

Mountwest Community & Technical College Student Government Association Constitution

Preamble

We, the students of Mountwest Community & Technical College (MCTC), establish the Mountwest Student Government Association in order to promote the general welfare of the students; to provide a link between faculty, administration, and students; to ensure the representation of a student voice in college affairs; and to perpetuate the concept of responsible student freedom. The Student Government Association will not discriminate against race, religion, gender, age, creed, sexual orientation, or disability.

Article I: Name

Section 1.

The organization shall be known as the Mountwest Student Government Association. Hereafter to be designated MSGA in this document.

Article II: Membership

Section 1.

The membership of the MSGA shall consist of all part-time and full-time students of Mountwest Community & Technical College.

Article III: Purpose & Organization

Section 1. Purpose

The purpose of the MSGA is as follows:

- a. To provide official channels through which student views may be expressed.
- b. To promote full cooperation among students, faculty, and administration.
- c. To control the assessment and allocation of student activity fee funds.
- d. To assist in the establishment and support of official student clubs and organizations at MCTC, and to serve as a resource for those clubs and organizations.
- e. To assist in the coordination of activities for the benefit MCTC and its student body.

Section 2. Branches

The MSGA is made up of three distinct branches: Executive Board, Programming Board and Student Senate.

Section 3. Elected Official Requirements

The requirements for being elected to an executive office or senate seat and continuing to hold that office throughout the term of office shall be as follows:

- a. Be a full-time curriculum student.
- b. Be in good standing academically and otherwise.
- c. Be enrolled as a full-time curriculum student for at least one semester prior to nomination.

Section 4. Meeting Schedule

Meetings will follow the schedule below. Each group will decide upon the specific day and time of their meeting. In the event of a shortened month the Closed Executive Board meeting will be dropped.

- a. First Week of the Month - Executive Board
- b. Second Week of the Month - Programming Board
- c. Third Week of the Month - Closed Executive Board
- d. Fourth Week of the Month - Senate

Article IV: Executive Board

Section 1. Composition

The Executive Board shall be composed of five executive officers - president, vice president, secretary, treasurer, and student community coordinator. All officers shall be elected by a simple majority of the members of the MSGA voting in a general election held annually in the spring semester.

Section 2. Meetings

The Executive Board shall meet twice a month with the MSGA Faculty Advisor present. Additional Special Sessions may be called by the MSGA Advisor or as voted by the Executive Board.

Section 3. Executive Board Duties

The duties of the Executive Board are as follows.

- a. Review and approve or deny new clubs and organizations applications.
- b. Approve or deny annually existing clubs and organizations.
- c. Approve or deny event suggestions put forward by the Programming Board.
- d. Approve or deny resolutions put forward by the Senate.

Section 4. President

The duties of the President are as follows.

- a. Organize and preside over all Executive Board meetings.
- b. Serve on the Institutional Board of Governors of MCTC as a Student Member to communicate agenda items voted on by the Student Senate. Report Executive Board and Senate activities to the administration and report pertinent Board of Governors data during the Executive Board and/or Senate meetings.
- d. Appoint the ad hoc 3-person Election Committee. Committee must be confirmed by the Student Senate.
- e. Communicate weekly with MSGA Faculty Advisor.
- f. Assist the Secretary in making an agenda for all Executive Board meetings.

Section 5. Vice President

The duties of the Vice President are as follows.

- a. Ensure the proper use of Robert's Rules of Order in all Executive Board and Student Senate meetings.
- b. Preside over Executive Board meetings in absence of the President. Assume all duties of the President in his/her absence.
- c. Set agenda for and preside over Student Senate meetings and record the minutes of those meetings.
- d. Present resolutions voted on by the Student Senate to the Executive Board.
- e. Attend all West Virginia Advisory board meetings.

Section 6. Treasurer

The duties of the Treasurer are as follows.

- a. Supervise all MSGA financial affairs and maintain records of all expenditures and income.
- b. Create a monthly financial report.
- c. Coordinate campus budgeting support as needed for clubs, organizations, and events.

Section 7. Secretary

The duties of the Secretary are as follows.

- a. Record minutes of all Executive Board meetings and distribute minutes to Executive Board, Programming Board, and Senate, MSGA Faculty Advisor, and any student, faculty, staff, or administration as requested.
- b. Preside over Executive Board meetings in the absence of the President and Vice President.

- c. Create the agenda for Executive Board meetings with assistance from the President.
- d. Preside over Senate meetings in the absence of the Vice President.

Section 8. Student Community Coordinator

The duties of the Student Community Coordinator are as follows.

- a. Coordinate all community service activities as voted on by the Executive Board.
- b. Preside over monthly Programming Board meetings; and record Programming Board minutes to be provided to the Executive Board.

Article V: Senate

Section 1. Composition

The Senate shall be composed of five members; two Senators from the Career & Technical Division, two senators from the Liberal Arts & Transfer Studies Division, and the MSGA Vice President.

Section 2. Meetings

The Senate shall hold one regular meeting each month. Special meetings may be called by a majority vote of the Executive Board or the Senate. A quorum of three senators is required to conduct official business. The Vice President presides over Senate Meetings as a non-voting member. However, the Vice President is empowered to cast a vote in the event of a tie.

