

# SGA By-laws and Policy Book

Gaston College



The voice of the students !

Student Government Association  
Revised and Updated Summer 2010

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# GASTON COLLEGE STUDENT GOVERNMENT ASSOCIATION By-Laws and Policy Handbook

## Student Senate/Executive Board Meetings Mission Statement and Preamble to the Constitution

### **Mission Statement:**

The Student Government Association, as a governing body, at Gaston College seeks to maintain a healthy relationship between our students, faculty, staff, and community. Through a unified spirit we will provide both educational and social activities; respectfully representing the student's voice and concerns for the improvement of our college environment and atmosphere. We will encourage and support other clubs and organization to strive to achieve their maximum potential. The Student Government Association will be a forum for professionalism and leadership development by enhancing individual student growth.

### **Preamble to the Constitution:**

We, the students of Gaston College, do hereby establish the Gaston College Student Government Association. The purpose of the Student Government Association is to encourage student leadership and participation in the concerns and activities of Gaston College by providing both social activities and learning opportunities. It shall act as a individual student growth, good citizenship, a unified spirit, a positive image of the college, and quality education. We, the students of Gaston College, do ordain and establish the Constitution.

### **Oath of Office:**

I, (state your name), will act as a responsible student leader in my duty as liaison between the governing bodies of Gaston College. As (insert office) of the SGA, I will represent all students and seek to maintain a healthy relationship between the students, faculty, staff, and administration.

### **Purpose Statement:**

The by-laws and policy handbook shall be the working rules of the Student Government Association and will be subject to a change by a simple (51%) majority vote of the Student Government Association Senate Representatives. The by-laws must not conflict with the Constitution of the Student Government Association.

## **Article V. EXECUTIVE COUNCIL**

### **Section 2.**

Duties of Executive Council are as follows:

#### **A. The President shall:**

1. Preside over the Student Senate and Executive Council meeting. President shall also appoint other council member to chair meetings as needed.
2. Appoint, with simple majority consent of the Student Senate, Officers and Student Senators to fill any vacancies. Failure of the President to submit an appointment to the Student Senate by the convening of the semester following the creation of a vacancy shall give the SGA Advisor the right to fill the vacancy.
3. Appoint standing committee chairpersons from the Senate, if needed.
4. Appoint special committees, if needed.
5. Represent the Student Government Association as a non-voting member of the Board of Trustees.

6. Represent the Student Government Association as chief officer, and perform those duties and responsibilities suggested by the Student Senate, and assigned by the SGA Advisor, Coordinator of Student Activities, and Gaston College Administration.
7. Vote only in case of a tie in the Student Senate and the Executive Council meetings.
8. Sign all purchase requisitions and contracts.
9. Serve at least five scheduled office hours per week.
10. Advise the Social and Election Committees as an ex-officio member.
11. Appoint a Parliamentarian from the Student Senate if needed.

**B. The Vice President Shall:**

1. Perform those duties assigned by the President and the Student Senate.
2. Represent the Student Government Association on the Inter-Club Council as chair or appoint an alternate.
3. Assume the duties of the President upon absence or incapacity of the President.
4. Serve at least five scheduled office hours per week.
5. Advise the Publicity Committee as an ex-officio member.

**C. The Secretary shall:**

1. Perform those duties assigned by the President and the Student Senate.
2. Be the recording officer of the Executive Council and Student Senate.
3. Prepare and distribute the minutes and Agenda's of the Executive Council and Student Senate meeting at their next meeting.
4. Be the custodian of the records and proceedings of the Student Government Association committees, the Student Senate, and the Executive Council.
5. Pick-up and distribute the mail of the Student Government Association.
6. Serve at least five scheduled office hours per week.
7. Advise the Constitution and Recruitment Committees as an ex-officio member.

**D. The Treasurer shall:**

1. Act as custodian of the Student Government Association funds, with the assistance and participation of the Gaston College Business Office and SGA Advisor.
2. Prepare requisitions and obtain necessary signatures.
3. Maintain appropriate financial records.
4. Make a monthly financial report to the Student Senate.
5. Prepare an annual budget in cooperation with the Finance Committee and the SGA advisor.
6. Serve at least five scheduled office hour per week.
7. Perform those duties assigned by the President and the Student Senate,
8. Shall chair the Finance Committee.

