



LEADERSHIP | PRIDE | SERVICE

CONSTITUTION

OF THE

STUDENT GOVERNMENT ASSOCIATION

DAYTONA STATE COLLEGE

Last Revised: 18 October 2022

Article I

Section 1.1 Mission Statement

The Student Government Association shall be established in order to represent and serve the diverse student body of Daytona State College. The SGA shall promote the development of leadership and organizational skills, provide a medium of communication between students and administration, and facilitate and assist clubs, services and other activities throughout the college community.

Article II

Section 2.1 Eligibility

To be eligible for an officer position, a student must be currently enrolled in at least two college credit or certificate classes in any delivery format. Officers must have a minimum Daytona State College Cumulative Grade Point Average of 2.5 and must maintain applicable GPAs while in office. Students seeking a regional campus Executive Board or Senator position must be enrolled in at least one course at the given campus that they will represent, or otherwise have a meaningful connection to that campus. Any student who is seeking an Executive Board Position must have completed 12 credit hours at Daytona State College. Dual enrolled and Adult High School students are not eligible to hold Executive Board. Any student who is seeking a Student Representative position must complete an application and be in good standing with the college and must maintain a DSC GPA of 2.0 at the time of application and throughout their tenure.

If an officer or representative fails to maintain the applicable GPA requirement after the first semester in office, the officer will be placed in probationary status for the first half of the following semester of enrollment. During the probationary period, the officer or representative may continue performing his or her duties but may not

participate in college-sponsored travel. The advisor shall conduct a mid-term academic progress report. If the mid-term progress report indicates that the student is making satisfactory progress toward regaining the required minimum GPA, the officer or representative will no longer be on probation. If unsatisfactory, the officer or representative will no longer be eligible to hold office.

First time in College students who are taking their first semester of classes and meet Article II criteria other than a Daytona State College GPA, may seek a Senator position on a probationary period. The probationary period will extend for the first semester in which the student has been appointed to office. The advisor shall review grades at the end of the semester and determine whether the officer meets Article II criteria.

Section 2.2 Non-Discrimination

The Student Government Association shall adhere to the college's non-discrimination statement, which prohibits discrimination and assures equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, ancestry, belief, color, disability, ethnicity, genetic information, gender, marital status, national origin, political affiliation, race, religion, sex, sexual orientation and veteran status.

Article III

Section 3.1 Officers and Their Respective Duties

Each Student Government Officer shall have an individual title with specific duties to assist in the functioning of the SGA as a whole and shall be responsible for organizing and participating on committees to assist the administration of these duties. All Student Government Officers shall use Robert's Rules of Order, as a guide, and have a good working knowledge of the SGA Constitution, Bylaws, and Procedures Manual.

Board, Senators, and Representatives will serve no more than two complete academic years. Article IV of the SGA Bylaws provides for an exception to the two-year term limit under limited and specific circumstances. Positions and responsibilities shall be as follows:

Executive Officer Positions

President: The President shall be responsible for conducting all meetings of the SGA with a nonpartisan view.

The President shall be responsible for ensuring that proper procedure is followed and shall conduct all meetings of the SGA with a nonpartisan view. The President shall act as the official liaison between the SGA and Daytona State Faculty and Administration. The President shall be responsible for communication and coordination of activities between the two. The President shall share information with SGA officers and seek their input regarding pending college decisions. The President shall provide SGA officers with timely notice of any important college events and activities that may require SGA officers to be present. The President shall review all SGA documents and sign all financial documents. The President shall make appointments to fill any student vacancies on the board or other positions as deemed necessary by the board. The board will vote to ratify the appointment, with a two-thirds majority required to approve the appointment. The President shall write a bi-annual address to be emailed before the conclusion of fall and spring semesters. The President may veto decisions made by the Board, provided the Director of Student Life concurs. The President may not exercise veto power in an impeachment vote, or any vote requiring a two-thirds majority. The President shall attend the monthly Board of Trustees meeting and President's Cabinet Meeting. The President shall review weekly representative reports filed by the Senator of Academic Affairs and Student Services. The President shall perform such other duties as outlined in the Bylaws and Procedures Manual.

Executive Vice President: The Executive Vice President shall act as a direct liaison between Regional Campus Vice Presidents and the SGA.

