This shall be the governing document of the Student Government Association of Atlanta Metropolitan State College. This document was submitted and approved by the Director of Student Activities and the Student Body. Amendments are added as necessary.
PREAMBLE

We, the students of Atlanta Metropolitan State College, desiring to provide a means for responsible and meaningful student participation in the organization and operation of students affairs; to provide a forum for the expression of student views and interests; to maintain academic freedom, academic responsibility, and student rights; to improve student cultural, social, and physical welfare; to promote understanding and involvement among all members of the college community; to promote the recognition of the rights and responsibilities of students to the larger community; to represent and legislate the interest of the student body in accordance with college statutes and the policies of the Board of Regents do hereby establish this Constitution of the Student Government Association of Atlanta Metropolitan State College.

ARTICLE I: AUTHORITY

Section 1. The authority of the Student Government Association (SGA), hereinafter referred to as the SGA, and the Student Body Constitution are derived from delegation by the President of the college and from the student body of the college and shall be exercised in a manner consistent with the statutes of Atlanta Metropolitan State College, the policies of the Board of Regents of the University System of Georgia, and the laws of the State of Georgia.

Section 2. All students registered for college courses at Atlanta Metropolitan State College are members of the SGA, with the right to vote in all elections of officers and referendums and with the right to attend all meetings of the association with privileges of the floor. Furthermore, all students shall be entitled to hold office within the restrictions found in the standing rules of the association and these bylaws. Students are prohibited from holding office for more than two (2) academic years.

Section 3. The SGA shall have sole authority to act in the name of the student body as a whole, and all students shall be subject to the rules and regulations expressed in the constitution, its amendments, its bylaws, and legislation pursuant thereto.

Section 4. The SGA Constitution shall be the fundamental law of the SGA. The SGA is and shall remain the highest organization of the student community.

Section 5. Candidates for any office shall file a written petition with the Director of Student Activities stating their qualifications for office. The candidates’ records shall be checked one week prior to the election to insure that they meet the necessary qualifications. The deadline for filing the petitions shall be announced by the Director of Student Activities. Candidates for any office must be officially enrolled at Atlanta Metropolitan State College and must have earned a minimum of 12 degree semester hours. All officers must remain officially enrolled at Atlanta Metropolitan State College for the duration of their term.
Section 6. Any Atlanta Metropolitan State College Student who is a candidate for any office must have a minimum of a 2.5 cumulative GPA by the date of election to be eligible to hold office. All Student Government Members are required to maintain the minimum cumulative GPA to remain in office. In addition to the minimum cumulative GPA requirement, all SGA members must maintain a clean disciplinary record. In the event that a student government member is found to be guilty of a major offense while holding office by the Student Government Judiciary Committee, or AMSC Judiciary Committee, he or she will be subject to immediate disciplinary action up to and including immediate removal from office. Any AMSC student that possesses a conviction of a major disciplinary offense by the SGA Judiciary Committee or AMSC Judiciary Committee shall be barred from holding any other AMSC SGA office.

Subsection 1: A major offense shall be defined as the following:

i. Perjury during an SGA Judiciary Committee or AMSC Judiciary Committee hearing.

ii. Maliciously making false statements in the filing of a complaint against an SGA member, AMSC student, or faculty member.

iii. Conduct that is maliciously dangerous or harmful to an AMSC student, faculty, or staff member.

iv. Conduct deemed by the SGA Senate and Executive Committee as being grossly counterproductive to the normal operations of the SGA.

v. Insubordination without sufficient justification.

Section 7. The SGA President shall be elected by simple majority of the student body vote. In case of a run-off, a simple majority will rule.

Section 8. In the event that the Office of Secretary and/or Treasurer is vacant, the SGA President will have the authority to appoint a secretary and/or treasurer to be confirmed by a two-thirds majority of the SGA Senate. Prior to any appointments by the President of the SGA, candidates for the position of secretary and/ or treasurer must be interviewed by the entire Executive Committee including the Director of Student Activities. The confirmation process shall be conducted during a normal Student Government Meeting and be announced a minimum of two (2) weeks in advance of the date of confirmation to give members of the senate time to review the qualifications of the potential candidates.

Section 9. In the case of a vacancy in the Office of the SGA President, the SGA Vice-President shall take office. In the case of a vacancy in the Office of the SGA Vice – President, the President shall nominate a candidate on confirmation by a majority vote with two-thirds approval of the SGA Senate.