**E. The Executive Council shall have the authority to disperse funds to senators.**

Payment of Senators.

In order for the SGA Senators to be eligible for the compensation up to \$200 per semester for services rendered. The stipend will be dispersed on a prorated basis according to the time served as deemed by the Coordinator of Student Activities; they must meet the following guidelines:

1. Maintain a 2.0 grade point average per semester.
2. No more the three unexcused absences per semester.
3. Carry at least six credit hours per semester.
4. Failure to maintain this average for one semester is grounds for impeachment; however, the Student Senate, by a majority vote, may allow for extenuating circumstances if it so chooses. Member(s) in question of impeachment may ask for a prayer of judgment in the event of any unusual circumstance

that presents the above criteria.

**F. All members of the Student Government Association will be required to complete a minimum of fifteen (15) community service hours per semester.**

**Section 3.**

The Executive Council, by majority vote, may veto acts or resolutions of the Student Senate if such veto is exercised by midnight of the seventh calendar day following the date of the Student Senate action. Legislation or resolutions enacted by the Student Senate and not vetoed by the Executive Council shall be signed by the President and the Secretary.

**Section 4.**

In the event of resignation or incapacity of the President, the Vice President shall assume the Presidency. The new President shall submit to the Student senate a recommended appointment for new Vice President. The vacancy shall be filled as herein provided.

**Section 5.**

If an Executive Council member, accumulates three (3) excused or unexcused absences combined during one full semester, this will constitute a motion for impeachment from the Student Senate. A prayer of judgment may be requested from the Executive Council, in the event of severe unusual circumstances.

**Section 6.**

Executive Council members are deemed to have resigned if their load for any semester is not at least six semester credit hours. A prayer of judgment may be requested from the Executive Council, in the event of severe unusual circumstances.

**Section 7.**

An Executive Council member must retain at least a 2.5 grade point average per semester at Gaston College. Failure to maintain this grade point average for one semester is grounds for impeachment; however, the Student Senate, by a majority vote, may allow extenuating circumstances if it so deems they are warranted. Member(s) in question of impeachment may ask for a prayer of judgment in the event of any unusual circumstance that presents the above criteria.

**Section 8.**

Executive Council members shall deliver to their successors all records, papers, and property of the Student Government Association within one week prior to the closing of the spring semester.

**Section 9.**

Student Government Association Executive Council members (President, Vice President, Secretary, Treasurer) shall receive a maximum stipend of seven hundred and fifty dollars for the fall, and spring semester for which they serve in that capacity. The stipend will be dispersed upon successful completion of each semester. If an Executive Council Member resigns or is impeached before the completion of his or her term, the stipend will be dispersed on a prorated basis according to the time served as deemed by the Coordinator of Student Activities.

**Section 10.**

A Merit Scholarship will be disbursed to any Gaston College student that serves on a Gaston College School-wide committee up to \$100 per semester. Student must be cleared by the SGA Advisor/Coordinator of Student Activities prior to serving on any college committee.

**Article VI. LEGISLATIVE BRANCH**

**Section 2.**

The Student Senate shall be composed of ten senators elected at large by the student body or appointed by the SGA membership.

**Section 3.**

Student Senators must maintain a 2.0 grade point average per semester at Gaston College. Failure to maintain this average for one semester is grounds for impeachment; however, the Student Senate, by a majority vote, may allow for extenuating circumstances if it so chooses.

**Section 4.**

Each Senator shall have one vote. There shall be no voting by proxy.

**Section 5.**

A quorum consists of simple majority of the Student Senate, which includes the Executive Council.

**Section 6.**

Student Senators:

1. May hold only one elected office in the Student Government Association.
2. Are deemed to have resigned if their enrollment course loads for anyone semester does not equal at least six semester credit hours. A prayer of judgment may be requested from the Executive Council, in the event of severe unusual circumstances.
3. Each member are to complete any task delegated to them by the Executive Council, or Student Senate.
4. Each Student Senator is expected to volunteer for at least one (1) committee per semester.
5. Each Student Senator shall volunteer, attend, and participate in at least 70% of the SGA events per year.

