

MSJC | Mt. San Jacinto
College

STUDENT GOVERNMENT ASSOCIATION

**Constitution of the
Mt. San Jacinto College
Student Government Association**

LEGISLATURE AND STUDENT BODY

DRAFT SPRING 2026

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PREAMBLE

We, the students at Mt. San Jacinto Community College, to establish an effective student government, recognize the inherent rights and responsibilities of self-government, represent student interests, rights, and concerns; do hereby establish this constitution of the Student Government Association of Mt. San Jacinto College.

ARTICLE I. **NAME**

The name of this organization will be the Mt. San Jacinto College (MSJC) Student Government Association from now on abbreviated as "SGA." San Jacinto College (MSJC) Student Government Association from now on abbreviated as "SGA."

ARTICLE II. **PURPOSE STATEMENT**

The purpose of the Student Government Association is to:

- a. Voice student concerns, represent student interests, and exercise student rights;
- b. Stimulate student awareness and involvement in the academic, cultural, social, and community opportunities available at MSJC;
- c. Promote student appreciation of the values and traditions of MSJC;
- d. Encourage communication and collaboration across the entire college;
- e. Organize student activities and programs, while appropriately budgeting student funds through a fair, representative, and transparent process;
- f. Practice democratic actions and promote personal and civic growth;
- g. Offer leadership and personal growth opportunities to its members.
- h. Affirm and act in accordance with the MSJC Equity Pledge

ARTICLE III. **NON-DISCRIMINATION**

Section 1 **Protected Groups**

SGA will not discriminate on the basis of ethnicity, race, age, religion, gender, sexual orientation/preference, political affiliation, national origin, medical condition, or disability.

Section 2 **Non-Affiliation with Discriminators**

SGA will not affiliate with any organization that engages in such discriminatory practices.

ARTICLE IV. **HERITAGE OF MT. SAN JACINTO COLLEGE**

Members of the MSJC SGA are known as the Eagles. The college colors are red, white, and black. The Eagle mascot is known as "Ernie."

ARTICLE V.

DEFINITIONS

These terms will be defined as follows in all SGA Governing Documents:

1. **Academic School Year** = Fall Academic Session (including the preceding summer intersession) and spring Academic Session (including the preceding winter break) of the same academic year.
2. **Academic Session** = Either the period between the last day of spring Semester and the first day winter break (to be known as the Fall Academic Session) or the period between the last day of Fall Semester and the first day of Summer intersession (to be known as the Spring Academic Session.)
3. **Advisory Opinion** = An opinion issued by the Judicial Council that does not have the effect of adjudicating a specific Student Grievance or Student Complaint but merely advises the SGA Legislature on the constitutionality or interpretation of a law.
4. **Appoint** = To send a Written Notice containing the name of a student nominee for a position to all SGA Officers, for consideration as an agenda item at the next SGA Legislature meeting. 2/3 Approval of the Legislature is required to confirm all appointments.
5. **Approve** = A Vote in the affirmative of at least 1/2 (or another ratio if stated) of the Voting Members present in a particular meeting of an SGA Body.
6. **Designate** = Specifying a person to fill a specific role for a given amount of time via Written Notice sent to the Voting Membership of the SGA Legislature.
7. ~~**Even weeks** = All even numbered weeks, Monday through Sunday, starting the first day each Semester, counting only weeks that contain at least one School Day.~~
8. **Mandated SGA Event** = Any event or gathering to which the SGA Legislature and/or Advisors have made attendance by SGA Officers mandatory. SGA Officers will be given advanced notice for all events deemed mandatory by SGA Advisors.
9. **MVC** = Menifee Valley Campus
10. ~~**Odd weeks** = All odd numbered weeks, Monday through Sunday, starting the first day of each Semester, counting only weeks that contain at least one School Day.~~
11. **Official SGA Business** = Voting or deciding upon actions on behalf or as a part of any SGA Body.
12. **Presiding Officer** = Any elected official formally and directly responsible for facilitating or directing the activities or discussions in across any Student Organization(s) including but not limited to Presidents, Chairs, or Facilitators.
13. **Publish** = To publicize a document or other archive of information by sending it at least once in a Written Notice to all SGA Officers and uploading up to date versions to an easily accessible and publicly available location on the MSJC or SGA website.
14. **School Day(s)** = Days marked as part of "Fall Semester," "Spring Semester," or

“Summer Sessions” on the annual MSJC Academic Calendar, not to include any Saturdays or Sundays.

