

**United Tribes Technical College**  
**Student Government Association**  
**Bylaws**

**Article I. Name**

The name of the student organization that represents the student body shall be the Student Government Association of United Tribes Technical College, hereafter referred to as SGA.

**Article II. Purpose**

*Purpose Statement: to promote a democratic form of student government, to provide students a forum for student issues, to offer the opportunity for leadership development in the individual, and to promote social, cultural, educational, and recreational activities for students of United Tribes Technical College.*

**Article III. Membership**

The SGA of UTTC shall be comprised of two (2) divisions:

- 1) The Executive Committee, consisting of President, Vice-President, Secretary, Treasurer, and the SGA Advisor; and,
- 2) The General Membership, consisting of all Executive Officers and Representatives elected to represent each one of the academic programs with active clubs:
  - a. Automotive Technology
  - b. Business Administration
  - c. Criminal Justice
  - d. Culinary Arts
  - e. Elementary Education
  - f. Environmental Science and Research
  - g. Health, PE & Recreation
  - h. Human & Social Services
  - i. Welding Technology

Section 1. In the case of vacancy in the office of the SGA President, the line of executive succession shall be the SGA Vice-President, followed by the SGA Treasurer, followed by the SGA Secretary.

Section 2. In the case of a vacancy of any other position, the SGA President may appoint an interim member from the student body to serve until the vacancy is filled (see Section 5). After the next election, the interim member, if they served on the SGA prior to their appointment, will return to their respective seat.

Section 3. After either dismissal by the SGA or official receipt of the resignation of any SGA member, the SGA shall select a successor from among the student body. The SGA President shall make the appointment. The appointee must meet all membership qualifications for the

vacant position. This candidate must be confirmed by a simple majority vote of the members of the SGA.

Section 4. No member of the SGA shall hold more than one elected SGA office at any time.

Section 5. Members appointed to any position on the SGA before the fall election shall serve until the next regularly scheduled election. Members appointed after the fall election shall serve the remainder of the term.

Section 6. All Executive Officers of the SGA shall not miss more than two consecutive meetings without approval of the SGA. If an Officer has missed more than two meetings, the SGA will declare the seat vacant and fill the position.

Section 7. All Representatives serving on the SGA shall not miss more than three consecutive meetings without approval by the Executive Officer of the SGA. If a Representative has missed more than three meetings, the SGA will declare the seat vacant and appoint a new member who shall serve until the next election.

Section 8. Any SGA members removed from membership have the right to appeal as outlined in the UTTC Student Code of Conduct.

#### **Article IV. Officers**

- 1) Titles: The SGA shall have the following officers elected from the student body:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  
- 2) Qualifications:
  - a. Students elected or appointed to any position on the SGA are required to have and maintain a cumulative 2.5 GPA, except for first-year students with no credit (0 credit hours), and maintain a "C" or higher in all current courses.
  - b. Members of the student body who serve on the SGA must maintain full-time status at the time of election or appointment through the duration of their term in office. Full-time status is defined as enrolled for a minimum of twelve (12) credit hours, or for a minimum of six (6) credit hours during the summer semester.
  - c. Students who serve on the SGA must be free of any disciplinary violations as defined in the UTTC Student Code of Conduct.
  - d. UTTC employees are not eligible to serve on the SGA.
  
- 3) Duties of Officers:
  - a. The President shall preside at all SGA meetings, develop the agenda and be responsible for appointing all sub-committees and shall perform other duties usually required of this office. The President is an ex-officio member of all Student Government Committees.

- b. The Vice President shall assist the President in all meetings, programs, and policy development; facilitate meetings when the President is absent. The Vice President is an ex-officio member of all Student Government Committees and will supervise the coordination of and between committees. The Vice-President shall nominate with the full consultation and advise from the SGA Treasurer, a chairperson for each SGA committee.
  - c. The Secretary shall be responsible for the compilation and distribution of minutes for regular business meetings and shall keep a record of all official correspondence of the SGA for archiving. The minutes will be completed and uploaded within 48 hours after each SGA meeting.
  - d. The Treasurer shall keep a record of all expenses and income of the SGA. The Treasurer will obtain all budget information through the SGA Advisor.
- 4) Duties of SGA Representatives:
- a. Representatives of the academic programs are responsible for investigating and expressing student concerns and opinions within their respective degree or certificate programs.

