



Collin College
Student Government
Association Constitution &
Bylaws

Administrative Reviewed & Approved
11/6/2025

APPROVED

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 III: Membership

Section I

General membership is open to all Collin College students currently enrolled in credit courses. Members who are not enrolled at the time of the fall or spring census dates will cease to be an SGA General Member.

Section II

All members will adhere to the current *Collin College Student Code of Conduct*.

Section III

All members of the organization agree to uphold Collin College's Core Values. We have a passion for Learning, Service and Involvement, Creativity and Innovation, Academic Excellence, Dignity and Respect, and Integrity.

No student will be denied membership because of race, color, religion, sexual orientation, gender identity, national origin, political affiliation, marital status, disability, age, parental status, military service, or other non-merit factors.

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

Section II

All officers must be in good standing with the Dean of Students Office. Officers must have a minimum 3.0 cumulative GPA at the time of election and at the time the officer begins their role. All officers must maintain a minimum 2.75 cumulative GPA each semester while in the office.

If an officer has a cumulative GPA below 2.75 while in office, the officer is allowed one probationary long semester (Fall or Spring) to raise their cumulative GPA to at least 2.75. The probationary long semester is permitted unless the officer's cumulative GPA falls below 2.0.

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

Section III

Each officer's term will be one calendar year, effective on the first day after the spring semester grades are posted in May unless appointed to fill a vacancy.

Section IV

All newly elected and returning officers are expected to attend Officer Training and Leadership Development workshops during the summer after their election.

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 per 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 when such meetings conflict with regularly scheduled SGA General or Executive meetings, classes, or with SGA travel to TJCSGA Region II or TJCSGA State meetings and activities.

Section VIII

All officers must maintain a minimum of four SGA service or office hours each week during the long semesters, Fall and Spring. It is the Executive

Committee's responsibility to ensure 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.

All officers:

- A. Shall abide by, enforce, and uphold the SGA Constitution & Bylaws.
- B. Shall enhance and develop student involvement at Collin College and with the college community.
- C. Shall maintain a working knowledge of, and ensure adherence to, this Constitution & Bylaws.
- D. Shall be responsible for other duties the SGA President and/or the Executive Committee assign.
- 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 the 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. Will recommend the appointment of committee chairs to the

Executive Committee as appropriate.

- D. Will ensure student representatives serve on the Student Activity Fee Advisory Committee (SAFAC) meetings.
- E. Will coordinate the scheduling and content of officer training/leadership programs with the SGA Advisors.
- F. In cases of vacancy within an officer position, the officer shall be responsible for the duties of the vacant office until the vacancy is filled or, with the approval of the Executive Committee, someone is appointed to act in the vacant position.
- G. 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. Shall create and submit event requests for regional and state events as needed.
- F. In the event of a 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.

Section IV – Secretary

The Secretary:

- A. Shall oversee all record-keeping of SGA to include:
 - 1. Record and distribute accurate General and Executive Committee meeting minutes.
 - 2. Work with the SGA President to prepare and distribute meeting agendas and relevant General and Executive meeting material. 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.
- B. 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 V – Treasurer

The Treasurer:

- A. Shall maintain and oversee SGA financial accounts to include:
 1. 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 an accurate accounting of the SGA finances available to all relevant Executive Committee members and Collin College representatives 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 receiving a statement 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. Ensure that where the TJCSGA guidelines, regulations, or policies differ from Collin College, Collin College guidelines, regulations and policies take precedence.
- E. 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 per 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.
- E. Shall serve as a liaison between the TJCSGA, TJCSGA Region II, and the SGA.

Section IX – Regional and State Officers

- 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 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 a 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.

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 7 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 if the Senator is not on academic probation or suspension.
- C. Senators may only represent one 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 the Fall and Spring semesters at Collin College throughout their term of office.
- E. **Each campus is allowed a maximum total of five (5) Senators.**

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 Fall and Spring semesters.