**Section 7.**

The Student Senate shall meet as needed, unless otherwise determined by the SGA Advisor, at a time and place determined by a majority vote of the Executive Council. The first meeting shall be decided by the majority vote of the Executive Council.

**Section 8.**

Any member of the Student Government Association may present a petition or proposed resolution to the Student Senate at the regularly scheduled meeting. The petition or resolution must be in writing, any vote on the proposed resolution or petition must be delayed for at least one meeting as deemed necessary. Any member may address the Student Senate for a reasonable length of time on any issue of concern relating to college business.

**Section 9.**

If, in the opinion of the Student Government Association President and/or the Coordinator of Student Activities, an emergency arises which requires immediate action by the student Senate, the Executive Council, with the consent of the Coordinator of Student Activities, may take necessary action. Such shall report promptly to the Student Senate.

**Section 10.**

The Student Senate shall have the power to:

1. Appropriate funds for activities sponsored by the Student Government Association.
2. Plan and establish social and cultural activities of the Student Government Association.
3. Establish rules, consistent with administrative policy, regulating student behavior at college sponsored activities on campus.
4. Override an Executive Council veto by two-thirds vote of the Student Senate at the next regularly scheduled Student Senate meeting after the Executive Council veto occurred.

**Section 11.**

The guiding rules of order for this body shall be Robert's Rules of Order (latest edition), unless such rules shall be in conflict with this Constitution and bylaws, in which event the Constitution and bylaws shall take precedence.

**Section 12.**

The President shall appoint a Parliamentarian if needed. The Parliamentarian's duties shall be:

1. Chair the Constitution and Election Committees.
2. Perform those duties assigned by the President and the Student Senate.
3. Maintain all rights, responsibilities and power as a member of the student senate.
4. Have a working knowledge of Robert's Rule of Order.
5. Shall attend all Executive Council meeting as an ex-officio member if requested by the SGA President or Advisor.

**Section 13.**

If a Senator accumulates three (3) excused or unexcused absences combined during one full semester, this will constitute a motion for impeachment from the Student Senate. A prayer of judgment may be requested from the Executive Council by the senator, in the event of severe unusual circumstances.

**Article VII. ELECTIONS AND QUALIFICATIONS FOR MAINTAINING OFFICE****Section 2.**

Any new student wishing to run for Senate will be given the opportunity if all qualifications are met with the exception of the grade point average. A new student constitutes: (1) any new freshmen, (2) any returning student who has not registered for any classes at Gaston College in five years.

**Section 3.**

The annual election of the Executive Council and Ten Senators shall be held after the sixth full week after the spring semester begins.

**Section 4.**

Elections shall be by written or electronic ballots; write-in votes shall not be counted.

**Section 5.****ELECTION OF EXECUTIVE COUNCIL**

Offices shall be elected by the student body. A simple majority (over 50 percent of the ballots cast) of votes shall determine the election of each member of the Executive Council. If no candidate receives a majority of votes, a run-off election shall be held between the two candidates receiving the highest percentage of votes. The run-off election shall be held within one week of the first election.

**Section 6.****ELECTION OF SENATORS**

Senators shall be elected by the student body. The ten candidates receiving the highest number of votes shall be elected. In the case of a tie vote, a run-off election shall be held within one week of the first election.

**Section 7.****RECOUNT**

The guidelines for a recount are as follows:

1. A candidate must file for a recount within three days after the results were announced. The recount form can be picked up from the Elections Committee of the Student Government Association office and must

- be returned to the Elections Committee.
2. The Coordinator of Student Activities shall then form a Recount Committee made up of three students and a faculty or staff member, none of which may be affiliated with the Student Senate or Executive Council.
  3. The findings of this committee are final.

## **Section 8.**

### **TERMS**

1. Executive Council members shall serve from the last day of class in the spring semester until the last day of class of the following spring semester. (Executive Council shall advise the Executive Council Elect of all procedures and policies governing and concerning the Student Government Association.)
2. Any appointed Senator or Executive Council member shall finish the term of the Senator or Executive Council member they are replacing.
3. No student shall be appointed to the Student Senate after the fall semester has ended.
4. Any student wishing to be added to the Student Senate after the fall semester must run during the spring semester elections, unless pre-approved by the SGA Advisor and Executive Council.

