

Heartland Community College  
**Student Government Association**  
**Constitution**

(Adopted December 2010, Amended Fall 2018, Spring 2019)

PREAMBLE

In order to sustain, promote and represent the interests of the student body, and establish a sound means of cooperation with the Board of Trustees, administration, faculty, and staff of Heartland Community College, and to establish parity with these bodies in decisions affecting the student body; we, the students of Heartland Community College do hereby establish the Student Government Association on behalf of the students of Heartland Community College.

Article I.      Name and Membership

The name of this organization shall be the Heartland Community College Student Government Association (“SGA”). Officers of the SGA shall be members of the student body. Any student of Heartland Community College (“HCC”) is welcome to attend and participate in our Senate meetings.

Article II.      Structure

Section 2.01 Executive Board

- (a) Membership — The SGA Executive Board shall consist of the President, Executive Vice President, Vice President of Communication, Student Trustee, and the Advisor(s); all having one vote each, with the exception of the President, Executive Vice President and Advisor(s).
- (b) Purpose — The Executive Board shall develop the agenda for the regularly scheduled Senate meetings and review the general policies, procedures, and other business for presentation to the entire SGA.
- (c) Vacancies — In the event that there is an Executive Board vacancy for which there is not a successor named within this Constitution and Bylaws, an election shall take place with all existing members of the Executive Board and Student Senate being possible candidates should they meet the eligibility requirements for the position and if elected, abdicate their current position. All members of the Executive Board and the Senate shall have voting rights in this election with the exception of the President and Advisor(s), however the President shall vote in the case of a tie.

## Section 2.02 Senate

- (a) Membership: The Student shall consist of Senators from official HCC Clubs or organizations, Regional Senators, and At-large Student Representative.
  - (1) Club or Organization Liaisons — Each registered student club or organization of HCC may be represented officially at each Senate meeting by one member serving as a liaison, and referred to the floor as a “Senator”. They may designate one person to fill this role as an officer position within their group or share the task amongst their other officers or members; the method of choosing a Senator to serve in this role shall be left up to the individual club or organization.
  - (2) Regional Senator — Each Regional campus (Lincoln and Pontiac) may be represented officially at each Student Senate meeting by no more than two (2) member serving as a Senator. A student must submit a petition of **ten student (10) signatures** in order for him/her to fully participate in a Senate Meeting as a Senator. Senators from Regional Campuses are encouraged to attend the Senate meetings. Skype or other accommodations can be made upon request.
  - (3) At-large Student Representative — Any HCC student may become an at-large member of the Student Senate. A student must submit a petition of twenty (20) signatures in order for the student to fully participate in a Student Senate Meeting as an At-large Student Representative.
  - (4) Students who are selected by the SGA to serve on the college committee(s).
- (b) Purpose — The purpose of the Student Senate shall be to represent all HCC students, as well as deliberate and vote on issues that come before it.

## Article III. Qualifications of the SGA Executive Board Members

- (a) Carry a minimum of six (6) credit hours at HCC during the time of their representation and membership.
- (b) If in their last semester prior to graduating from HCC, carry a minimum of three (3) credit hours at HCC, and have satisfactorily performed their duties to the SGA during the previous semester.
- (c) Have a cumulative grade point average of at least 2.75 prior to assuming their position within the SGA.
- (d) Maintain a grade point average of at least 2.0 during each semester of serving as a member of the Student Government Association.
- (e) Participate in Student Engagement’s Emerging Leaders program. Attend Leadership Retreat held the week prior to the fall/spring semester.
- (f) Meet one on one with SGA advisor monthly, or as deemed necessary.

- (g) Establish and maintain relationship with designated point person by meeting one on one, or as deemed necessary.
- (h) If being considered for President, must be a current active member of the SGA.

