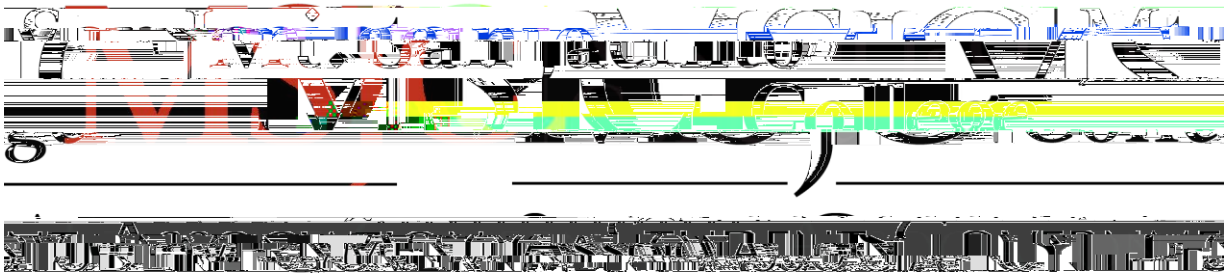

Constitution of the
Mt. San Jacinto College
Student Government Association

LEGISLATURE AND STUDENT BODY
APPROVED SPRING 2024

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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 Affiliate(s) = All SGA Officers, Inter-Club Council Officers and Club Representatives, and all Committee Members at Large.
18. 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.
19. SGA Office(s) = Any legal personality held by any SGA Officer(s) listed in Article VII Section 1 of this constitution.
20. SGA Officer = Any officer listed in Article VII Section 1 of this constitution.
21. SJC = San Jacinto Campus
22. Student Complaint = Any allegations submitted to the SGA Institutional Effectiveness Committee that do not involve Neglect of Duty or Improper Conduct as defined in Article XVII Sections 4 and 5 of this constitution.
23. Student Grievance = Allegations Submitted to the SGA Institutional Effectiveness Committee involving Neglect of Duty or Improper Conduct as defined in Article XVII Sections 4 and 5 of this constitution.
24. Student Organization(s) = Any “club” or group of MSJC students chartered under the SGA Constitution.
25. 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.
26. Vacancy = An SGA Office that is not held by any student.
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, Commissioner of Institutional Effectiveness, and SGA advisor(s) are each C

a. One----------President
b. One----------MVC Vice President
c. One----------SJC Vice President
d. One----------TVC Vice President
e. One----------Commissioner of Institutional Effectiveness
f. One----------Commissioner of Financial Affairs
g. One----------Commissioner of College Activities
h. One----------Commissioner of Public Relations
i. One----------Commissioner of Student Equity & Cultural Affairs
j. Five----------Senators of Institutional Effectiveness
k. Five----------Senators of Financial Affairs
l. Five----------Senators of College Activities
m. Five----------Senators of Public Relations
n. Five----------Senators of Student Equity & Cultural Affairs
o. 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 office or position for more than two

n. 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;

o. Serve as representatives of the student body;

p. Remove any SGA Officer by at least a 2/3 Approval vote in the affirmative;

q. 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 Legislative 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 five SGA Commissioners.

Section 3 Duties and Powers

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

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Section 4 Legislative Authority

The SGA Executive Council will have the authority to conduct all Official SGA Business during the winter 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 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. Hold an ICC retreat during each summer intersession and winter break in preparation for the following semester;

d. Develop, Approve, and maintain a student organizations/clubs activities calendar, then submit this calendar to the Public Relations Committee for inclusion in the SGA master activities calendar and work with the Public Relations Committee to keep the master calendar updated with the latest ICC and student organizations/club activities;

e. 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 student organization or club would violate MSJC Board or Administrative policy;

f. 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;

g. Promote cooperation, communication, and coordination among and Student Organizations or college clubs;

h. Promote greater membership in college clubs and student organizations;

i. Submit a student organizations and college clubs promotion/recruitment plan to

the SGA Legislature at least once an academic year;

j. Approve within the first three weeks of each Semester a set of ICC goals for that Semester;

k. 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;

l. Approve resolutions and recommendations that voice the concerns of Student Organizations or college clubs;

m. Propose amendments to the ICC Bylaws by Approving and then submitting them to the SGA Legislature;

n. Uphold the laws of the Student Government Association as prescribed in the SGA

Membership of a Standing Committee by 3/4 Approval of the affected Standing Committee or 2/3 Approval of the SGA Legislature.