## **Article VIII. ADVISORY COUNCIL**

### **Section 1.**

The Advisory Council shall consist of the Coordinator of Student Activities of Gaston College and/or such person's designee(s) appointed by the Vice-President of Student Services and Enrollment Management.

### **Section 2.**

The Advisory Council shall act as a resource to the Executive Council and the Student Senate. They shall attend its meetings and shall have authority to make adjustments in the Senate's budget and decision making as deemed necessary.

### **Section 3.**

An advisor:

- A. Must be present at all Executive Council and Student Senate meetings.
- B. Shall determine the eligibility for office for all SGA Members.
- C. Shall ensure that the Constitution is enforced.

### **Section 4.**

Although the SGA Advisor(s) shall have no voting rights, they shall be recognized by the Chair in the same manner as voting members to discuss, debate, and/or advise on any matters under consideration.

## **Article IX. STANDING COMMITTEES**

### **Section 2.**

The Committee Chairpersons shall:

1. Appoint members for their respective committees from the Student Senate and the membership. The number of committee members shall be at least two and no more than five.
2. Vote only in the case of a tie.
3. Report to the Student Senate at regularly scheduled meetings.
4. Set the time, date, and place of committee meetings.

The Committees shall be headed by a committee chair. The Chair is to be appointed by the President of the Senate and SGA Advisor. The duties and Responsibilities of the Committee Chair shall be as follows:

- A. Work with the SGA President and Advisor to build membership of his/her committee.
- B. Act as public spokesperson for the committee when appropriate.



- C. Set the agenda for his/her Committee.
- D. Chair the meeting of his/her Committee.
- E. Make arrangements for meeting and notifies members of dates, time and place of meeting.
- F. Delegates responsibilities to committee members.
- G. Involves all members in the decision making.
- H. Reports work of committee to the student Senate.
- I. Keeps a written file of work of committee (i.e. minutes and agenda of each meeting).
- J. Make sure that the minutes are kept and recorded to insure the work is getting done.

### **Section 3.**

The Constitution Committee shall review this Constitution every year and make recommendations to the Senate for appropriate amendments, if needed. The Constitution Committee shall study any issues of constitutionality directed to it by the Student Senate and/or the Executive Council.

### **Section 4.**

The Election Committee shall:

1. Provide forms by which a member may file for election to the Student Government Association.
2. Set the time, date, and place of the election.
3. Ensure and certify the eligibility of the candidates and also certify the voter eligibility with the Coordinator of Student Activities.
4. Supervise all elections, ensure fairness and make known the results by informing the Coordinator of Student Activities and by posting results on the bulletin board outside the Myers Center.
5. Provide recount forms.
6. Ensure that all procedures follow the section in the SGA Policy Book dealing with election.

### **Section 5.**

The Finance Committee shall:

1. Work closely with the Student Government Association's Treasurer, and the SGA Advisor to assist in preparing a proposed annual budget for submission to the Student Senate.
2. Work closely with the Advisory Council in determining the financial resources and needs for the membership.
3. Be chaired by the Treasurer.

### **Section 6.**

The Inter-Club Council shall consist of a representative from each Gaston College club recognized by the SGA as a legitimate, registered college club. The Inter-Club Council may have its own constitution, with approval of the SGA, and may adopt rules and bylaws governing Inter-Club Council attendance, club suspension or recognition, the appointment of the Inter-Club Council chairperson, or other club related matters, not inconsistent with the Constitution or policies of the SGA.

### **Section 7.**

The Publicity Committee shall publicize and promote all activities sponsored by the Student Government Association.

### **Section 8.**

The Recruitment Committee shall actively recruit for the Student Government Association and encourage participation in Student Government Association activities.

### **Section 9.**

The Social Events/Entertainment Committee shall:

1. Plan and coordinate all social, cultural, and educational programs of the Student Government

Association of Gaston College including but not limited to:

1. Fall Event(s)
  2. Spring Fest
  3. Awards banquet (in coordination with the Coordinator of Student Activities)
  4. Multi-cultural events
  5. Educational events
- .
2. Prepare a proposed Social Event budget and summary of planned activities for submission to the Finance Committee and the Student Senate.
  3. Keep the Student Senate informed on proposed events and the current status of the Social Events budget.

