



~~GOVERNMENT ASSOCIATION STUDENT~~

Bylaws of the Mt. San Jacinto College Student Government Association

LEGISLATURE AND STUDENT BODY
APPROVED SPRING 2024

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- m. Oversee any special/ad-hoc committees that foster student life and promote the Purpose Statement of SGA;
 - n. Preside over Removal proceedings against the SGA Commissioner of Institutional Effectiveness;
 - o. Delegate additional duties, obligations, or tasks to any SGA Vice President when necessary for carrying out a Legislature approved directive or bill;
 - p. Fulfill other duties and obligations as directed by the SGA Legislature or the Executive Council;
 - q. Attend MSJC Board of Trustees meetings to report on the status of student life;
 - r. Meet with the President of MSJC a1 1[(M)-1.7 (ee)10.([2nh)19atJ6(o)-3(.).V6i10.9 (p(f)(.))V6i10.97 (

Advisors;

- g. Plan and coordinate leadership seminars and retreats for the TVC Inter-Club Council;
- h. Maintain and publish an accurate record of student participation in college clubs and college club events Jointly with the Vice Presidents of SJC and MVC, then use such information to promote Student Organization and college club participation and activity (ex. Club Point System, Service Hours System);
- i. Call to order and preside over TVC Inter-Club Council meetings;
- j. Prepare, distribute, and post agendas for all TVC Inter-Club Council (ICC) meetings;
- k. Prepare, distribute, and post minutes for TVC Inter-Club Council (ICC) meetings;
- l. Report to the SGA President, the Executive Council, and Legislature on the progress and actions of club representative(s) in the TVC Inter-Club Council;
- m. Fulfill other related duties and obligations as directed by the SGA President, Legislature, or the Executive Council.

Section 6 Commissioner of Institutional Effectiveness

The duties and responsibilities of the SGA Commissioner of Institutional Effectiveness will be:

- a. Oversee and ensure SGA member compliance of the laws of the Student Government as prescribed in the SGA Constitution, SGA Bylaws, SGA Election Code, and Inter-Club Council (ICC) Bylaws;
- b. Oversee jointly with the SGA President the development, writing, and submission of resolutions representing the concerns and opinions of the student body for consideration locally, or to statewide and national student associations;
- c. Must submit a line item to the SGA Legislature and inform all members of the SGA Legislature Written Notice concerning the removal of any SGA Officer found to be in violation of the SGA Attendance Policy or found guilty of Neglect of Duty or Improper Conduct by the Institutional Effectiveness Committee;
- d. Act as Election Commissioner only if not a candidate for any SGA Office, or Appoint an alternate before the start of an SGA election(s);
- e. Preside over removal proceedings against any SGA Officer with the exception of proceedings against him or herself;
- f. Appoint Justices or student representatives to district grievance boards or other judicial bodies beyond the SGA's jurisdiction;
- g. Serve in the role of Chief Justice for the SGA;
- h. Call to order and preside over Institutional Effectiveness Committee meetings;
- i. Prepare, maintain, and distribute Institutional Effectiveness Committee agendas, as needed and required by the Brown Act;
- j. Prepare, maintain, and distribute accurate SGA Legislature and Executive Council meeting minutes;

- k. Carry or delegate to other Voting Member(s) of the Institutional Effectiveness Committee any items listed in Article II Section 2 of these Bylaws;
- l. Report to the SGA President and the Executive Council on the progress and actions of any Senators or Committee Members at Large on the SGA Institutional Effectiveness Committee;
- m. Fulfill other related duties and obligations as directed by the SGA Executive Council;
- n. Vote in Institutional Effectiveness Committee meetings if and only if his or her vote would affect the outcome or there are three or less Voting Members present.

Section 7 Senator of Institutional Effectiveness

The duties and responsibilities of the Senator of Institutional Effectiveness will be:

- a. Help achieve the purpose of the Institutional Effectiveness Committee and any other Standing Committee(s) that the said student is a Voting Member of;
- b. Conduct duties as requested by the SGA Commissioner of the Institutional Effectiveness Committee and any other Standing Committee(s) that the said student is a Voting Member of including but not limited to SGA Standing Committee minutes or reports.

Section 8 Commissioner of Financial Affairs

The duties and responsibilities of the SGA Commissioner of Financial Affairs will be:

- a. Administer and oversee the SGA Budget Process and present funding recommendations to the SGA Legislature for Approval;
- b. Advise the SGA Legislature concerning SGA finances.
- c. Serve in the role of Treasurer for the SGA;
- d. Serve as or designate another Voting Member of the Financial Affairs Committee to serve a student representative on the Budget Shared Governance Committee;
- e. Call to order and preside over Financial Affairs Committee meetings;
- f. Prepare, maintain, and distribute Financial Affairs Committee agendas, as needed;
- g. Carry or delegate to other Voting Member(s) of the Financial Affairs Committee any items listed in Article II Section 3 of these Bylaws;
- h. Report to the SGA President and the Executive Council on the progress and actions of any Senators or Committee Members at Large on the SGA Financial Affairs Committee;
- i. Fulfill other related duties and obligations as directed by any SGA Vice President or the Executive Council;
- j. Vote in Financial Affairs Committee meetings if and only if his or her vote would affect the outcome or there are three or less Voting Members present.

Section 9 Senator of Financial Affairs

The duties and responsibilities of the Senator of Financial Affairs will be:

- a. Help achieve the purpose of the Financial Affairs Committee and any other Standing Committee(s) that the said student is a Voting Member of;
- b. Conduct duties as requested by the SGA Commissioner of the Financial Affairs Committee and any other Standing Committee(s) that the said student is a Voting Member of including but not limited to SGA Standing Committee minutes or reports.

