# Baton Rouge Community College

# Student Government Association

***CONSTITUTION***

ARTICLE I. PREAMBLE

We the students of Baton Rouge Community College (BRCC), in order to support the mission of the College and to advocate for the student body, do hereby organize a leading student organization recognized as the representative voice of the students to promote students’ interests at the administrative level. We will promote student participation in the processes of decision making, quality instruction, and general operations at the College. To that end, we do hereby adopt and establish this constitution for the student government of BRCC.

ARTICLE II. NAME

This organization shall be named the Baton Rouge Community College (BRCC) Student Government Association, hereinafter referred to as the SGA. With this name, the delegated authority of the student body is vested in the BRCC SGA, as a governing power.

ARTICLE III. PURPOSE

The students of Baton Rouge Community College, hereinafter referred to as BRCC, in support of the institutional mission, establishes this student government to represent students in voicing concerns, promoting student interests and involvement in College decision-making, as well as advocating for campus and academic concerns that promote the general welfare of the student body.

ARTICLE IV. GENERAL MEMBERSHIP

Section One. Composition.

The general membership of the SGA shall consist of all its elected Executive Officers, appointed Officers, elected Senators and appointed Representatives. All enrolled students at BRCC shall be afforded the right of general participation in the SGA, they are considered a part of the general assembly when present as members. All enrolled students are considered members of the SGA.

Section Two. Senators.

1. **Distribution.**
2. Positions shall be apportioned to the various BRCC campuses and sites in the following manner:
3. Each site shall have at least one (1) Senate seat.
4. There shall be one (1) Senate seat apportioned for each academic division.
5. There shall be one additional Senate seat apportioned for freshman and sophomore classifications.
6. The official campus and sites of BRCC are as follows: Mid-City campus, Acadian site, Central site, Frazier site, Jackson site, Lobdell site, New Roads site and Port Allen site.
7. **Qualifications.** *Senator(s) must:*
8. Be enrolled for at least six credit hours at the time of election.
9. Maintain at least six credit hours throughout their term of office.
10. Maintain satisfactory academic progress and a cumulative G.P.A. of a 2.50.
11. Be in good disciplinary standing with the College as determined by the Office of the Dean of Students.
12. Must submit a completed application to the Office of Student Life, incomplete applications will disqualify the candidacy.
13. **Duties of Senators.** *Senator(s) shall:*
14. Serve on at least one (1) SGA committee.
15. Shall have official lawmaking power for the student body.
16. Spend between five (5) and ten (10) hours per week performing the duties of office, as well as assigned duties by Student Life staff.
17. In the case of a Presidential Veto of any Legislation, may override that Veto by a two-thirds majority vote.
18. Shall pass resolutions on behalf of the SGA on matters which affect the students.
19. Shall sponsor activities and projects of interest to students.
20. Shall recommend Committee(s) if deemed necessary.
21. **Election.**

1. Senators shall be elected at large by either electronic or written ballot by the BRCC student body.

2. Elections shall be held annually in the spring semester during General Elections. Special elections will be held during the fall semester on the third Tuesday and Wednesday of September for the two classification senators.

3. The number of candidates, equivalent to the number of senator positions, receiving the largest number of legal votes cast shall be declared the winners.

1. **Term of Office.**

Senators shall serve a term of one academic year (August to May). There is a limit of three (3) terms that a student may serve as a Senator. A Senator’s term of office shall begin on the calendar date of the next official general SGA meeting.

1. **Compensation.**

Senators shall be compensated in the time and manner designated in the SGA Bylaws. They shall receive a $500.00 stipend to be credited to their student accounts the week after mid-term examinations each semester by the Bursar’s office.

1. **Removal and Resignation.**
2. **Removal.** A Senator may be removed from office for any of the following reasons:
   1. Exceeding two unexcused absences per semester from official SGA meetings and/or functions as designated in the SGA Bylaws;
   2. Failing to maintain satisfactory academic progress or GPA requirements as verified by official college administration;
   3. Being found guilty of an infraction/violation of BRCC’s Student Code of Conduct;
   4. Or, as the result of successful disciplinary proceedings, conducted as per the organization’s parliamentary authority, against a Senator in which removal from office is the recommended sanction (process is outlined in the SGA Bylaws).