The Executive Vice President shall facilitate and supervise activities and duties of all officers and student representatives of the SGA. The Executive Vice President shall be responsible for overseeing all projects approved by the entire SGA body. The Executive Vice President shall compile a 'Club Contact List' within one week of the club information deadline. The Executive Vice President shall review weekly representative reports filed by the Senator of Academic Affairs and Student Services. The Executive Vice President shall attend the monthly Board of Trustees meeting. The Executive Vice President shall perform such other duties as outlined by the Bylaws and Procedures Manual.

In the event that the President leaves office for any reason, the Executive Vice President will become interim President with all duties and privileges held in that office. He or She shall act as the official spokesperson in the absence of the President at any time, place or situation. The Executive Vice President shall review all SGA documents and sign all financial documents in the absence of the president. The interim President shall appoint a replacement Executive Vice President. The board will vote to ratify the appointment, with a two-thirds majority required to approve the appointment. The interim President and Vice President shall conduct a special election within 30 days of assuming office pursuant to the By-Laws.

Executive Secretary: The Secretary shall be responsible for recording the roll and minutes at all SGA meetings, and shall receive all correspondence addressed to SGA.

The Executive Secretary has the right to call a meeting to order in the absence of the President and Executive Vice President until the election of a chairman pro tem. The Executive Secretary shall be the official record keeper for the SGA, responsible for recording the roll and minutes at all SGA meetings, and shall receive and distribute all

correspondence addressed to SGA. In the event that the President and the Executive President leave office, the Executive Secretary shall become interim President with all duties and privileges held by that office.

The Executive Secretary shall work with the Historian to maintain all records of the SGA including office hour log, agenda, weekly meeting minutes and all materials publicized and disseminated amongst the student body. The Executive Secretary shall create a weekly agenda for the official Board Meeting that reflects input from SGA officers. The Executive Secretary shall keep records of votes if called for by any SGA board member. In the event the Executive Secretary is not present, the President shall appoint an Executive Board member to record roll and minutes for duration of their absence. The Executive Secretary shall perform all other duties as outlined in the Bylaws and Procedures Manual.

Executive Treasurer: The treasurer of SGA shall be responsible for maintaining the treasury of SGA.

The Executive Treasurer of the SGA shall be responsible for maintaining accurate records of the treasury of the SGA. In the event that the President, Executive Vice President, and Executive Secretary leave office, the Executive Treasurer shall become interim President with all duties and privileges held by that office.

The Executive Treasurer shall work with the President and Vice President to prepare an SGA annual Student Activities and Service Fee budget proposal for submission to the Director of Student Life. The Executive Treasurer shall maintain accurate records of SGA fundraising activities and deposits and withdrawals from the SGA's fundraising account. The Executive Treasurer shall be knowledgeable of the club funding process and assist clubs in preparing requests for Student Activities funds. The Executive Treasurer shall co-sign all financial documents. The Executive Treasurer shall create a weekly summary of SGA financial actions to be disclosed at meetings. The Executive Treasurer shall perform such other duties as outlined in the Bylaws and Procedures Manual.

Vice President (5) of Regional Campuses:

Each of the regional campus Vice Presidents shall serve as a liaison between their respective regional campuses and the Executive Vice President and SGA President. Campus Vice Presidents shall work closely with the regional campus administrator to identify student needs and plan events and activities for students. Campus Vice Presidents shall work closely with the regional campus Senators to help in the planning, promotion and implementation of projects and activities and events at their respective campuses. Campus Vice Presidents shall establish positive working relationships with regional campus student clubs and organizations to encourage student involvement and participation. Campus Vice Presidents shall gather input from regional campus students on student needs and concerns related to student life and bring those needs and concerns to the attention of the SGA board. Campus Vice Presidents shall report to the Executive Vice President. Campus Vice Presidents shall be responsible for distributing flyers, minutes and general information to their campus. Campus Vice Presidents shall conduct at least two informal student information-sharing sessions per major semester at their respective campuses in order to gather input from students and to inform students of opportunities for involvement in SGA events and activities. Campus Vice Presidents may host weekly meetings via Microsoft Teams from their respective branch campuses. The regional campus Vice President shall perform such other duties as outlined in the Bylaws, Procedures Manual, and by the Campus Director.

These Vice Presidents shall include:

- **Deland**
- **Flagler/Palm Coast**
- **Deltona**
- **New Smyrna Beach-Edgewater**
- **Advanced Technology College**

Senator Positions

Senator of Activities: The Senator of Activities shall be responsible for working with the President and Executive Vice President in drafting and implementing ideas for events and activities that represent the student bodies' needs and ideas.

