

Constitution of the Anne Arundel Community College Student Government Association

Preamble

This document revises, replaces, and supersedes the Constitution of the Anne Arundel Community College Student Government Association approved and adopted on the 13th of September, 2024.

Vision Statement

We, the students of the Anne Arundel Community College Student Government Association, do hereby establish this organization to promote the general welfare of AACC students and to serve as official and representative student governance. Through membership in SGA, students will have an opportunity to become involved and active leaders of the college community; assume responsibility to advocate and support their fellow students; act in the best interest of the student body and the college as a whole; be encouraged and motivated to maintain good academic standing for their own benefit and as an example for their peers; and learn to treat all others with respect and dignity, and without judgment.

Article I. Name

The name of this organization shall be the Student Government Association (SGA) of Anne Arundel Community College (AACC).

Article II. Objectives

1. Promote the general welfare of AACC students;
2. Promote constructive involvement of students in the affairs of the college;
3. Provide extracurricular and educational activities to AACC students;
4. Provide opportunities for learning outside of the classroom;
5. Act as a liaison to community-based public service organizations and agencies;
6. Recommend allocation of the student activities fees in accordance with the college budget; and
7. Promote equal access to education for people of every race, color, sexual orientation, religion, sex, gender, disability, age, or national origin.
8. Serve as active bystanders to support student survivors of sexual violence and promote a campus culture of safety, support, and respect

Article III. Membership

All credit students who have paid a student activity fee are eligible to be members of the Student Government Association and participate in the SGA General Forum (see Article VI). A student may only become a voting member at SGA board meetings if elected into a position on the Executive Board or Senate.

Article IV. The SGA Board

The Student Government Association Board consists of all elected members of the SGA, made up of the Executive Board and the Senate respectively. Each member will serve until the end of the academic year they are elected to, ending June 1st.

Section 1. Executive Board

A. President

- i. Shall serve as SGA's official representative and shall be the voice of the Executive Board;
- ii. Shall coordinate the efforts of the Executive Board and the Senate;
- iii. Shall serve as chair of regular, special, and executive board meetings as well as General Forum meetings;
- iv. Shall provide orientation to and familiarize all new Executive Board members of the SGA with the policies, procedures, and traditions of the organization;
- v. Shall serve as an ex officio member of all committees, clubs, and organizations on campus; and
- vi. Is authorized to create and dissolve all ad hoc committees within the SGA.

B. Executive Vice President

- i. Shall assume all duties and responsibilities of the SGA President in his/her/their absence;
- ii. Shall assist the SGA President in all duties and responsibilities of the Executive Board and the Committees of the SGA;
- iii. Shall serve as the SGA student representative on the Impact and Excellence Awards planning committee;
- iv. Shall provide orientation to and familiarize all new Senators of the SGA with the policies, procedures, and traditions of the organization; and
- v. Shall serve as the administrator of the senate, overseeing duties and committee assignments for senators;
- vi. Shall provide orientation to and familiarize all new senators of the SGA with the policies, procedures, and traditions of the organization;
- vii. Shall record, publish, and maintain accurate minutes of all executive meetings;
- viii. Shall maintain an accurate record of attendance of each member at all SGA meetings (including the general forum);
- ix. Shall maintain an accurate record of all standing committees and their membership;
- x. Designate another member of the board to perform the duties listed in points vi, vii, and viii.

C. Vice President of Finance

- i. Shall answer all questions regarding the SGA fiscal policies;
- ii. Shall serve as Chair of the Finance Committee and be present at all budget hearings for clubs and organizations conducted by the executive board;