**2. Resignation.** A Senator may resign by submitting a request in writing to the SGA Secretary and SGA Advisor. A resignation is effective upon receipt of the official resignation document by all aforementioned parties.

**3. Vacancies**.

Vacancies shall be filled by the special selection process for senators.

Section Three. Advisor.

The Advisor to the SGA shall be identified and have duties as outlined in the Louisiana Community and Technical College System (LCTCS) Policy #2.005. The Director of Student Life shall serve as the primary advisor to the BRCC SGA. In addition, the advisor and his or her designee shall participate in meeting discussion and debate, but may not vote, make motions, or second motions.

ARTICLE V. OFFICERS

Section One. Officers.

The Officers of the SGA shall be a president, vice president of policy, vice president for programming, treasurer, secretary, parliamentarian, and historian.

Section Two. Qualifications.

1. **Executive Officers.** *The president and vice-presidents must:*
2. Have earned at least 12 credit hours at BRCC or another accredited institution and be enrolled for at least 12 credit hours at the time of election.
3. Maintain at least 12 credit hours during the Fall and Spring semesters of their term of office.
4. Have at least a 2.50 GPA at the time of election and, as per LCTCS Policy #2.005, maintain satisfactory academic progress during their term of office.
5. Have served at least one (1) semester of elected/appointed leadership position experience within student government or a student club/organization.
6. Be in good disciplinary standing with the college and the community as determined by the Dean of Students and the Director of Student Life.
7. **Other Executive Officers.** *The treasurer and secretary:*
8. Have earned at least 12 credit hours at BRCC or another accredited institution and be enrolled for at least 9 credit hours at the time of election.
9. Maintain at least 9 credit hour during the Fall and Spring semesters of their term of office.
10. Have at least a 2.50 GPA at the time of election and maintain satisfactory academic progress during their term of office.
11. Have served at least one (1) semester of elected/appointed leadership position experience within student government or a student club/organization.
12. Be in good disciplinary standing with the college and the community as determined by the Dean of Students and the Director of Student Life.
13. **Appointed Executive Officers.** *The parliamentarian and historian:*
14. Have earned at least 12 credit hours at BRCC or another accredited institution or served at least one semester as a Senator and be enrolled for at least 9 credit hours at the time of selection.
15. Be enrolled for at least six credit hours at the time of selection.
16. Maintain satisfactory academic progress and a cumulative G.P.A. of a 2.50.
17. Be in good disciplinary standing with the College as determined by the Office of the Dean of Students.
18. Must attend one (1) official SGA meeting prior to induction, unless candidate has prior elected SGA service.
19. Must submit a completed application to the Student Life office, incomplete applications will disqualify the candidacy.

Section Three. Election.

1. The Student Body shall elect SGA Officers by either written or electronic ballot. A simple majority vote shall elect officers.
2. Elections shall be held annually during the third week in April unless otherwise determined by the membership or College administration.
3. In the event of a tie, only the names of the candidates tied will be placed on a new ballot and a new special/run-off election conducted within ten days of the initial election.

Section Four. Duties of Officers.