### **Section 10.**

The Intramural Committee shall:

1. Plan and coordinate all Student Government sponsored sporting events.
2. Work closely with the social committee.
3. Prepare a proposed Intramural event budget and summary of planned activities for submission to the Finance Committee and the Student Senate.

## **Article X. IMPEACHMENT**

### **Section 2.**

The following are grounds for impeachment:

1. Any violation of Gaston College's Student Code of Conduct.
2. Negligence of one's duties and responsibilities as outlined in this Constitution.
3. Failure to comply with any part of this Constitution.
4. Refer to the current edition/version or Robert Rules of Order.

### **Section 3.**

The Student Senate shall initiate impeachment proceedings against any officer or Student Senator. Removal from office requires a two-thirds vote of the Student Senate. Roberts Rule of order Revised shall be followed in cases of impeachment.

## **Article XI. FISCAL YEAR**

The fiscal year of the Student Government Association shall coincide with that of Gaston College.

## **Article XII. AMENDMENTS**

### **Section 2.**

Any proposed amendment, defeated in the Student Senate or by the student body/membership, may be resubmitted within the same fiscal year of such action

## **Student Senate/Executive Board Meetings Appointment of Offices Fall/Spring**

### **Section 1: Eligibility**

Any student body member is eligible for an appointment provided the following is met:

- A. The student shows an active interest in serving.

- B. The student meets the requirements outlined in the Gaston College Student Government Association Constitution for the desired position.
- C. The student must show a general knowledge in the skills needed for the desired position.
- D. Attendance of at least three Regular Senate Meetings consecutively for consideration.

## **Section 2: Appointment Guidelines**

All applicants must adhere to the requirements specified in the pertinent application and must observe all application deadlines. Selection and approval of Senate and Executive Council positions shall be made by the entire Senate Board in a majority vote based on an essay and application with the discretion of the board.

- A. All senators must work with the Advisor and Executive Council to become familiar with the process that business is conducted within the SGA.
- B. All Executive Council members must work with the Advisor and SGA President to become familiar with the process that business is conducted within the SGA.
- C. No vacancies may be filled by appointment until after the Spring general election.
- D. Elected and appointed senators will have a term of one academic year.

## **Student Senate/Executive Board Elections Campaign Regulations Fall/Spring**

### **1. Eligibility/Qualifications (refer to SGA constitution):**

- a) Any Student Government Association member, meeting the qualifications for office, may file to run for such office on an appropriate form, provided by the Elections Committee. The form must be returned to the Elections Committee within the time specified, and approved by the Student Senate and SGA Advisor.
- b) Students running for Executive Council position must have at least a cumulative 2.5 grade point average at Gaston College.
- c) Students running for Executive Council must carry a course load of at least six credit hours per semester at Gaston College.
- d) Students running for a Senator position must have at least a cumulative 2.0 grade point average.
- e) Students running for a senator position must carry a course load of at least six credit hours per semester at Gaston College.
- f) Executive council positions are only filled by previous senators.

### **2. Petitioning:**

- a) The Elections Committee will distribute nominating petitions for candidacy for the Executive Board and Senate in the SGA office.
- b) Candidates must have a completed petition of at least 100 or more names of students that are currently enrolled in Gaston College.
- c) The **FULL NAME** of the candidate(s) and the position they are running for must appear on the top of the petition sheet.
- d) All petitions must be submitted to the Elections Committee two weeks before elections take place.
- e) Duplicate signatures within the same candidate's petition will only count once.

- f) Signatures may only be collected by the candidates who specifically appear on the ballot.
- g) Supporters may not aid in the collection of signatures.