#### Article IV. Duties of SGA Executive Board Members

##### Section 4.01 The President shall:

- a. Executive Responsibilities:
  - (1) Attend meetings of the SGA, as outlined in the SGA Bylaws.
  - (2) Serve as an ambassador for Heartland Community College as needed.
  - (3) Not serve as a club or organization liaison during their term of office.
  - (4) Serve a minimum of five (5) office hours per week in the SGA Office to complete required duties, and to be available to HCC students.
  - (5) Have no voting power, with the exception of casting the deciding vote in case of a tie in Executive Board Meetings.
  - (6) Shall have power to veto all Senate actions
  - (7) Act as the designated representative for the SGA as a whole, including purposes of communications, with the advisement of the SGA Advisor(s), or delegate this power to another member of the Executive Board when deemed necessary.
  - (8) Attend the bi-monthly Illinois Board of Higher Education-Student Advisory Committee meetings as voting representative unless otherwise delegated. At minimum the following meetings are to be attended: September/October, March/April, and two others of their choosing.
  - (9) Prepare a monthly written report providing updates on the initiatives and happenings of the Student Government Association to be submitted to the Director of Student Engagement.
  - (10) Establish and maintain relationship with Director of Student Engagement, by monthly one on one meetings.
  - (11) Attend at least one (1) Board of Trustees meeting per semester and make a public comment regarding current SGA initiative and top student priorities.
  - (12) Serve as a student representative on a minimum of one (1) college-wide committee
- b. Ensure the efficient operation of the SGA.
- c. Preside over impeachment hearing should the Vice President be impeached.
- d. Preside over all Student Government Association Executive Meetings.
- e. Exercise the power to veto on all SGA and Senate actions as he/she deems necessary.
- f. Appoint all committees of the SGA, as well as Committee Chairpersons, with the exception of standing committees, as outlined in the SGA Bylaws.

- g. Maintain a file of all records and correspondence of the SGA, and place copies of all records, minutes, and outgoing correspondence on file in the SGA Office as well as make available to members of the SGA, and to the media and/or HCC Director of Marketing upon written request, for public or other necessary use.
- h. Monitor SGA Annual Budget and purchases
- i. Work closely with the Executive Vice President to monitor and enforce Senate attendance policies

Section 4.02 The Executive Vice President shall:

- a. Executive Responsibilities
  - (1) Attend meetings of the SGA, as outlined in the SGA Bylaws.
  - (2) Serve as an ambassador for Heartland Community College as needed.
  - (3) Not serve as a club or organization liaison during their term of office.
  - (4) Serve a minimum of five (5) office hours per week in the SGA Office to complete required duties, and to be available to HCC students.
  - (5) Exercise the duties of the President in his/her absence, or when requested by the President to do so.
  - (6) Assume the duties of the President if the presiding President is unable to fulfill his/her duties of office, as determined by 2/3 of the voting members of the SGA.
  - (7) Shall assist the President with the administrative responsibilities of the SGA, as deemed necessary by the President.
  - (8) Serve as the Student Trustee Alternate.
  - (9) Assume the role and duties of the Student Trustee, if the presiding Student Trustee is unable to fulfill his/her duties.
  - (10) Conduct all impeachment hearings, except in the case of their own impeachment.
  - (11) Shall report the results of all student elections officially after the election has been held.
  - (12) Establish and maintain relationship with SGA Advisor and club/organizations' advisor.
  - (13) Attend at least one (1) Board of Trustees meeting per semester and make a public comment regarding current SGA initiative and top student priorities.
  - (14) Serve as a student representative on a minimum of one (1) college-wide committee
- b. Have no voting power, with the exception of casting the deciding vote in case of a tie in the Senate Meetings.
- c. Prepare agenda and preside over all Student Senate meetings. A copy of the agenda must be posted outside of the SGA Office, and emailed to all SGA Executives and Senators, and the SGA advisor. This must be done at least 24 hours to the appropriate Senate Meeting.

