



## **MassBay Community College Student Government Association Constitution**

Ratified March 31, 2004  
Amended April 18, 2018  
Amended April 22, 2020  
Amended April 14, 2021

### **PREAMBLE**

The name of this organization shall be the Student Government Association (SGA) of Massachusetts Bay Community College. The purpose of this organization shall be to encourage and to provide for the participation of all MassBay Community College students, in the affairs of the student body at the College, to promote and develop ideas for the interest, growth and welfare of the College community, and to provide a suitable means of cooperation at the College among the students the faculty, and the administration of the College.

### **ARTICLE I - ORGANIZATION**

#### **Section 1 - Membership**

- A. Each Student who is registered at Massachusetts Bay Community College is a member of the Student Government Association.

#### **Section 2 - Representation and Officers**

- A. For the purpose of definition, a student is defined as a Wellesley Hills/Framingham/Ashland Campus student on the condition that the majority of their classes resides at that campus.
- B. From the Student Government Association there shall be elected a Student Senate consisting of nineteen (20) representatives chosen as follows:
- I. **Spring Elections**
    - a. President (1)
    - b. Vice-President of Academic Affairs (1)
    - c. Vice-President of Internal Affairs (1)
    - d. Vice-President of Finance (1)
    - e. Vice-President of Student Affairs (1)
    - f. Vice-President of Public Relations (1)
    - g. Vice-President of Campus Activities (1)
    - h. Senators (6) at least two (2) from each campus when available
    - i. Student Trustee (1)

## II. **Fall Elections**

- a. Senators - (6) at least two (2) from each campus when available
- C. From the Student Government Association there shall be selected non-elected supporting roles designed to improve communication between SGA and other parts of campus. These positions may be filled by either student members or by elected Senators. These positions are non-voting, however when filled by an elected Senator, those Senators shall maintain all voting rights and responsibilities of their elected position. These roles shall be defined in the Bylaws.
- D. Any member of the Student Government Association in good academic standing with the College is eligible to seek elected office in the SGA. The student may not be on academic or disciplinary probation.
- E. The following minimum credit-hour eligibility must be maintained by the student for an elected or appointed position on the SGA:
  - I. New Students - A New Student must maintain six (6) credit hours of enrollment to be eligible for election/appointment to a Student Senate position in their first semester. A student must have completed six (6) credit hours with a minimum 2.0 cumulative GPA in the fall semester to maintain their elected position for the spring semester.
  - II. Returning Students - In succeeding terms, the student must have a minimum 2.0 cumulative GPA, must have completed at least six (6) credit hours of study in the previous semester, and must currently be enrolled in a minimum of six (6) credit hours to be eligible for an elected or appointed returning student position. To maintain eligibility for their returning student position, the student must have completed a minimum of six (6) credit hours of study in their fall semester.
  - III. Student Trustee - To be eligible for election/appointment to the role of Student Trustee, the student must be a returning student with a minimum 2.0 cumulative GPA who is enrolled as a full-time student (12 credit hours) throughout their term.
- F. The duties of the officers and the procedure for the conduct of all elections to the SGA shall be as set forth in the bylaws to this constitution.
- G. SGA qualifications are defined as follows:
  - I. A returning student shall be defined as a student who has successfully completed one semester at MassBay when their term of office commences on June 1 and will be returning for the next academic year.
  - II. A new student shall be defined as a student who is in their first semester when the position is assumed in October and is returning for the next semester.
  - III. Any new student, who begins their spring semester with no college credits, is eligible to seek a new student position in the following fall election.
  - IV. Special elections may be held in the first three (3) weeks of classes in the spring semester to fill any new or returning student vacancies.

## **Section 3 – Advisor**

- A. The SGA shall be provided with an advisor who shall be an individual appointed by the Dean of Students.
- B. If the case arises, however, that the position of advisor is vacated, the following procedure shall take place.
  - I. A temporary advisor shall be appointed by the Dean of Students. Said temporary advisor shall serve in that capacity until the appointment of a permanent advisor.
  - II. If said temporary appointment does not take place within fifteen (15) calendar days, the SGA shall submit their recommendations to the Dean of Students.
- C. The attendance of the advisor at the SGA meeting is mandatory. The advisor's presence at subcommittees is recommended but not required.