The Senator of Activities shall assist the Student Activities Department in planning and coordinating student activities. The Senator of Activities shall be responsible for working with the President and Executive Vice President in drafting and implementing ideas for events and activities that represent the student bodies' needs and ideas. The Senator of Activities shall coordinate with the Senator of Public Relations in planning and promoting student events and activities. The Senator of Activities shall work with the Senator of Public Relations to create a monthly event newsletter. The Senator of Activities shall work closely with campus clubs and help plan campus activities. The Senator of Activities shall work with the Executive Vice President to distribute a club list to students. The Senator of Activities shall be familiar with procedures for planning and implementing student events and activities on campus and share that information with SGA and other clubs and organizations. The Senator of Activities shall perform such other duties as outlined in the Bylaws and Procedures Manual.

Senator of Public Relations: The Senator of Public Relations shall be responsible for promoting awareness and involvement between the SGA and the off-and-on campus communities.

The Senator of Public Relations shall be responsible for promoting the SGA goals and objectives, events and activities to students, faculty, staff and administrators as well as the surrounding communities. Shall coordinate all SGA promotional and advertising activities. Shall act as a liaison between the SGA and the Marketing Department, and In-

Motion for coordination and communication. The Senator of Public Relations shall maintain student contact information for voluntary event notifications. The Senator of Public Relations shall coordinate promotional efforts in all forms of media, from print to online, including the approved on-campus broadcasting system. The Senator of Public Relations shall work closely with the Senator of Activities on a monthly event newsletter. The Senator of Public Relations will be required to email all SGA members before all

Student Government sanctioned events. The Senator of Public Relations shall perform such other duties as outlined in the Bylaws and Procedures Manual.

Senator of Athletics: The Senator of Athletics shall serve as the liaison between the SGA and the Athletics department, coordinating activities between the two.

The Senator of Athletics shall serve as the liaison between the SGA and the Athletics department, coordinating activities between the two. The Senator of Athletics shall encourage student participation in campus athletic programs, including intramural and Intercollegiate Athletics. The Senator of Athletics shall be responsible for representing SGA at the Athletic Committee. The Senator of Athletics shall perform such other duties as outlined in the Bylaws and Procedures Manual.

Senator of Academic Affairs and Student Services: This Senator shall evaluate and act as an advocate for students' interests in services being offered by departments such as Food Services, Security, the Bookstore, Counseling Center, Physical Plant, and Disabled Student Services to ensure that the needs of the students are properly met.

The Senator of Academic Affairs and Student Services shall evaluate and act as an advocate for students' interests in services being offered by departments such as Food Services, Security, the Bookstore, Advising and Counseling services, Physical Plant, and

Student Disability Services to ensure that the needs of the students are properly met. The Senator of Academic Affairs and Student Services shall be responsible for representing or appointing a student to the Academic Standards Committee. The Senator of Academic Affairs and Student Services shall be responsible for attending the Planning Council meetings. The Senator of Academic Affairs and Student Services shall also be responsible for representing student interests in matters concerning curriculum, tutoring, grading resources, student faculty relations, tuition, and financial aid. The Senator of Academic Affairs and Student Services shall perform such duties as outlined in the Constitution, Bylaws and Procedures Manual. The Senator of Academic Affairs and Student Services shall act as the coordinator of the SGA student representatives, directing them in all SGA projects and endeavors, coordinating their efforts to best assist other officers, and maintaining an up-to-date list of contact information for the SGA student representatives. The Senator of Academic Affairs and Student Services shall be responsible for reviewing and filing weekly reports from the student representatives to the Executive Vice President. The Senator of Academic Affairs and Student Services shall attend the monthly Board of Trustees meeting.

Parliamentarian: The Parliamentarian shall advise the Presiding Officer on procedures on proper business conduct during the Board Meeting to ensure that those procedures are followed and state rulings on controversial votes and elections.

The Parliamentarian shall advise the Presiding Officer on procedures on proper business conduct during the Board Meeting to ensure that those procedures are followed and state rulings on controversial votes and elections. The Parliamentarian shall act impartially and officially with Robert's Rules of Order to ensure proper parliamentary procedure is followed in all meetings of the SGA. The Parliamentarian shall advise the Presiding Officer when an error occurs in meeting procedures and to suggest corrective action. The Parliamentarian shall be a non-voting officer of the SGA, appointed by the President Act as Sergeant of Arms during each SGA meeting. The Parliamentarian shall perform such other duties as outline in the Constitution and the standing rules of order.