- d. Maintain a list of all active club and organizations email or other contact information.
- e. Maintain records regarding club and organizations standing to ensure that each meets the qualifications of the Student Engagement Office.
- f. Train and supervises the Senators and At-large Student Representatives.
- g. Coordinate the development of Regional Senator.
- h. Promote leadership and professional development via Student Engagement Office, SGA, and other campus resources.
- i. Works cooperatively with Vice President of Communications to recruit students for SGA.

Section 4.03 The Student Trustee shall:

- a) Executive Responsibilities:
  - (1) Attend SGA meetings, as outlined in the SGA Bylaws.
  - (2) Serve as an ambassador for the college as needed.
  - (3) Not serve as a club or organization liaison during their term of office.
  - (4) Serve a minimum of five (5) office hours per week in the SGA Office to complete required duties, and to be available to HCC students.
  - (5) Have no voting power at a Senate Meeting.
  - (6) Exercise the duties of the Executive Vice President in his/her absence, or when requested by the President to do so.
  - (7) Assume the duties of the Executive Vice President if the presiding Executive Vice President is unable to fulfill their duties of office, as determined by two-thirds (2/3) of the voting members of the SGA.
  - (8) Attend of the Illinois Community College Board meetings as the ICCB-SAC representative for HCC, and one Illinois Board of Higher Education-Student Advisory Committee meeting.
  - (9) To adhere to the stipulations given within the context of the Student Trustee Referendum and other corresponding pertinent documents.
  - (10) Shall assist in the training of their successor as Student Trustee as to their roles and responsibilities after their successor is selected and prior to being seated at the April Board of Trustees meeting.
  - (11) Maintain and establish relationship with President of HCC.
  - (12) Meet monthly with Director of Student Engagement prior to the regular monthly Board meeting.
  - (13) Organize a monthly public comment which will be made by another student to share current SGA initiatives and top student priorities. This will be done in conjunction with other SGA, HAC, and club leaders with the goal of sharing many diverse perspectives with the Board of Trustees throughout the year.
  - (14) Serve as a student representative on a minimum of one (1) college-wide committee

- b) Attend all HCC Board of Trustees' meetings, both regular and special, of the District 540 Board of Trustees when appointed in March as a nonvoting member of the Board of Trustees and as representative of the student body at large by expressing the interests, needs, expectations, and goals of the SGA, and in turn, the Student Body, at said meetings.
- c) Report minutes of the Board of Trustees' meetings at the following SGA meeting (and the Student Senate Meetings when necessary) in a monthly report of District 540 Board of Trustees deliberations and actions to the SGA.
- d) Act as a liaison between the SGA and the HCC Board of Trustees.
- e) Prepare a monthly written report on the happenings within the Student Engagement Office to be distributed to the members of the HCC District 504 Board of Trustees and the Director of Student Engagement.

Section 4.04 The Vice President of Communication shall:

- a) Executive Responsibilities:
  - (1) Attend SGA meetings, as outlined in the SGA Bylaws.
  - (2) Serve as an ambassador for HCC as needed.
  - (3) Not serve as a club or organization liaison during their term of office.
  - (4) Serve a minimum of five (5) office hours per week in the SGA Office to complete required duties, and to be available to HCC students.
  - (5) Have no voting power at Senate Meeting.
  - (6) Record the Official minutes of all SGA executive board meetings and report those minutes before the Senate.
  - (7) Attend at least one (1) Board of Trustees meeting per semester and make a public comment regarding current SGA initiative and top student priorities.
  - (8) Serve as a student representative on a minimum of one (1) college-wide committee
- b) Keep record of all Student Senate meetings, attendance, motions, and votes and make those records available.
- c) Notify Members and students of all meetings and activities for the SGA at the direction of the President or SGA advisor.
- d) Maintain a list of email or other contact information for the SGA.
- e) Maintain a record of all SGA correspondence keep those records on file in the SGA office as well as make them available to the SGA officers as needed.
- f) Draft and submit press releases, in conjunction with Heartland's Public Relations person, to the Spectator.
- g) Collaborates with the Heartland Activities Committee (HAC) and student workers to keep Student Engagement social media up to date and relevant to student life.