15. **Seated** = Having been properly Elected, Appointed and Confirmed, Designated or Assigned to hold a specific position, and still be within the term of office of that position, but not yet have been removed or have resigned.
16. **Semester** = All weeks including at least one day marked as part of either “Fall Semester,” or “Spring Semester” on the annual MSJC Academic Calendar, not to include any Saturdays or Sundays.
17. **SGA Body(s)** = Each of the following will be considered an SGA Body: the SGA Legislature, SGA Executive Council, SGA Inter-Club Council, all SGA Standing Committees, and any active Legislature-Approved special/ad-hoc committees.
18. **SGA Office(s)** = Any legal personality held by any SGA Officer(s) listed in Article VII Section 1 of this constitution.
19. **SGA Officer** = Any officer listed in Article VII Section 1 of this constitution.
20. **SJC** = San Jacinto Campus
21. **Student Complaint** = Any allegations Submitted to the SGA Judicial Council that do not involve Neglect of Duty or Improper Conduct as defined in Article XVII Sections 4 and 5 of this constitution.
22. **Student Grievance** = Allegations Submitted to the SGA Judicial Council involving Neglect of Duty or Improper Conduct as defined in Article XVII Sections 4 and 5 of this constitution.
23. **Student Organization(s)** = Any “club” or group of MSJC students chartered under the SGA Constitution.
24. **Submit** = To Send an item for consideration as a line item at a meeting of an SGA Body with Written Notice to that SGA Body’s chair.
25. **Vacancy** = An SGA Office that is not held by any student.
26. **Two-Thirds (2/3) Vote**: When a decision requires a two-thirds majority of Legislative approval; majority shall be defined as two-thirds of all currently seated positions across the Site Councils: SJC Site Council, MVC Site Council, and TVC Site Council.
27. **TVC** = Temecula Valley Campus
28. **Voting Member(s)** = Seated students present at a specific meeting that have been stated to be part of the Voting Membership of that specific SGA Body by this constitution.
29. **Voting Membership** = Seated students listed as Voting Members in a specific SGA Body whether present at a specific meeting or not.
30. **Written Notice** = A notice sent via email to recipient(s) in which the SGA President and SGA advisor(s) are each copied.

ARTICLE VI.**MEMBERSHIP****Section 1****Types of SGA Membership**

- a. **Active Membership:** MSJC students currently enrolled in classes, who purchase an SGA sticker, are accorded active membership during the academic session in which they purchase an SGA sticker.
- b. **Associate Membership:** Other MSJC students currently enrolled in classes, who do not purchase an SGA sticker, are accorded associate membership.
- c. **Honorary Membership:** Granted to any person by 2/3 approval of the SGA legislature for acts of great service to SGA or to student life at MSJC.

Section 2**Privileges of Active and Associate Membership**

Active membership and associate membership both entitle individuals to:

- a. Vote in all SGA and MSJC regular and special elections;
- b. Be represented by SGA Officers;
- c. Participate in SGA student organizations or college clubs, events, programs, and activities.

Section 3**Privileges of Active Membership**

Active Membership entitles individuals to:

- a. Hold an SGA Office if eligible;
- b. Discounts established by the SGA Vendor Discount Program;
- c. Eligibility for scholarships and awards given by SGA;
- d. Other rights, privileges, and benefits established by SGA, bills, resolutions, and recommendations.

Section 4**Privileges of Honorary Membership or Alumni Membership**

Honorary Membership and Alumni Membership carry no formal privileges.

Section 5**Membership Revocation**

SGA membership and privileges may be revoked with a 3/4 Approval of the SGA Legislature for violations of the MSJC Student Code of Conduct as stated in the MSJC District Policy, SGA Constitution or its Bylaws.

ARTICLE VII.**OFFICERS AND TERMS OF OFFICE****Section 1****Elected or Appointed Offices**

- a. One ----- President

- b. One ----- MVC Vice President
- c. One ----- SJC Vice President
- d. One ----- TVC Vice President
- e. One ----- Financial Affairs Officer
- f. Two ----- MVC Public Relations Senator
- g. One ----- MVC Student Equity & Cultural Affairs Senator
- h. One ----- MVC Athletics Senator
- i. One ----- MVC Academics Senator
- j. One ----- MVC Inter-Club Council Senator
- k. Two ----- SJC Public Relations Senator
- l. One ----- SJC Student Equity & Cultural Affairs Senator
- m. One ----- SJC Athletics Senator
- n. One ----- SJC Academics Senator
- o. One ----- SJC Inter-Club Council Senator
- p. One ----- TVC Public Relations Senator
- q. One ----- TVC Student Equity & Cultural Affairs Senator
- r. One ----- TVC Student Center Affairs Senator
- s. Two ----- TVC Academics Senators
- t. One ----- TVC Inter-Club Council Senator
- u. One ----- Student Trustee

Section 2 Term of Office

The term of office for all SGA Officers will be one academic school year.