## **ARTICLE II - MEETINGS OF THE STUDENT SENATE**

### **Section 1- Procedure**

- A. All meetings of the Student Senate shall be conducted according to Robert's Rules of Order Newly Revised, unless otherwise provided for in the constitution or in its Bylaws.
- B. Quorum shall be a majority of the voting members and must be met in order to hold meetings of the Senate.

### **Section 2 - Regular Meetings**

- A. The twenty (20) members of the Student Government Association must convene to conduct business in a full SGA meeting at least every other week on a day designated at the beginning of each semester based on all elected members' academic schedules. No meetings will be scheduled during college-established mid-term examinations, vacations or final examinations. Meeting locations will alternate between campuses.
- B. Standing committee and ad-hoc committee meetings must convene to conduct business at least every other week at the established full Senate meeting time, on alternating weeks.
- C. The Executive Committee shall meet at least forty-eight (48) hours prior to each full senate meeting to set the agenda.

### **Section 3 - Special Meetings of the Student Senate**

- A. Special meeting may be called by the President or a majority vote of the SGA.

### **Section 4 – Attendance**

- A. Attendance of all representatives, including ex-officio members is mandatory at all regular meetings, special meetings and committee meetings of the SGA, unless sufficient cause to not attend is approved by the executive board.

- B. Attendance at all Executive committee meetings is required of the President, Vice-President of Academic Affairs, Vice-President of Internal Affairs, Vice-President of Finance, Vice-President of Student Affairs, Vice-President of Public Relations and Vice President of Campus Activities.
- C. Any representative of the SGA who has two (2) unexcused absences (as determined by the executive board) per semester from full senate meetings or committee meetings will be put on probation for one month. If the representative of the SGA is unexcused and misses one meeting during their probation period without sufficient approval they will be asked to resign. A representative of the SGA refusing to resign from the SGA may be voted off the SGA by a majority vote.
- D. All members of the Student Body may attend any and all meetings of the SGA, except when the SGA is in Executive Session, which is a meeting of the Executive Committee, the senators and the advisor.

#### **Section 5 - Notice of meetings**

- A. Notice of all regular/special meetings of the Student Government Association shall be posted outside of the Student Government Association Office.
- B. Notice of all regular/special meetings of the Student Government Association shall be posted outside the Student Government Association office at least two (2) days in advance of such meetings, including the time and place of such meetings.

#### **Section 6 - Quorum**

- A. In order to vote during a SGA meeting, quorum must be met; see Bylaws for clarification.

### **ARTICLE III - STUDENT ORGANIZATIONS**

#### **Section 1- Definition**

- A. A club, organization, or publication shall be defined as any group of students having formal recognition by the Coordinator of Student Activities or designee and the Student Government Association, whose purpose is to further the academic, social, or cultural interests of the College community.

#### **Section 2 – Approval**

- A. Students desiring formal College recognition as a club, organization, or publication must apply for and receive approval by the Office of Student Engagement and the Student Government Association for the establishment of such club, organization, or publication before they may initiate or conduct any activities carrying the name of the College.
- B. Such recognition must be based upon a written constitution and a Student Engagement application.

- C. Such clubs, organizations, or publications must have an advisor, who shall be a member of the faculty or administration of the College and who shall approve actions of the club, organization, or publication.

### **Section 3 - Activities**

- A. Clubs, organizations, or publications will continue to be recognized by the Student Government Association and the Office of Student Engagement on the basis of their effectiveness and service to the College in the previous academic year and their adherence to stated regulations.

### **Section 4 - Finances and Dissolution**

- A. All registered clubs, organizations, and publications of the Student Body are eligible for funding from the General Club Fund of the Student Government Association in accordance with established Finance Committee Guidelines.
- B. Clubs, organizations and publications failing to adhere to the regulations of the Student Government Association, or their own Constitution shall be dissolved by the Student Government Association.