Section 3. Duties of the Senate

The duties of the Senate are as follows.

- a. Propose, draft, and debate resolutions to be forwarded to the Executive Board.
- b. Vote upon said resolutions.
- c. Create avenues for student input.

Section 4. Duties of Senators

The duties of Senators are as follows.

- a. Represent students of the Division they represent and promote student issues at Senate meetings.
- b. Attend 75% of Senate meetings per semester.

Article VI: Programming Board

Section 1. Composition & Meetings

The Programming Board shall be composed of the presidents of all duly chartered student clubs and organizations. The Programming Board shall meet monthly and in any “Special Session” as requested by the Executive Board or by a majority vote of the Programming Board.

Section 2. Mission

The mission of the programming board is to promote community and a spirit of cooperation between the various MCTC student organizations and clubs.

Section 3. Duties

The duties of the Programming Board are as follows.

- a. Coordinate all MSGA events, fundraisers, and community service actions.
- b. Brainstorm new ideas for MSGA events, fundraisers, and community service actions. All new event suggestions must be voted on and approved by a simple majority of Programming Board members before being submitted to the Executive Board.
- c. Provide mutual support for individual student club and organizations in regards to promotion, event-planning, and activities.

Article VII: Resignation, Removal & Replacement

Section 1. Resignation

Any elected Officer or Senator wishing to resign must submit a formal letter of resignation to the MSGA Advisor.

Section 2. Removal

Reasons for and procedures for removal from office.

- a. Automatic reasons for removal from office include poor academic performance and/or not meeting attendance requirements.
- b. In cases of automatic removal the officer in question will be notified by the MSGA Advisor.
- c. Other reasons for removal include dereliction of duty, creating conflict with officers or members of MSGA, and any other action deemed detrimental to the MSGA by members of the Executive Board.
- d. Motion for removal must be submitted to the Executive Board, MSGA Faculty Advisor, and the officer in question in writing by any officer or senator with a detailed explanation of reasons for removal.
- e. Approval for removal must be reached on a simple majority vote of the Executive Board.

Section 3. Replacement

Replacement in cases of resignation, removal, or graduation are as follows.

- a. In the event of a vacancy of the office of President the Vice President shall automatically assume the office of President to complete the term of the outgoing President.
- b. All other Executive Board or Senate positions may be filled by Special Election or appointment, per a vote by the Executive Board. Appointments for Executive Board positions must be approved by the Senate. Appointment for the Senate must be approved by the Executive Board.

Article VIII: Election and Campaign Rules

Section 1. Term Schedule

Terms are based on the academic calendar.

- a. Executive Board terms shall be from the Monday prior to the start of Fall semester until June 22.
- b. Senate terms shall be from the Monday prior to the start of Spring semester until December 22.

Section 2. Nominations

- a. Campuswide public notifications will go out requesting nominations for upcoming elections.
- b. Students may nominate themselves by completing the nomination packet and delivering it to Student Services or a duly designated location, or emailing it the MSGA Advisor.
- c. All nominees must be verified as eligible to run by the Dean of Student Services. Nominees must have a 2.0 institutional GPA and be a full-time student.

Section 3. Campaign and Election Cycle

- a. Campaign Week for Executive Board campaigning will be held the week after Spring Break each Spring semester.
- b. Executive board elections will be held the following Monday and Tuesday.
- c. Campaign Week for Senate campaigning will be held the 10th week of the Fall semester.
- d. Senate elections will be held the Monday and Tuesday of the 11th week of Fall semester.

Section 3. Campaign Rules

- a. Candidates will have a one week period to campaign. No campaign materials may be distributed or posted prior to Campaign Week.
- b. Students may campaign on campus or via the Internet.
- c. Campaign signage may only be placed in designated areas as assigned by the Dean of Student Services.
- d. Negative campaigning will result in removal of the offending candidate from the ballot.
- e. If there is suspicion of any election misconduct, it must be reported in writing to the chair of the Election Committee and the MSGA Advisor. If no resolution is possible within 24 hours it will be reported to the Dean of Student Services. The Dean's resolution will be final and may not be appealed.

Section 4. Polling

Secure and accurate polling is of primary importance.

- a. Polling will take place on the Monday and Tuesday following Campaign Week.
- b. The MSGA must have two poll workers at the physical polling location at all times. There will be a sign-in sheet for poll workers.
- c. Poll workers are responsible for verifying student enrollment at MCTC prior to casting a ballot, and ensuring one vote per student per position.
- d. The election ballots will be kept for one calendar year following the election and at that time will be destroyed.
- e. The MSGA Advisor, Election Committee, and any member of the Executive Board not running for a position shall count the votes.
- f. All newly elected officers will be notified by email after the votes have been tabulated, which will occur within 24 hours of polls closing.

Article IX: Advisor

Section 1.

The MSGA Advisor shall be appointed by the Dean of Student Services.

Article X: Amendments

Section 1.

Amendments to the MSGA Constitution can put forth by any member of the Executive Board or the Senate. Amendments are then voted on by the Senate and must pass by a 3/4 majority vote to be enacted.

Article XI: Ratification

Section 1.

The Constitution shall become effective immediately upon its ratification by approval from the President of MCTC, the Dean of Student Services, the SGA Advisor, and a majority vote of the MSGA Executive Board.