- iii. Shall be responsible for managing an equitable budgeting process;
 - iv. Shall be responsible for ensuring the SGA finance guidelines are abided by the SGA and understood by its board members; and
 - v. Shall present a current budget report at each SGA meeting.
- D. Vice President of Public Relations
- i. Shall be responsible for promoting the SGA and its agenda across campus and to the public;
 - ii. Shall be responsible for administrating the social media account(s)
 - iii. Shall assist the president and board in the drafting and publishing of public statements and messaging;
 - iv. Shall serve as Chair of the Public Relations Committee.
- E. Vice President of Diversity, Equity, and Inclusion, and Accessibility
- i. Shall serve in a manner that promotes diversity, equity, inclusion, and accessibility of all students across campus;
 - ii. Shall maintain a relationship with the office of IDEAL.
 - iii. Shall facilitate outreach to all AACC campuses;
 - iv. Shall deliver a diversity committee report as needed at all SGA meetings; and
 - v. Shall serve on the Dr. Martin Luther King Zeitgeist award selection committee.
 - vi. Shall serve as a member of the Inclusion Council
 - vii. Shall chair the Diversity, Equity, Inclusion, and Accessibility Committee.
- F. Vice President of Outreach and Engagement
- i. Shall maintain communications and serve as a liaison between student organizations and the SGA;
 - ii. Shall organize opportunities for student outreach at the AACC main campus, offsite locations, and in the community;
 - iii. Shall maintain communications with the Sarbanes Center;
 - iv. Shall deliver an Outreach Committee report as necessary at all SGA Meetings; and
 - v. Shall chair the Outreach Committee.
- G. Vice President of Campus Activities
- i. Shall serve in a manner that promotes Student Engagement on Campus;
 - ii. Shall deliver a committee report as needed at every SGA meeting;
 - iii. Shall be aware of each event and shall ensure that the person(s) in charge of the event has done everything correctly and effectively;
 - iv. Shall serve as Chair of the Campus Activities Committee; and
 - v. Shall plan, promote, and produce social and educational activities for the campus community.

Section 2. The Senate

H. Membership of the Senate:

- i. There will be a maximum of 15 Senators in the Senate at any given time;
- ii. Each senator shall serve as a liaison to an assigned group of clubs/organizations and the Student Government Association; and
- iii. Each senator shall be a part of a Student Government Association Committee, whether appointed as a Committee Chair or as a participating member.

Section 3. Elections

To hold an executive or senate position a member must be elected and at the time of the election have a GPA of 2.25 or higher and have completed at least 67% of classes attempted. Students who run for an SGA Board position must give consent to the SGA advisor to review their academic record. General election procedures are as follows:

- A. The nominee must be nominated and seconded by current AACC students to run in the elections. Elections for President and Vice Presidents shall be conducted in the spring semester of the academic year prior to the semester they will begin their term. Elections for Senators shall be in the fall semester of that academic year in which they will serve; and
- B. No student may hold more than one office within the SGA at the same time.
- C. Elections Process for the Senate
 - i. Student nominates self or is nominated by another student;
 - ii. Student submits written reasons for running to SGA executive board and SGA advisor;
 - iii. The SGA advisor will make the decision as to whether the student may run in the election using the guidelines listed above in Section 2;
 - iv. The voting process will be done electronically using the CampusLabs platform;
 - v. The election will be open for a week; and
 - vi. In the event that a senator does not receive any votes, they shall be elected into their position regardless.
- D. President and Vice-Presidential Elections
 - i. Students must be nominated for office within two months after the first spring General Forum;
 - ii. After nominations have closed campaigning for elections will last for three weeks, excluding spring break week. All candidates must abide by college policies with regard to posting, advertising, etc. Candidates must abide by SGA election guidelines;

- iii. Elections shall be held Monday through Friday the week following the end of the campaigning period (through CampusLabs);
- iv. Election timelines can be adjusted to meet the needs of the student body at the SGA advisor's discretion.
- v. The announcement of the newly elected President and vice presidents will occur the Monday following the election week;
- vi. The elected President and vice presidents shall assume office on July 1st;
- vii. Any candidate who does not follow college policies or SGA election guidelines will be removed from the ballot; and
- viii. Any position not filled by the end of the spring semester will follow senate election guidelines in the fall semester

Section 4. Meetings

- A. The SGA shall hold meetings open to all members of the student body.