- h) Oversees appropriate & strategic use of SGA “brand” (banners, signs, college gifts, ads, clothing, give-away items, etc.)
- i) Maintains updated brochures, posters, bulletin-boards, white boards, table-tents, displays, etc.
- j) Ensures SGA presence at (but not limited to): Week of Welcome, Info Nights, tabling events, Hawkpalooza, ect.
- k) Works closely with Executive Vice President, the SGA Campus Engagement Committee to promote and inform students of all SGA leadership opportunities, including (but not limited to) elections.
- l) Collaborate with the SGA Advisor to update all Senate meeting agenda and minutes to the SGA webpage.

Section 4.05 The SGA Senators and At-large Student Representatives shall:

- (a) Attend meetings of the SGA, as outlined in the SGA Bylaws
- (b) Update club information in Heartland website within the first two months of each fall/spring semester.
- (c) Serve as chairpersons and/or members of at a minimum of one committee of the SGA as deemed necessary by the President.
- (d) Bring ideas, suggestions, issues, and/or complaints from the students of Heartland Community College to the SGA.
- (e) Legislate on behalf of the interests of the student body at large.
- (f) Represent to the SGA only one HCC registered student organization at a time.
- (g) Perform any other duties seen as necessary by the President of the SGA.
- (h) Have the ability to override HCC Student Government Association Presidential veto, with a vote of two-thirds (2/3) vote of the Student Senators present at the regularly scheduled Senate meeting.

Section 4.06 The SGA Advisor(s) shall:

- (a) Be only an advisor with no voting power.
- (b) Attend all meetings of the SGA.
- (c) Give an Advisor's report to the SGA Executive Board as requested
- (d) Serve as an advisory, ex-officio member of the SGA Executive Board.
- (e) Verify the enrollment status of each SGA member at the beginning of each semester, for compliance with the standards set forth by this Constitution and Bylaws.

- (f) Verify the academic performance of each Executive Board member at the completion of each semester, for compliance with the standards set forth by this Constitution and Bylaws.
- (g) Hold monthly, one on one meetings with each Executive Board members, or as deemed necessary.

Article V. Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the SGA voting members present. An amendment must be voted upon within a month after its introduction but must be carried over at least to the next regular meeting of the SGA. This Constitution will control all official acts of the SGA and its agents and supersedes all other Constitutions upon ratification by two-thirds (2/3) of the voting members of the SGA.

Article VI. Legal Compliance

All actions and procedures of the SGA shall at all times be in full compliance with all HCC Policies and Procedures and applicable local, state, and federal laws and regulations. No regulations or acts of the SGA that are found to conflict with these shall have no force or effect. All acts and rules of the SGA shall be separable.

Heartland Community College  
Student Government Association  
Bylaws  
(Adopted December 2010, Amended Spring 2018)

PREAMBLE

In order to promote the effective operations of the Student Government Association (SGA), we, the members of the Student Government Association (SGA) adopt these Bylaws to cover all matters not addressed in Heartland Community College Student Government Association Constitution. Any rules or regulations necessary for the smooth running of the Student Government Association shall be outlined in the Bylaws and they will cover all matters not directly addressed in the Constitution.

Article I. Meetings

Section 1.01 All meetings shall follow the spirit of but are not legally required to be in compliance with the Illinois Open Meetings Act (ILCS 120/1).

Section 1.02 All meetings shall follow the spirit of Robert's Rules of Order.

Section 1.03 Regular meetings of the SGA Senate shall be held at least monthly throughout the fall and spring semesters of the academic calendar. The SGA Executive Board President shall determine the best time for these meetings and shall post the meeting schedule at the beginning of each semester.

Section 1.04 Special Meetings

- (a) Special Meetings may be called by the President, as necessary, with written and/or telephone notification of all SGA members and Club/Organization Advisor(s) at least 24 hours prior to the meeting.
- (b) A special meeting of the SGA may be called by a minimum of five members upon written and/or telephone notification of all SGA members at least 24 hours prior to the meeting. If a member cannot be reached, they will be counted as excused.

