

# **Constitution of the College of Southern Maryland Student Government Association**

## **Preamble**

We, the students of The College of Southern Maryland, do hereby establish a Student Government Association, hereafter referred to as SGA, for the following purposes: to create a representative form of student government that provides the means for responsible and effective student participation in the organization and control of student affairs; to serve as the official voice of student opinion on matters concerning the college and upon matters affecting students in their role as students; to provide for mutual and beneficial understanding with the faculty and administration; and to further student welfare and responsibilities.

## **ARTICLE I**

### **-Purpose-**

The purpose of the SGA shall be to provide for the general welfare of students by acting as a liaison between the students and college administration, to promote a constructive involvement of students in the affairs of the college, to provide opportunity for the co-curricular education and personal development of students, and to provide a diverse program of extracurricular activities and services.

## **ARTICLE II**

### **-Authorities-**

By the delegation of authority by the Board of Trustees and the students of The College of Southern Maryland, the SGA shall have legislative, administrative, and judicial power over the activities of student organizations and the allocation of student activity fees.

### **SECTION I: Responsibilities:**

1. Spokesperson of student opinion.
2. Guardian of co-curricular and extracurricular activities under SGA jurisdiction.
3. Administrator of student activity fees.
4. Provider of maximum opportunity for participation in all student activities in order to promote the best interest of the college, students and community.
5. Promoter, coordinator, and organizer of campus and college-wide student affairs.
6. Liaison between students and the college administration, students and the faculty, and students and the community.

### **SECTION II: Powers:**

1. Review and approve the Campus Association Bylaws.

2. Develop guidelines for the allocation and distribution of student activity fees and ensure compliance.
3. Take action deemed necessary and proper to ensure effective operation of the SGA and Campus Student Associations.

### **ARTICLE III**

#### **-Membership-**

Membership in the SGA shall be open to all students of the College of Southern Maryland who are currently registered for a credit or continuing education course.

### **ARTICLE IV**

#### **-Structure-**

The SGA shall consist of student membership from all campuses of the College of Southern Maryland. Each campus shall elect a Campus Association, which will address campus-specific issues and develop and oversee a campus-based student activities program. The President of the SGA, three Multi-Campus Representatives, and a Secretary shall be members of the SGA Goals and Governance Board.

The SGA Executive Board shall be led by the SGA President. The SGA President shall be elected by the SGA from among the three Campus Association Presidents. The Vice President of Programming and Vice President of Budgeting will be selected from the remaining Campus Association Presidents and the SGA Secretary will be selected from one of the Campus Associations Secretaries. These positions will be determined by vote at the first SGA meeting of the academic year. These members shall be known as the SGA Executive Board; and the SGA President, Vice President of Programming, and the Vice President of Budgeting will be the voting membership.

The Vice President of Student Equity and Success and the Dean of Student Development or their designee shall serve as the non-voting co-advisors to the SGA Executive Board.

### **ARTICLE V**

#### **-Officer Duties and Responsibilities-**

#### **SECTION 1: SGA President**

The SGA President shall preside at all SGA meetings, act as the official representative of the student body at all necessary college functions and shall coordinate the activities and projects of the SGA with the Campus Association Presidents. The President shall:

1. Give direction and leadership to the SGA.
2. Serve as the liaison to all CSM Campus Associations.
3. Supervise the execution of SGA policy and serve as chair and tiebreaker of the Goals and Governance Board.
4. Serve as the chair of the SGA Executive Board.

5. Serve as chair and tie breaker of SGA General Meetings each semester.
6. Be an ex-officio member of all SGA boards.
7. Call special sessions of the SGA Executive Board or the SGA anytime he/she deems it to be in the interest of the SGA with forty-eight hours' notice.
8. Call special sessions of any Campus Association or recognized student clubs or committees when petitioned by three percent of the student body.
9. Notify the SGA Vice President to assume their duties in the event that the President expects being absent for their duties.
10. Meet at least once a semester with the Vice President of Student Equity and Success and meet at least quarterly with the Dean of Student Development.
11. Monitor each of the Standing Boards through regular contact with the board chairperson.
12. Prepare the agenda for the Executive Board and SGA general meetings at least 1 week prior to the meeting date. The agenda will be shared with the SGA Secretary to provide to meeting members.
13. Attend the monthly meeting of the CSM President.

**SECTION II: The SGA Vice President of Programming shall:**

1. Assist the President in the administration of the SGA, including, but not limited to, presiding over SGA meetings in the President's absence.
2. Coordinate all college-wide SGA events and serve as chair and tiebreaker of College Activities Board.
3. Coordinate one college-wide community service project per academic year.
4. Ensure that quality and diverse college wide events and activities are presented to all campuses.
5. Share the spending per event with the Vice President of Budgeting.
6. Assist the President in responding to all student concerns related to student activities.
7. Be the convening and presiding officer of recall proceedings against the President.
8. Meet at least once a semester with the Vice President of Student Equity and Success and meet at least quarterly with the Dean of Student Development.

