

The Constitution of the Charles S. Mott Community College Student Government Association

Preamble

We, the members the Student Body, do hereby establish the Charles S. Mott Community College Student Government Association in recognition of each student's right to have their ideas, needs, and desires appropriately considered for inclusion in the life of the College.

Statement of Purpose

In order to foster an academic community that ensures the highest success and welfare of every student of Charles S. Mott Community College, the Student Government Association shall provide a means of cooperation between the students, Student Clubs, Faculty, Staff, College Administration, and Board of Trustees, such that student life will be enriched and the value of a Mott education will be enhanced.

Article I Organization and Responsibilities

- Section 1 The Student Government Association (hereafter referred to as the "SGA") shall be composed of an Executive Board, Student Senators, Club Representatives, and an Ex-Officio College Staff Advisor, and shall be the principal deliberative body through which students might propose, decide upon, or affect changes, initiatives, or activities related to the student life of the College.
- Section 2 The Executive Board shall consist of four elected officers, President, Vice President, Secretary, and Treasurer, whose responsibility it shall be to faithfully represent the interests of the Student Body to the College Administration, diligently execute all proposed and approved plans of action as willed by the Student Body, and (except for the President) vote on all matters brought before the SGA.
- Section 3 Student Senators shall be responsible for an acquaintance with the interests of the Student Body and from such be further responsible to promote, propose, and vote upon any matter to be brought before the SGA such that these interests might be realized and the life of the College enriched.
- Section 4 Club Representatives shall be responsible for the faithful representation of the Student Clubs for which they've been appointed and whose interests and activities each Representative shall not fail to consider when voting on matters brought before the SGA.
- Section 5 In conjunction with the Ex-Officio College Staff Advisor (hereafter "Advisor"), the SGA shall approve or deny official recognition of prospective Student Clubs, monitor the activity of Clubs such that they will continue to contribute to a student life of high quality, and ensure that the financial accounts and activities of Clubs are accurate and in keeping with the policies governing such.

Article II Executive Board

- Section 1 The powers and duties of the President shall hereby be to:
- A. Preside over and keep order at all Monthly Meetings.
 - B. Serve as the Officer chiefly responsible for communication between the Student Body, College Administration, and the Board of Trustees.
 - C. Serve as a Student Liaison to the Board of Trustees and, if allowed and necessary, convey current Student Body sentiment, concern, and ideas to the same.
 - D. Set in consultation with the Executive Board the agenda for all Monthly Meetings.
 - E. Form and appoint ad-hoc committees.
 - F. Appoint eligible students to fill vacancies within the Executive Board.
 - G. Delegate and assign any reasonable duty to any Member of the SGA.
 - H. Ensure the continued and proper functioning of the Student Government Association.
 - I. Familiarize the incoming President with the operations of the SGA.
 - J. Make, second, or discuss, a motion at Monthly Meetings.
 - K. Vote on a matter brought before the SGA in the case of a tie or an amendment to the Constitution.

- L. Meet with the Executive Board twice a month for an Executive Board Planning Meeting.
- M. Devise or adopt a "Student Club Categorization and Representative Appointment Schedule" and submit the same to the Club presidents for review at least one week before the second to last Monthly Meeting of the Winter Semester.
- N. Become familiar enough with Robert's Rules of Order so as to efficiently chair Monthly Meetings.
- O. Perform any other duty and be granted any other power as approved by the SGA.

Section 2

The powers and duties of the Vice President shall hereby be to:

- A. Assist the President in all matters so assigned.
- B. Assume the duties of the President in his or her absence or if the office should become vacant.
- C. Sit on at least one academic board or committee of the College.
- D. Work with the President to ensure the continued and proper functioning of the SGA.
- E. Familiarize the Incoming Vice President with the operations of the SGA.
- F. Chair or sit upon any committee if so appointed by the President.
- G. Perform any reasonable duties as delegated by the President.
- H. Make, second, discuss, or vote upon a motion at Monthly Meetings.
- I. Meet with the Executive Board twice a month for an Executive Board Planning Meeting.