Section 1.05 Executive Board Meetings shall be held the week prior to every Senate Meeting for purpose of preparing the agenda for the next Senate Meeting. The President shall determine the best time for these meetings.

Article II. Defined Procedure and Points of Order

Section 2.01 A quorum shall be defined as more than one-half (1/2) of the executive board members of the SGA and must be present to conduct all business at workshop and business meetings. In computing the above, all fractions shall be dropped.

Section 2.02 A majority vote shall be defined as more than one-half (1/2) of the voting members present in computing the above, all fractions shall be dropped.

Section 2.03 A roll call vote shall be required of all motions that release money in excess of two hundred dollars (\$200.00) from SGA funds. All other expenditures may be voted upon by a method of vote determined by the President.

Section 2.04 A roll call vote will be taken if requested by any SGA member.

Section 2.05 Suspending any part of these Bylaws, the members requesting the suspension must state which Article(s) and/or Section(s) is (are) to be suspended. The suspension will be only for the duration of the time requested by the member. Such a suspension must be approved by a majority vote of the voting members present.

Section 2.06 All motions shall be made and seconded by Student Senators.

### Article III. Speaking Time

All debates and all speakers addressing the SGA will be limited to a maximum of ten (10) minutes unless, by a majority vote, an extension is approved.

### Article IV. Committee Structure

#### Section 4.01 Standing Committees:

- (a) All Chairpersons of the standing committees will be considered part of the executive board. There shall be three (3) standing committees of the SGA as defined below:
  - (b) Student Trustee Interview Committee
    - (1) Members — Director of the Student Engagement Office, the SGA President, Executive Vice President, Vice President of Communication, Student Trustee, and one Senator. Applicants for the position of Student Trustee may not serve on the committee, and if needed the President will appoint a replacement member for any member that is unable to serve.
    - (2) Function — The function of the Student Trustee Committee shall be to coordinate all aspects of the Student Trustee selection process. As such, the committee shall prepare Student Trustee Application Packets, promote the application and selection process, facilitate interviews of all applicants, and submit a report to the SGA containing all applications and interview proceedings. The Student Trustee selections will be held in March of each spring semester. The newly elected official is to be seated at the April Board of Trustee meeting, following their Transition meeting, in accordance to the Constitution. The Student Trustee will chair the committee unless that person (the current Student Trustee) is seeking re-election. If this is the case, the President may appoint the Executive Vice President or a Senator to chair this

committee. Guidelines of the Student Trustee referendum will be followed, and questions for applicants will be reviewed/updated annually by this committee.

(c) **SGA Officer Election Committee**

- (1) **Members** —Director of Student Engagement, the SGA President, Student Trustee, Executive Vice President, Vice President of Communication, and one Senator. Applicants for each officer position may not serve on the committees, and if needed the President will appoint a replacement member for any member that is unable to serve.
- (2) **Function** — The function of the SGA Officer Election Committee shall be to coordinate all aspects of the President, Executive Vice President, and Vice President of Communication selection process. As such, the committee shall prepare SGA Officer Application Packets, promote the application and selection process, facilitate interviews of all applicants, and submit a report to the Student Government Association containing all applications and interview proceedings. The President election shall be two weeks after the Student Trustee election, with the interview process taking place the week prior. Executive Vice President and Vice President of Communications election shall take place two weeks after the President election, with the interview process taking place the week prior. The current President will chair the SGA President Election Committee. The current Executive Vice President and Vice President of Communications will co-chair the SGA Executive Vice President and Vice President of Communications Election Committee. If any of these Officers are seeking re-election, the President will appoint a new chair.