1. **President.** *The president shall:*
2. Serve as the Chief Executive Officer of the SGA.
3. Chair meetings of the Executive Board.
4. Chair meetings of the general SGA in the absence of the vice-president.
5. Serve as a student representative and/or select a designee to Baton Rouge Community College boards and committees as requested by the administration.
6. Verify the expenditures with SGA treasurer.
7. Veto any bill, resolution, or motion which does not follow the scope of the Constitution within ten class days of passage.
8. Spend between 15 and 20 hours per week performing the duties of office, as well as assigned duties in the Student Life office.
9. **Vice President of Policy**. *The vice president of senate shall:*
10. Serve as the President of the Senate Council.
11. Chair and prepare agenda for General meetings of the SGA in consultation with the Executive Board and Senate.
12. Chair meetings of the Executive Board in the absence of the president.
13. Succeed to the office of President should the office become vacant.
14. Notify Officers, committee members, and Senators of their election or appointment; furnish committees with whatever documents are required for the performance of their duties, and have on hand at each meeting a list of existing committees and their members.
15. Shall chair the election board committee.
16. Spend between 15 and 20 hours per week performing the duties of office, as well as assigned duties in the Student Life office.
17. **Vice President for Programming.** *The vice president for student activities shall:*
18. Serve as the chairperson of the Student Activities Committee (SAC).
19. Chair and prepare agenda for SAC committee meetings in consultation with the Executive Board and Senate. Select senators and students at large to serve on the Student Activity Committee.
20. Notify the Officers and Senators of the work of the SAC; prepare an annual calendar of activities; furnish all documents required for the performance of campus programs; and have on hand at each meeting a report of planned & executed events/programs.
21. Works with Student Life office staff to perform duties related to all activity planning.
22. Spend between 15 and 20 hours per week performing the duties of office, as well as assigned duties in the Student Life office.
23. Succeed to the office of President should the Vice President of Policy be unable to serve in the vacancy.
24. **Secretary.** *The secretary shall:*
25. Maintain a record of the proceedings of the SGA.
26. Prepare a suggested agenda for meetings of the SGA and the Executive Board.
27. Prepare, prior to each meeting, an order of business to be distributed to members of the SGA, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set.
28. Maintain the SGA’s official membership roll and call the roll when it is required.
29. Document absences and report them to the body for action.
30. Make the official minutes and records available to members, administration, and the Student Body upon request.
31. Maintain record book(s) in which the constitution, bylaws, minutes, and any other documents are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
32. Spend between 15 and 20 hours per week performing the duties of office, as well as assigned duties in the Student Life office.
33. **Treasurer.** *The treasurer shall:*
34. Keep a record of financial transactions.
35. Chair the Budget Committee.
36. Prepare and present budget initiatives for the general SGA meeting.
37. Oversee the distribution of funds and shall make financial reports at each regular meeting of the SGA.
38. Present a monthly and annual financial report to the SGA and submit a copy to the SGA President, Advisor and Secretary as an official record.
39. Prepare and submit payroll to the SGA Advisor as required.
40. Succeed to the office of President should the Secretary be unavailable to serve.
41. Spend between 15 and 20 hours per week performing the duties of office, as well as assigned duties in the Student Life office.
42. **Parliamentarian.** *The parliamentarian shall:*

1. Advise the chairpersons for meetings on proper conduct as identified in the SGA’s chosen parliamentary authority.

2. Educate members on the practices of parliamentary procedure.

3. Prepare the rooms for meetings as specified by the SGA in the case of SGA meetings and the president in the case of Executive Board meetings.

4. Maintain function and order of the electronic meeting platform, when used by SGA.

5. Serve as the Chief and Chairperson of the SGA Judicial Committee.

6. Spend between 15 and 20 hours per week performing the duties of office, as well as assigned duties in the Student Life office.

**G. Historian.** *The historian shall:*

1. Serve as the main archivist for the SGA, including major memorable events and memorabilia from each current year.

2. Conduct any SGA research related to legislation or policy updates and development.

2. Serve as the student photographer for all SGA events and programs.

3. Serve a standing appointment on the SGA publicity committee.

4. Maintain the social media outlets and campus online presence for the SGA.

5. Spend between 15 and 20 hours per week performing the duties of office, as well as assigned duties in the Student Life office.

Section Five. Term(s) of Office.

1. **Oath of Office.**
2. The Oath of Office shall be administered to elected officers at the Annual Student Recognition Ceremony.
3. The Oath of Office for Officers filling a vacancy in office shall be conducted by the SGA President at the start of the first SGA meeting for that officer.
4. **Installation.**

Elected Officers shall serve a term of one academic year. Elected Officers’ term of office shall begin annually on the day after Spring Commencement Exercises.