Section 3

The powers and duties of the Treasurer shall hereby be to:

- A. Assume the duties of the Vice President in his/her absence or if the office should become vacant.
- B. Attend all Monthly Meetings for which an absence would not be excused.
- C. Make, second, discuss, or vote upon a motion at Monthly Meetings.
- D. Research and submit a report on all costs associated with motions approved by the SGA.
- E. Meet with the Executive Board twice a month for an Executive Board Planning Meeting.
- F. Chair or sit upon any committee if so appointed by the President.
- G. Manage the finances of the SGA and account for all expenditures of the same.
- H. Submit the Annual Budget to the Advisor at least one week before the August C.L.E.F. meeting.
- I. Submit the Fiscal Report to the Advisor during the last month of the Winter Semester.
- J. Ensure that Clubs follow current fundraising and spending policies of the College.
- K. Investigate discrepancies between the accounts of Clubs and the Cashier's Office.
- L. Familiarize the incoming Treasurer with the duties of Treasurer.
- M. Perform all other reasonable duties as delegated by the President.

Section 4

The powers and duties of the Secretary shall hereby be to:

- A. Assume the duties of the Treasurer in his/her absence or if the office should become vacant.
- B. Record and submit the minutes of all Monthly Meetings and Executive Board Planning Meetings to the Advisor in a manner and time as determined by the Advisor.
- C. Print and disseminate to SGA members copies of the agenda for each Monthly Meeting.
- D. Construct, print, and disseminate to Executive Officers the agenda for Planning Meetings.
- E. File in hard copy each official form of communication or documentation as outlined in Article XI, Sections 1-11, and constitutional amendments in a place designated for the record keeping of the Student Government Association.
- F. Familiarize the incoming Secretary with the duties of Secretary.
- G. Attend all Monthly Meetings for which an absence would not be excused.
- H. Make, second, discuss, or vote upon a motion at Monthly Meetings.
- I. Chair or sit upon any committee if so appointed by the President.
- J. Meet with the Executive Board twice a month for an Executive Board Planning Meeting.
- K. Perform all other reasonable duties as delegated by the President.

Section 5

The Officers of the Executive Board shall convene twice a month during the Fall and Winter Semesters for an Executive Board Planning Meeting. The meeting shall be used for, but not limited to, planning the execution of all motions made and approved at Monthly Meetings, and setting the agenda for Monthly Meetings. Executive Board Planning meetings shall not be required to follow a set agenda, but only to be conducted per an agenda designed to execute necessary items of business.

Section 6

Inasmuch as a designated office space has been assigned to the Executive Board, each Executive Officer shall be required to post and keep reasonable office hours for the performance of official duties and to be consistently and reliably accessible to students of the College.

Section 7

Officers of the Executive Board shall be elected from and by the Student Body by a plurality vote. Any student studying at the College at least half-time is eligible to become an Executive Officer. At time of election, each Executive Officer must carry a 2.5 GPA on a 4.0 scale and continue to carry such or

else face immediate removal from office. The 2.5 GPA requirement shall be waived for incoming freshmen, but a freshman shall still be required to earn and keep a 2.5 GPA after starting coursework at the College. No probationary period for an inadequate GPA shall be allowed.

Section 8 Each eligible student wishing to become Executive Officers must collect 50 signatures with Student ID numbers from students currently enrolled at the College. The signatures shall be collected upon a "Petition for Appointment" and submitted to the Advisor one month before the Winter Semester election.

Section 9 The term of office for all Executive Officers shall be one academic year, so defined as Spring Semester thru Winter Semester. No restrictions on re-election shall be imposed on students who have not yet graduated from the College. A student cannot run for election to the Executive Board after having earned an Associate's Degree from the College.

Section 10 During their terms of office, Executive Officers shall retain the right to membership within any campus club or organization but shall not be allowed to vote at SGA meetings as a representative of the club or organization of which they are members.

Article III Student Senators

Section 1 Any student who is studying at the College at least half-time and is carrying at least a 2.0 GPA on a 4.0 scale is eligible to become a Student Senator. A Senator's failure to maintain a 2.0 GPA shall result in immediate removal from office. The 2.0 GPA requirement shall be waived for incoming freshmen, but a freshman shall still be required to earn and keep a 2.0 GPA after starting coursework at the College. No probationary period for an inadequate GPA shall be allowed.