Section 3 Student Service Limit

No student may hold the same SGA Officer position for more than two academic sessions or have a total service (academic sessions where SGA Office was held plus any academic sessions where the student served as a student assignee of any SGA position) of greater than six academic sessions.

Section 4 Holding Multiple SGA Offices

No student may hold more than one SGA Office at a time.

Section 5 Holding Offices in Multiple Organizations

No student may serve as a presiding officer of any MSJC student organization(s) or college club(s) and serve as a voting member of the SGA Executive Council, at the same time.

Section 6 Duties and Responsibilities of SGA Officers

For information on the duties and responsibilities of each position, refer to Article I of the SGA Bylaws.

ARTICLE VIII. LEGISLATURE

Section 1 Authority

Legislative authority in the SGA will be vested in each locational SGA council: MVC site council, SJC site council, and TVC site council.

Section 2 Voting Membership

The Voting Membership of the SGA Legislature will be limited to:

- a. Each respective Site Council Vice Presidents;
- b. The six Senators of each Site Council;

Section 3 Duties and Powers

The duties and powers of the SGA Legislative body will be to:

- a. Serve as representatives of the student body;
- b. Meet at least once a week during the Spring and Fall semesters, with the exception of holidays; before the first week of the term, and leading up to finals week;
- c. Approve all SGA expenses, funds, and appropriations;
- d. Approve then publish during the first two weeks of each semester a set of SGA goals for that semester;
- e. Approve legislation, bills, resolutions, and recommendations;
- f. Approve amendments to the SGA Constitution by a 2/3 vote for later consideration by the student body through a referendum;
- g. Hold an SGA retreat during each Summer Intersession and Winter break in preparation for the following semester;
- h. Compel all SGA Officers to attend any SGA-related event, retreat, or gathering by declaring that event a Mandated SGA Event and having the SGA President send written notice to this effect to all SGA Officers;
- i. Create special/ad-hoc committees that foster student life and promote the purpose statement of SGA but do not duplicate any of the functions of an existing special/ad-hoc committee(s);
- j. Approve amendments to any SGA Codes, and/or SGA Bylaws;
- k. Elect a new SGA President from among the voting membership of the SGA Executive Council as described in Article XII Section 4, if the Presidency is vacant and there is no available or willing Vice Presidents to assume the role.

- l. Approve or reject all SGA Executive Council appointment recommendations from the SGA Executive Council for all vacant SGA Office(s) and shared governance committee positions by 2/3 majority vote in the affirmative;
- m. Remove any SGA Officer by at least a 2/3 Approval vote in the affirmative, contingent upon the review and approval of removal by the Judicial Council pursuant to Article X Judicial Branch of this Constitution;
- n. Uphold the laws of the SGA as prescribed in the SGA Constitution, SGA Bylaws, SGA Election Code, and Inter-Club Council (ICC) Bylaws.

ARTICLE IX. EXECUTIVE COUNCIL

Section 1 Authority

Executive Authority or the authority to carry out Legislature-approved directives or bills in the SGA will be vested in the Executive Council.

Section 2 Voting Membership

Voting Membership in the SGA Executive Council will be limited to:

- a. The SGA President;
- b. The three SGA Vice Presidents;
- c. The Financial Affairs Officer
- d. The Student Trustee

Section 3 Duties and Powers

The duties and powers the membership of the SGA Executive Council will be to:

- a. Meet at least twice a month during the Spring and Fall semesters, and meet at least twice a month during winter break and the summer intersession;
- b. Select, approve, and submit appointment(s) to the Legislature regarding vacant SGA Office(s) or shared governance committee position(s), after having interviewed any candidates not currently holding an SGA Office during an Executive Council meeting, in a group interview whenever possible;
- c. Advise the Legislature on changes to the SGA Constitution, SGA Bylaws, SGA Election Code, and Inter-Club Council (ICC) Bylaws;
- d. Prepare SGA goals and priorities for submission/consideration during each winter break and summer intersession to SGA Legislature before the first meeting of the semester.
- e. Delegate additional duties, obligations, or tasks to any SGA Vice President(s), SGA Officers, Site Council(s), or SGA Senator(s) when necessary for carrying out a Legislature-Approved directive or bill;
- f. Encourage and facilitate cooperation and coordination between all SGA Site

Councils and special/ad-hoc committees.

