

Cuyahoga Community College Student Government Constitution

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Preamble

We the Students of Cuyahoga Community College (Tri-C) establish the Student Government Association as the representative body for the students. The students have the right to representation, in order to improve and protect the quality of education, and to better the overall environment of Tri-C. By maintaining student rights and interests, encouraging student involvement, and improving general student welfare we will improve this institution. We do ordain and establish this Constitution for the Student Government Association at Tri-C.

Article I: Name and Authority

Section 1: Name

- A. The name of this organization shall be the Student Government. Student Government is also recognized as "SG".

Section 2: Authority and Statement of Non-Discrimination

- A. The authority of the Student Government at Cuyahoga Community College is derived from the student body, faculty, administration, and the Board of Trustees in accordance with the public laws of Ohio.
- B. The scope of authority of Student Government shall encompass any function, power, or responsibility related to the co-curricular activities of the student body. These functions and powers are based on the confidence of the College President and the Board of Trustees of Cuyahoga Community College.
- C. Student Government embraces diversity and it is committed to affirmative action and equal opportunity. Discrimination against participation in Student Government by any individual based upon race, color, religion, sex (including sexual harassment), pregnancy, national origin, ancestry, disability, age, sexual orientation, gender identity and expression, veteran status, military status and genetic information is prohibited.

Article II: Purpose

The purposes of the Student Government of Cuyahoga Community College are to:

- A. Provide a means for responsible and effective student participation in the association and control of student affairs.
- B. Provide an official organization with powers to receive and review concerns and participate in the decision-making process of the College.
- C. Act in the best interest of the student body and campus community.
- D. Provide an official voice through which student opinions may be expressed.

- E. Provide means whereby students may gain experience in responsible political, cultural, recreational, and social participation.
- F. Foster awareness of the student's civic roles and responsibilities in the campus, local, state, national, and international communities.
- G. Aid in the establishment and daily functions of the campus food pantry.

Article III: Scope of the Student Government

- A. Establish the qualifications of its members in accordance with the policies of Cuyahoga Community College.
- B. Establish the rules of proceedings of meetings.
- C. Establish the time and date of regular meetings.
- D. Recommend candidates for student representation on campus, district, or college-wide committees.
- E. Establish and regulate all general and special campus elections and votes of the Student Government.
- F. Research and make recommendations on policies and procedures.
- G. Recommend standards and requirements for the operation of all student clubs and organizations, including the chartering of all new student clubs and organizations.
- H. Review and recommend to the Director of Student Engagement all requests for financial assistance from student clubs and organizations and individuals. No organization or individual shall be allocated funds to be used at the discretion of that organization or individual. All financial requests shall be for a single activity only. Each request shall be handled by the appropriate campus Student Government and Director of Student Engagement.
- I. If at any time evidence is presented to the campus Student Government indicating a violation of the guidelines established by Student Government for clubs and organizations, the campus Student Government shall have the power and authority to formulate a committee to investigate the alleged irregularities and make recommendations to the campus Student Government and Director of Student Engagement for appropriate action.
- J. Legislate on any matter in accordance with College policies and procedures.
- K. Aid in the planning and coordination of Student Engagement.

Article IV: Jurisdiction of the Constitution

This Constitution shall supersede and replace any and all constitutions, by-laws, and standing rules of all previous Student Senates or Student Governments of Cuyahoga Community College.

Article V: Term, Eligibility, and Attendance to Serve on Student Government

Section 1: Term

- A. All officers and senators are expected to serve for a term of one year, beginning June 1 through May 31.
- B. If elected late, the term of service shall not exceed May 31.
- C. Students are limited to two years of participation, regardless of the number of credit hours accumulated by the student at Tri-C or elsewhere.
- D. A term is considered serving 80% of an academic year.

Section 2: Eligibility

- A. All members of the Student Government must be enrolled for a minimum of six (6) credit hours, three (3) credit hours at the campus they intend to represent.
- B. To be eligible to run for office and maintain their position, students must have at least a 2.5 cumulative grade point average.
- C. Students may only hold one Student Government officer or senator position.
- D. Students who are eligible to run at multiple campuses must select which campus they wish to represent; they may not run for officer or senator positions at multiple campuses.
- E. Faculty and staff who are also students at Tri-C are ineligible to hold officer or senator positions.
- F. If a student is unable to serve the expected term of June 1 – May 31, they are not permitted to run for office

Section 3: Attendance

- A. Attend 80% of the campus Student Government meetings each semester.
- B. To participate in all sponsored campus Student Government programs and activities unless unavailable due to academic conflict, illness, or extenuating circumstances. Extenuating circumstances must be approved by Student Government two (2) weeks in advance.
- C. Members who are more than 5 (five) minutes late for a meeting are considered tardy. Two instances of tardiness in one semester is considered one absence.
- D. Members in violation of attendance policies may be subject to interventions established by each campus Director of Student Engagement or designee. Interventions include but are not limited to: restorative justice measures, probation, and removal from position.