Section 2 Each eligible student wishing to become a Senator must collect 50 signatures with Student ID numbers from students currently enrolled at the College. The signatures shall be collected to upon a "Petition for Appointment" and submitted to the Advisor one week before the last Monthly Meeting of the Winter Semester.

Section 3 After a student's Petition for Appointment has been reviewed by the Advisor for accuracy and confirmed to have at least 50 signatures of current students, the student shall be appointed to the SGA by taking their respective oath of office at the last Monthly Meeting of the Winter Semester and shall be granted full voting privileges upon the beginning of the Spring Semester.

Section 4 The term of office for Student Senators shall be for one academic year, so defined as Spring Semester thru Winter Semester. No restrictions on reappointment shall be imposed on students who have not yet graduated from the College. A student shall not receive an appointment to be a Senator after having earned an Associate's Degree from the College.

Section 5 A Senator shall need to submit a Petition for Appointment for each academic year that s/he wishes to be reappointed to the SGA at least one week before the last Monthly Meeting of the Winter Semester.

Section 6 No more than ten students shall serve as Senators during an academic year. When more than ten students are willing to serve as Senators, those with the highest GPA's will be appointed. When GPA cannot adequately serve as solution to an excess of Petitions for Appointment, then those students with the most earned credits shall be appointed.

Section 7 The powers and duties of Student Senators shall hereby be to:
A. During their terms of office, Student Senators shall retain the right to membership within any campus club or organization but shall not be allowed to vote at any SGA meetings as a representative of the club or organization of which they are members.

Section 8 The powers and duties of Student Senators shall hereby be to:
A. Maintain an acquaintance with student opinion, popular or unpopular, by means of, but not limited to, survey, public meeting, and word of mouth.
B. Vote only in a manner that best reflects current student interest and opinion, insomuch as is known.
C. Make, second, discuss or motion at Monthly Meetings.
D. Attend all Monthly Meetings for which an absence would not be excused.
E. Read, know, and abide by the Constitution of the Student Government Association.

- F. Chair or sit upon any committee if so appointed by the President.
- G. Perform any reasonable duty as assigned by the President.

Article IV Club Representatives

- Section 1 A student who is studying at the College at least half-time, is carrying at least a 2.0 GPA on a 4.0 scale, and is a member of a recognized Student Club is eligible to become a Club Representative. A Representative's failure to maintain a 2.0 GPA shall result in immediate removal from office. The 2.0 GPA requirement shall be waived for incoming freshmen, but a freshman shall still be required to earn and keep a 2.0 GPA after starting coursework at the College. No probationary period for an inadequate GPA shall be allowed.
- Section 2 Each eligible student wishing to become a Representative must express his or her desire for such an office by submitting an "Agreement to Candidacy" to the Executive Board at least one week before the second to last Monthly Meeting of the Winter Semester.
- Section 3 From those who've agreed to candidacy, the presidents of the Student Clubs shall nominate no more than ten students to be appointed to the SGA as Club Representatives.
- Section 4 Of these ten, each Club Representative shall be appointed to the SGA as a representative of a Club Category (hereafter "Category" or "Categories") in accordance with the Categories determined by the President's "Student Club Categorization and Representative Appointment Schedule."
- Section 5 After nomination, Representatives shall be appointed to the SGA by taking their respective oath of office at the last Monthly Meeting of the Winter Semester and shall be granted full voting privileges upon the beginning of the Spring Semester.
- Section 6 The term of office for Club Representatives shall be for one academic year, so defined as Spring Semester thru Winter Semester. No restrictions on re-appointment shall be imposed on students who have not yet graduated from the College. A student shall not receive an appointment to be a Representative after having earned an Associate's Degree from the College. A Representative shall need to submit to the Executive Board an Agreement to Candidacy for each academic year that s/he wishes to be reappointed to the SGA.
- Section 7 During their term of office, Club Representatives shall retain the right to membership within any campus club or organization but shall not be allowed to vote at SGA meetings as a representative of any other club than the club for which they've been designated as a Club Representative.
- Section 8 The powers and duties of Club Representatives shall hereby be to:
- A. Request any Student Club document for the purpose of review, inspection, or evaluation.
 - B. Attend any meeting or activity of any Student Club.
 - C. Maintain knowledge of past, current, and future plans and activities of Clubs within their Category.
 - D. Make regular reports at Monthly Meetings on the activities of all Clubs within their Category.
 - E. Read, know and abide by the Constitution of the Student Government Association.
 - F. Attend all Monthly Meetings for which an absence would not be excused.
 - G. Make, second, discuss, or vote upon a motion at Monthly Meetings.
 - H. Chair or sit upon any committee if so appointed by the President.
 - I. Perform any reasonable duty as assigned by the President.