Section 4 Legislative Authority

The SGA Executive Council will have the authority to conduct all official SGA business during the Winter Break and Summer intersession. However, the Executive Council cannot, without the approval of the SGA Legislature, make any changes to the SGA Constitution, SGA Bylaws, SGA Election Code, and Inter-Club Council (ICC) Bylaws.

ARTICLE X. JUDICIAL COUNCIL

Section 1 Authority and Purpose

Judicial authority in the SGA will be vested in the SGA Judicial Branch. The Judicial Branch serves as the interpretive and oversight body of student government, ensuring that the SGA Constitution, bylaws, and governing documents are properly applied and followed by all branches of SGA. Acting as an impartial body, the Judicial Branch reviews disputes, interprets governing policies, and upholds accountability, transparency, and fairness within SGA.

Section 2 Composition

The Judicial Branch will be composed of:

- a. One (1) Chief Justice, appointed or elected from any campus location/jurisdiction;
- b. Six (6) Associate Justices:
 1. two (2) from San Jacinto Campus,
 2. two (2) from Meniffee Valley Campus, and
 3. two (2) from Temecula Valley Campus.

Section 3 Duties and Powers

The duties and powers of the SGA Judicial Branch will be to:

- a. Interpret the SGA Constitution, bylaws, and governing directives;
- b. Conduct judicial review of legislation or actions passed by the Site Councils and the Executive Branch to ensure compliance with SGA policies;
- c. Hear and resolve complaints, disputes, or grievances related to SGA operations;
- d. Serve as the final appeals body for SGA election disputes;
- e. Issue advisory opinions on procedural or constitutional questions brought forward by SGA officials;
- f. Review and approve, by a two-thirds (2/3) majority vote of seated justices, any removal from office, lateral transfer between positions, or transfer between Site Councils and the Executive Council—except voluntary resignations;

- g. Review removals resulting from failure to meet officer eligibility requirements, including minimum enrollment status, grade point average (GPA), or other qualifications outlined in SGA governing documents or college policy;
- h. Participate in governance committees or hearings when student representation is required.

Section 4 Eligibility

To serve in the SGA Judicial Branch, students must:

- a. Be currently enrolled at Mt. San Jacinto College in a minimum of six (6) units by no later than the 2nd week of the academic term;
- b. Have maintained a cumulative grade point average (GPA) of at least 2.5 from the previous semester, with the exception of first-semester students;
- c. Purchase the Student Activities Sticker for every semester of involvement;
- d. Demonstrate integrity, impartiality, and sound judgment;
- e. Complete any required training or orientation for judicial officers.

Section 5 Ethics and Professional Conduct

All Judicial Branch members will be expected to:

- a. Maintain neutrality and base all decisions solely on the interpretation of governing documents and facts presented;
- b. Uphold confidentiality regarding membership reviews, disciplinary matters, and internal deliberations;
- c. Treat all individuals involved in proceedings with professionalism and respect;
- d. Act in accordance with SGA policies and MSJC standards of conduct. Failure to uphold these expectations may result in a review of the justice's membership status.

ARTICLE XI. INTER-CLUB COUNCIL

Section 1 Authority

The Inter-Club Council, hereafter abbreviated as the "ICC," will have authority to oversee SGA Student Organizations/clubs and their activities.

Section 2 Voting Membership

The Voting Membership of ICC will be limited to:

- a. The three SGA Vice Presidents;
- b. One representative from each active SGA student organization or college club.

Section 3 Duties and Powers

The duties and powers the membership of the SGA Inter-Club Council will be to:

- a. Meet at least twice a month during the spring and fall semesters;

- b. Hold at least one leadership seminar each Semester;
- c. Develop, approve, and maintain a student organizations/clubs activities calendar, then submit this calendar to the Public Relations Officer for inclusion in the SGA master activities calendar and work with the Public Relations Officer to keep the master calendar updated with the latest ICC and student organizations/club activities;
- d. Approve new student organization(s) or college clubs when those student organization(s) are consistent with the purpose statement of SGA, unless the existence of such a student organization or club would violate MSJC Board or Administrative policy;
- e. Approve the activities of student organization(s) or college clubs when such activities are consistent with the purpose of SGA, unless approval of such activities would violate MSJC Board or Administrative policy;
- f. Promote cooperation, communication, and coordination among Student Organizations or college clubs;
- g. Promote greater membership in college clubs and student organizations;
- h. Submit a student organizations and college clubs promotion/recruitment plan to the SGA Legislature at least once an academic year;
- i. Approve within the first three weeks of each Semester a set of ICC goals for that Semester;
- j. Encourage Student Organizations and college clubs to Submit a set of goals for the Semester to the ICC during the first three weeks of each Semester;
- k. Approve resolutions and recommendations that voice the concerns of Student Organizations or college clubs;
- l. Propose amendments to the ICC Bylaws by Approving and then submitting them to the SGA Legislature;
- m. Uphold the laws of the Student Government Association as prescribed in the SGA Constitution, SGA Bylaws, SGA Election Code, and ICC Bylaws;