Article VI: Elections

Section 1: Position Count

- A. No more than one President, Vice President, Secretary and Treasurer may be elected to serve.
- B. The Senator-at-Large of the campus Student Government shall consist of one senator for approximately every 1,000-student headcount based on the previous Fall Semester 15th Day Enrollment Report for the appropriate campus.

Section 2: Timeline

- A. Elections for all officer and senator positions shall be held no later than the second week of April each year. The electorate shall be the campus student body. In collaboration with the Office of Student Engagement, each campus Student Government shall determine the days and times voting shall be open.
- B. Validation of the Student Government elections by the Director of Student Engagement shall be completed no later than 5:00 p.m. on Monday following the elections.

Section 3: Voter Access

- A. Student Government elections shall be conducted virtually.
- B. Students shall receive the ballot for the campus listed as their Campus of Greatest Attendance on their student account.
- C. A student enrolled for full-time or part-time credit or non-credit courses at Cuyahoga Community College may vote during the Student Government elections.

Article VII: Advisor

The Director of Student Engagement or designee shall be the advisor to the campus Student Government. When additional resource individuals are needed, the campus Student Government may select from the faculty, staff and administration of the College with the approval of the Director of Student Engagement or the Dean of Access and Completion.

Article VIII: Officers and Senators-at-Large

Section 1: Voting Members

- A. The officers of the Student Government shall be the President, Vice President, Secretary, and Treasurer. All are voting members; the President has noted exceptions in position responsibilities.
- B. Senators-at-Large shall also be voting members of each Campus Government.

Section 2: Expectations

- A. All members of Student Government shall possess and demonstrate proactive, timely communication and shall represent the student body in a professional manner.
- B. All members are responsible for fulfilling their duties pertaining to their office and governed by the criteria stated in the Student Government Constitution, as well as in accordance with the Student Conduct Code Policy.
- C. All members will be familiar with the Student Government Constitution, Student Clubs and Organizations Handbook, and the Student Handbook.
- D. All members should be familiar with their campus' current clubs and organizations and understand the chartering and re-chartering processes.
- E. Members will be responsible for any assigned college equipment, and/ or privileges provided to them in their position, (i.e., college computers, voicemail, phones, Tri-C e-mail access, etc.) and will be governed by the College Usage Policy.
- F. All members are to work student government sponsored events and activities, attend conferences, workshops, and special meetings, and represent student government in a professional manner, unless approved by Student Government two weeks in advance or in the case of an emergency.
- G. All members are to work as a team with each other with the intent of best serving the student body.
- H. All members of Student Government are expected to complete level one of the Student Leadership Certificate Program during their first semester serving the student body and to participate in the annual Student Leadership Retreat.

Section 3: Position Responsibilities

- A. The President shall:
 - 1. Maintain a minimum of eight (8) service hours per week, shared between office hours and the food pantry, except during school breaks, college closing, or midterm and final exam weeks.
 - 2. Preside at meetings of the campus Student Government.
 - 3. Collaborate with the Secretary to create the Student Government meeting agenda no less than 48 hours prior to meeting.
 - 4. Have the authority to create committees as deemed necessary to carry out the functions, programs, and activities of the Student Government.
 - 5. Be the student representative to administration, faculty, and the Board Student Scholar.
 - 6. Serve on the Joint Student Council.
 - 7. Have the authority to make appointments when approved by the campus Student Government.
 - 8. Not hold office in any student club or organization.
 - 9. Be an ex-officio member of all standing and special committees of the campus Student Government.

10. Vote last; may cast the deciding vote to break a tie.
11. Shall review and sign forms for Requests for New Club Charter.
12. With the assistance of the Director of Student Engagement, shall notify officers of negligence of duties and/ or attendance violations and follow through on required action.
13. Serve for a term of one year, beginning June 1 through May 31. If elected late, the term of service shall not exceed May 31.

B. The Vice President shall:

1. Fulfill the duties of the President in their absence.
2. Temporarily assume the title and duties of the President in the event that the President can no longer serve in their elected office.
3. Maintain a minimum of eight (8) service hours per week, shared between office hours and the food pantry, except during school breaks, college closing, or midterm and final exam weeks.
4. Be an ex-officio member of all standing and special committees of the campus Student Government with the responsibility of reviewing the committee's activities.
5. Serve as the chairperson of the Club Chartering Committee.
6. Not hold office in any student club or organization.
7. Serve on the Joint Student Council.
8. Serve for a term of one year, beginning June 1 through May 31. If elected late, the term of service shall not exceed May 31.