Article V Student Club Categorization and Club Representative Appointment Procedure

- Section 1 To maintain a balance of power by an equal number of representative figures in the SGA (i.e., Senators and Representatives), categories of Student Clubs shall be established in accordance with the nature of the College's current, recognized clubs, under which each Student Club shall be placed and for which each Club Representative shall receive an appointment to the SGA.
- Section 2 There shall be no required number of Club Categories, only a schedule that appoints a certain number of Representatives to each Category as might be reasonable and equitable in consideration of the number of Clubs within each Category and to allow for a total appointment of up to ten Representatives.

- Section 3 The Categories and number of Representatives to be appointed to the SGA for each Category shall annually be determined by the President so as to reflect the current number and types of recognized clubs, and shall be established by a "Student Club Categorization and Representative Appointment Schedule" (hereafter the "Schedule").
- Section 4 The Schedule shall be approved by the presidents of each Student Club and shall then become the official guide for Representative nominations and appointments for the academic year in the following order and manner:
- A. Club Categories and the number of Representatives to be appointed to SGA for each Category shall be determined by the President's Schedule and shall be sent via email to all Club presidents for their review at least one week before the second to last Monthly Meeting of the Winter Semester.
 - B. All prospective Club Representatives shall submit an Agreement to Candidacy at least one week before the second to last Monthly Meeting of the Winter Semester.
 - C. At the second to last Monthly Meeting of the Winter Semester, all Student Club presidents shall convene to approve or deny the Schedule. A quorum of 2/3 the total number of Student Club presidents shall be required to vote on the Schedule and a majority vote shall be required for approval.
 - D. After the Schedule is approved, the Monthly Meeting will recess to allow the Student Club presidents to deliberate and decide with one another whom to nominate for appointments to the Congress from those that have submitted an Agreement to Candidacy and then be called back to order. It shall be the right of the presidents to nominate themselves (if they have submitted an Agreement to Candidacy) but they shall not be able to choose not to nominate Representatives.
 - E. After the Monthly Meeting is called back to order, the nominations shall be read aloud by one Club president from within each Category.
 - F. Once nominated, Representatives shall be appointed to the SGA by taking their respective oaths of office at the last Monthly Meeting of the Winter Semester and shall be granted full voting privileges upon the beginning of the Spring Semester.
- Section 5 No Student Club shall go without representation. If the number of students who have submitted an Agreement to Candidacy and subsequently been nominated for appointment to the SGA is not adequate to meet the requirements of the President's Schedule, then the number of Categories of the Schedule shall be reduced by one until the number of nominated Representatives becomes adequate. Such a reduction and reconfiguration of the Categories shall be done by the President at the Monthly Meeting during which Representatives are nominated, and shall be made part of the President's already approved Schedule.
- Section 6 The Schedule shall be amended throughout the academic year to reflect newly recognized clubs. If an amendment to the Schedule calls for such, the Club Representatives currently appointed shall be reappointed to Categories as needed to equitably represent all Student Clubs. Each amendment shall be filed with the original Schedule by the Secretary.
- Article VI Student Club Recognition, Monitoring, and Financial Inspection**
- Section 1 The SGA shall grant official recognition to a prospective club in the following manner:
- A. The Advisor shall review each prospective club's "Application for Recognition" and communicate to the Executive Board that the application is complete and that all other requirements as outlined in the Advisor's "Club Advisor Manual" have been met.
 - B. The president of the prospective club shall make a presentation at a Monthly Meeting so as to explain the club's purpose and contribution to the life of the College.
 - C. In consideration of the president's presentation, the SGA shall vote to approve recognition of the club. A 2/3 vote shall be required for recognition and, if a vote of 2/3 is not made, then the club shall be effectively denied recognition.
 - D. Upon recognition, the club shall receive all the privileges pertaining thereto.
- Section 2 The activities of Student Clubs shall be monitored such that each Club will continue to meaningfully contribute to the student life of the College as originally conveyed before recognition and as evidenced by a Club's original constitution. If the purpose of a Student Club changes so as to no longer meet its original intentions, then a new club constitution shall be devised and the Student Club shall be required to be re-recognized by the SGA.
- Section 3 The financial accounts of Student Clubs shall be inspected by the Treasurer for accuracy if a discrepancy arises between the account held by the Club and that of the Accounting Office. The