Section 10 Commissioner of College Activities

The duties and responsibilities of the SGA Commissioner of College Activities will be:

- a. Oversee the development of the Student Activities Calendar for each academic session;
- b. Maintain a monthly calendar of all SGA events for use in the SGA newsletter;
- c. Oversee the operation of the hospitality booth at SGA sponsored MSJC graduation activities;
- d. Coordinate and oversee one SGA birthday celebration each Academic Session, as well as any official SGA potlucks and/or get-togethers;
- e. Call to order and preside over all College Activities Committee meetings;
- f. Prepare, maintain, and distribute College Activities Committee agendas, as needed;
- g. Carry or delegate to other Voting Member(s) of the College Activities Committee any items listed in Article II Section 4 of these Bylaws;
- h. Report to the SGA President and the Executive Council on the progress and actions of any Senators or Committee Members at Large on the SGA College Activities Committee;
- i. Fulfill other related duties and obligations as directed by any SGA Vice President or the Executive Council;
- j. Vote in College Activities Committee meetings if and only if his or her vote would affect the outcome or there are three or less Voting Members present;

Section 11 Senator of College Activities

The duties and responsibilities of the Senator of College Activities will be:

- a. Help achieve the purpose of the College Activities Committee and any other Standing Committee(s) that the said student is a Voting Member of;
- b. Conduct duties as requested by the SGA Commissioner of the College Activities Committee and any other Standing Committee(s) that the said student is a Voting Member of including but not limited to SGA Standing Committee minutes or reports.

Section 12 Commissioner of Public Relations

The duties and responsibilities of the SGA Commissioner of Public Relations will be:

- a. Serve as a liaison to college departments or programs where a continuing relationship is essential to a maximized college

- f. Research legislation, bills, and laws pertaining to education which affect MSJC students and provide SGA with updates and reports.
- g. Work with school administration to create safe spaces for all marginalized and underserved communities.
- h. Serve on the IDEA implementation team, or designee ; Serve on one or more shared governance committee(s) such as the Student Success Committee.

Section 15 Senator of Student Equity and Cultural Affairs

^SThe duties and responsibilities of the SGA Senator of Student Equity and Cultural Affairs will be:

- a. Help achieve the purpose of the Student Equity and Cultural Affairs and any other Standing Committee(s) that the said student is a Voting Member of;
- b. Conduct duties as requested by the SGA Commissioner of the Student Equity and Cultural Affairs and any other Standing Committee(s) that the said student is a Voting Member of including but not limited to SGA Standing Committee m(no)1m Tw 6.24

ARTICLE II. DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES

Section 1 All Standing Committees

Each of the SGA Standing Committees will:

- a. Meet at least twice a month during the spring and fall semesters unless stated otherwise below;
- b. Prepare, maintain, and distribute committee minutes, and other records of their committee as needed and required by the Brown Act;
- c. Keep an up to date copy of the agendas, minutes, and any necessary supplementary documents corresponding to their committee posted in a place accessible to all students;
- d. Approve and publicize by Written Notice to the Voting Membership of the SGA Legislature and all SGA Affiliates a list of Committee-Approved goals for itself within two weeks of the date the Legislature Approves the SGA Semester goals. The Semester Committee goals must support the purposes listed for itself in this Article, the Legislature's most recently Approved Semester SGA goals and the SGA Purpose Statement;
- e. Submit a Semester goals checkup report to the SGA Legislature on either the eighth or ninth week of each Semester for public discussion;
- f. Submit a Semester goals report to the SGA Legislature on either the fifteenth or sixteenth week of each Semester for public discussion;
- g. Report to the SGA Legislature on matters discussed in their committee;
- h. Perform other duties as directed by the President, or Executive Council.

Section 2 Institutional Effectiveness Committee (IEC)

The Institutional Effectiveness Committee will be chaired by the SGA Commissioner of Institutional Effectiveness. All Student Grievances or Complaints will be processed by the Institutional Effectiveness Committee; the primary purposes of this committee will be to:

- a. Recommend revisions to the SGA Legislature regarding the SGA Constitution, SGA Bylaws, and SGA Election Code;
- b. Meet in response to complaints or Student Grievances that are submitted to this committee and fall within the jurisdiction of SGA, within seven school days of having received them. The Institutional Effectiveness Committee will not hear or adjudicate complaints or Student Grievances if the Voting Membership of the Institutional Effectiveness committee is less than three;
- c. Issue and publish Advisory Opinions regarding complaints or student grievances brought before the Institutional Effectiveness Committee within 15 school days of having received them, only when the Institutional Effectiveness committee has three or more seated Voting Members;

- d. Adjudicate claims of Neglect of Duty and Improper Conduct Complaints or Student Grievances;
- e. Prepare resolutions representing the concerns and opinions of the MSJC student body for consideration locally, at statewide or national student associations then submit those resolutions to the Legislature for Approval;
- f. Hold open forums on each campus as needed

Section 4 College Activities Committee (CAC)

The College Activities Committee will be chaired by the SGA Commissioner of College Activities. All SGA activities calendar recommendations must originate from the College Activities Committee; the primary purposes of this body will be to:

- a. Develop and maintain with Legislative-approval an SGA activities calendar;
- b. Organize, plan, and oversee all SGA Events and activities;
- c. Organize, plan, and oversee any MSJC graduation activities that are sponsored by the SGA;
- d. Gather, maintain, and publish an accurate record of student participation at SGA events;
- e. Organize, and oversee the SGA Student Recognition Banquet(s) or ceremonies.

Section 5

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