Section 4 Club Contracts

The SGA and all officially chartered clubs/organizations may enter into a written contract with performers, caterers, vendors, and any other type of commercial and business service providers only with regard to an activity that directly benefits the student body and aligns with the SGA's Purpose Statement and with the following specifications:

- a. All contracts must be in writing and are final upon approval and authorization from all parties involved.
- b. All contracts must be approved by the following: the service provider, the

applicable club/organization Advisor, one club/organization student representative or club member, the SGA Advisor(s), the MSJC Vice President of Business Services, and the MSJC Vice President of Student Services.

- c. Complies with applicable MSJC Board Policies and Administrative Policies.

Section 5 Active and Deactivated Club(s)

All student organizations or clubs who have complied with all requirements for club membership as described in the ICC Bylaws and who have not violated the attendance requirements listed in Section 6 of this Article will be considered Active. All other student organizations or clubs that have at one time been active will be considered inactive or deactivated.

Section 6 Attendance

Club representatives will be subject to SGA attendance policies. All other things being as stated in Article XVI of this Constitution, absences and tardies will not be tallied against club representatives but will instead be tallied against the clubs for which no representative is present or arrives late. If a club accumulates excessive unexcused absences, it will be deactivated and its club representative(s) will be immediately removed from the voting membership of the ICC.

ARTICLE XII. VACANCIES AND APPOINTMENTS

Section 1 Vacancies

An SGA Office, ICC Office, Committee Member at Large position, or Student Trustee Office will be considered vacant only if the seated student is removed, resigns, or when no student is elected to fill that position after an election. An SGA Office will not be considered vacant on the basis of removal unless and until the Judicial Council has issued a written ruling confirming that removal is in accordance with this Constitution. Any declaration of vacancy by removal without a Judicial Council written ruling is void and of no effect. Time spent on sick leave or on vacation will not cause an office to be considered vacant.

Section 2 Appointments

Vacancies of any SGA Office(s) with the exception of the SGA President, may be filled with the following process in its entirety.

- a. Open position(s) will be made public to the student body population for a minimum of 14 school days;
- b. All applicants will complete an application, which will be available for review;
- c. Their office qualifications will be checked by the Student Life and Development Program (SLDP);

- d. A group interview will be held at an Executive Council meeting with other applicants to positions;
- e. Candidates will be presented to their respective Site Councils for hearing(s) and final confirmation;
- f. If no applicant is approved, position will re-open and begin with step one. Candidate(s) must wait until the following academic session to re-apply for a position which they were not approved for.

Section 3 Qualifications for Appointment

All appointees for SGA office must meet the following requirements:

- a. Be an active member of SGA;
- b. Be enrolled in at least 6 units at MSJC;
- c. Have a grade point average (GPA) of at least 2.0 for the previous semester or intersession, with exception to first semester students;
- d. Has not held the SGA Office sought in two or more previous academic sessions, if an appointee to an SGA Office that is a voting member of the Executive Council;
- e. Comply with all standards, rules, and regulations of the SGA Election Code, Administrative Regulations, and Board of Trustees/District policies;
- f. Must not have been placed on any type of probation within one semester prior to completing an application;
- g. Must be in compliance with all current Student Life & Development Program departmental policies.
- h. Desired qualifications for Executive Council appointees only: SGA involvement for a minimum of one semester.

Section 4 For a list of qualification requirements for Elected Officers, please refer to the SGA Election Code.

Section 5 Order of Succession to the Presidency

The order of succession to the presidency will be as follows:

- a. The SGA MVC Vice President, the SGA SJC Vice President or the SGA TVC Vice President, whichever the Executive Council elects after the office of the President becomes vacant;
- b. Financial Affairs Officer;
- c. MVC Student Equity & Cultural Affairs Senator
- d. SJC Student Equity & Cultural Affairs Senator
- e. TVC Student Equity & Cultural Affairs Senator
- f. MVC Inter-Club Council Senator
- g. SJC Inter-Club Council Senator

- h. TVC Inter-Club Council Senator
- i. MVC Academics Senator
- j. SJC Academics Senator
- k. TVC Academics Senator
- l. MVC Public Relation Senators
- m. SJC Public Relation Senators
- n. TVC Public Relation Senators
- o. MVC Athletics Senator
- p. SJC Athletics Senator
- q. TVC Athletics Senator

Section 6 Lateral Officer Movement

Officers may be moved from any officer role to another officer role by nomination of the destination Council Chair and approval of the destination Council. Any such lateral transfer must be reviewed and approved by the Judicial Council by a two-thirds (2/3) majority vote of seated justices prior to taking effect. This type of movement will be prioritized above new ~~Senator~~ Officer appointments.