Treasurer shall also be responsible for the enforcement of the Club fundraising policies of the College.

Article VII Ex-Officio College Staff Advisor

- Section 1 The Executive Dean of Student Services (or his/her designee) of the College shall serve the SGA as its Advisor.
- Section 2 The Advisor shall advise, assist, and instruct the Executive Board in its duties.
- Section 3 The Advisor shall be an ex-officio, non-voting member of the Student Government Association.
- Section 4 The Advisor shall be consulted by the Executive Board so as to ensure that its conduct is in keeping with a respect for and cooperative spirit with the College Administration and Board of Trustees.
- Section 5 It shall be the responsibility of the Advisor to verify the GPA and enrollment status of each Officer, Senator, and Representative.
- Section 6 It shall be the responsibility of the Advisor to coordinate all elections and may assign duties to the Executive Board to help with such.
- Section 7 It shall be the responsibility of the Advisor to post the minutes of each Monthly Meeting and Executive Board Planning Meeting on the College's website.

Article VIII Monthly Meetings

- Section 1 All members of the Student Government Association must assemble at least once a month during the Fall and Winter Semesters to conduct new and unfinished business. Such an assembly shall be referred to as a "Monthly Meeting." The Monthly Meeting shall be the principal forum by which ideas and suggestions related to the student life of the College, to be referred to as "motions," shall be entertained. The dates and times of Monthly Meetings shall be decided by the Executive Board and posted on the College's website.
- Section 2 The SGA shall assemble for "Emergency Monthly Meetings" and the Executive Board shall convene for "Emergency Executive Board Planning Meetings" if either is agreed upon by three members of the Executive Board.
- Section 3 A minimum number of Members of SGA, to be referred to as "quorum," must be present at a Monthly Meeting to vote upon any matter. The number required for a quorum shall be 2/3 of current, voting membership. The voting membership shall include all Senators, Representatives, the Vice President, Treasurer, and Secretary, and will exclude the Advisor and President. A majority vote of the voting membership shall be required to approve any motion made at a Monthly Meeting. It shall be the right of the President to break or let stand a tie between votes.
- Section 4 Three unexcused absences shall be allowed before any Member of the SGA is removed from office. Absences shall be excused in the cases of illness, family or personal emergency, or the necessary performance of duties herein assigned.
- Section 5 Monthly Meetings shall be open for observation to all students and members of the College's Faculty, Staff, Administration, and Board of Trustees. The SGA shall have the right to conduct a closed Monthly Meeting when one's integrity is involved.
- Section 6 The current edition of Robert's Rules of Order shall serve as the parliamentary authority for conducting Monthly Meetings. It shall be the responsibility of the President, with Robert's Rules as a guide, to chair each Monthly Meetings so as to most efficiently achieve the goals of the agenda.
- Section 7 The form and substance of Monthly Meetings shall be guided by an agenda devised by the Executive Board. The items of the agenda shall always include:
- A. Call to order;
 - B. Roll call of Members of the SGA;
 - C. Amendment and approval of the minutes of a previous meeting;
 - D. Reports;
 - E. Unfinished and new business;

- F. Announcements and presentations; and
- G. Adjournment.