Section III – Campus Senate Chair

- A. After the election of Senators for each campus, the Executive Committee will appoint the Campus Senate Chair of each campus.
- B. Each Campus Senate Chair shall schedule a meeting with the Vice President/Provost of their campus at least once a semester.
- C. The Campus Senate Chairs will report to the President of Senate.

Section IV – Removal of a Senator

- A. A Senator may be removed in accordance with Article VIII, Section II of these Constitution & Bylaws.
- B. A Senator who is absent for more than two meetings, Senate or general, per semester shall automatically forfeit their office. The Executive Committee may override this automatic forfeiture or select a new Senator to fill the vacant position at their earliest convenience.
- C. An impeached Senator is still considered a general member of SGA.

Section V – Senate Vacancies

- A. The Executive Committee shall fill all Senate vacancies.
- B. The appointment of a Senator to fill a vacancy will be announced to the General Membership as soon as possible.

- C. The Executive Committee may continue to accept applications and appoint Senators for each campus past the application deadline so long as the maximum number of Senators per campus has not been reached.
- D. If the number of active Senators on campus is below five (5) senators, the Executive Committee may fill any remaining spot by appointment.

Section VI – Clerk of Senate

The Senate shall have the authority to appoint a Senate Clerk from among the current Senators, who shall have the following responsibilities:

- A. To manage and record the Senate Roll.
- B. To record the minutes of the Senate meeting.
- C. To notify the President of Senate of Senators' absences and maintain a list of absences to ensure Senators comply with the Senate's rules.
- D. To notify the SGA Secretary of any changes to the membership of the Student Senate.
- E. All other duties as directed by the Senate.

Article VII: SGA Representative

Section I: Duties of SGA Representative

- A. SGA Representatives shall serve as liaisons to SGA on behalf of their organization.
- B. Shall meet regularly with the Executive committee at general meetings.

Article VIII: Election of Officers

Section I

The Primary Advisor shall be responsible for all SGA Officer Elections. At the beginning of each Spring semester, the Primary Advisor will determine an election date.

- A. Applications for all positions will open twenty-eight (28) calendar days before the election date.
- B. Applications for all positions will close fourteen (14) calendar days before the election date.
- C. Adjustments to the nomination period may be made by the Primary Advisor in instances of conflict with scheduled Collin College holidays.
- D. Applicants for all positions must complete the approved nomination form, state any current officer positions held at the college, and meet all requirements outlined in Article IV, Section II of the Constitution & Bylaws.
- E. Applicants for officer elections must either
 - 1. Have previously served or currently be serving as an officer of SGA.
 - 2. Have previously served or currently be serving as a senator of SGA.
 - 3. Been a member who has provided considerable service to SGA, Collin College, or another student organization as determined by the executive committee.
 - 4. Have a Professor's recommendation.
- F. Applicants are only allowed to run for one officer position per election cycle.

- G. All eligible students shall be entitled to one vote in a format determined by the Primary Advisor.
- H. Voting will be done by secret ballot in a format determined by the Primary Advisor.
- I. The Primary Advisor will keep the voting roll on record for at least six months following the election.
- J. Candidates with the largest number of votes for their position at the close of the election will be elected.
- K. The Primary Advisor may deputize a returning officer to assist conducting the election. The names of each deputy returning officer will be recorded and kept on file by the Primary Advisor.
- L. After the election results have been counted, the Primary Advisor shall declare the successful candidates "elected," notify all candidates of the election results and publicize these results via Cougar Connect.
- M. In the case of a tie, a run-off election will be held within fourteen (14) calendar days of the election date.

Section II

Newly elected officers will be sworn in during the last meeting of the Spring semester, and their term will be effective on the first day after the spring semester grades are posted in May.

Section III

In the event that a challenge is made to the eligibility of a nominee or the election process

- A. A formal complaint outlining the reasoning behind the dispute must be made to the Primary Advisor before the election results are announced. The Primary Advisor will acknowledge the complaint, investigate the reason the complaint was made, and determine a resolution to the complaint. The Primary Advisor has the authority to refer and/or consult the Associate Dean of Student & Enrollment Services for Student Engagement on any election complaint.
- B. A complaint that finds a student has interfered with or attempted to influence the results of an election must be referred to the Dean of Students Office for action under the Student Code of Conduct.
- C. A complaint that finds a faculty or staff member has interfered with or attempted to influence the election results must be referred to the Vice President of Student & Enrollment Services for referral to the Human Resources Department.