C. The Secretary shall:

1. Fulfill the duties of the Vice President in their absence.
2. Temporarily assume the title and duties of Vice President in the event that they can no longer serve in their elected office.
3. Conduct the roll call and maintain permanent records of the attendance of the members at the meetings of the campus Student Government.
4. Record the minutes of all meetings of the campus Student Government and maintain a permanent record of all minutes.
5. Distribute copies of the minutes of all meetings to the members of the campus Student Government within 72 business hours after the meeting.
6. Conduct all official correspondence for the campus Student Government and maintain the correspondence files and other records of the campus Student Government.
7. Contact all members of the campus Student Government regarding regular and special meetings, unless unavailable due to academic conflict or illness.
8. Collaborate with the President to create the Student Government meeting agenda no less than 48 hours prior to meeting. Distribute the agenda to all Student Government members no less than 24 hours prior to the meeting.
9. Keep a secured and updated roster including names, S-number, email addresses, phone numbers, birthdates (month and day), clothing sizes (small/medium/large; optional to SG members), and scheduled office hours of all members of Student Government.
10. Maintain a minimum of eight (8) service hours per week, shared between office hours and the food pantry, except during school breaks, college closing, or midterm and final exam weeks.
11. Serve for a term of one year, beginning June 1 through May 31. If elected late, the term of service shall not exceed May 31.

- D. The Treasurer shall:
 - 1. Fulfill the duties of the Secretary in their absence.
 - 2. Temporarily assume the title and duties of Secretary in the event that they can no longer serve in their elected office.
 - 3. Maintain permanent financial records and give a financial report at every meeting of the campus Student Government.
 - 4. Maintain copies of all financial reports on all events sponsored by the campus Student Government.
 - 5. With the Director of Student Engagement, coordinate expenditures for club and organization funding, include Student Government's.
 - 6. Have access to financial records of all campus student clubs and organizations.
 - 7. Maintain a minimum of eight (8) service hours per week, shared between office hours and the food pantry, except during school breaks, college closing, or midterm and final exam weeks.
 - 8. Serve for a term of one year, beginning June 1 through May 31. If elected late, the term of service shall not exceed May 31.

- E. The Senator-at-Large shall:
 - 1. Represent the student body in a professional manner; develop and improve the educational standards and practice; maintain and promote academic freedom; and promote the general student welfare.
 - 2. Attend regularly scheduled meetings and special meetings.
 - 3. Serve on standing and special committees as assigned by the President or designee.
 - 4. Represent the interest of the campus students while serving on campus, district or college wide committees.
 - 5. Investigate proposals for new programs, or modifications to existing programs to meet the needs of the students.
 - 6. Maintain a minimum of four (4) service hours per week at the food pantry, except during school breaks, college closing, or midterm and final exam weeks.
 - 7. Serve for a term of one year, beginning June 1 through May 31. If elected late, the term of service shall not exceed May 31.

Article IX: Stipends

Section 1: Eligible Positions

Students holding the positions of President, Vice President, Secretary, and Treasurer shall receive a stipend for their service. Stipend amounts are awarded based upon in-county resident credit hour costs and are provided in the following amounts:

- A. President: Eight (8) in-county credit hour
- B. Vice President: Seven (7) in-county credit hours
- C. Secretary: Five (5) in-county credit hours
- D. Treasurer: Four (4) in-county credit hours

Section 2: Stipend Process

- A. Stipend awarding information shall be sent to the Financial Aid Office prior to the start of the semester, both fall and spring semester, so long as the student is assuming their position at the beginning of the semester.
- B. In the event a student assumes a position mid-semester for any reason, the stipend may be prorated at the discretion of the Director of Student Engagement at that campus.

Article X: Meetings

Section 1: Regular Meetings

- A. Regular meetings of the campus Student Government shall be held at least 12 times out of the 16-week semester, with the exception of extenuating circumstances.
- B. The Director of Student Engagement or designee must be in attendance.

Section 2: Special Meetings

- A. A special meeting may be called by an officer or Senator-at-Large of the campus Student Government, as necessary.
- B. When calling a special meeting, all members must be notified at least 48 hours prior to the special meeting by the Secretary.
- C. The Director of Student Engagement or designee must be in attendance.
- D. No other business shall be conducted at a special meeting other than the specified purpose of said meeting.