Article IX Elections and Vacancies

- Section 1 Elections shall be conducted during the Winter Semester on a date and by a method set by the Advisor for the purpose of electing eligible students to the Executive Board. This date shall be posted to allow sufficient time for a prospective member of the SGA to complete a Petition for Appointment. A plurality vote shall be required to elect an eligible student to the Executive Board.
- Section 2 Only students of the College that are enrolled at the time of an election shall be able to elect students to the Executive Board.
- Section 3 When the Executive Board experiences vacancies on account of resignation, deposition, or failure of election, its remaining Officers shall ascend to their respective offices as outlined in Article II, Sections 2-4. The President shall be responsible for immediately appointing any eligible student to fill the vacancy that remains within the Executive Board. Eligible students desiring appointment to a vacant position of the Executive Board shall submit a Petition for Appointment to the President. The President shall then choose whom to appoint from the pool of students who have submitted Petitions for Appointment.
- Section 4 When the number of Senators falls below the maximum allowed, a prospective Senator shall submit a Petition for Appointment to the SGA. The normal procedure as outlined in Article III, Section 6 shall then be followed to reach the maximum number of Senators allowed.
- Section 5 When the number of Club Representatives falls below the maximum allowed, a prospective Club Representative shall submit an Agreement to Candidacy to the SGA. The normal procedure as outlined in Article V, Section 4 shall then be followed to reach the maximum number of Representatives allowed, exceptions in regards to the timeline hereby granted.

Article X Oaths of Office

- Section 1 The Oath of Office for President shall be administered by the Advisor or outgoing President and, with right hand raised, shall be recited back by the incoming President as follows:
- “I, [full name], will discharge the duties of President with an upright resolve to foster an academic community that ensures the highest success and welfare of every student of Charles S. Mott Community College.”
- Section 2 The Oath of Office for Vice President shall be administered by the President and, with right hand raised, shall be recited back by the incoming Vice President as follows:
- “I, [full name], will discharge the duties of Vice President with an upright resolve to foster an academic community that ensures the highest success and welfare of every student of Charles S. Mott Community College.”
- Section 3 The Oath of Office for Treasurer shall be administered by the President and, with right hand raised, shall be recited back by the incoming Treasurer as follows:
- “I, [full name], will discharge the duties of Treasurer with an upright resolve to foster an academic community that ensures the highest success and welfare of every student of Charles S. Mott Community College.”
- Section 4 The Oath of Office for Secretary shall be administered by the President and, with right hand raised, shall be recited back by the incoming Secretary as follows:
- “I, [full name], will discharge the duties of Secretary with an upright resolve to foster an academic community that ensures the highest success and welfare of every student of Charles S. Mott Community College.”
- Section 5 The Oath of Office for Student Senator shall be administered by the President and, with right hand raised, shall be recited back by a newly appointed Senator as follows:

"I, [full name], will discharge the duties of Student Senator and will not fail to promote, propose, and vote upon matters brought before the SGA such that student interests might be realized and the life of the College enriched."

Section 6 The Oath of Office for Club Representative shall be administered by the President and, with right hand raised, shall be recited back by a newly appointed Representative as follows:

"I, [full name], will discharge the duties of Club Representative and will faithfully represent the Student Clubs for which I've been appointed and whose interests and activities I will not fail to consider when voting on all matters brought before the SGA."

Article XI Official Forms of Communication and Documentation

Section 1 "Petition for Appointment" shall be a standard form title maintained by the SGA and used by any student of the College to collect the necessary signatures for appointment or election to the SGA. The form shall call for the student's name and student ID, year during which they wish to serve, position or office they wish to assume, and shall provide space adequate for recording fifty signatures and student ID's.

Section 2 "Agreement to Candidacy" shall be a standard form title maintained by the SGA and used by any member of a Student Club to demonstrate his or her desire for appointment to the SGA as a Club Representative. The form shall call for the club member's name and student ID, Club to which they belong, cumulative GPA, total credits earned, and the year during which they wish to serve as Representative.