ARTICLE II: OFFICERS

Section 1. The elected Executive Officers of the AMSC SGA shall be as follows: President, Vice President, Secretary, Treasurer, Parliamentarian; and a minimum of eight (8) senators with the addition of one (1) senator as enrollment increases per 400 students.
Section 2. The faculty advisor shall be recommended by the SGA President with the consent of the other executive officers and confirmed by the Director of Student Activities.

Section 3. The election of the officers shall be held the Wednesday and Thursday of the fifth week in the Spring Semester. The vote shall be by secret ballot and the election shall be under the direction of the Election Board. This date may change at the discretion of the Election Board and the current SGA Executive Committee.

Section 4. The newly elected officers shall assume their duties at the beginning of the Fall Semester, with a majority of ballots cast needed for election. All Executive Members, as listed in Article 11 section 1, must run for the positions each year. The terms of all officers shall be that of one year or until a successor is chosen. The newly elected senators shall take office immediately upon election or appointment. Any senator having served three semesters may be considered to have served a full-term.

Section 5. When vacancies occur in representation of one or more senators, the SGA President shall appoint a student to fill the unexpired term, with the provision that the candidates meet the qualifications of the office. A two-thirds majority vote of the current Senators and Executive Committee Members present will be necessary for approval.

ARTICLE III: DUTIES OF OFFICERS AND ADVISORS

Section 1. The President of the SGA shall also be the Chief Executive Officer of the SGA. The duties of the President of the SGA shall be as follows:

1. Earned at least 12 semester hours at AMSC and maintained at least a 2.5 GPA while serving as the Student Government Association’s President.

2. Attend all committee meetings on and off campus.

3. Attend all meetings of the Student Advisory Council to the Board of Regents.

4. Enforce observance of the by-laws.

5. Advise any officer who is having academic difficulties, and request any officer to resign who has failed to maintain the minimum Grade Point Average (GPA) required or does not fulfill their duties while holding office. The President must notify the Vice President for Student Affairs in writing of any student who fails to meet this qualification.

6. Provide a written report of the activities of the Student Government Association submitted each semester to the Vice-President of Student Affairs and the Director of Student Activities.

7. Serve as an ex-officio member of all SGA committees.
8. Serve as a provider for direction of the SGA in formulating and implementing its goals.

9. Serve as the official spokesperson of the SGA in its contacts with the community and the media after consultation with the Director of Student Activities.

10. Assist the faculty in representing the students' interests in the development of courses to be offered.

11. Perform administrative responsibilities, along with the vice president, for the internal operation of the SGA.

12. Represent the interest, concerns and the needs of the student body to the college administration, the faculty and standing committees, and to others as deemed necessary.

13. Spend at least 10 hours weekly in the SGA office completing SGA tasks.

14. Preside as President over the Senate and promote the adherence to the SGA Constitution.

Section 2. The duties of the Vice President shall be as follows:

A. Assume all responsibilities of the office in the absence of the SGA President.

B. Conduct a special meeting of the SGA in the absence of the President after obtaining authorization from the President.

C. Serve as a liaison to other campus clubs and organizations as delegated by the president, without authority over them.

D. Serve as a liaison between SGA committees.

E. Become president of the Student Government Association should the elected president become completely unable to perform his/her duties at anytime.

F. Fulfill and perform any duties or responsibilities as delegated by the SGA President.

G. Earned at least 12 semester hours while attending AMSC and maintained at least a 2.5 GPA while serving as the Student Government Association Vice-President.

H. Enforce the AMSC SGA Constitution.

I. Spend at least 5 hours weekly in the SGA office. Promote the adherence to the SGA Constitution
Section 3. Responsibilities of the Secretary shall be as follows:

A. Be present and record the minutes of all meetings of the SGA and the Executive Committee. The minutes from the previous meeting shall be E-mailed to all senate members or posted on OrgSync.com for their review within five days of the next SGA Meeting. Copies of the minutes shall be made for the following distributions: one for each officer of the Executive Committee; two copies to be kept in the Student Government Association office on file; and one copy for the Student Government Association faculty advisor (may be made available by E-mail).

B. Maintain the official roll call at each meeting and a tabulation of each Senator’s required office hours.

C. Assist the Executive Committee in communicating with other schools and organizations and with the administration, faculty and students.

D. Prepare, collect, and distribute all Student Government Association correspondence.

E. Assist the President with any requested additional duties of importance to the Student Government Association.

F. Staff and maintain the office of the SGA.

G. Earned at least 12 semester hours while attending AMSC and maintained at least a 2.5 GPA while serving as the Student Government Association Secretary.