## **Article V. Elections**

Section 1. In the fall semester, an election shall be held with the purpose of filling the following positions: the Executive Committee, including the President, Vice-President, Secretary and Treasurer; and the Representatives from each one of the academic programs. Nominations for open positions will be advertised for a minimum of two (2) weeks and are open to all eligible members of the student body.

Section 2. All positions not filled by election during the fall shall be elected in the spring. The elections must be held no later than the fourth week of the fall and spring semesters. Each academic program may appoint one interim Representative to serve on the SGA until the position is filled if there are no qualified applicants for positions.

Section 3. The candidates for office shall be elected to the SGA upon receiving the most votes cast in an at-large election of the student population and confirmation on part of the candidate.

## **Article VI. Terms of Office**

Section 1. The successful candidates elected during the fall semester shall be installed no later than the week immediately following the election. Successful candidates elected during the spring shall be installed in office at the meeting following the completion of the election.

Section 2. Members elected during the spring shall serve until the end of the spring semester following their election, and members elected in the fall shall serve until the end of the spring semester of the academic year during which they were elected.

Section 3. No Executive Officer may hold the same elected position more than two (2) years total.

## **Article VII. Membership Meetings**

Section 1. Quorum for regular meetings shall be a simple majority of the total voting membership (13) of the SGA. The voting membership includes the four (4) officers and nine (9) representatives, from each one of the active academic department student clubs.

Section 2. The parliamentary manual for all SGA meetings and committees shall be Robert's Rules of Order, latest edition.

Section 3. The SGA shall convene regularly during the fall and spring semesters. During the summer semester, the SGA shall convene when a special session is called.

Section 4. The SGA President, or the Vice-President acting on behalf of the President with a minimum 24-hour notice, may call a special session. Quorum for special sessions shall be a majority of the total voting membership of the SGA. A special session consists of the President, Vice-President, Secretary, Treasurer, and the Representatives from each one of the academic programs, with each having the right to vote in a special session meeting. A special session is also referred to as a closed session meeting.

Section 5. Proxy votes are not allowed at any SGA meeting or committee meeting.

Section 6. All votes before the SGA require a simple majority of those present and voting to pass, unless otherwise stated.

Section 7. All regular SGA meetings must be open to the public and public comment and publically recorded.

## **Articles VIII: Sub-Committees**

Section 1. The President shall have the authority to appoint the Chair and members of each sub-committee. A simple majority vote by the SGA is necessary to confirm the chair and any nominee, except when the SGA is unable to attain quorum. When the SGA is unable to attain quorum, a simple majority vote of the Executive Committee is necessary to confirm any appointment, subject to review by the SGA at-large at their next regularly scheduled meeting.

Section 2. The Chairperson of each sub-committee shall make regular written and formal reports to the SGA on the procedures and activities of the committees of which they serve.

Section 3. There shall be the following standing sub-committees:

- 1) Executive Committee
  - a. The Executive Committee consists of the President, Vice-President, Secretary, Treasurer, and one Representative from each one of the academic programs.
- 2) Student Activities Committee
  - a. The Student Activities Committee is a sub-committee convened for the purpose of planning and coordinating student activities on campus for the purpose of fund-raising, awards banquets, community events, etc.

3) Elections Committee

- a. The Elections Committee is a sub-committee that is convened during elections for the purpose of planning and coordinating elections on campus of new officers and representatives. Activities may include disseminating information to the campus community about open positions, election procedures, and polling processes.

Section 4. The SGA President, SGA Vice-President, SGA Advisor and Vice President of Academic Affairs will serve as ex-officio members of all committees.

**Article IX: Responsibility of Committee**

- 1) The SGA shall abide by all applicable policies instituted by UTTC.

**Article X: Amendments**

- 1) These bylaws may be amended by a vote of a minimum of two-thirds (8 of 13 members) of the SGA membership present at any regular meeting with a quorum or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.