(d) **Student Government Campus Engagement Committee**

- (1) **Members** - The Student Government Campus Engagement Committee is made up of the Committee Chair, two Coordinators, and interested SGA senators serving as the committee members. Duration: one-year term.
- (2) **Function**
  - Support Heartland clubs and organizations
  - Encourage connection between HCC academic departments and student clubs and organizations
  - Encourage social responsibility by creating linkages between HCC and Bloomington-Normal community
  - Develop ideas for future service events and promotional initiatives
  - Create events/activities/projects help cultivate diversity and inclusion

- Assist in all Textbook Swap operations as requested by the President

### (3) Duties of the Committee Members

The Committee Chair shall:

- Oversee the committee, set meetings and agendas
- Maintain constant communication with the SGA Executive Board by attending SGA Cabinet weekly meeting
- Support the committee by developing goals and setting expectations
- Collaborate with the committee members to create plans for the committee
- Support the creation and implementation of fundraising plans for the registered clubs and organizations.
- Coordinate and support the flow of information/communication with external entities

The Committee Coordinators shall:

- Collaborate with the Student Government (SGA) Vice President of Communication, Student Engagement Office to promote events through social media and other formats
- Contact groups and organizations to encourage their members to participate in events
- Create and promote volunteer opportunities
- Reserve equipment as needed for the SGA and HCC clubs and organizations
- Participate and support campus clubs and organizations
- Constantly maintain communication with the SGA Executive Board

### Section 4.03 Ad Hoc Committees

The President, with the advice of the SGA members, shall establish ad hoc committees when deemed necessary which shall deal with short-term tasks and/or issues before the SGA which have specific objectives. Such committees are to be temporary in nature and should be formed to deal with all tasks and/or issues not falling under the jurisdiction of the Student Trustee, Budget, Constitution/Officer

Election, Public Relations, Heartland Activities Committee, or the Executive Board.

#### Section 4.04 Committee Meetings and Reports

A report of all activities of each committee will be presented to the SGA at each Student Senate Meeting, to include the time and place of the next committee meeting.

#### Article V. SGA Executive Board Terms of Office

Section 5.01 The standard term of office shall be for one academic year, from the Monday following Commencement until the date of the next Commencement.

Section 5.02 The Student Trustee shall serve a term of office as defined by the Board of Trustees at Heartland Community College, the Illinois Community College Trustees Association, and the Student Trustee Referendum.

Section 5.03 Those elected to office mid-term shall assume office immediately.

#### Article VI. Election Procedures of the SGA

##### Section 6.01 Election

The following shall be the election procedure in which the Student Trustee, President, Executive Vice President, and Vice President of Communications of the Student Government Association of Heartland Community College shall be selected.

##### Section 6.02 Election Procedure

Student Trustee, President, Executive Vice President, and Vice President of Communications election shall be run by the Student Trustee Interview Committee and SGA Officer Election Committee, in conjunction with the SGA Advisor(s) for the actual process of the election. The necessary tasks to fulfill the requirements for the election are as follows:

- (a) Publicize dates for applying for the officer positions.
- (b) At the time indicated by the chair of the committee, all candidates must submit:
  - (1) Clear face picture
  - (2) Biography stating the applicants name, their year at heartland, and declaration of interest. The declaration shall be a minimum of 500 words and shall answer the following questions:
    - Why are you interested in serving as an SGA officer?