Article IX: Election of Senators

Section I

The Primary Advisor shall be responsible for all SGA Senator Elections. At the beginning of each Fall semester, the Primary Advisor will determine a senator election date.

- A. Applications for all positions will open twenty-eight (28) calendar days before the election date.
- B. Applications for all positions will close ten (10) calendar days before

- the election date.
- C. Adjustments to the nomination period may be made by the Primary Advisor in instances of conflict with scheduled Collin College holidays.
- D. Applicants for the senator position must complete the approved nomination form, state any current officer positions held at the college, and meet all requirements outlined in Article VI, Section I of the Constitution & Bylaws.
- E. All eligible students shall be entitled to one vote in a format determined by the Primary Advisor.
- F. Voting will be done by secret ballot in a format determined by the Primary Advisor.
- G. The Primary Advisor will keep the voting roll on record for at least six months following the election.
- H. Candidates with the largest number of votes for their position at the close of the election will be elected.
- I. The Primary Advisor may deputize a returning officer to assist conducting the election. The names of each deputy returning officer will be recorded and kept on file by the Primary Advisor.
- J. After the election results have been counted, the Primary Advisor shall declare the successful candidates "elected," notify all candidates of the election results and publicize these results via Cougar Connect.
- K. In the case of a tie, a run-off election will be held within fourteen (14) calendar days of the election date.

Section II

- A. In the event that a challenge is made to the eligibility of a nominee or the election process. A formal complaint outlining the reasoning behind the dispute must be made to the Primary Advisor before the election results are announced.
- B. The Primary Advisor will acknowledge the complaint, investigate the reason for the complaint was made, and determine a resolution to the complaint. The Primary Advisor has the authority to refer and/or consult the Associate Dean of Student & Enrollment Services for Student Engagement on any election complaint.
- C. A complaint that finds a student has interfered with or attempted to influence the results of an election must be referred to the Dean of Students Office for action under the Student Code of Conduct.
- D. A complaint that finds a faculty or staff member has interfered with or attempted to influence the election results must be referred to the Vice President of Student & Enrollment Services for referral to the Human Resources Department.

Article X: Removal of Officers, Impeachment and Administrative Removal

Section I

An officer may be removed for failure to adhere to their requirements and expectations, behave in accordance with SGA and the Collin College Student Code of Conduct, and/or model Collin College's Core Values.

An officer, elected member, Senator, or committee chairperson for failing to

- A. Adhere to their requirements and expectations is subject to impeachment and administrative removal as defined below.
- B. As outlined in Collin College's current student handbook and enforced by the Dean of Students Office, the student disciplinary process will be utilized to address allegations involving Student Code of Conduct violations. Officers, elected members, Senators, or committee chairpersons found responsible for violating the Student Code of Conduct may be administratively removed from their respective positions.

Section II

Any officer, elected member, Senator, or committee chairperson may offer a motion for a vote of no confidence for any officer, elected member, Senator, or committee chairperson. The process for a vote of no confidence and removal (i.e., impeachment) of an officer shall be as follows:

- A. After a motion of no confidence has been made and seconded, the Executive Committee shall immediately call for an impeachment hearing before the Executive Committee and Senate Chairs. The officer, elected member, Senator, or committee chairperson subject to the impeachment hearing shall be given a minimum notice of five (5) calendar days.
- B. If a motion of no confidence does not receive a second, the motion fails.
- C. The impeachment hearing shall provide the officer, elected member, Senator, or committee chairperson in question an opportunity to answer any charges, respond to the evidence provided, and receive due process by the committee before action is taken.
- D. Should the officer, elected member, Senator, or committee chairperson refuse to attend the hearing, that individual shall forfeit their opportunity to respond to all charges brought before the Executive Committee and Senate Chairs.
- E. The President of Senate shall be the presiding officer over the impeachment hearing. The presiding officer will set a time limit for both the accused and any SGA member who can bring forward evidence that shall be used for and/or against the removal of the officer, elected member, Senator, or committee chairperson in question. Debate and discussion will then take place leading up to a vote.
- F. A secret ballot vote of the Executive Committee and Senate Chairs shall be taken after the impeachment hearing. The Primary Advisor shall count the results of the secret ballot. The Secondary Advisor will present and count in the event of conflicts of interest or the absence of the Primary Advisor. The Advisor shall report the results of the ballot to the committee.
- G. An officer, elected member, Senator, or committee chairperson shall be removed from office by a two-thirds majority vote of the Executive Committee and Senate Chairs.
- H. In the event the President of Senate cannot preside over the hearing, the President will preside, and this responsibility will succeed downwards in the order listed in Article IV Section I of the SGA Constitution & Bylaws. An officer, elected member, Senator, or committee chairperson in question cannot preside over their own hearing.

Section III

An officer, elected member, Senator, or committee chairperson impeached or administratively removed for ethical violations or code of conduct violations are ineligible to run for future officer positions. The student is still considered an SGA general member.

Article XI: Officer Vacancies

Section I

If the President cannot fulfill their duties due to absence, disqualification, resignation, or removal from office, the Vice-President shall automatically become the President. The office of the Vice-President shall be considered vacant.

Section II

For all other vacancies that shall occur, the President assumes the responsibilities of the vacant office or may appoint an officer to act in the vacant role with Executive Committee approval until such time that the vacancy is filled by appointment made by the remaining officers of the Executive Committee.

Section III

To fill by appointment in case of a vacancy, a member of the Executive Committee must make a nomination, and a two-thirds vote of officers will be required to ratify the appointment.

Article XII: Committees/Working Groups

Section I – Executive Committee

- A. The SGA Executive Committee shall be comprised of the
 1. President
 2. Vice-President
 3. President of Senate
 4. Secretary
 5. Treasurer
 6. Parliamentarian
 7. Public Relations Officer
- B. The authority, power, and responsibilities of the Executive Committee include, but are not limited to, all functions of the SGA General Meeting under this Constitution & Bylaws.

Section II – Standing Committees

Student Activities Fee Advisory Committee (SAFAC)

- A. The SGA will put its best effort forward to add students from all areas (academic and workforce) to provide well-rounded representation on the committee while ensuring that the respective student is enrolled for a minimum of six (6) credit hours during the Fall and Spring semesters and in good academic standing. A student member who withdraws from Collin College, or is no longer eligible, will be automatically removed from this committee by the SAFAC Chair.

- B. There will be five (5) student representatives appointed to SAFAC by the President with approval by the Executive Committee. The President may also appoint alternative student representatives to the committee.
- C. The five (5) students will represent the entire student body of the Collin College district.
- D. Student Representatives will attend all SAFAC meetings and report to the SGA President when required. If unable to attend a meeting, notice must be given to the SAFAC chair no later than the Wednesday before the scheduled meeting.

Events Committee

- A. The Events Committee will research and propose event ideas to the Vice President or at General Meetings
- B. Committee members will plan details of the selected events, including working with the Vice President and the Treasurer to plan for any purchases and room reservations and any additional steps needed.
- C. Committee members will work with Student Engagement to schedule the selected events.
- D. Committee members will ensure that members are scheduled to staff the selected events.

Social / Awards Committee

- A. The Social / Awards Committee will work with the Public Relations officer to design the SGA bulletin boards on each campus.
- B. Committee members will maintain bulletin boards monthly at each campus.
- C. Committee members will Assist with completing the SGA Awards package submissions for the Region II Conferences and the State Convention.

Additional Committees

- A. The Executive Committee may establish subcommittees and/or working groups at their discretion.
- B. The SGA President will be an ex-officio member of all committees.
- C. The SGA Vice-President will work with the President to appoint the chairperson of each special committee or working group.
- D. From time to time, the need for student representatives for various committees, organizations, or task forces may arise. The President may appoint representatives to these committees after seeking interest from the student body.
- E. A chairperson of a committee must be an officer or Senator of SGA.