1. **Term Limits.**
2. Students may serve no more than two consecutive academic years in the same office.
3. No member may concurrently occupy the office of more than one SGA Officer.
4. No candidate may serve more than two terms in the same elected office.
5. **Compensation.**

Officers shall be compensated in the time and manner designated in the SGA Bylaws.

Section Six. Removal and Resignation.

1. **Impeachment/Removal.** An Officer may be removed from office for any of the following reasons:
2. Accumulating **three** or more absences from official SGA meetings and/or functions;
3. Failing to maintain satisfactory academic progress as verified by official college administration;
4. Blatant neglect of office, criminal misdemeanor, and/or mismanagement of funds;
5. Blatant disregard for the College’s rules and regulations;
6. Being found guilty of infraction or violation of the BRCC Student Code of Conduct;
7. Or, as the result of successful disciplinary proceedings, conducted as per the organization’s parliamentary authority, against an Officer in which removal from office is the recommended sanction.
8. **Resignation.**

An Officer may resign by submitting a request in writing to the SGA Secretary and SGA Advisor. A resignation is effective upon receiving a majority of the legal votes cast in a general meeting at which the request is considered.

Section Seven. Vacancies.

1. **Office of the President.**

A vacancy in the office of the president shall be filled by the vice president of policy, then vice president for programming in that successive order.

1. **Other Officers.**

Vacancies in other offices shall be filled by the candidate receiving a majority of the legal votes cast by the Student Body in a special election for which at least a fourteen (14) day notice of the election has been given; or by presidential appointment with an approval vote of the Executive Board.

1. **Order of Succession**

The order of succession within the Executive Board shall be President – Vice President of Policy – Vice President for Programming – Secretary – Treasurer, as listed.

ARTICLE VI. EXECUTIVE BOARD

Section One. Composition.

The Executive Board shall consist of the Executive Officers of the SGA.

Section Two. Powers.

The Executive Board shall be authorized to conduct the business of the SGA between academic semesters, during the summer session, or in an emergency situation as authorized by the Director of Student Life or designee.

Section Three. Meetings.

1. **Regular Meetings.**

The Executive Board shall meet weekly at a time and place designated by the SGA President unless otherwise determined by the members. Members must be provided with at least 24 hour notice in writing or by electronic means of a cancellation.

1. **Special Meetings.**

Special meetings of the Executive Board may be called by the President or upon the request of two members of the Executive Board or the Advisor. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Dean of Students or the Director of Student Life, at least two days’ (48 hours) notice shall be given to members in writing or by electronic means.

1. **Quorum.**

The quorum for regular meetings and any special meetings of the Executive Board shall be a simple majority of the executive members.

ARTICLE VII. MEETINGS

Section One. Regular Meetings.

Regular general meetings of the SGA will be held bi-weekly in the fall and spring semesters on Thursdays at a time specified in the bylaws unless otherwise specified by the membership. The first meeting of each semester shall occur in the third week of classes.

Section Two. Special Meetings.

Special meetings of the SGA may be called by the president or upon the written request of seven members of SGA. The purpose of the meeting shall be stated in the call for meeting. Except in cases of emergency authorized by the Director of Student Life or designee, at least three days’ notice shall be given to members in writing or by electronic means. The SGA advisor must be notified of a special meeting request and approve before the dissemination of any invitations.

Section Three. Quorum.

The quorum for regular and special meetings of the SGA shall be a majority of the membership. A majority shall be constituted as 50% plus one of the elected SGA officers.

**Section Four. Rules of Conduct.**

1. Meetings shall be open to viewing by the community as defined by the laws of the State of Louisiana. All meetings shall be governed by the latest edition of *Robert’s Rules of Order*.
2. The SGA shall enact no legislation restricting the rights of students, which are protected by the Constitution of the United States and the State of Louisiana.

ARTICLE VIII. COMMITTEES

Section One. Standing Committees.

1. **Committees.** There shall be the following Standing Committees: Academic Concerns, Budget/Finance, Campus Concerns, Elections, Judicial, and Student Activities. All committees shall consist of one chairperson and at least five (5) members made up of students at large, with a minimum of one (1) senator.
2. **Duties.**

**1. Academic Concerns.** The Academic Concerns Committee shall address issues and concerns related to academic programs, classroom technology, bookstore, and faculty relations. The committee shall consist of a minimum of five members including the chair.