- Why do you believe you are the best candidate suited to serve the students of Heartland?
  - What is one goal you hope to accomplish in your year of service?
- (3) SGA Officer Petition of at least 20 Heartland students.
- (c) The Election Committee(s) will check eligibility of all candidates with the SGA Advisor(s) the day after the filing deadline.
- (d) The interview and selection process shall be completed no later than the end of March for Student Trustee, and no later than the end of April for President, Executive Vice President, and Vice President of Communications.
- (e) Conduct a special interview meeting the week before the special election meeting, to be moderated by the chair of the committee.
- (1) Only members of the committee shall be present.
  - (2) The chair will prepare a set of questions to be asked by the members of the committee.
  - (3) This meeting shall serve as an opportunity for the applicants to ask clarifying questions.
- (f) Hold special election meeting the week following the special interview meeting.
- (1) All voting members shall be invited to attend.
  - (2) The committee shall report to the SGA all applications and interview proceedings via an applicant packet. The applicant packet shall include the individual's biography, clear face picture and interview notes from the Committee.
  - (3) This meeting shall serve as both an opportunity for the candidates to share their platform and to answer questions, as well as a venue for the actual election.
  - (4) The selection process shall begin with each candidate being given three (3) minutes to present their platform. The order for these presentations shall be determined by blind draw, immediately prior to the platform presentations.
  - (5) After the platform presentations, the candidates shall be asked two (2) questions by the current SGA Executive Board Members. Candidates will have up to one minute to complete their response to the stated question. The response order for the questions shall be the same as the platform presentations, with the first questions being answered by the reverse of this order, and the second by the original order.
  - (6) After the two (2) questions by the current SGA Executive Board Members, the floor is open for the voting members to ask questions and will be limited in accordance to the SGA Constitution.
  - (7) Immediately following, the platform presentations and questions, the election shall take place, with the applicants being escorted out of the room first.
  - (8) Voting members shall include the SGA Senators and At-large Student Representatives

- (9) Results shall be immediately shared with the SGA after:
- (10) Voting ballots shall be tallied by the chair of the Committee, two voting members, the Director and the SGA Advisor(s).
- (11) All ballots shall be placed and recorded in an envelope to be signed by all those present at the time of the tally.
- (12) The SGA Advisor will seal and sign the back of envelop. All election envelops along with application packets for each applicant shall be kept in SGA Advisor(s) records.”

#### Section 6.03 Transition Period

The transition period will take place between the SGA Officers elections and the completion of the Spring Semester. The existing Executive Board will be expected to meet with the incoming Officers to share in detail their role and responsibilities prior to the end of Spring Semester. The process and details of the meeting shall be decided in conjunction with the SGA Advisor(s), in accordance with the SGA Constitution.

#### Article VII. Meeting Attendance

Section 7.01 If any SGA Executive Board member is absent from more than three (3) consecutive meetings, it shall be considered that the member has vacated their office, effective immediately.

Section 7.02 If any SGA Executive Board member is absent from more than four (4) SGA Meetings in the course of a semester, it shall be considered that the member has vacated their office, effective immediately.

Section 7.03 SGA members who miss SGA meetings because of commitments related to their duties as a member of the SGA, said absences shall not be considered in possible removal from their position.

#### Article VIII. Removal from Office

Section 8.01 Any member will be removed from office for violation of the eligibility requirements of their position, including enrollment level, grade point average, and meeting attendance, as stated in the SGA Constitution and Bylaws.

- (a) In situations related to enrollment level and grade point average, the affected SGA member will be notified by the Director of Student Engagement of their immediate removal from office.
- (b) In the case of meeting attendance, the affected Executive Board member will be notified by the SGA President, with a copy of this notification being simultaneously communicated to the Director of Student Engagement.

#### Section 8.02 Impeachment

- (a) Any Executive Board member may be removed from office by the processes of impeachment.

- (b) Any Executive Board member may be impeached upon the recommendation of five SGA members and with a two-thirds (2/3) vote of all voting members. The President, listing the five SGA members recommending the removal, seven days prior to the special hearing of impeachment, must notify any member being considered for removal in writing. At the special hearing of impeachment, all of due process shall be observed.
- (c) An Executive Board member shall be convicted of impeachment by a three-fourths vote of the total active membership. Conviction shall result in the immediate termination of office of the convicted member.
- (d) Reasons for impeachment shall include, but not be limited to, those duties listed in the Constitution and Bylaws as a whole.

Article IX. Amending Procedure

To amend or rescind these Bylaws requires written notice one week in advance to all SGA members and a majority vote of the voting members of the SGA.

Article X. Ratification

A two-thirds (2/3) vote of those voting members present is required to ratify these Bylaws.