H. Enforce the SGA Constitution.

I. Spend at least 5 hours weekly in the SGA office.

Section 4. Responsibilities of the Treasurer shall be as follows:

A. Act as custodian of all funds of the SGA through the Office of Student Activities.

B. Meet with the Director of Student Activities to discuss the fiscal affairs.

C. Sign all Requisition/Purchase Orders and Activities Request forms submitted to the Office of Student Activities.

D. Chair the SGA Budget Committee and disburse funds as authorized in writing by the president providing it complies with the Student Government Association budget and institutional policies and regulations.

E. Submit a complete and up-to-date financial report at regularly scheduled SGA meetings.
F. Attend all meetings of the SGA and the Executive Committee.

G. Earned at least 12 semester hours while attending AMSC and maintained at least a 2.5 GPA while serving as the Student Government Association Treasurer.

H. Enforce the AMSC student Constitution.

I. Spend at least 5 hours weekly in the Student Government Association office.

**Section 5.** Responsibilities of the Parliamentarian shall be as follows:

A. Earned at least 12 semester hours while attending AMSC and maintained at least a 2.5 GPA while serving as a Student Government Association Senator.

B. Be a voting member of the Student Government Association.

C. Serve as an authorized delegate to the SGA meetings.

D. Perform all duties as delegated by the president.

E. Enforce and maintain Robert’s Rules of Order as standards for all meetings of the SGA.

F. Recommend any information to the SGA that may assist the Student Government Association.

G. Enforce the AMSC SGA Constitution.

**Section 6.** The duties of a Senator shall be as follows:

A. Earned at least 12 semester hours while attending AMSC and maintaining at least a 2.5 GPA while serving as a SGA’s Senator.

B. Be a voting member of the SGA.

C. Serve as an authorized delegate to the SGA meetings.

D. Perform all duties as delegated by the SGA President.

E. Communicate suggestions and/or grievances of the student body to the Senate and Executive Committee of the SGA.

F. Recommend information to the SGA that may assist the SGA in any way.

G. Enforce the AMSC SGA Constitution.
H. To review reports from standing or special committees.

I. In order to overrule a decision made by a standing or ad hoc committee, there must be a two-thirds vote of the Senate members.

J. To hold regular meetings with designated club/organization presidents and submit the club/organization agendas and/or minutes to the SGA President and SGA Judiciary Committee within five days of said meeting.

K. Club/Organization presidents shall be invited to SGA meetings to submit monthly reports of upcoming events. The reports shall be e-mailed to the SGA Secretary within five days of the Student Government Association meeting at which the presentation will be made.

L. Shall spend at least one volunteer hour weekly in the SGA office. In the event that a senate member is tardy for a scheduled SGA meeting, that person shall serve an additional hour in the office.

M. Shall sign a volunteer commitment form every semester indicating time of availability to perform their required amount of volunteer hours. Also, all senators are solely responsible for updating and maintaining his or her current contact information, including phone number and email address in OrgSync.

N. Volunteer sign-in sheets shall be located outside of the SGA office in a conspicuous area.

O. All members of the SGA shall be responsible for keeping an accurate record of their SGA’s participation and support of club and organizational events.

P. All members shall be required to volunteer in the Student Commission office at least twice each semester for the disbursement and collection of books during the Book Loan Program.

Q. Vetoed legislation will be issued back to its author(s) in a timely fashion. The maximum time allotted will be within two weeks time of the initial veto.

**Section 7.** The duties of the Faculty Advisor(s) shall be as follows:

A. Attend all meetings of the SGA and Executive Committee.

B. Advise the SGA on various problems which may arise and remain fully abreast of all activities within SGA and those actions taken outside of the SGA.

C. Advise the SGA of particular channels through which they should go in obtaining reasonable action on their recommendations, and assist them, if possible, in attempting to further their petitions in accordance with the SGA constitution, Atlanta Metropolitan
State College’s rules and regulations, and the policies of The Board of Regents.

D. Inform and explain to the SGA the meaning of all actions taken by the faculty that directly affect the student body, and other information he/she deems useful and informative.

ARTICLE IV: MEETING

All Student Government Association meetings shall be an open session, held twice a month at a time to be determined by the body during the month August, with a 48 hour prior notice stating time and place.

Special sessions may be called by the SGA Vice President, when petitioned by two-thirds of the members of the senate, 48 hours prior to the special session. The reason(s) for holding the special session must be given to all senate members, with the consent of the President.