1. **Budget/Finance.** The Budget Committee shall formulate and submit budget proposal to the SGA for consideration for the fiscal year. The committee shall also hear and make recommendations on funding requests from recognized and approved student organizations and college departments. The committee shall be composed of its members, plus a faculty & staff representative (chosen by the Office of Student Life). The SGA Treasurer shall serve as the Chairperson of the committee.
2. **Campus Concerns.** The Campus Concerns Committee shall address issues and concerns related to all areas outside of academic concerns including but not limited to; the campus student centers, Title IX, dining, safety/security, athletics, and campus climate. The committee shall consist of a minimum of five members including the chair.
3. **Elections.** The Elections Committee shall organize and conduct student elections and campus-wide referenda. The committee shall be composed of three students, one faculty member, one staff member, and the Director of Student Life or their designee. The committee shall be co-chaired by the SGA Vice President of Policy and Director of Student Life. In the absence of committee action, the Director of Student Life is vested with full authority to ensure preservation of the Election Code/Elections.
4. **Judicial.** The Judicial Committee shall hear cases dealing with a violation the SGA constitution, By-Laws and Election Code. The Parliamentarian shall serve as the Chairperson of this committee. This body shall impose penalties warranted by the individual cases and refer cases to the College’s administration, when appropriate.
5. **Student Activities.** The Student Activities Committee shall address the planning and publicity of ongoing campus events for the education and enjoyment of the general student body. The Vice President for Programming shall serve as the Chairperson of this committee. **Each active student organization shall have a representative that sits on this committee, in order to receive additional allocations.** These activities shall be under the leadership of the SGA and Office of Student Life.

Section Two. Special Committees.

Special Committees shall be created as deemed necessary by the SGA. Special Committees shall consist of a chairman and at least two other members, nominated by the SGA President and approved by the SGA. All special committees are subject to the administration of the Office of Student Life.

Section Three. Committee Meetings.

1. Standing committees shall meet within the first two weeks of the fall and spring semesters and then as needed during the semester.
2. The President shall appoint a chair and secretary for each committee unless otherwise specified.
3. Committees are not authorized to act on their own will. Committees shall make recommendations to the SGA for any action that is to be taken on behalf of the organization. Committees shall report as required or when requested by the SGA.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The most recent edition of *Robert’s Rules of Order Newly Revised* shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with this constitution and any bylaws that the SGA may adopt in the future.

ARTICLE X. THE OATH OF OFFICE

I, (state your name), do hereby solemnly swear that I will diligently and faithfully execute the duties and responsibilities of an Officer of the Student Government Association at Baton Rouge Community College. I will enforce the provisions of the Constitution and promote the general welfare, as well as the overall positive interests of the student body.

ARTICLE XI. AMENDMENTS & RATIFICATION

Section One. Proposing Amendments.

Amendments to the Constitution may be proposed by any elected officer with a two-thirds vote of the current SGA elected officers, or by a signed petition representing ten percent (10%) of the student body enrolled in the current sixteen week semester. Signatures must include full name and a valid student ID number for confirmation.

Section Two. Approval of an Amendment.

Amendments to the Constitution shall be adopted by receiving two-thirds of the legal votes cast at a regular or special meeting of the SGA for which notice of the proposed change has been announced to the Student Body at least 14 days in advance.

Section Three. Ratification of Constitution.

Ratification of the SGA Constitution takes effect immediately upon voting and is ceremonially sealed on the date of signature by said persons of noted positions: SGA President, SGA Vice President, Director of Student Life/SGA Advisor, Vice Chancellor for Academic and Student Affairs, and BRCC Chancellor.