Section 3 A "Student Government Association Letterhead" (SGA Letterhead) shall bear the current logo and contact information of the SGA and be used for all official correspondence, Resolutions, Fiscal Reports, Annual Budgets, and Petitions.

Section 4 A "Resolution" shall be devised and signed by the President, then approved by the SGA for adoption. A Resolution shall be prompted by every approved motion and shall serve to document the reasons for the motion so as to be submitted to a concerned party for consideration and so as to keep a historical record of the initiatives of the SGA. Resolutions shall comply with the following format:

- A. Each line of a Resolution shall be numbered.
- B. Only one paragraph shall be devoted to each item in support of the resolution proper. Each item of support shall begin with "Whereas" and end with a semicolon.
- C. The last paragraph shall record the resolution proper and shall begin with "Therefore, let it be resolved" and proceed with a summary of the motion which has prompted the Resolution.
- D. At the top, the Resolution shall list the following, unnumbered items of information:
 1. Title of the Resolution
 2. Author
 3. Sponsors (i.e., maker(s) of the prompting motion)
 4. Date Submitted
 5. Date Reviewed
 6. Reviewing Body (e.g., "MCC SGA")
 6. Result (e.g., "Unanimous (23-0-0)")
- E. The title block and signature of the President shall conclude the Resolution.

Section 5 A "Fiscal Report" shall be published upon SGA Letterhead, be signed and prepared by the Treasurer, and shall document the expenditures of the SGA throughout the entire academic year.

Section 6 An "Annual Budget" shall be published upon SGA Letterhead, be signed and prepared by the Treasurer and shall be the document by which the SGA officially requests its own annual, operational funds from the College.

Section 7 Minutes shall be kept by the Secretary for each Monthly Meeting and Executive Board Planning Meeting. Minutes for a Monthly Meeting shall record what was done during each item of its agenda. Minutes of Executive Board Planning Meetings, which follow no set agenda, shall record what was done during a particular meeting.

- Section 8 A webpage shall list the names and contact information of all members of the Student Government Association. This same list shall be made available in hard copy, published upon SGA Letterhead.
- Section 9 A "Student Club Categorization and Representative Appointment Schedule" shall be devised by the President as required by Article V, Sections 1, 2, 5, and 6. The document shall be published upon SGA Letterhead, categorize current Student Clubs, prescribe a certain number of Club Representatives to represent each Club Category, and conclude with the title block and signature of the President.
- Section 10 "Application for Recognition" shall be a standard form title maintained by the Office of Student Life in conjunction with the Executive Board by which a group of Mott students might request official recognition as a Student Club.
- Section 11 "Petition" shall be a standard form title maintained by the SGA and used to collect signatures for a Resolution that has been deemed to require a show of support larger than the membership of the SGA can provide. A Petition shall be signed by members of the Student Body, attached to its corresponding Resolution, and submitted to the College Administration or party otherwise concerned. A Petition shall include the name its respective Resolution, the date of its initiation and submission, and shall provide space adequate for recording signatures and student ID's of current students of the College. Thirty days may elapse between initiation and submission.
- Section 12 A copy of each document or form of communication listed above in Article XI, Sections 1-11, as produced during an academic year, shall be filed by the Secretary in hard copy in a place designated for the record keeping of the SGA.
- Article XII Amendments**
- Section 1 A proposed amendment to the "Constitution of the Charles S. Mott Community College Student Government Association" shall be made in writing, from or to any Member of the SGA, submitted to the SGA for consideration, and shall be allowed from any member of the College.
- Section 2 A vote of 3/4 the total, voting membership of the SGA shall be required to approve an amendment to the Constitution. Only in the case of an amendment to the Constitution shall the President vote for a purpose other than breaking a tie.
- Section 3 The dates of all amendments shall be listed at the top of every amended Constitution. Each amendment as approved shall be written out completely, titled by the date of its approval, and filed in hard copy by the Secretary accompanied by a copy of the minutes documenting its approval. If an amendment is a change to an existing Article or Section, then the previous version of such must be noted above the new version when filed. An entirely new Article shall not require such notation.
- Article XIII Non-member Proposals and Communication**
- Section 1 The primary way that non-members of the Student Government Association (i.e., students, Faculty, Staff, and College Administrators) might make proposals to or communicate with the SGA shall be by means of direct communication with an Executive Officer, Senator, or Representative. Members of the SGA to whom proposals are directed or with whom contact has been made shall in turn relay such to the SGA for consideration.
- Section 2 An idea or suggestion made by a non-member of the SGA shall be referred to as a "proposal," whereas the same when made by a Member of the SGA during a Monthly Meeting is called a "motion." Proposals shall be accepted orally, in writing, or via email.
- Section 3 When a request to be submitted to the College Administration, Board of Trustees, or otherwise concerned party by way of a formal "Resolution" is deemed by the SGA to require an unusual show of support, a "Petition", signed by non-SGA-members of the Student Body, shall be attached.
- Section 4 When deemed appropriate by the Student Government Association, the SGA shall hold what shall be referred to as a "Student Hearing." The purpose of a Student Hearing shall be to survey the general interests of the Student Body or the ideas and opinions on a specific matter held by the same. The rules of order and intended outcomes of a Student Hearing shall be determined by the President in consultation with the SGA.