### 3. Campaigning:

- a) All posters displayed on bulletin boards must be limited to **8 ½” X 11”** in size. Posters may be posted per Gaston College posting guidelines (see Coordinator of Student Activities).
- b) A copy of every different **8 ½” X 11”** size poster in the campaign must be left with the Elections Committee.
- c) The Coordinator of Student Activities must stamp campaign materials before he/she duplicates. Campaign materials may not be altered in any way after they have been stamped and approved by the Elections Committee and Coordinator of Student Activities.
- d) The permissible size of any banner or poster is subject to a reasonable limit at the discretion of the Elections Committee.
- e) The following areas may **NOT** be used for the posting of campaign materials:
  1. All mirrors
  2. All windows that are on doors
  3. The windows of all academic buildings
  4. The interior of academic class rooms
  5. The plaster or painted surfaces of all walls on campus
  6. Pavements/Grounds of Gaston College.
- f) All flyers can be handed to students individually and **NOT** left on tables, chairs, floors etc.
- g) No campaign material may be posted or distributed off campus or in student or faculty parking lots.
- h) Public address systems may not be used by the candidate to campaign, the only exception are announcements over the school radio station and school newspaper, which are open to **ALL** candidates.

### 4. Polls and Voting:

- a) The position of each candidate for office on the ballot will be determined by a random drawing that will be held by the Elections Committee.
- b) When voting is taking place, in person the candidates can **NOT** be in the same room at any point. It is recommended that there is to be a separate room where students can meet the candidates while voting is taking place.
- c) Online voting will take precedence over written ballots.
- d) The campaign period ends 5:00 p.m. on the last day of voting. All candidates are responsible for the removal of all campaigning material from the college grounds by this time.

### 5. Com-plaints and Violations:

- a) All complaints must be submitted to the Elections Committee, **IN WRITING**, within 24 hours, or one school day of the incident.
- b) No one may, in any way, **TAMPER** with any portion of any candidate’s campaign. The Elections Committee will take appropriate action to ensure that these rules are obeyed. Candidates will also be held responsible for the actions of their supporters.
- c) **ANY CANDIDATE FOUND TAMPERING WITH ANOTHER CANDIDATE’S**

**CAMPAIGN MATERIAL MAY FACE IMMEDIATE DISQUALIFICATION AND DISCIPLINING ACTIONS AS DEEMED APPROPRIATE WITHIN THE GUIDELINES OF GASTON COLLEGE POLICY, STUDENT CODE OF CONDUCT PUBLICATION.**

**6. Miscellaneous:**

- a) The Elections Committee will be available to assist candidates during election week. A list of the members of the Elections Committee and where they may be reached will be distributed with these rules.
- b) **THE ELECTIONS COMMITTEE IS THE SOLE IMMEDIATE INTERPRETER OF THESE RULES AND THEIR ENTIRE DECISIONS ARE FINAL.**



## Student Senate/Executive Board Meetings Guidelines for writing a proposal Fall/Spring

Writing a research proposal will help you clarify your project and will give you valuable experience for any proposal writing you may be beyond Gaston College. A successful proposal should be written a way that an intelligent reader who is not familiar with your field could still understand the proposed statements.

### **Proposal Contents**

The effectiveness of your proposal will depend on your ability to explain the nature, context and scope of the project. The Senate will also be looking for an indication that your project will be more than just an idea, but a project that will help to reach the goals of the SGA. Your proposal should include the following information:

1. Name of proposal
2. Name of person submitting proposal and date
3. Name of event
4. Description of event
5. Funding/cost with an itemized list (if necessary)
6. Date and time of event
7. People power with a list of volunteers submitted with the proposal
8. Rational or purpose for the event
9. If a product is to be distributed-how will it be distributed?

### **Proposal Format**

Your proposal may be up to three pages in length. Print single sided sheets only (double sided copies will not duplicate and the Senate will not receive your full proposal). We recommend at least a 12-point, serif font (such as Times or Palatino), justified left (right ragged). Illustrations may be used in the body of the proposal but should duplicate well on a copier. If you are using color graphs or illustrations, please submit five complete copies of your proposal for the Executive Council. Do not include a cover sheet, resumes, or any other attachments: they will be discarded. Instead, include any relevant information in the body of your proposal. Remember to spell check! You are asking for money and your proposal should be a reflection of your commitment to the project.

### **Review a Draft**

You are highly encouraged to work closely with the faculty advisor on your proposal at least once prior to submitting the proposal.

## Student Senate/Executive Board Meetings Guidelines for SGA sponsored events Fall/Spring

Gaston College Student Government Association will sponsor events with organizations off campus. In order for the organizations to be considered they must meet the following criteria.