The Parliamentarian will work in conjunction with the Executive Secretary to prepare all official documents and maintain Event/Project Binders and prepare paperwork for all SGA Board Meetings and maintain the office working environment.

Historian: The Historian shall be responsible for gathering all public materials related to the SGA and maintaining the SGA photo scrapbook and Historian related documents and reports to the President.

The Historian shall be responsible for gathering all public materials related to the SGA and maintaining the SGA photo scrapbook and Historian related documents and reports to the President. The Historian shall compile a competitive scrapbook that complies with FCSSGA guidelines that can be accessed on the FCSSGA website. The Historian shall collect articles from InMotion, The News-Journal, and other media sources and place them in a binder for future reference. Shall be responsible for updating the SGA bulletin board outside the SGA office and social networking sites. The Historian shall coordinate with the Senator of Public Relations to ensure proper documentation is being kept and sent out that relates to SGA. The Historian shall assist the Senator of Public Relations with marketing, advertising and promoting SGA throughout each campus and the community

Senator (5) of Regional Campuses: Each one of the branch campus's Senators shall serve as a liaison between their respective branch campus and the campus Vice President and help in the planning of activities and events and assist the branch campus Vice President with duties and responsibilities. Branch Campus Senators shall be responsible for assisting the Branch Campus Vice Presidents with projects on that campus and shall report directly to the branch campus Vice President. Branch campus Senators shall be responsible for distributing flyers, minutes, and general information to their campus. Shall assist the Branch Campus Vice president in conducting information-sharing sessions. Shall perform such other duties as outlined in the constitution and by the Campus Director.

Residence Life Representative

The Residence Life Representative shall be the liaison between the student residents and the Student Government Association Board. They shall be responsible for the distribution of flyers and other SGA materials in locations preapproved by Student Life and the Residence Life Coordinator. Residence Life Representatives are encouraged to participate in all SGA and Residence Life functions. This is a non-voting position. Residence Life representatives are encouraged to provide regular reports and feedback on the concerns and opinions of on-campus residents.

Section 3.2 Vacancies

Any vacancies shall be filled by presidential appointment. All candidates for filling vacancies must undergo the same application process as a candidate for election. The president must submit the application to the advisor to check qualifications prior to making an official appointment. Officers appointed to the board will be on a probationary period for 30 days after assuming their office, after which they must complete an evaluation with the advisor.

Section 3.3 Impeachment or Removal of Officers and Representatives

Impeachments shall be conducted according to the Impeachment procedure outlined in the SGA Bylaws.

Removal of Representatives:

Removals shall be conducted according to the removal procedure outlined in the SGA Bylaws.

Article IV

Section 4.1 Organization of Board

The Student Government Association shall consist of the following members:

The Executive Board shall consist of the Executive President, Executive Vice President, Executive Treasurer, Executive Secretary, and the Campus Vice Presidents. The remaining board shall consist of Senators, Regional Campus Senators, and the Historian. The Parliamentarian shall be appointed as a non-voting member of the Board. Student Committees shall be organized by the SGA utilizing Campus Representatives who are approved by the SGA Board, as non-voting members.

Section 4.2 SGA Meetings

The SGA shall hold weekly meetings to be held at the Daytona Beach Campus, at a date, time, and location agreed upon by majority vote by the SGA Board. All elected officers are expected to attend these meetings. Article V of the SGA Bylaws provide for alternative meeting expectations for regional campus officers.

Article V

Section 5.1 Amendments

This Constitution and its Bylaws may be amended by a two-thirds majority vote of the SGA. Any officer of SGA may propose an amendment. Amendments must be submitted in writing to the President or Executive Vice President and the SGA advisor prior to the proposed amendment being placed on the agenda. If the amendment is approved by a two-thirds majority, the SGA secretary is responsible for ensuring that the changes are incorporated into the Constitution by the following SGA meeting. Once the amendment has been incorporated into the Constitution, the secretary is responsible for distributing the amended Constitution to all SGA officers and the advisors by the following SGA meeting.

Article VI

Section 6.1 Purpose and Scope of SGA Constitution

The purpose and scope of the SGA Constitution shall be to serve as the overall guiding document for SGA procedures. This Constitution shall supersede the SGA Bylaws if any conflicts arise between the Bylaws and the Constitution