Section 5. Removal from Office

- A. A member of the Executive Board or Senate may be removed from office for the following reasons:
 - i. Failure to attend two or more of the weekly SGA meetings per semester, absent good cause, as determined by the Executive Board or Senate, or without prior notice;
 - ii. Failure to continue as a currently registered credit student at AACC;
 - iii. Failure to maintain a minimum GPA of 2.25;
 - iv. Failure to complete 67% of classes attempted; and/or
 - v. Failure to fulfill duties as outlined in the Constitution.
 - vi. Failure to uphold the organization's objectives as outlined in Article II
- B. There must be documented evidence of an alleged infraction. Once notified of removal, as decided by the Executive Board or Senate, the student will be given one week to challenge the removal from office.
- C. To challenge a removal from office, the member must follow the adjudication process outlined below:
 - i. Submit a written appeal stating the factual basis for the challenge to the Student Government Association President. If the Student Government Association President is the one being removed, the appeal shall be submitted to the Student Government Association Executive Vice President; and
 - ii. Appear at the next regularly scheduled SGA meeting and personally defend the appeal.

Section 6. Filling Vacant SGA Executive Board Positions

- A. Nominations will happen at Student Government Association meetings;

- B. The SGA executive board shall vote to approve the nominee with a majority vote;
- C. In the event of a contested vote, nominations will go to a will be voted on through online platform by student body; and
- D. Those filling a vacant position must meet the criteria outlined in section 3.

Section 7. Filling Vacant SGA Senator Board Positions

- A. The Student Government Association Board will nominate one or more students for the vacant position;
- B. The SGA board shall vote to approve the nominee with a majority vote; and
- C. Those filling a vacant position must meet the criteria outlined in section 3.

Section 8: General Membership

- A. Any student who is not an SGA board member or Senator may become a General Member;
- B. General Members cannot vote on any SGA business unless voting is open to the whole student body;
- C. A General Member cannot serve on a committee unless nominated by the chair of the committee and approved by a majority vote by the executive board; and
- D. General Members cannot serve as the chair of a committee

Section 9: Student Representative on the Board of Trustees

- A. The Student President may not serve as the student representative on the Board of Trustees;
- B. Shall serve as an ex-officio member of the SGA executive board

Section 10: Line of Succession

If the Executive Vice President is unable to fulfill the duties of the President in case of their absence, a member of the executive board may be selected with a majority vote of the executive board on the condition that they meet the requirements of section 3

Article V. Standing Committees

It is the responsibility of the Student Government Association Committees to represent designated areas of interest at Anne Arundel Community College. The Chair of each Committee shall have the power to call all Committee meetings with a 48-hour written notice. All Committees must submit a Status Report at each General Forum meeting. Each senator must serve on at least one of the following committees.

Section 1. Finance Committee

- A. The Finance Committee will be responsible for all matters concerning the allocation of student activity fee funds;
- B. Shall abide by the SGA finance guidelines;
- C. The Vice President of Finance shall serve as the chair of this committee; and

Section 2. Public Relations Committee

- A. The Public Relations Committee shall be responsible for publicity and awareness of SGA actions and events; and
- B. The SGA Vice President of Public Relations will serve as the chair of this committee; and

Section 3. Diversity, Equity, Inclusion, and Accessibility Committee

- A. The Diversity, Equity, Inclusion, and Accessibility Committee shall be responsible for all student concerns related to underrepresented students;
- B. Shall serve in a way to help and advocate for underrepresented students across campus;
- C. Facilitate outreach to underrepresented students; and
- D. The SGA VP of Diversity, Equity, Inclusion, and Accessibility shall serve as chair of this committee.

Section 4. Outreach Committee

- A. The Outreach Committee shall be responsible for Outreach of SGA and direct communications to student organizations;
- B. Shall create at least one Service Learning or Volunteering event per semester unless these activities get interrupted due to unforeseen circumstances; and
- C. Shall maintain communications with the Center of Learning through Service.

Section 5. Campus Activities Committee

- A. The Campus Activities Committee shall be responsible for planning, promoting, and producing social and educational activities for the campus community;
- B. Shall maintain relationships with other groups on campus in case of cosponsoring events;
- C. Shall serve in a way to create higher student engagement within AACC Campuses; and
- D. The Vice President of Campus Activities will chair this committee.

