



Collin College

Student Government Association

Officer Expectations & Responsibilities
Last updated 11.18.2022

Preamble

We, the students of Collin College, in order to provide an official and representative student organization to voice the opinions and concerns of the student body, provide opportunities for students to enhance the quality and scope of their education, promote projects and initiatives for the benefit of the students, and serve the college and communities, do hereby establish this document as the Constitution & Bylaws for the Student Government Association of Collin College.

Article I: Name

The name of this organization shall be the Collin College Student Government Association and shall hereafter be referred to as SGA.

Article II: Purpose

Section I

The purpose of SGA shall be:

- A. To serve as the voice of the Student Body;
- B. To serve as a channel of communication with the faculty, staff, and administration of Collin College with respect to the opinions, wishes, and needs of the students of Collin College;
- C. To further the cultural, social, and physical growth of the student body, and
- D. To recognize outstanding achievements by students and student organizations at Collin College.

Article IV: Officers

Section I

The officers of the SGA shall be

- A. President
- B. Vice-President
- C. President of Senate
- D. Secretary
- E. Treasurer
- F. Parliamentarian
- G. Public Relations Officer
- H. Texas Junior College Student Government Association (TJCSGA)
Region II Representative

Section II

All officers must be in good standing with the Dean of Students Office. Officers must have a minimum 2.75 cumulative GPA at the time of election and maintain a minimum 2.5 cumulative GPA each semester while in office.

If an officer has a cumulative GPA below 2.5 while in office, the officer is allowed one probationary long semester (Fall or Spring) to raise his/her cumulative GPA to at least 2.5. The probationary long semester is allowed so long as the officer is not on academic probation or suspension.

All officers must be enrolled in at least six (6) credit hours at Collin College during the Fall and Spring semesters throughout their term of office.

Section III

Each officer's term will be for one academic year effective the start of the fall semester or part-thereof if appointed to fulfill a vacancy.

Section IV

All newly elected and returning officers must attend Officer Training, Leadership Development workshops, and other events as determined by the Primary Advisor during the summer after their election before assuming office. Failure to attend these workshops may result in forfeiture of the elected position.

Section V

Officers are expected to attend all General and Executive meetings and arrive at these meetings on time.

Section VI

Each officer will be assigned a "collin.edu" email account in accordance with their elected position. Login information will be provided to officers at the beginning of their term of service as defined by Article IV Section III. Once assigned an email account, it is the officer's responsibility to monitor the account routinely and respond as necessary to emails promptly.

Section VII

Officers must attend all Board of Trustees meetings except in instances where such meetings conflict with regularly scheduled SGA General or Executive meetings, classes, or conflict with SGA travel to TJCSGA Region II or TJCSGA State meetings and activities.

Section VIII

All officers must maintain a minimum of four service or office hours each week during the long semesters, Fall and Spring. It is the responsibility of the Executive Committee to ensure that there is adequate coverage at any offices assigned to SGA in the Collin College district.

Section IX

All officers are required to read the *Student Organization Procedures Manual* (SOPM) and keep up with any updates to the manual as they occur.

Article V: Officer Responsibilities

The duties of each officer shall be as described below:

Preamble

A. Shall abide by, enforce, and uphold the SGA Constitution & Bylaws.

- B. Shall enhance and develop student involvement with Collin College and the college community.
- C. Shall maintain a working knowledge of, and ensure adherence to, this Constitution & Bylaws.
- D. Shall be responsible for other duties assigned by the SGA President and/or the Executive Committee.
- E. An officer of SGA cannot assume an officer position of another student organization during their time serving SGA as an officer.
- F. An officer absent for more than two meetings, general or executive, per semester, shall automatically forfeit their office. The Executive Committee may override this automatic forfeiture or fill the vacant position at their earliest convenience based on Article IX, Section III.