ARTICLE V: PARLIAMENTARY PRACTICE

A. The parliamentary practice to be followed by the SGA is according to Robert’s Rules of Order.

B. A 2/3 majority of the officers currently in office shall constitute a quorum in any meeting of the SGA.

ARTICLE VI: PRESIDENT PRO-TEMPORE

The SGA President shall preside at all meetings of the SGA. In his/her absence, the vice president shall preside. If neither is present, the Faculty Advisor shall choose a President Pro-Tempo to serve in the absence of the Vice President.

ARTICLE VIII: VOTING POWER

A. Each elected member of the SGA shall have one vote.

B. The President only votes in the event of a tie. When presiding at a meeting, the vice president shall vote only in case of a tie. The President shall have veto power over any legislation passed at an SGA meeting provided the veto is announced within 48 hours along with written detailed reasoning. At the next regular meeting of the SGA, a ¾ vote of the Senate will be required to override the veto.
ARTICLE IX: COMMITTEES AND BOARDS

Section 1. The Election Board shall be composed of a chairperson and four (4) students selected by the chairperson from the student body at large. The Vice President shall preside as the chairperson except when he or she is absent or running for office. In such instances, another chairperson shall be appointed by the Director of Student Activities.

The Election Board shall:

A. Conduct each SGA election according to the rules and guidelines projected in this Constitution.

B. Collect all ballots that are to be drawn up and counted, as well as prepare a teller’s report that will be presented to the SGA President.

C. Keep all ballots, tally sheets, and teller’s reports for a period no longer than one month.

D. Return the final decision pertaining to all questions arising in connection with elections.

Section 2. The Student Government Association has the authority to establish regular and standing committees.

A. The candidate for chairperson of a committee shall be nominated by a Student Government Association member and voted in with a 2/3 majority.

B. Other members shall be recommended by the chairperson and appointed by the president. Also, the chairperson may appoint non-senate members to be a part of the committee. However, non-senate members cannot participate in legislative procedures.

C. Each committee shall make its own rules and procedures for conducting its business.

D. The chairperson of each committee must appoint a secretary who should also be a member of that particular committee to prepare a summary of all meetings of the committee and submit the summarized report to the officers five days before the next SGA meeting.

E. Submission of the summarized report may constitute a recommendation to the Student Government Association. The Student Government Association may approve or reject the summarized report of the committee. The exception should be recorded, but no part of the report should be deleted or changed.
ARTICLE X: ATLANTA METROPOLITAN PROGRAMMING BOARD AND STUDENT TIMES NEWSPAPER

Section 1. The Atlanta Metropolitan Programming (AMP) Board and the Student Times Newspaper shall have special stipulations in the governance of both organizations.

Section 2. AMP Board shall adhere to and operate under the following decrees:

A. Shall have listed a written purpose and/or mission statement.

B. Shall be consolidated into the Student Government Association and be chaired by an At-Large Member.

C. Shall have access to a running budget approved by the Student Government Association Budget Committee and/or Fiscal Resources Committee if necessary.

Section 3. The Student Times Newspaper shall adhere to and operate under the following decrees:

A. Shall have listed a written purpose and/or mission statement.

B. Shall have access to a running budget approved by the Student Government Association Budget Committee and/or Fiscal Resources Committee if necessary.

C. Shall publish an edition of the student newspaper at least once in the fall and spring semesters of every academic year.

D. Shall obtain approval of the Editorial Review Board prior to print and distribution.

ARTICLE XI: AMENDMENTS

Section 1. Amendments to this constitution can be made by any student. The proposed amendment must be in the form of a written petition and detailed explanation for the proposition signed by 10% of the student body and then submitted to the SGA for consideration. This shall be held no later than twenty-nine class days after the presentation of the petition to the SGA Vice President.

Section 2. To ratify a proposed amendment to this constitution, copies of the proposed amendment shall be made available to all students one week before voting. The amendment shall then be placed on a ballot in the next election or special election. Two-thirds of the votes cast will be needed to adopt this amendment.

Section 3. Upon ratification of a Constitutional amendment(s), the amendment(s) shall be incorporated into the SGA Constitution upon approval of the SGA President.
ARTICLE XVI: PUNITIVE ACTION

Section 1. The purpose of punitive action is to increase accountability of the Student Government Association.

Section 2. An SGA Judiciary Committee shall be formed to facilitate hearing.

A. The committee shall consist of four committee members and one chair.

B. The chairperson of this committee shall be appointed by the SGA President. The four other members shall be appointed by the SGA Judiciary Chair.