Section 6. Ad Hoc Committees

- A. Ad hoc committees will be created at the discretion of the President to solve new and special problems and concerns that require more specific research and development; and
- B. Ad hoc committees may be dissolved by the President. The SGA Board may overrule the decision by a majority vote.

Article VI. – General Forum

The Student Government Association shall hold a general forum to communicate with the standing clubs and student body of AACC.

Section 1. Purpose of the General Forum

- A. Serve as a representation of the college-wide community as a student governmental body;
- B. Promote the development of student clubs and organizations.

- C. Serve as an opportunity for three-way communication between students, the SGA, and AACC clubs
- D. Stimulate communications and understanding among students, faculty, staff, and administrators.

Section 2. Meetings

- A. A General Forum will be held twice a semester at the beginning and end of each semester;
- B. The SGA must inform the clubs of financial practices and their ability to petition the SGA for funds; and
- C. All new clubs and major SGA decisions must be presented to the General Forum.

Article VII. SGA Advisor

Section 1. Primary Advisor

- A. A designated staff member from the Office of Student Engagement serves as the primary advisor to the Student Government Association.

Section 2. Duties

- A. Shall facilitate a network of support for the Executive Board and Senate;
- B. Shall attend all SGA meetings; and
- C. Shall serve as a resource for all clubs and organizations.

Article VIII. Student Organizations

Section 1. Procedures

- A. In order for an organization to receive Student Government Association sponsorship at General Forums, student organizations must follow the procedures listed below:
 - i. Write a constitution in accordance with the guidelines provided by the Student Government Association;
 - ii. Receive at least ten signatures and student identification numbers of current students who support the club;
 - iii. Recruit a faculty or staff member to serve as club advisor.
 - iv. Submit the constitution to the SGA Board for a vote of sponsorship.

Section 2. Requirements

All SGA-sponsored student organizations will:

- A. Have a President, Vice President, or designee present at all General Forum meetings;
- B. Conduct all affairs in accordance with applicable college regulations and policies, SGA Constitution, and AACC statement of “Student Rights and Responsibilities”;
- C. Follow all guidelines as stated in the Student Organization Resource Guide;
- D. Submit an annual itemized budget request and requests for reallocation to the SGA Vice President of Finance;

- E. Submit an officer roster including names, email addresses, and phone numbers to the Nest each semester; and
- F. Have a faculty or staff member as an advisor.

Section 3. Revocation of funding

The funding of an SGA-sponsored organization may be revoked if:

- A. The organization representative fails to appear at any General Forum meeting without good cause or notice; and
- B. The organization fails to follow the guidelines set forth in any of the following documents:
 - i. Student Government Association Constitution;
 - ii. Organization Constitution;
 - iii. AACC policies;
 - iv. AACC statement of “Student Rights and Responsibilities”;
 - v. Spirit of Community; and
 - vi. Colleges Mission Statement and Goals.

Article IX. Amendments, Bylaws, and Parliamentary Procedure

Section 1. Amendments to this constitution require a three-fourths vote of all the General Forum members for passage. The constitution must be sent to all club leaders seven days before the scheduled vote. General Forum members constitute any current AACC student present for the General Forum. For a vote to take place, there must be representation from at least 1/3 of the active student clubs.

Section 2. The SGA shall draft and maintain bylaws which shall serve as a governing document in conjunction with this constitution.

Section 3. Students have the right to bring an SGA decision to a popular vote among the student body. This can be done with a petition of 50 students signed and including their student ID. The general student body vote will occur from Monday through Friday of the week following the recognition and validation of the petition. The student body will have the final voice in the decision, by majority rule.

Section 4. Robert’s Rules of Order, current edition, shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws and this constitution or by special rules of procedure adopted by the advisory council.

Section 5. The executive board shall hold a bi-annual review of the constitution and bylaws led by the Vice President of Diversity, Equity, Inclusion, and Accessibility with the assistance of the Diversity, Equity, Inclusion, and Accessibility Committee. Senators within the Diversity, Equity, Inclusion, and Accessibility Committee cannot vote on any changes to the constitution but can offer insights and advice.

Voted on, approved, and adopted September 13th, 2024.