Section I – President

The President:

- A. Shall serve as the primary student contact for SGA and oversee the timely preparation and submission of any informational reports requested by representatives of Collin College or by SGA Regional or State offices.
- B. Shall preside as Chair of all General and Executive Meetings of SGA.
 - 1. Shall prepare meeting agendas, in conjunction with the Secretary, for all General Membership and Executive Committee meetings. Agendas must be prepared and distributed via Cougar Connect at least 48 hours before the scheduled meeting.
 - 2. Can exercise the right to vote only when the vote would affect the outcome. The President may vote to change the result or choose to abstain.
 - 3. Shall complete all requirements for scheduling and approval of General and Executive Meeting times and locations.
 - 4. With the approval of the Primary Advisor and/or the Office of Student Engagement, shall have authority to call special sessions of the General Membership or Executive Committee. All special sessions must comply with the Office of Student Engagement scheduling guidelines and agenda distribution requirements. No special session shall be called with less than 48 hours of prior notice.
- C. Shall sign monetary transactions as approved by the membership in conjunction with the Primary Advisor.
- D. Will recommend the appointment of committee chairs to the Executive Committee as appropriate.
- E. Will ensure that student representatives are present at Student Activity Fee Advisory Committee (SAFAC) meetings.
- F. Will coordinate the scheduling and content of officer training/leadership programs in conjunction with the SGA Advisors.
- G. In cases of vacancy within an officer position, shall be responsible for the duties of the vacant office until the vacancy is filled or, with the approval of the Executive Committee, appoint someone to act in the vacant position.

- H. The President will be responsible for other duties as assigned by the Executive Committee, the Primary Advisor, the Collin College Administration, TJCSGA Region II, or TJCSGA.
- I. The Collin College administration may invite the President to attend specific meetings and events.

Section II – Vice-President

The Vice-President:

- A. Shall serve as the SGA Representative (SGA Rep) for the organization and serve as a liaison between SGA and other SGA Reps.
- B. Shall oversee the SGA Committees and ensure they are properly operational.
- C. Shall preside over General and Executive Meetings of SGA in the absence of the President.
- D. Shall represent SGA instead of the President when necessary and appropriate.
- E. In the event of the vacancy of the President's position, the Vice-President shall assume the Presidency, and the Executive Committee may elect to appoint a replacement Vice-President for the duration of the academic year.

Section III – President of Senate

The President of Senate:

- A. Shall preside over Student Senate meetings.
- B. Shall complete all requirements for scheduling and approval of Student Senate meeting times and locations.
- C. Shall have authority to call special sessions of the Student Senate with the approval of the Primary Advisor and/or the Office of Student Engagement. All special sessions must comply with the Office of Student Engagement scheduling guidelines and agenda distribution requirements. No special session shall be called with less than 48 hours of prior notice.
- D. Shall meet with the President to discuss issues raised and actions recommended following each Student Senate meeting.
- E. Shall preside over Student Senate meetings.
- F. Shall complete all requirements for scheduling and approval of Student Senate meeting times and locations.
- G. Shall have authority to call special sessions of the Student Senate with the approval of the Primary Advisor and/or the Office of Student Engagement. All special sessions must comply with the Office of Student Engagement scheduling guidelines and agenda distribution requirements. No special session shall be called with less than 48 hours of prior notice.
- H. Shall meet with the President to discuss issues raised and actions recommended following each Student Senate meeting.

Section IV – Secretary

The Secretary:

- A. Shall oversee all record-keeping of SGA to include:
 1. Record and distribute accurate minutes of all General and Executive Committee meetings.
 2. Work with the SGA President to prepare and distribute meeting agendas and relevant material for General and Executive meetings. Agendas must be prepared and distributed via Cougar Connect at least 48 hours before the scheduled meeting.
 3. Publish all meeting minutes on Cougar Connect within 48 hours and update published minutes, if necessary, upon final approval at subsequent meetings.
 4. Compile an organized event list to keep the student body up-to-date on campus events and developments.

Section V – Treasurer

The Treasurer:

- A. Shall maintain and oversee SGA financial accounts to include:
 1. Maintain the accuracy of the Agency Account with the Collin College, Student Engagement, and Business Offices.
 2. Receive all monies, issue receipts, and make all deposits to the Cashier's Office.
 3. Ensure that all spending conforms to the requirements of SGA and Collin College regulations.
 4. Process all requests for expenditures and reimbursement through the appropriate procedures and Collin College offices.
 5. Work with the Advisors to complete all necessary documentation and budgetary processes for all travel by SGA.
 6. Make available to all relevant Executive Committee members and Collin College representatives an accurate accounting of the SGA finances upon request.
 7. Complete all incoming and outgoing transactions in a timely fashion, not to exceed one week from initiation of the transaction. Extended transactions shall require the approval of the President and the Primary Advisor.
 8. Provide a physical monetary report to the Secretary and an oral summary of transactions to the General Membership at the first meeting after a statement is received from the Office of Student Engagement.