C. The committee shall write its own by-laws and procedures.

Section 3. Laws Constituted for punitive actions:

A. Absence from two or more meetings without representation from clubs or organizations.

B. Neglect duties as stated in the Constitution under appropriate article.

C. Malfeasance or misfeasance in office and/or moral turpitude.

D. Absence from two meetings without prior notice shall initiate the steps towards punitive actions.

Section 4. Recommended punitive actions for SGA members who violate this constitution include, but are not limited to:

A. Impeachment from office.
B. Reduction or elimination of stipend
C. Written reprimand

1. A major offense shall be defined as the following:

   i. Perjury during an SGA Judiciary Committee or AMSC Judiciary Committee hearing.
   ii. Maliciously making false statements in the filing of a complaint against an SGA member, AMSC student, or faculty member.
   iii. Conduct that is maliciously dangerous or harmful to an AMSC student, faculty, or staff member.
   iv. Conduct deemed by the SGA Senate and Executive Committee as being grossly counterproductive to the normal operations of the SGA.
   v. Insubordination without sufficient justification.
Section 5. Clubs and organizations may lose financial assistance if any of the following infractions are committed:

A. Failure of club members to meet regularly.

B. Failure to meet at scheduled times.

C. Failure of club members to submit club meeting minutes.

D. Failure of the Club Presidents to maintain an updated and active OrgSync.com page.

Section 6: Clubs and organizations are required to maintain at least five (5) active members. Failure to do so shall result in the club being declared inactive and ineligible for financial assistance.

ARTICLE XVII: ENABLING CLAUSE

Section 1. Ratification of this Constitution shall require a favorable vote of at least a two-thirds majority vote of the members of the SGA and approval of a simple majority of the voting student body in a Constitutional referendum.

Section 2. Upon the ratification of this Constitution and the approval of the College President, all other previous Atlanta Metropolitan State College Student Government Association Constitutions shall be null and void.

THE SGA JUDICIARY COMMITTEE

Article I. The SGA Judiciary Committee will be formed for the purposes of evaluating conduct and actions of the SGA members. The SGA Judiciary Committee shall only have jurisdiction over matters pertaining to the SGA.

Article II. The purpose of the SGA Judiciary Committee is to see that all laws of the Constitution of the SGA are enforced, and to act as an impartial mediator between the Student Government and the immediate SGA Administration in the case of an SGA dispute.

Article III. The SGA Judiciary Committee shall be composed of five (5) judges and one (1) committee chair. This committee shall remain a separate committee from the other SGA committees.

Article IV. The President of the SGA would nominate the Chair of the SGA Judiciary Committee in the event of vacancy of the seats of more than three (3) judges and the Chair. In the event of less than three (3) judge seats being vacant in the SGA Judiciary Committee, the Chair shall nominate the candidate with the remaining judges casting a secret ballot to confirm.
**Article VI.** Under the article of impeachment as stated in Article 16, Sections three and four, any SGA member or members accused along with his/her accuser(s), shall receive by registered or electronic mail a summons to appear before the SGA Judiciary Committee and should bring any evidence or proof on his/her behalf. The summons must be sent by the Secretary or the Chair of the Judiciary Committee a minimum of five (5) school days prior to the appearance before the SGA Judiciary Committee. If necessary, there will be a committee formed to see if there are grounds for a trial. If reasonable grounds for impeachment are found, the SGA member or members must stand before the SGA Judiciary Committee and the members of the SGA.

**Article VII.** Any person or persons that are the accused subject of impeachment processes can appeal for a retrial if he or she so desires. This appeal should be made to the Chair of the SGA Judiciary Committee. It is at the discretion of the SGA Judiciary Committee whether to grant the accused a retrial or not based on any extenuating circumstances. The decision of the SGA Judiciary Committee shall be final and binding. This must be the case in order to ward against double jeopardy of the accused and to ensure that the SGA Judiciary Committee’s authority remains intact in actions within the best interest of the Student Body and the SGA.

**Article VIII.** All hearings of the SGA Judiciary Committee shall be recorded and kept on file and securely locked in the office of Student Activities. In the case of an accusation of a mistrial, the recording of the hearing will be thoroughly reviewed by the Director of Student Activities and all the members of the Executive Committee in a private session to determine if a mistrial should be granted on grounds of misconduct of the SGA Judiciary Committee or any of its members. A determination of misconduct or mistrial must be obtained by a minimum of a two-thirds consenting vote of the Executive Committee members and Director. A detailed written explanation of the determination should be submitted for the record.

This Document in its entirety shall take effect immediately upon its ratification by the student body according to the voting process contained and outlined within.