolled status.

Article II-Elected Officials Duties

Section I: Specific Duties of the Executive Board

Executive Board Members of the Student Government Association shall adhere to Article II of the Constitution as well as the DCCCD Student Code of Conduct. Executive Board Members are required to attend all general SGA meetings and Executive Board meetings and fulfill any Constitutional responsibilities not mentioned in the following outline.

- A. President
 - a. The President shall serve as the official spokesperson for Eastfield College SGA.
 - b. The President shall take responsibility to see that the Senators and Representatives represent the Student Body and that they uphold the responsibilities described and outlined within these By-Laws and shall delegate duties and responsibilities within the purposes of the Student Government Association.
 - c. The President shall call and preside over all general and special meetings of the Executive Board and SGA.
 - d. The President has the authority to appoint committee chairs and shall serve as an ex-Officio member of all SGA committees.
- B. Vice-President
 - a. The Vice-President shall assist the president in the performance of his/her duties and to carry out all duties assigned to him/her by the President.
 - b. The Vice-President shall assume presidential duties upon the President's absence.
 - c. If the President shall relinquish his/her office, the Vice-President shall become President.

- d. The Vice-President shall co-chair any or all committees as deemed necessary.

C. Executive Secretary

- a. The Secretary shall assist the President and the Vice-President in the performance of their duties.
- b. The Secretary shall record, maintain, and distribute all minutes of the Executive Board meetings and the general SGA meetings. Minutes must be distributed within 72 hours of each meeting.
- c. The Secretary shall maintain an accurate and official record of all SGA activities, communications, actions, and correspondence including collecting minutes taken from SGA committees.
- d. The Secretary shall take attendance at all meetings and maintain attendance records.
- e. Should there be a succession in the President's position leaving the Vice-President's position vacant, the Secretary may choose to assume the Vice-President's position or remain as Executive Secretary. (Article VII, Section 3 B(a).

D. Treasurer

- a. The Treasurer shall assist the president in the performance of his/her duties.
- b. The Treasurer shall be responsible for all SGA account funds and to keep accurate records of all money matters.
- c. The Treasurer shall sign all financial paperwork.
- d. The Treasurer shall be an ex-Officio member of the Fundraising Committee, should one be established.
- e. The Treasurer shall give a financial report at all SGA meetings.

E. Parliamentarian

- a. The Parliamentarian shall assist the president in the performance of his/her duties.
- b. The Parliamentarian shall be knowledgeable of proper parliamentary procedures.
- c. The Parliamentarian shall ensure business is being conducted according to Robert's Rules of Order and serve as the official time keeper for SGA.
- d. The Parliamentarian shall chair the Constitution Revision Committee and the Jurisprudent Committee.

Section II: Senators

Senators are elected officials seeking to fulfill the mission and purpose of SGA as stated in Article II of the Constitution. Senators are required to attend all Executive Board meetings and general meetings of the SGA.

- a. Senators shall chair any or all committees as deemed necessary.
- b. Senators shall assist and advise faculty, administration, and staff of Eastfield College in the development, supervision, evaluation, and coordination of all aspects of campus life.
- c. Senators shall make an oral report at each meeting of their activities pertaining to SGA.

Section III: House of Representatives

Members of the House of Representatives shall be called Representatives and are elected as “members at large.” Representatives are elected officials seeking to fulfill the mission and purpose of SGA as stated in Article II of the Constitution. Representatives are required to attend all general meetings of the SGA.

- a. Representatives are expected to serve on any or all committees as deemed necessary.
- b. A Representative’s primary responsibility is to be the eyes and ears of the Student Body and to bring forward to SGA suggestions, concerns and issues of importance to the students of Eastfield College.

Article III: Committees

Section I: Standing Committees

Standing committees are those committees stated in Article VI, Section V of the SGA Constitution.

Section 2: The President may establish committees as deemed necessary. Areas of need may include Student Affairs-Admissions, Advising, Testing, Financial Aid, and Student Life; Student Clubs & Organizations; Community Involvement-Outreach, Recruitment and Service Learning; Marketing and Advertising; Student Services-Bookstore, Food Service; Academics; and Campus, Local and State Issues.

Article IV: Special Event & Travel Funding for Student Clubs and Organizations

Section I: Process

- a. SGA is charged with the responsibility to make decisions concerning the awarding of special funding for qualified student clubs and organizations.
- b. The Office of Student Life determines the criteria for qualified organizations.
- c. Club leaders submit a Special Event and Travel Funding Proposal to their club liaison for review, which is then submitted to the Director of Student Life/SGA Advisor for approval.
- d. The SGA Advisor reviews the form and if approved, contacts the President and Treasurer to let them know of the necessity for the Club Funding Committee to be in place for the next meeting.
- e. The President will inform those present at the next general meeting that immediately following the regular scheduled meeting a Club Funding Committee meeting will take place.
- f. At the appropriate time, members from the club submitting the proposal will be invited to attend the general meeting remain present for the Club Funding Committee meeting to present their request in person.
- g. The Committee will adjourn for private discussion and evaluation.
- h. The club will be notified of the Committee’s decision by letter in their mailbox within 72 hours.

Ratified Oct. 8, 2010

Article V – Amendments

Section I: Amendments

Amendments to these By-Laws may be made according to the same rules and regulations pertaining to the SGA Constitution as stated in Article X and XI.

Article VI: Parliamentary Procedure

Section: 1: Parliamentary Procedure

- a. All meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.
- b. All elected SGA officials must have a basic knowledge of parliamentary procedure.

Ratification Date: October 8, 2010

Ratification Date: Oct. 8, 2011

Witnessed by:

SGA President:

Print Name: Santiago Martinez

SGA Vice-President:

Print Name: Luis Martinez

SGA Advisor:

Print Name: Judy Schwartz, Interim Director of Student Life