



Trinidad State Junior College (TSJC)-Valley Campus
Student Government Association (SGA)
Bylaws

Article I-Purpose

The bylaws shall be the working rules and regulations of the TSJC SGA student senate. They shall also serve to define the specific duties of each Senate position. Neither these bylaws nor any subsequent amendments or additions shall be in conflict with the Student Government Association Constitution.

Article II-Duties of Executive Officers and Senators

Section 1: Duties of voting members of the SGA Senate-Executive Officers and Senators

A. The duties of the President of the Student Body shall be to:

- The President shall serve as a non-voting member of the SGA.
- Preside over all Student Government meetings.
- Call all special meetings.
- Serves as the State Student Senate Advisory Council Representative.
- Sign all financial documents of the organization.
- The President shall report to the students all pertinent and relevant information discussed at the TSJC President's Cabinet meeting.
- Attend to all SGA financial correspondence.
- The President shall hold a seat on appropriate campus committees.
- The President oversees the filling of any vacant Executive Board Positions.
- Will meet with the SGA advisor weekly.
- Work with the Student Body Vice President and SGA advisor to establish an annual budget.
- Will serve a maximum of two consecutive terms as President (two years in a row).
- Shall represent the student body of the TSJC valley campus at all public and private activities when called upon by the administration and/or SGA advisor.
- Shall coordinate all SGA related business via email during the summer semester as needed.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Set and post a minimum of 3 office hours per week in the Student Life Office.

B. The duties of the Vice President of the Student body shall be to:

- Succeed the President should the President for any reason be unable to carry out the Presidential duties.
- Coordinate club collaboration activities, such as the holiday party or other mass club fundraising activities/events.
- Shall chair all SGA related committees.
- Shall serve as the SGA parliamentarian.
- Secure space for all related SGA meetings and activities.
- Be responsible for establishing and maintaining SGA property inventories.
- Maintain a current and accurate account of all delegated funds related to SGA activities.
- Prepare and present a monthly budget report at regular SGA meetings.
- Work with SGA President, advisor and committee chairs on budgets and expenditures.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Set and post a minimum of 3 office hours per week in the Student Life Office.



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Article II- Duties of Executive Officers and Senators (Continued)

A. The duties of the Secretary shall be to:

- Responsible for all agendas, minutes, and bills. Agendas and previous meeting minutes must be saved to the V: Drive and emailed to the senate by 5pm Friday the week before the meeting.
- Keep an electronic file of all recordings on the network's V: drive, and a hard copy filed in the Student Life Office.
- Present a typed copy of previous meeting's minutes at all SGA meetings.
- Shall record attendance at all SGA meetings and calculate quorum.
- Work with the Student Body Vice President to keep an accurate account of the point status of each club which reflects each club's matching percentage eligibility for semester funding.
- Attend to all written correspondence as deemed necessary.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Set and post a minimum of 3 office hours per week in the Student Life Office.

The duties of the Vice President of Marketing shall be to:

- Responsible for maintenance of all SGA controlled bulletin boards.
- Maintain a monthly activity board.
- Coordinate publicity for all SGA activities.
- Assist Student Life Office as needed.
- Be responsible for all SGA public relations.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Set and post a minimum of 3 office hours per week in the Student Life Office.

C. The duties of a Senator at Large (3) will be to:

- Act as liaison to the general student body.
- Promote and actively encourage participation from the general student body to participate in SGA community events.
- Assist Student Life Office as needed.
- Attend all executive board meetings.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Set and post a minimum of 2 office hours per week in the Student Life Office.

D. The duties of each student club Senator will be to:

- Serve as liaison between SGA Senate and their respective organizations.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.