### **Section 5 - Attendance**

- A. It is mandatory for a representative of an existing club, organization, or publication to attend a meeting of the Student Government Association at least twice per term at the request of the SGA.

## **ARTICLE IV - FINANCIAL ORGANIZATION**

### **Section 1 - Budget**

- A. The Student Government Association is authorized to act for all students in expending and dispersing student monies and funds, the Student Government Association shall submit to the Dean of Students, or to their designee a proposed budget for review and approval, before the last College day of the second semester of each academic year for the ensuing fiscal year which shall commence on July 1 and will terminate on June 30 of the following calendar year.

### **Section 2 - Student Organization Funding**

- A. Registered student organizations are eligible for funding under the Finance Committee Guidelines.

### **Section 3 - Contracts and Profits**

- A. All monies raised by clubs, organizations, publications, Committees, and by the SGA itself, will be deposited in the Student Activities Fund with the clear provision that such monies will be used by that club, organization, publication, Committee, or SGA for any legitimate purpose of that organization or activity.
- B. The Student Government Association shall have the power to engage in business contracts with the approval of its advisor.

- I. Appropriate signatures for authorizing a contract for the expenditures of student funds are the Student Government Association Advisor, the Vice-President of Finance and the club or organization's advisor.
- II. In the event that the Vice-President of Finance position is vacant, the President can temporarily fulfill the duties

## **ARTICLE V - COMMITTEES**

The Student Government Association shall be empowered to establish necessary Standing Committees as designated by the constitution and such Ad Hoc Committees as necessary, from time to time, for the purpose of addressing itself to a special issue. Standing or Ad Hoc Committees will be directly responsible and answerable to the Student Government Association, as a whole.

### **Section 1 - Standing Committees**

- A. The Student Senate shall create the following Standing Committees:
  - I. Academic Affairs Committee
  - II. Student Affairs Committee
  - III. Finance Committee
  - IV. Legislation Committee
  - V. Events Committee

### **Section 2 - Membership of Standing Committees**

- A. Membership on all Committees shall include any member of the Student Body in good standing with the College, as defined in the Student Handbook.
- B. Any student wishing to serve on the Committees should indicate their interest to the SGA Advisor or the Student Body President.
- C. Appointment to the Committees is by vote of the SGA.
- D. In addition to the Advisor, any interested members of the faculty shall be invited to attend a Committee meeting. Faculty members shall not have the right to make motions or vote.

### **Section 3 - Chairmanship of Standing Committees**

- A. The Chair of the Standing committees are designated in the bylaws.
- B. The Chair of any Ad Hoc committee will be appointed by the Executive Committee.
- C. The Chair of any Committee, Standing or Ad Hoc, shall submit a report to the SGA, when requested by the SGA. Representatives of the SGA may not be a Chair of more than one (1) Standing Committee.

### **Section 4 - Meetings of Standing and Ad Hoc Committees**

- A. All Committees, Standing or Ad Hoc, shall meet as required in Article II, Section 2 to fulfill the responsibilities of the Committee. For the purposes of effective committees, if there are not enough senators to fill a committee, a student member shall be appointed.

### **Section 5 – Amendments**

- A. Any group of students may present a written typed petition for an amendment to the Student Government Association Constitution.

- B. The SGA, considering the recommendation of the Legislation Committee, shall by a majority vote, approve or disapprove the amendment.
- C. If approved by the SGA, the amendment shall be placed as referendum on either the regular election ballot or on a special ballot. Ratification of the proposed amendment will be determined by a two-thirds (2/3) vote of those students casting a vote.

**Section 6 – Adoption**

- A. For purposes of adoption, the Constitution shall be available to the student body for no less than a period of five (5) calendar days, following which a special referendum shall be put before the student body.
- B. The Constitution shall be ratified and adopted by a two-thirds (2/3) vote of those students casting a vote.
- C. The Student Government Association Constitution is subject to amendment during the academic year. It is the student body's responsibility to check in the SGA Office for possible amendments.