ARTICLE XIII. FINANCE

Section 1 SGA Fiscal Year

The SGA fiscal year will be from July 1 through June 30.

Section 2 Budget Process

The Financial Affairs Officer, in consultation with the SGA Advisor(s) and SGA Executive Council, will draw up a tentative budget each year during the final 20 school days of Spring semester. The tentative budget will then be submitted to the SGA Legislature for approval. 2/3 approval of the SGA Legislature will be necessary for the tentative budget to pass.

ARTICLE XIV. MEETINGS

Section 1 Brown Act Compliance

All agendas, minutes, and accompanying supplemental materials will be distributed and be posted in a publicly accessible place on both Menifee Valley Campus and San Jacinto Campus at least 72 hours prior to the start time of the meeting per its agenda. No physical or electronic gathering of students will take place where 1/2 or more of any SGA Body's voting membership is present and where official SGA business is discussed unless the student body is given prior notice in compliance with the Brown Act.

Section 2 Parliamentary Authority

In any instances not covered by this SGA Constitution, SGA Bylaws, Codes, and Standing Rules, the SGA Legislature, SGA Executive Council, Inter Club Council, and all other SGA bodies will refer to the most current edition of Robert's Rules of Order as their parliamentary authority.

Section 3 SGA Code of Conduct

All proceedings and activities at SGA meeting(s) and events must be conducted in accordance with the MSJC Code of Conduct.

Section 4 SGA Advisor Presence

SGA may not conduct any official SGA business without an SGA Advisor present at that/those meeting(s) unless they first receive written notice from the SGA Advisor(s) or his or her designee authorizing them to do so.

Section 5 Absentee Voting

A voting member(s) of any SGA body cannot motion, second, nor vote in any action items for which that voting member was absent or not physically present at a location listed on the meeting's agenda.

Section 6 Quorum Requirements

No official SGA business may be carried out at any meeting of any SGA body unless the following quorum requirements are met at the meeting in question:

- a. The quorum requirements of SGA Legislature, SGA Executive Council, and ICC meetings will be met with simple majority of that body's voting membership is in attendance.
- b. The quorum requirements of special/ad-hoc committee meetings will be met when three voting members are present if that committee's voting membership is four or more, when two voting members are present if the voting membership of that committee is three, and when all voting members are present if the voting membership of that committee is one or two.

Section 7 Standing Rules

Each SGA Body will have the authority to establish and implement Standing Rules as deemed necessary. Each Standing Rule that does not meet all the following criteria will be null and void:

- a. SGA President, applicable site Vice President, and Judicial Council Chief Justice are sent Written Notice of each new, revised, or deleted standing rule at least 72 hours prior to the first or last meeting to which they are intended to apply;

- b. New Standing Rules are Approved by at least a 2/3 vote of the Voting Members present;
- c. Standing Rules are phrased in such a way as to only apply to the Voting Membership of the SGA Body in which they were Approved.

ARTICLE XV.

BYLAWS

Section 1

Bylaw Scope

Bylaws may codify new procedures or may elaborate on items in this Constitution but may not contradict anything in this Constitution. All rules applying to or specifying procedures for members of the general student body must be codified in Bylaws. Only rules applying exclusively to SGA can be codified in the Standing Rules of SGA bodies.

Section 2

Recognized Bylaws Documents

The following Bylaws documents will be recognized by the SGA:

- a. SGA Bylaws;
- b. MSJC Student Code of Conduct;
- c. SGA Election Code;
- d. SGA ICC Bylaws.

Section 3

Authority Clause

In the instance of conflict between any founding documents under the jurisdiction of the SGA and for all judicial review purposes the SGA Constitution will supersede all other bylaws, charters, and club constitutions. All questions of constitutional interpretation will be directed to the SGA Judicial Council for a formal ruling or advisory opinion. If the SGA Constitution does not provide remedy, Robert's Rules of Order will dictate procedure and outcome of the dispute.