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Article III-Duties of the SGA Advisor

Section 1: The duties of the Faculty Advisor shall be to:

- The advisor shall not be a voting member of SGA senate.
- The Coordinator of Student Life will be the designated SGA advisor.
- In case of Coordinator of Student Life position vacancy, the Associate Dean of Student Services will serve as SGA advisor.
- Attends all SGA meetings.
- Ensures policies and procedures of college and as stated in the SGA Constitution and By-Laws are followed; in collaboration with student leaders.
- Signs off on funding approved by the SGA Senate.
- Oversees budgetary matters of the SGA Senate.
- Offers guidance and feedback to executive board and student leaders.
- Offers trainings, workshops etc. for student leadership and club involvement.
- Conflict resolution as needed.
- Oversee the legal and ethical obligations of the SGA.

Article IV- Attendance policy

Section 1: All members of the SGA Senate are expected to be active participants and present at all SGA Senate meetings and activities.

Section 2: All members/member organizations of the SGA are required to volunteer to assist the SGA Senate or SGA advisor with a minimum of two events per semester.

Section 3: If a member is faced with an emergency, the SGA Secretary or advisor must be notified via e mail, text or phone call at least one hour prior to scheduled meeting or event. Valid excuses for an excused absence include 1)Personal Emergency 2)Family Emergency 3)Work Emergency Obligation 4)School Emergency. The term emergency means an event that could not have been reasonably been expected prior.

Section 4: Any member that accrues two unexcused absences within a semester will receive a written warning from the SGA President or advisor. Any additional unexcused absence will result in expulsion from the SGA Senate. All absences are unexcused unless deemed an emergency as outlined in Article IV Section 3.

Section 5: If the designated club senator is unable to attend the meeting, the designated alternate representative may be sent in place of the designated senator a maximum of two times throughout the semester. Unless otherwise authorized by the SGA senate.

Section 6: Any expelled member can appeal this decision by following the appeal procedure outlined in Article IX of the SGA Constitution.

Section 7: Any recognized organization that has had their student Senator expelled from the SGA Senate, must appoint a new representative within one week of written notification of the dismissal of the Senator. An extension of an additional week may be granted with the authorization of the voting senate. Any additional infractions of the attendance policy by the newly appointed senator will result in loss of club recognition and forfeiture of all SGA club funding. If the organization fails to replace the Senator, the club will be dropped from the SGA, the club will forfeit all SGA club monies and the club must petition to be recognized as a new organization.



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Article V-Finances

Section 1: All finances shall be handled in accordance with the established fiscal procedure in effect for the college.

Section 2: Funds shall be used for the operation of the organization as directed by 2/3 of the voting SGA senate.

Section 3: In the event of loss of student club/organization recognition, any SGA allotted funds remaining in the organization's campus account shall be forfeited and any further funding from SGA will cease.

Section 4: In order to receive funding from the SGA, a recognized club/organization must:

- A. Must have a club member serve as Club Senator for the SGA Senate who must adhere to the attendance policy as outlined in Article IV of the SGA bylaws, as well as the SGA recognized club funding procedures outlined in Article V Section 5 of the SGA bylaws.
- B. Fill out a funding request form and attach a current copy of cumulative fundraising tracking sheet as found in the Student Life Office.
- C. All requests for SGA assistance will be signed by SGA Senator and club advisor and will be proposed in writing and presented to the senate by the respective club's President/representative and advisor at least three weeks prior to the event, unless otherwise approved by SGA Senate and advisor.
- D. In addition, the Secretary must place the proposal on the agenda and assign a coinciding bill number to the minutes, the agenda and the new proposal at least one week prior to the presentation.
- E. All monies will be voted upon by a majority vote of the SGA Senate.

Section 5: SGA Recognized Club funding points and matching system

- A. Each recognized club shall be awarded a start-up fund of \$250 once per academic year at the time of recognition, provided funds are available. The purpose of these monies is to allow students a fund to begin fundraising, and exploring ways to become a sustainable organization.
- B. Point and Matching System
 - a. In addition to the start-up fund, SGA recognized clubs may request an additional maximum of up to \$250 per semester based on points and matching system.
 - b. Requests for SGA matching funds for the Fall semester must be approved prior to the last SGA business meeting held in the Fall semester.
 - i. All monies for the Fall semester that are not requested before this date will be re-appropriated into the general SGA budget for the academic year.
 - c. Requests for SGA matching funds for the Spring semester must be approved prior to the last week of March. A request or letter of intent may be submitted prior to the last week of March to insure the club has access to remaining funds for the spring semester.
 - i. All monies for the Spring semester that are not requested before this date will be re-appropriated into the general SGA budget for the academic year.