Article IV Deposition and Resignation of Members of the SGA

- Section 1 Any Executive Officer, Student Senator, or Club Representative shall be immediately removed from office if their end of semester GPA falls below the respective requirements of their office (2.5 for Executive Officers; 2.0 for Senators and Representatives). A mid-term GPA shall not constitute grounds for removal; only a GPA verified and reported by the Advisor shall constitute grounds for deposition. It shall be the responsibility of the Advisor to inform a Member of the SGA that they have been deposed.
- Section 2 Any Member of the SGA shall be immediately deposed after they've failed to attend three Monthly Meetings for which they cannot provide a reason as allowed by Article VIII, Section 4.
- Section 3 The grounds by which a Member of the SGA shall be deposed and for which the procedure as outlined in Article XV, Section 4 shall be followed are thus:
- A. Negligence of duties as outlined in the Constitution.
 - B. Ethical or professional misconduct.
 - C. Violation of the Student Code of Conduct
 - D. A newly committed Federal, State, or local crime of any classification.
- Section 4 The procedures for deposing a Member of the SGA for reasons other than an inadequate GPA or excessive, unexcused absences shall be as follows:
- A. If the ground for removal is negligence of duties, then the duty as written in the Constitution must accompany a written and detailed account of the Member's infraction(s) of such, be submitted to the SGA for review, and then the account and subsequent discussion shall be used to approve the deposition by a 2/3 vote of the SGA.
 - B. If the ground for removal is ethical or professional misconduct, specific details of such as related to a Member shall be put into writing, submitted to the SGA for review and discussion, and then the written details and subsequent discussion shall be used to approve the deposition by a 2/3 vote of the SGA.
 - C. If the ground for removal is violation(s) of the Student Code of Conduct, the Member to be charged with the violation shall remain part of the SGA until found guilty as determined by the procedure outlined in the Student Code of Conduct. After such a determination has been made, it shall serve to effectively depose the Member and a vote of the SGA shall not be required.
 - D. If the ground for removal is related to a crime, the Member's right to attend Monthly Meetings, vote, or perform any official duty shall be suspended until a court of law reaches a verdict. If the verdict is anything other than guilty, the Member shall be fully reinstated, otherwise the Member shall be immediately deposed.
- Section 5 No Member of the SGA once removed from office shall be eligible for reappointment or re-election.
- Section 6 Any Member of the SGA may resign his or her office by notifying the Executive Board or the Advisor in writing, after which such a Member shall not be eligible for reappointment during the semester of their resignation but shall be eligible for reappointment or re-election during a following semester.

Amendments

*Amendment to the Constitution of the Charles S. Mott Community College Student Government Association
Made October 15, 2010
Proposed by Student Senator Thomas Tanner*

Articles II, III and IV:

Article II: addition of a new section, titled Section 10.

Article III: addition of a new section, titled Section 7 to replace existing section 7 and amendment to the title of existing section 7 to read section 8.

Article IV: addition of a new section, titled Section 7 to replace existing section 7 and amendment to the title of the existing section 7 to read section 8.