**SECTION III: The SGA Vice President of Budgeting shall:**

1. Be responsible for overseeing SGA finances and budget.
2. Serve as chair and tiebreaker of the Budget Board to process club and organization funding requests.
3. Be responsible for the appropriate budgeting and expenditure of SGA funds according to SGA guidelines and procedures.
4. Submit a financial statement to the SGA Executive Board on a monthly basis for inclusion into permanent record.
5. Assist the President in responding to all student concerns related to budgetary spending.
6. Meet at least once a semester with the Vice President of Student Equity and Success and meet at least quarterly with the Dean of Student Development.

**SECTION IV: The SGA Secretary shall:**

1. Take accurate minutes at all meetings
2. Make copies of all minutes and make them available to the SGA Executive Board, SGA voting members, and the SGA advisor within one week of any meeting.
3. Establish and maintain a roster consisting of names, addresses, telephone numbers, e-mail address and class schedule of all voting members, additionally will list their committee membership.
4. Provide the agenda for the SGA Executive Board and SGA general meetings to the president and meeting attendees for that meeting.
5. Bring to each meeting a copy of the SGA Constitution, By-laws, and Budget Board guidelines, as well as the membership of the SGA and standing committees.
6. Be responsible for maintenance and confidentiality of all files.
7. Collect and file all reports and correspondences of officers and committee chairpersons.

**SECTION V: SGA Executive Board Members shall:**

1. Serve on their assigned SGA boards.
2. Attend monthly SGA Executive Board and report on the assigned information.
3. Act as a liaison between the SGA Executive Board and the Campus Association at their primary campus.
4. Ensure that the goals and objectives of each Campus Association are being met and actively implemented.
5. Perform such duties as may be requested by the SGA President.

**ARTICLE VI**

**-Procedures-**

**SECTION 1: Rules of Order**

The Rules as stated by *Roberts' Rules of Order Revised* shall govern SGA in all cases in which they are applicable and are not inconsistent with the SGA Constitution, SGA Bylaws or rules of procedure.

**ARTICLE VII**

**-Meetings-**

The SGA Executive Board shall meet monthly, or on an alternate schedule approved by the Executive Board members, to discuss college-wide issues and concerns. The President has the authority to call special meetings with forty-eight hours notice. The President has the authority to convene all-college meetings of the entire SGA when deemed necessary.

The SGA shall hold monthly general meetings, which all students will be encouraged to attend. These meetings will rotate among the campuses throughout the year, as determined by the SGA Executive Board.

Minutes shall be taken at all meetings and included in the permanent record.

## **ARTICLE VIII**

### **-Committees-**

#### **A. Campus Associations**

The La Plata, Leonardtown and Prince Frederick campuses shall each establish a Campus Association, which will address, develop, and oversee campus-specific student life issues and activities. The Campus Associations will work together to develop Bylaws and submit them to the SGA Executive Board for approval. Upon approval, the Campus Association Bylaws shall set forth the operational procedures for each Association consistent with the SGA Constitution. The Campus Association shall consist of elected officers: President, Vice President, Secretary, Treasurer, and three Representatives of the Campus Association.

#### **B. Standing Boards**

The SGA Executive Board shall establish and regulate standing boards for its effective operation, as specified in the Bylaws of the SGA.

1. Goals and Governance Board
2. College Activities Board
3. Budget Board

#### **C. Special Committees**

The SGA Executive Board shall have the authority to create special committees (ad hoc) as may be deemed necessary for its effective operation. Any member of the college community shall be eligible for membership on ad hoc committees. The existence of such committees shall terminate at the conclusion of their special project and may only be continued with the approval of the SGA Executive Board.

#### **D. Responsibilities**

All committees shall be directly responsible to the SGA Executive Board and shall be required to submit regular written reports, which will become part of the official records of the SGA.

## **ARTICLE IX**

### **-Bylaws-**

The SGA Executive Board shall be responsible for maintaining and carrying out the Bylaws set forth by the Campus Associations, the Bylaws operational procedures consistent with this Constitution. The SGA Executive Board shall enact, amend, or cancel any provisions of these Bylaws following written notification of all voting members, announcement to the college of the

intended change(s) and a two-thirds majority vote of all voting members present at the first meeting following seven days of notification and announcement.

## **ARTICLE X**

### **-Constitutional Amendments-**

Amendments to the Constitution of the SGA shall be made at any regular meeting by two-thirds majority vote of all present voting members. No proposition to amend the Constitution shall be acted upon unless written notice is given to the SGA voting members three weeks prior to the meeting. A copy of such proposition shall be posted publicly for two weeks prior to the aforementioned meeting and be embodied in the agenda of that meeting.

## **ARTICLE XI**

### **-Ratification-**

The Constitution of the SGA shall become the governing system of the SGA at such time it is approved by two-thirds majority vote of the present voting members of the SGA.

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