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Article V-Finances (Continued)

- d. The amount of points a club earns directly correlates to the percentage of funding SGA will match, matching will be based on what is documented on the club fundraising tracking form.
- i. For example:
1. Club 1 uses \$250 start –up funding to have a bake sale.
 2. Club 1 raises \$100
 3. Club 1 may request SGA to match their funding.
 - a. If club 1 has 100 points, SGA may vote to match 100% (\$100).
 - b. If club 1 only has 20 points, SGA may vote to match 20% (\$20)
- e. How clubs earn points:
- i. At time of recognition clubs must have prepared evidence of:
1. Posting club meeting times, purpose, advertising, etc. outside of Student Life in designated area (Keeping updated as times change.) 20points
 2. Regular meeting time and space is set for the year and followed. 20 points
 3. Being present at SGA meetings- Auto 20 points allotted to each club upon recognition. 5 points are deducted every absence from the total accumulated points.
- ii. Clubs may earn additional points by:
1. Assisting Student Life with events. 5 points each
 2. Service to TSJC or community (Must be approved before hand) 5 points each
 3. Club Sponsored Event- 5 points each
 4. Fundraisers- 5 points each
 - a. Clubs must have approval forms for Service to Community, Club Sponsored Events, and Fundraisers filled out and signed by SGA advisor prior to event, in order to receive points.

Section 6: In order to receive funds from the SGA, an unrecognized organization must:

- A. Fill out a funding request form as found in the Student Life Office.
- B. All requests for SGA assistance will be proposed in writing and presented three weeks prior to the event unless approved by SGA Senate and advisor.
- C. All monies will be voted upon by a majority vote of the SGA Senate.

Article VI- SGA Chartered Clubs and Organizations

Section 1: Criteria for chartered clubs and organizations

- A. Membership criteria to all clubs and organizations on the TSJC Valley campus must be on file with the Student Life Office this will include a Constitution that follows the Student Organization Handbook guidelines.
- B. In order to be a recognized club or organization, there must be two active student members and one staff or faculty advisor.
- C. In order to receive recognition, the new organization must fill out the Club Recognition Form and be placed on the agenda for an SGA Senate meeting to be voted into active status.



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Article VI- SGA Chartered Clubs and Organizations (Continued)

- D. The Club Recognition Form must be submitted alongside the Club Constitution and kept on file in the Student Life office.

Section 2: Disciplinary action

- A. The SGA Senate shall have the power to place on probation or temporarily suspend any member organization, which fails to carry out the responsibilities to the college or the SGA.
- B. Any organization that is placed on probation or suspension will be notified in writing by the SGA Senate within 24 hours of said action.
- C. Any organization placed on probation or suspension may appeal such action by following Article IX of the SGA Constitution.

Section 3: Chartered organizations that have been granted recognition by the SGA Senate will have the following privileges.

- A. The right to hold meetings in the Student Life Office.
- B. The right to program student activities on campus.
- C. The privilege of conducting fundraising campaigns on campus.
- D. The right to request funds from the SGA.

Article VII-Solicitation

Section 1: Solicitation by students or groups for the purpose of selling merchandise or services or to obtain contributions on campus or off campus by recognized college organizations is subject to authorization.

Section 2: Proceeds from sales must be used towards fulfilling the purpose of the soliciting organization.

Section 3: Solicitations by individuals or non-college groups are prohibited, except through the established college sales outlets; and/or as approved by the administration of the college.

Section 4: Any chartered organization or individual student must schedule with the Student Life Office, any activity or project to be held on campus.

Article VIII: Rules of Procedure

Section 1: Robert's Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert's Rules of Order conflict with this Constitution, this constitution takes priority.

Section 2: In order to maintain active status, the organization agrees to abide by those rules and procedures, including financial regulations which pertain to all student organizations.