Section 3: Summer Meeting

- A. Each campus Student Government will hold at least one meeting over the summer semester which is mandatory for all officers.
- B. The purpose of the meeting being to train the officers of their duties and allow them to meet one another.
- C. Dates, times, and locations of the meeting will be decided upon by the Director of Student Engagement or designee at each campus.

Section 4: Robert's Rules of Order

- A. All regular and special meetings shall be in accordance with an adaptation of Robert's Rule of Order.

Section 5: Voting

- A. In order for a regular or special meeting of the campus Student Government to be called to order and business voted on, a quorum of members must be present. This quorum shall consist of one member more than one-half of the membership of the campus Student Government.
- B. Proxy voting will not be utilized for absent members. Votes shall not be retaken for late attendees.

Article XI: Officer and Senator-at-Large Vacancies

If the President, Vice President, or Secretary can no longer serve due to mid-year graduation, transfer, resignation, or removal from office, the position shall be temporarily filled by order of succession and permanently confirmed by majority vote of the campus Student Government. If the person filling the next position does not wish to advance or is not confirmed by majority vote, or if the Treasurer or Senator-at-Large position is open, the position shall be filled by selecting a student from the campus student body. All candidates must meet position qualifications. A simple majority vote of the campus Student Government is needed to elect the candidate. Open positions must be filled as quickly as possible, not to exceed one month of vacancy.

Article XII: Recall

Section I: Procedure for Recall

- A. Elected Student Government members found in violation of the Student Conduct Code may be removed from their position as part of the disciplinary process.
- B. Any member of the campus Student Government or student body may initiate recall proceedings against an elected member to the campus Student Government because they are in violation of the Student Government Constitution, Student Government By-Laws, or the College's Student Conduct Code by filing a written grievance to the appropriate campus' Director of Student Engagement.
 - 1. The campus Student Government President or Vice-President must convene a meeting with all members of the grievance party, a majority of the campus Student Government, and the respondent within seven (7) business days following receipt of the written grievance.
 - 2. The campus Student Government shall vote within two (2) business days following the meeting to either censor, suspend, or remove the member of Student Government from office.
 - 3. A quorum of the campus Student Government must be present at the meeting to vote on the action to be taken against the Student Government member. The presiding member shall be permitted to cast a vote.
 - 4. The vote shall be by secret ballot.
 - 5. The Director of Student Engagement will submit the deciding vote in case of a tie.
 - 6. All decisions will be final. No appeals will be considered.
 - 7. If a warning for censure or suspension is recommended for the member of Student Government in question, they will be issued a written warning letter by the Director of Student Engagement. A copy of the letter will be placed on file in the Office of Student Engagement.

8. If the majority of the campus Student Government votes to remove the member in question from Student Government, they will receive a letter removing them from office by the Director of Student Engagement. They will be immediately relieved of their duties for the remainder of the academic year. A copy of the letter will be placed on file in the Office of Student Engagement.
- C. Any member of the campus Student Government who was recalled and would like to seek a seat on Student Government again at any campus must submit a letter to the campus Director of Student Engagement requesting permission to hold an officer position. They must meet with the Director of Student Engagement for consideration of their request. Appeals may be submitted to the Deann of Access and Completion within three (3) business days. Appeals submitted outside the designated timeframe will not be considered. The Dean’s decision will be final; no further appeals will be considered.

Article XIII: Amendments

Section I: Procedure for Amendment

The procedure for amending the Student Government Constitution shall be:

- A. Any member of the campus Student Government can submit a proposed amendment(s) in writing to his or her campus Student Government President.
- B. The campus Student Government President shall submit the proposed amendment(s) to the Joint Student Council at the next JSC meeting. Joint Student Council shall review the proposed amendment(s) for consideration of a vote. If the proposed amendment is passed by a majority vote of the Joint Student Council, the amendment is then submitted to the four campus Student Governments for their vote that shall be a single vote based upon the outcome of their majority vote.
 1. The proposed amendment(s) must be passed by a majority vote of each campus Student Government.
 2. A proposed amendment not passed by a majority vote of the Joint Student Council may be brought to a vote at the next regular or special meeting of each campus Student Government not later than one month following receipt of the proposed amendment(s) by the Joint Student Council.
- C. Any amendment(s) passed by the Joint Student Council and the four campus Student Governments shall take affect beginning the new academic year. If urgent, Joint Student Council and the four campuses may vote to enact the amendment immediately.

Article XIV: Constitutional Review

The Student Government Constitution shall be reviewed and/or amended every three (3) years by the Joint Student Council and the campus Student Governments. The amended date must be posted on the amended constitution.

Amended: 4/2003 – JSC
Amended: 5/2008 – JSC

Amended: 5/2015 – JSC
Amended: 5/2018 – JSC

Amended: 4/2022 – JSC