**Baton Rouge Community College**

**Student Government Association**

**BY-LAWS**

**ARTICLE I: SGA ELECTIONS**

See Constitution, Article V-Section III & Article VIII-Section I (Election Code Addendum)

**Article II: MEETINGS**

**Section One. Meeting Time and Places**

1. The SGA shall meet weekly during the fall and spring semester on day, time, and

location designated by the SGA President with consensus of the Executive Board;

1. Committees will meet at the time designated by the committee chair;
2. Special meetings, including those called during the summer session, may be called by the President or the Vice President. Officers must be given 72 hours notice;
3. The most recent edition of Robert’s Rules of Order, Newly Revised, shall govern meeting procedures.

**ARTICLE III: MEMBERSHIP**

**Section One. Officers**

1. The Executive Officers shall consist of:
2. President
3. Vice President of Policy (Senate)
4. Vice President for Programming (Student Activities)
5. Secretary
6. Treasurer
7. Parliamentarian (appointed)
8. Historian (appointed)
9. The senators shall consist of the following, not to exceed 1% of student enrollment:
10. One senator from each BRCC campus or site;
11. One senator from each academic division
12. One senator for each classification of freshmen and sophomore.
13. One representative from each active club will serve on the SAC, but not as a voting general member of the SGA.
14. All appointed Senators (post general election season) must be approved by a simple majority of the SGA executive cabinet.

**Section Two. Compensation of Executive Officers**

1. A waiver of tuition, exclusive of student self-assessed fees, for Fall, Spring, and Summer semesters shall be granted to the executive officers; excluding the appointed offices of Parliamentarian and Historian. The waiver of tuition shall remain in effect for the duration of the respective terms of office. Out-of-state tuition, if deemed appropriate, may be waived for the SGA President only.
2. A salary will be paid based on a signed and completed time sheet with attached time card;
3. The President of SGA will receive a salary each Fall, Spring, and Summer semester that he/she holds office. The salary will be at the rate of $10.50/hour. If elected to hold a student position on any board in higher education, the rate of pay will be $11.00/hour. Regardless of pay rate, hours worked will be set a minimum of ten (10) but no more than twenty (20) hours per week;
4. The Vice Presidents of SGA will receive a salary each Fall, Spring, and Summer semester that he/she holds office. The salary will be at the rate of $10.00/hour, set a minimum of ten (10) but no more than twenty (20) hours per week;
5. The SGA Treasurer and Secretary will both receive a salary each Fall, Spring, and Summer semester that he/she holds office; The salary will be at the rate of $10.00/hour, set a minimum of ten (10) but no more than twenty (20) hours per week;
6. The Assistant Secretary and Parliamentarian will receive a salary each Fall, Spring, and Summer semester that he/she holds office. The salary will be at the rate of $10.00/hour, set a minimum of ten (10) but no more than twenty (20) hours per week;

**Section Three. Compensation of Senators**

1. A stipend will be paid based on a signed and completed time sheet with attached time card;
2. Each Senator will receive a $500 stipend during the Fall and Spring semesters. This stipend will be disbursed in two (2) $250.00 installments; one at mid-term and one at the end-of-term.

**Section Four. Vacancy of Officers**

1. In the event an executive office is unfilled due to resignation, dismissal, or other vacancy, the procedures set in Article V, Section VII of the Constitution will apply.
2. All appointed officers must meet the same eligibility requirements as elected SGA officers;
3. Should the Office of the President become vacant, the Vice President of Policy, Vice President for Programming, Secretary, and Treasurer in succession will serve as the President. A special election will be held to fulfill the vacant office.

**ARTICLE IV. COMMITTEE STRUCTURE**

**Section One. Committee Structure**

The following committees will be established and meet in accordance with Article VIII, Section 1 of the Constitution:

1. **Academic Concerns.** The Academic Concerns Committee shall address issues and concerns related to academic programs, classroom technology, bookstore, and faculty relations. The committee shall consist of a minimum of five members including the chair.
2. **Budget/Finance.** The Budget Committee shall formulate and submit budget proposal to the SGA for consideration for the fiscal year. The committee shall also hear and make recommendations on funding requests from recognized and approved student organizations and college departments. The committee shall be composed of its members, plus a faculty & staff representative (chosen by the Office of Student Life). The SGA Treasurer shall serve as the Chairperson of the committee.
3. **Campus Concerns.** The Campus Concerns Committee shall address issues and concerns related to all areas outside of academic concerns including but not limited to; the campus student centers, Title IX, dining, safety/security, athletics, and campus climate. The committee shall consist of a minimum of five members including the chair.
4. **Elections.** The Elections Committee shall organize and conduct student elections and campus-wide referenda. The committee shall be composed of three students, one faculty member, one staff member, and the Director of Student Life or their designee. The committee shall be co-chaired by the SGA Vice President of Policy and Director of Student Life. In the absence of committee action, the Director of Student Life is vested with full authority to ensure preservation of the Election Code/Elections.
5. **Judicial.** The Judicial Committee shall hear cases dealing with a violation the SGA constitution, By-Laws and Election Code. The Parliamentarian shall serve as the Chairperson of this committee. This body shall impose penalties warranted by the individual cases and refer cases to the College’s administration, when appropriate.
6. **Student Activities.** The Student Activities Committee shall address the planning and publicity of ongoing campus events for the education and enjoyment of the general student body. The Vice President for Programming shall serve as the Chairperson of this committee. **Each active student organization shall have a representative that sits on this committee, in order to receive additional allocations.** These activities shall be under the leadership of the SGA and Office of Student Life.

**Section Two. Committee Meetings**

1. All standing committees shall meet at the beginning of the semester and as needed during the semester;
2. The President shall appoint the chair and co-chair of each committee wherein those positions are not stated via the Constitution;
3. The Co-Chair shall be selected by the chair of each committee. The Co-Chair shall serve as the secretary of the committee and shall take the minutes at the meetings.

**ARTICLE V. OFFICERS**

**Section One. Impeachment Proceedings**

1. Grounds for impeachment shall be any demeanor unbecoming a member of the Student Government Association, malfeasance of duties and responsibilities, or failure to comply with any part of the Constitution or Bylaws of the SGA.
2. Impeachment proceedings may be initiated by one of the following methods.
3. Any BRCC student paying an activity fee may initiate a petition for the impeachment by filling with the Director of Student Life, a petition with twenty-five percent (25%) of the student body signatures stating the reasons for impeachment. Signatures must include full name and a valid student ID number.
4. Any member of the Student Government Association may make a motion to have impeachment procedures started. Approval of this motion must be carried out by a majority vote of all members of the SGA.
5. The order of impeachment procedures shall be as follows:
6. A complete statement of the reasons an Executive Officer should be impeached shall be presented in writing from the accusing party to the SGA.
7. The accused shall be notified in writing that impeachment proceedings have been initiated, the reasons for impeachment, and the date, time and location the accused must appear before the SGA. Failure to appear before the SGA at these proceedings shall result in an automatic suspension from the SGA.
8. A hearing of all matters for impeachment shall be held. A majority of the SGA, excluding the presiding officer, must be present for impeachment proceedings to begin.
9. The accusing party shall state their evidence and the accused may present evidence in his/her defense.
10. After all evidence has been heard, a vote shall be taken. Two-thirds (2/3) of all SGA members present shall be required in order to complete an impeachment.
11. The accused shall be notified immediately of the outcome of the vote by the presiding officer. Written notification also shall be sent to the accused.
12. The accused has the right to appeal, in writing, the decision to the Dean of Students within three (3) business days. The Dean of Students has the authority to modify or set aside the decision of the SGA for good cause shown. Should the decision of the SGA be altered, reasons for doing so must be documented in writing.

**ARTICLE VI. AMENDMENTS & AUTHORITY**

**Section One. Amending the By-Laws**

1. The by-laws of the SGA can be amended by a two-thirds majority vote of the SGA Executive Officers; or
2. Petition of a number of signatures not less than ten percent (10%) of the students enrolled during the semester of the last official elections. All signatures must include name, address, and phone number of the signer;

**Section Two. Authority**

Roberts Rules of Order (latest edition) will preside over matters not specifically addressed in the SGA Constitution and/or By-Laws.