Section 4

Amending General SGA Bylaws,

This section will apply to amendments to the SGA Bylaws, SGA Code of Ethics, and SGA Election Code. Amendments to these Bylaws may be proposed by Voting Members of the SGA Legislature. The proposed amendments to the Bylaws must be approved by 2/3 of the SGA Legislature.

Section 5

Amending the ICC Bylaws

Amendments to the ICC bylaws may be proposed by any Voting Member of the ICC or by any Voting Member of the SGA Legislature. The proposed amendments to the ICC bylaws must be affirmed by a 2/3 Approval of the ICC and 2/3 Approval of the SGA Legislature.

ARTICLE XVI.**ATTENDANCE****Section 1****Unexcused Absences**

An unexcused absence is a failure of an SGA Officer to be present for one hour or more of any SGA meeting for which that officer is a part of the voting membership, shared governance meeting they have been appointed to, Mandated SGA Event the SGA Legislature has compelled them to attend, and/or mandatory meeting with advisor(s) without notifying the SGA Advisor, the SGA President, and the Judicial Council.

Section 2**Tardies**

A tardy will be defined as an SGA Officer not being present by the completion of roll call of any SGA meeting for which that SGA Officer is a part of the voting membership but is present for the remainder of the meeting. In addition, two are equal to one unexcused absence.

Section 3**Excused Absences**

An absence will be excused if an SGA Officer informs the SGA Advisor, SGA President, and Institutional Effectiveness Officer of their absence from mandatory events and SGA meetings. For SGA meetings, the SGA Officer must notify the appropriate parties before the completion of roll call, regardless of the circumstances. In addition, two excused absences are equal to one unexcused absence.

Section 4**Excessive Unexcused Absences**

Any SGA Officers having three or more unexcused absences in the same Semester will be automatically removed from office. No vote in the SGA Legislature will be necessary. SGA Officers removed in this way will be ineligible for appointment or candidacy to any SGA Office for one full Academic Session following his or her removal.

Section 5**Long-Term Absences**

Long-term absences shall be permitted in the case of medical or other extraordinary and special circumstances with SGA Executive Council approval.

In the event of a planned long-term absence, the President and Advisors must be informed at least 48 hours before the Legislative or Executive Cabinet meeting of the length of absence and the reason for absence.

Should the SGA Executive Council approve, the SGA Officer may be held exempt from excessive unexcused absences for the time period specified by the SGA Officer.

ARTICLE XVII.**OFFICER REMOVAL****Section 1****Requirements for Holding Office**

Any SGA Officer who does not maintain the following requirements will be immediately removed from office subject to review by the Judicial Council pursuant to Article X Judicial Branch of this Constitution:

- a. Be an Active Member of SGA;
- b. Be enrolled in at least 6 units at MSJC; 3 units for Committee Members at Large; 12 units for Officers that were elected; Be enrolled in at least 6 units for Legislative; 12 units for executive officers. With the exception of special circumstances, for example; graduation units needed, special accommodations, etc with the approval of the SGA Advisors.
- c. Has not held the same SGA officer position for two or more previous academic sessions.
- d. Have a grade point average (GPA) of at least 2.5 for the previous Semester or intersession, with exception to first Semester students; Have a grade point average (GPA) of at least 2.0 for Legislative; and at least 2.5 for Executive for the previous semester or intersession, with exception to first semester students.
- e. Must not be placed on any type of probation at MSJC;
- f. Must be in compliance with all administrative and board policies at MSJC;
- g. Must be in compliance with all current Student Life & Development Program departmental policies.

Section 2 Initiating Removal Proceedings

A Legislature Agenda Item regarding the removal of an SGA Officer may be submitted as a Written Notice to the SGA Judicial Council by any Voting Member(s) of the SGA Legislature. Upon receipt, the Judicial Council will conduct a review of the matter pursuant to Article IX of this Constitution before any removal vote may be held.

In the case that removal proceedings are initiated against a member of the Judicial Branch, the affected justice will recuse themselves from all deliberations and votes related to that matter. The remaining seated justices will conduct the review and issue a ruling in accordance with standard Judicial Branch procedures.

Section 3 Grounds for Removal

Any SGA Officer may be removed from an SGA Office on any of the following grounds:

- a. Improper Conduct;
- b. Neglect of Duty;
- c. Excessive Unexcused Absences.