Article XIII: Meetings

Section I – General Meetings

- A. Summer meetings will be scheduled as needed or desired by the Executive Committee.
- B. All General Meetings will be held on one of the Collin College Campuses, with the exact room location determined each semester.
- C. General Meetings are open to the public.
- D. Any number of members, excluding executive officers, totaling five or

- more shall constitute a quorum of the General Membership.
- E. Each member of SGA is entitled to one vote on items called to the floor during a General Meeting. The President may only vote in the case of a tie.
 - F. The Primary Advisor, or an appointed designee, must be present for any General Meeting business to take place.
 - G. There must be one (1) SGA Representative from each recognized student organization at Collin College.
 - H. SGA Representatives must attend all General Meetings and report to their organization's President when required. If unable to attend a meeting, an alternative SGA Representative must attend in their place.

Section II – Executive Meetings

- A. Executive Committee Meetings are considered closed meetings unless the Executive Committee stipulates otherwise.
- B. The Executive Committee may conduct business in closed session for the following issues:
 - 1. Filling officer, Senate, and other vacancies
 - 2. Impeachment proceedings, with the addition of Senate Chairs
 - 3. Any discussion deemed inappropriate to be discussed in a public forum.
- C. The Quorum of the Executive Committee shall be at least 51% of all filled positions.
- D. Each Executive Officer is entitled to one vote, which shall be counted equally. Officers are ineligible to vote until they have completed Officer Training as prescribed by the Primary Advisor and the Office of Student Engagement.
- E. Executive Meeting votes that result in a tie may be broken by the presiding chair. As a result of a tie, the motion fails.
- F. The President may hold electronic voting via email when a physical or virtual meeting may not be possible. Voting records on these votes will then be incorporated into the minutes of the next meeting. If an officer has not replied to a call for an electronic vote within forty-eight (48)-hours, their vote will be counted as abstaining. This will be limited to business involving purchases or meeting agendas and time and place decisions.
- G. Proxy votes shall be accepted in letter form with the designated proxy listed, signed and sealed by the officer, and delivered before the meeting is called to order.
- H. The Primary Advisor, or an appointed designee, must be present for any Executive Meeting business to take place.

Section III – Senate Meetings

- A. The Senate shall meet at least once monthly during the Fall and Spring Semesters, except for December and January.
- B. The quorum of the Senate shall be at least 51% of all filled Senate positions.
- C. Each Senator is entitled to one vote, which shall be counted equally. The President of Senate will only cast a vote in the event of a tie.
- D. All Senate meetings are open to the public except in instances where the

nature of the discussion would be inappropriate to be discussed in a public forum.

Section IV – Special Meetings

Special Meetings of either the General Membership or Executive Committee may be called by the President as needed and/or at the request of the Advisor(s) or Collin College officials. Special meetings must adhere to all the rules of Collin College and this Constitution & Bylaws.

Section V – Committee and Sub-Committee Meetings

Meetings of any Committee or Sub-Committee may be called by the President, overseeing officer, or committee chairperson, per Student Engagement policies and this Constitution & Bylaws.

Section VI – Rules for all Meetings

- A. All meetings shall be governed according to the current edition of *Robert's Rules of Order Newly Revised*.
- B. All meetings shall have an agenda distributed and a record of the minutes taken.
- C. Agendas are to be posted to Cougar Connect at least 48-hours before the designated meeting. Minutes should be posted to Cougar Connect within 48-hours following the designated meeting.
- D. All meetings shall be approved through the Office of Student Engagement and conducted in keeping with the requirements of Collin College.
- E. Notice of all meetings shall be published through Cougar Connect.

Section VII - Meetings Held Electronically

Except as otherwise provided in these Constitution & Bylaws, meetings of the SGA can be conducted through the use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the Executive Committee to govern them, including any reasonable limitations on, and requirements for, officer/member participation. Any such rules adopted by the Executive Committee shall supersede any conflicting laws in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the SGA. A vote conducted through the designated Internet meeting service shall be deemed a vote.