Section VI – Parliamentarian

The Parliamentarian:

- A. Shall ensure that Robert's Rules of Order are followed during all SGA meetings.
- B. Shall maintain a working knowledge of, and ensure adherence to,

this Constitution & Bylaws and the current edition of *Robert's Rules of Order Newly Revised* and the proper procedures for conducting meetings.

- C. Shall enhance and develop student involvement with Collin College and the college community.
- D. Shall be responsible for other duties as assigned by the President and/or the Executive Committee.

Section VII – Public Relations Officer

The Public Relations Officer:

- A. Shall maintain and update the SGA Cougar Connect Portal, bulletin boards, social media, and all other approved outreach media.
- B. Shall, in conjunction with the President, attend to all correspondence and forms in accordance with existing college student policies
- C. Shall work with the Secretary to actively promote college-sponsored events and seek opportunities to co-sponsor events where appropriate. Shall maintain and update the SGA scrapbook.
- D. Shall take pictures and videos at all SGA events and meetings or delegate this task to someone in their absence.

Section VIII – TJCSGA Region II Representative

The TJCSGA Region II Representative:

- A. Shall serve as a liaison between the TJCSGA Region II and the SGA.
- B. Shall create and submit event requests as needed for Regional and State events.
- C. Ensure that where TJCSGA guidelines, regulations, or policies differ from Collin College, Collin College guidelines, regulations, and policies take precedence.
- D. Shall fulfill any TJCSGA State or Region II officer duties that Collin College holds if the office becomes vacant or the Student Representative is unavailable for a meeting.

Section IX – Regional and State Offices

- A. Regional and State Officer positions are held by SGA and Collin College, not the individual. The Executive Committee, Primary Advisor, and appropriate Collin College Administrator(s) shall approve of any Regional or State officer candidacy.
 - 1. A three-fourths majority vote of all Executive Officers and Advisors shall constitute a decision to seek Regional or State office.
 - 2. The Executive Committee shall vet potential nominees for Regional and State offices, who shall be selected through plurality vote before running (pending Primary Advisor and Collin College Administrative approval).
 - 3. Regional and State Officer representatives may be removed and replaced, if necessary, according to the terms of this Constitution & Bylaws regarding the

removal of officers.

- B. If Regional and State Representatives are not SGA Executive Officers, they shall be considered non-voting members of the Executive Committee and update the Executive Committee on the relevant activities of TJCSGA during the Executive meeting report section.
- C. Collin College Administration reserves the right to compel SGA to surrender any Region or State seats.

Article VI: Student Senate

Section I – Guidelines of Senators

- A. Each Senator's term will be for one academic year as defined by Article IV Section III of this Constitution & Bylaws, or part thereof if appointed to fill a vacancy.
- B. Senators must have a minimum 2.5 cumulative GPA at the time of election (unless this is the student's first semester enrolled and does not have an established GPA) and maintain a minimum 2.5 cumulative GPA each semester while in office. If a senator has a cumulative GPA below 2.5 while in office, the individual is allowed one probationary long semester (Fall or Spring) to raise their cumulative GPA to at least 2.5. The probationary long semester is allowed as long as the Senator is not on academic probation or suspension.
- C. Senators may only represent a campus where they take at least half of their classes. If they take an equal number of courses at different campuses, they can choose which campus to represent.
- D. All senators must be enrolled in at least six (6) credit hours during Fall and Spring at Collin College throughout their term of office.

Section II – Duties of Senators

- A. To represent and communicate with their student body constituents.
- B. To identify and bring issues to the President of Senate, who will bring said issues to the General and Executive meetings for discussion, consideration, and/or action.
- C. All senators must maintain a minimum of two SGA service or office hours each week during the long semesters, Fall and Spring.