1. The SGA must have a written proposal (see Guidelines for writing a proposal) in the SGA office by the start of the Executive Council meeting prior to being scheduled on the agenda of the regular Senate

- meeting. The proposal may be mailed, faxed, dropped-off, or e-mailed to the SGA Secretary.
2. If the proposal is a campus wide event/presentation, attach an outline of the event to the proposal form.
  3. The representative of the organization submitting the proposal must come to the Senate meeting to present the proposal to the Senate. If the representative making the proposal is unable to attend a replacement may be sent to present the proposal.
  4. The content in the event/presentation must be in accordance with the Mission Statement of Gaston College and the Preamble of the SGA constitution.
  5. Funding priority is given to events sponsored by Gaston College departments or Gaston College student organizations.
  6. Funding requests can only be approved by the Gaston College SGA Senate. ***PLAN AHEAD.***
  7. Review the Gaston College SGA Constitution and the Gaston College Mission Statement for specific policies. To summarize, all events must be academically oriented and open to and free for all Gaston College students who wish to attend.
  8. At least ***one month prior*** to a scheduled Gaston College Senate meeting at which a funding request will be made, a copy of the budget for the event as well as a list of other sponsors and their respective contributions should be submitted to the Gaston College Executive Council. The request will be reviewed, and if it meets the requirements, will be placed on the meeting agenda.
  9. If approved, it is the responsibility of the requesting group/organizer to provide the SGA Treasurer with all the information necessary for the transfer of funds (i.e., the department/organization name, contact information, and account number). Funds will then be transferred to the designated account within one month. ***Under no conditions are funds disbursed directly to students or college personnel unless a reimbursement is required.***

**Student Senate/Executive Board  
Events/Activities/Committee Regulations  
For Attendance**

**1. People Power:**

- a) When planning different activities it is essential that people sign up to work these activities.
- b) In order for these activities to run smoothly we have to have dedication from everyone.

**2. Signing up For Activities/Events/Committee:**

- a) When the SGA plans an event there will be a sign-up sheet that will be passed around. The event, dates, and times will be listed at the top of the sheet.
- b) When committees are formed there will be a sign-up sheet in which you are to place your name and number at which you can be most easily contacted.
- c) Once a person has signed the sheet, their commitment now belongs to that committee or event/activity.

**3. Attendance:**

- a) If a SGA member fail to show up for an event/activity/Committee Meeting the he/she signs up for the following actions will be taken:
  - i. **Note: This is for the duration of the committee or a single planned event or activity.**
  - ii. **1<sup>st</sup> absence-** Verbal warning with written documentation.
  - iii. **2<sup>nd</sup> absence-** Verbal warning with written documentation. A meeting will be held to discuss what the problem is and how it can be worked out.
  - iv. **3<sup>rd</sup> absence- No verbal or written communication will be given.** This will be counted as an absence for a regular senate meeting. (**Note: only 3 absences are allowed in a semester.**)





# Gaston College Student Government Association Motion Form

I \_\_\_\_\_ move that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (motion maker): \_\_\_\_\_  
Signature (second): \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Vote:  
    For Motion: \_\_\_\_\_  
    Opposed: \_\_\_\_\_  
    Abstained: \_\_\_\_\_



# Gaston College Student Government Association Motion Form

I \_\_\_\_\_ move that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (motion maker): \_\_\_\_\_  
Signature (second): \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Vote:  
    For Motion: \_\_\_\_\_  
    Opposed: \_\_\_\_\_  
    Abstained: \_\_\_\_\_



# Student Government Association

The voice of the students!

## SGA MEMBER POSITION CONSIDERATION FORM

### STUDENTS INFORMATION

Date Requested: \_\_\_\_\_ Position Under Consideration: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### INQUIRY DETAILS

Complete the form and give it to the SGA advisor at {2<sup>nd</sup> floor of the Myers Center on the Dallas Campus}. All considerations will be addressed and then individually contacted.

**Indicate your reasons for consideration for the specific executive position available in the space provided below:**

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*NOTE* – Attach any needed documentations to this page (resume & class schedule, etc).

### FOR SGA ADVISORS USE ONLY

Date Replied: \_\_\_\_\_

SGA-Advisor Signature: \_\_\_\_\_

**Comments:**