Section 4 Improper Conduct

Improper Conduct will be defined as any of the following:

- a. Any SGA Officer who willfully or excessively violates any sections, articles, guidelines, policies or standards, Standing Rules, the SGA Constitution, SGA Bylaws, SGA Elections Code, or ICC Bylaws;
- b. Any SGA Officer who willfully or excessively violates MSJC's Student Code of Conduct;
- c. An officer who willfully or excessively violates MSJC Board Policies and Administrative Policies.
- d. An officer who willfully or excessively conducts in an unprofessional manner during Events, Meetings, Conferences, and SGA related activities.

Section 5 Neglect of Duty

Neglect of Duty will be defined as any of the following:

- a. Any SGA Officer who fails to fulfill their duties as listed in Article I of the SGA Bylaws;
- b. Any SGA Officer that accumulates an excessive amount of unexcused absences as stated in Article XVI of the SGA Constitution.
- c. An officer who willfully or excessively conducts in an unprepared manner during SGA related activities.

Section 6 Procedure for Removal of an SGA Officer

Any SGA Officer charged with improper conduct or neglect of duty will be subject to removal through the following procedure:

- a. The SGA officers will receive one warning for the term. Any continuous behavior will immediately lead to procedures for removal.
- b. The SGA Officer will receive a written notice from the President alerting him or her that an agenda item requesting his or her removal from SGA Office has been placed on the agenda of the next regularly scheduled Legislature meeting, at least 72-hours prior to that SGA Legislature meeting;
- c. The SGA Legislature must vote on a proposed removal(s) of SGA Officer(s) in that same meeting whenever placed on the agenda;
- d. If an SGA Officer against which removal proceedings have been placed on the agenda fails to appear at the regularly scheduled SGA meeting as stated in the written notice, the matter will be immediately referred to the Judicial Council for review. The Judicial Council will issue a written ruling within five (5) school days. If the Judicial Council finds no extenuating circumstance justifying the absence, the officer will be removed from office upon issuance of that ruling;

- e. For all cases involving improper conduct and/or neglect of duty, the SGA Legislature may vote to determine sanctions including, but not limited to, the removal of the officer;
- f. In all instances, at least a 2/3 vote in the affirmative by the SGA Legislature is required for the removal of an SGA Officer and an affirmative simple majority vote in the affirmative is required for sanctions.
- g. NOTE: No removal vote may be held, and no removal may take effect, unless the Judicial Council has first completed its review of the matter and issued a written ruling or advisory opinion. Any removal action taken without a prior written Judicial Council ruling is void and of no effect.

ARTICLE XVIII.

INITIATIVE AND RECALL

Section 1

Initiative

The MSJC student body may petition the SGA Legislature to take action by submitting to the Legislature a petition that is signed by 10% of the active membership of SGA and sending written notice to the SGA Judicial Council prior to submitting the petition.


Section 2

Recall of Legislative Action

Any specific action(s) of the SGA Legislature may be recalled if a petition signed by 10% of the active membership of SGA is submitted to the SGA Legislature, and written notice is sent to the SGA Judicial Council within 15 school days of the approval of those actions by the Legislature.

Section 3

Recall of SGA Officers

An SGA Officer may be removed if a petition signed by 10% of the active membership of SGA calling for his or her removal is submitted to the SGA Legislature with written notice to the SGA Judicial Council within 15 school days of his or her election or appointment. 

Section 4

Referendum if a Petition is Rejected

Within 15 School Days of having received a petition meeting the specifications in this article, the Legislature will either Approve the actions called for by the petition, or if the motion for the approval of those actions fails, schedule a referendum in which the students body may enact the actions called for by the petition if the majority of votes cast during the referendum are in the affirmative to take place within 15 School Days. Actions approved in this way may not be rescinded or contradicted by the SGA Legislature for one full Academic School Year.

ARTICLE XIX. AMENDMENTS**Section 1 Proposals**

Proposed amendments to the SGA Constitution may be placed in the SGA Legislature's agenda by any voting member(s) of the SGA Legislature or by petition of 5% of the active membership of SGA.

Section 2 Approval of Legislature

Amendments to the SGA Constitution that are proposed without a student petition must be approved with 2/3 vote in the affirmative of the SGA Legislature prior to consideration by the student body in a referendum.

Section 3 Referendum Rules

Amendments to the SGA Constitution will be ratified if at least 2/3 of the votes cast by SGA members in that referendum are in the affirmative. Votes cast during the referendum must include at least 5% of the active SGA membership at MSJC. The amendment(s) proposed will be posted in at least three conspicuous locations at MVC, SJC and TVC at least one week prior to the election. Copies of proposed amendments must be made available during this week to students at each SLDP Office.

Section 4 Amendment Specifications

No amendments to the SGA Constitution will be considered or approved unless they are bundled with a date in which they will go into effect.