Section 6 Term of Committee Assignments

Each committee assignment will remain in effect for the remainder of the academic school year in which that committee assignment was made or until such an assignee is removed.

Section 7 Commissioner Vacancies

If the SGA Office that chairs a specific Standing Committee is vacant, that Standing Committee will elect from among its voting membership an Interim Commissioner, that will carry the duties and powers of the corresponding Commissioner of the affected Standing Committee until the vacancy is filled or until the last day of the semester in which that student was elected, whichever occurs first.

Section 8 Un-Chaired Committees

If a Standing Committee finds its Commissioner/Chair position vacant and is without an internally elected Interim Commissioner, that Standing Committee will be prohibited from conducting any business other than to elect an Interim Commissioner from among its voting membership.

ARTICLE XI VACANCIES AND APPOINTMENTS

Section 1 Vacancies

An SGA Office, ICC Officer, Committee Member at Large position, or Student Trustee Office will be considered vacant only the seated student is removed, resigns, or when no student is elected to fill that position after an election, but only until that position is filled in accordance with this Article of this Constitution or the SGA Election Code. Time spent gone 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 SLDP;

d.

e. Candidates will be presented to the Legislature for hearing(s) and final confirmation;

f. If no applicant is approved, position will reopen and begin with step one. Candidate(s) must wait until the following academic session to reapply for a position which they were not approved for.

Section 3 Qualifications for Appointment

All election 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 2.5 for the previous semester or intersession, with exception to first semesterstudents;

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. Be eligible to enroll into or have completed a college level English class, if a candidate to an office that is a voting member of the Executive Council;

f. Comply with all standards, rules, and regulations of the SGA Election Code, Administrative Regulations, and Board of Trustees/District policies;

g. Must not have been placed on any type of probation within one semester prior to completing an application;

h. Must be in compliance with all current Student Life & Development departmental policies.

Section 4 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 Legislature elects after the office of the President becomes vacant;

b. Commissioner of Institutional Effectiveness;

c. Commissioner of Financial Affairs;

d. Commissioner of College Activities;

e. Commissioner of Public Relations;

f. Commissioner of Student Equity & Cultural Affairs

Section 5 Lateral Senator Movement

Senators may be moved from any Senator office to any other Senator office, when they request with Written Notice to the SGA Legislature, if the destination Senator office is vacant, with the nomination of the destination committee chair and with the

approval of the Legislature. This type of movement will be prioritized above new Senator appointments.

ARTICLE VIII FINANCE

Section 1 SGA Fiscal Year

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

Section 2 Budget Process

The Commissioner of Financial Affairs, in consultation with the SGA Advisor(s) and Financial Affairs Committee, 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 IX 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 COC meetings will be met if at least 1/2 of that body's voting membership is present;

b. The quorum requirements of Standing Committee and special 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 Standing 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. The Commissioner of Institutional Effectiveness is 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 affiliates can be codified in the Standing Rules of SGA bodies.

Section 2 Recognized Bylaws Documents

b. SGA Code of Ethics;
c. SGA Election Code;
d. SGA Institutional Effectiveness Committee Bylaws (Corresponds to the Institutional Effectiveness Committee);
e. SGA College Activities Committee Bylaws (Corresponds to the College Activities Committee);
f. SGA Public Relations Committee Bylaws (Corresponds to the Public Relations Committee)
g. SGA Student Equity & Cultural Affairs Committee Bylaws (Corresponds to the

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ARTICLE XIV OFFICER REMOVAL

Section 1 Requirements for Holding Office

Any SGA Officer who does not maintain the following requirements will be immediately removed from office:

- **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;
- **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;
- **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 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 Commissioner of Institutional Effectiveness by any Voting Member(s) of the SGA Legislature.

In the case that the removal pertains to the position of SGA Commissioner of Institutional Effectiveness, a written notice may be submitted to the SGA President by any Voting Member(s) of the SGA Legislature.

Section 3 Grounds for Removal

Any SGA Officer may be removed from 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

Section 4 Amendment Specifications

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