Article XIV: Finances

Section I – Agency Account

SGA shall be required to deposit all monies through the Cashier's Office within one (1) business day of a sale. All expenditures should be presented for approval to the Executive Committee or General Members. Minutes should reflect the voting results.

Section II – Other Accounts

Money provided directly by Collin College shall be held in a separate account and used solely for purposes approved by Collin College and/or the Executive Committee.

Section III – Expenditures

All expenditures:

- A. Should be presented for approval to either the Executive Committee or General Members. Minutes should reflect the voting results.
- B. Must be approved by the Executive Committee and related to activities that further the mission and purpose of SGA.
- C. Must receive authorized approval from the Treasurer or President and the Primary Advisor. These approvals are required for each withdrawal of funds.

Section IV – Inactivity

Any funds remaining in the SGA account after the organization has been declared inactive shall be returned to SAFAC.

If Collin College or the Offices of Student Engagement make any changes to the financial process of student organizations, the new changes automatically and immediately go into place and supersede anything written in this Constitution & Bylaws.

Article XV: Travel

Section I – Requirements to Travel

- A. All members in good standing are eligible to travel with SGA.
- B. All attendees must adhere to all relevant Collin College, Dean of Students Office, Office of Student Engagement, and all Local, Regional, and State TJCSGA Requirements and guidelines regarding travel. This includes the proper completion and timely submission of all paperwork.
- C. If Collin College or the Office of Student Engagement make any changes to the travel process of student organizations, the new changes automatically and immediately go into place and supersede anything written in this Constitution & Bylaws.

Article XVI: Advisors

Section I – Purpose of Advisors

Advisors are to provide guidance and mentoring to the Executive Committee. The Collin College administration shall appoint a Primary Advisor. The Primary Advisor must be full-time Faculty or Staff at Collin College. The Secondary Advisor(s) may be full-time or part-time Faculty or Staff at Collin College. All Advisor roles are dependent on Collin College administrative approval.

Section II – Primary Advisor

The Primary Advisor

- A. Shall submit all monetary transactions as approved by the Executive Committee.
- B. In conjunction with the President, shall develop and coordinate all training and leadership programs for officers and Senators.
- C. Shall advise the Executive Committee and Senate on Collin College

- policies and guidelines as they relate to the activities of SGA.
- D. Shall attend all meetings of the SGA. If the Primary Advisor is unavailable, they may delegate a Secondary Advisor to represent the Primary Advisor at any meeting.
 - E. In the absence of the Primary Advisor, the Secondary Advisor(s) will be responsible for fulfilling the responsibilities of the Primary Advisor.

Section III – Removal of an Advisor

With a two-thirds vote of the Executive Committee, a petition may be submitted to the Vice President of Student & Enrollment Services requesting the removal of an Advisor. Collin College administration will consider the petition and make the final decision regarding the removal of an Advisor.

Article XVII: Amendments

Section I – Process

- A. All revisions or amendment proposals must be made to the Executive Committee or the Senate.
- B. Upon review by the Executive Committee, all proposed revisions or amendments to the Constitution & Bylaws will be presented to the general membership.
- C. Once approved by the membership, Student Engagement and Collin Administration must review and approve the Constitution & Bylaws amendment(s) or revision(s) before going into effect. If rejected, the current Constitution & Bylaws will remain in effect.

Section II – Review

- A. The SGA Constitution & Bylaws shall be reviewed by the Executive Committee, or their chosen representatives, at a minimum of every two years.
- B. The Constitution & Bylaws may be changed and approved during the year but will not go into effect until the next academic year.

Article XVIII: Interpretation of the Constitution & Bylaws

Should the interpretation of this Constitution & Bylaws be in dispute, a two-thirds majority opinion of the quorum will hold. Should any portion of this Constitution & Bylaws differ from those of Collin College, the guidelines, regulations, and policies of Collin College shall take precedence.

Article XIX: Dissolution

SGA will dissolve after a period of inactivity, defined as two consecutive academic years during which SGA fails to register with the Office of Student Engagement.