



The Constitution of the William Rainey Harper College Student Government Association

Ratified by the Student Government Association on 05/08/2023.

PREAMBLE

THE VOICE OF THE STUDENTS, being fundamental for the assurance of representation, preservation of liberty, and excellence of education in an institution of higher learning, we, the students at William Rainey Harper College, hereby establish this Constitution to promote academic freedom and responsibility, foster fellowship and collaboration among students, and guarantee diversity and a public forum for student expression.

ARTICLE I – Structure

Section 1: Organization Name

This organization shall be known officially as the Student Government Association of William Rainey Harper College. In all documentation, including hereafter of this Constitution, SGA is an acceptable term. Harper College's Student Government or Harper College's SGA are acceptable alternatives to the official name.

Section 2: Authority

The authority of this Constitution, derived from the students at Harper College, is vested in the Student Government Association of Harper College.

1. Ultimate authority rests upon the Harper College Board of Trustees and the current Harper College President's cabinet, and Student Engagement.
2. SGA reserves the right to appeal for any decision that the SGA Senate body votes to be an infringement on the independence of the organization, right of student engagement, or violation of its fundamental obligations, principles, and duties.

Section 3: Governing Documents

The Constitution and Bylaws of the Student Government Association and Roberts Rules of Order Manual are hereby established as the governing documents of the organization and are to be adhered to by all sworn members of this organization.

1. Statues, legislations ad constitutions enacted by the local municipality, State of Illinois and United States of America's federal government are also to be adhered by all sworn members.

2. Any additional documents that are voted upon that pertain to the Executive Board or the Senate are also binding and apply to the governance of SGA so long as they do not violate provisions of the Bylaws or the Constitution.
3. Any information that is being sought and is not found in this document might be in the Bylaws. If the requested information or procedures are not found in any governing documents, then appropriate measures that conform to the wording of the governing documents can be taken.

Section 4: Mission Statement

Student Government Association seeks to create positive change and impacts for the Harper student community. Whether through fun events or parliamentary discussions, the goal is to allow every student to be beneficially impacted by what SGA does. By being part of SGA, you will come away with fond memories and skills that will be a key part of your life.

Section 5: Organization Structure

The Student Government Association shall be led by three elected officers: President, Vice President, and Treasurer. These officers shall preside over the Senate and the General Assembly according to their respective roles.

1. Senators shall be appointed by the student body and Representatives shall be appointed by the leadership of their respective organizations.
2. The President shall appoint a Chief of Staff and the Senate shall internally elect three Secretaries: The Secretary of Diversity and Inclusion, the Secretary of Leadership and Service, and the Secretary of Student Engagement.
3. Quorum for any Student Government Association related meeting is defined as 50%+1 of the membership of that specific group.
 - 3.1. As soon as a member resigns, is impeached, or otherwise no longer a member of SGA, quorum rules are automatically updated upon effective date of departure.
4. The official communication and posting of related SGA information, documents, and communication to the public or members are to be done through Microsoft Teams and the SGA website or other Harper College sanctioned methods.
 - 4.1. The SGA website is for public use and member use.
 - 4.2. Microsoft Teams are for member use only.
 - 4.3. All other communication officials must designate if it for public or private use and must be agreed upon by a resolution introduced in the Senate and passed by a $\frac{3}{4}$ majority.
 - 4.4. Text and call communication is prohibited unless members consent to and establish set boundaries beforehand. Such boundaries must be written and stored and are considered legal binding governing documents. Violations will result in penalties determined by the SGA Adviser.
 - 4.4.1. Emergencies may allow for call and text only if a member is 5 minutes late to a meeting and quorum is needed, 5 minutes late to an event where they indicated they will be participating, and all incident related to safety during SGA events.
 - 4.4.2. No one is above the law.
 - 4.5. The clauses above and this one as well, are to be covered by the entrenchment clause found within the SGA Constitution.

Section 6: Adviser

The Advisor of the Student Government Association shall be the Associate Dean of Students, and this individual has the right to name a co-advisor.

1. The Student Government Association Advisor shall serve as a resource for all members.
2. The Advisor, or their proxy, must attend all General Assembly, Senate, and Executive Board meetings.
3. They are also responsible for holding members accountable to membership qualifications including, but not limited to, attendance and academic qualifications.

Section 7: Membership Qualifications

1. All SGA members must be current Harper students enrolled in no less than one credit hour during the semester in which they are serving. Members must have and maintain a minimum of a 2.0 grade point average with no more than one incomplete course in any given semester.
 - 1.1. Exceptions may be made for individuals not meeting these requirements pending a meeting with the SGA Advisor.
 - 1.2. Continuing education and noncredit members must be enrolled in at least one noncredit course during the semester in which they are serving.
2. Candidates for Executive Board positions including President, Vice President, and Treasurer must be current Harper students enrolled in no less than six credit hours for both fall and spring semesters. Officers must have and maintain a minimum of a 2.0 grade point average with no more than one incomplete course in any given semester.
 - 2.1. Exceptions may be made for individuals not meeting these requirements pending a meeting with the SGA Advisor.
 - 2.2. Non-Credit seeking students are not able to run for an executive board position as those students do not pay into the Student Activity Fee that funds Student Government Association and their academic experiences and goals may not align with the experiences and goals of our credit seeking students, a majority of the students that SGA represents.

Section 8: Terms of Office

The term of elected officers shall begin the day after graduation in the spring semester in which they were elected. Officers shall relinquish their positions to their successors the day after graduation of the subsequent spring semester.

1. The term of all other Student Government Association members shall begin the day they are sworn in and shall end the day after graduation in the spring semester of the same academic year.
2. No individual may serve more than 2 years, combined or consecutive, on the Executive Board to allow fresh perspectives and uphold the democratic governance.
 - 2.1. Two years is defined as 4 total semesters when SGA is in session, regardless of when they joined or left the Executive Board.
3. There is no term limit for Senators or representatives.

Section 9: Attendance

Senator attendance is expected at Senate and General Assembly Meetings. Senators may not have more than three unexcused absences.

1. Two absences will require a meeting with the Advisor to discuss resolutions to the members' absences.
2. The only excused absences are for class or scheduled academic activities.
 - 2.1. Senators are requested to notify the Student Government Advisor or Student Body President prior to the missed meeting, and no later than 2 weeks after the missed meeting.
3. Excessive tardiness (10 minutes or more), not related to academic activities, to meetings will result in a meeting with the Student Government Association Advisor.
 - 3.1. After three unexcused tardiness, the member may forfeit one of their unexcused absences.
 - 3.2. Failure to adhere to this policy is grounds for dismissal by the Advisor.
4. Executive Board members are to miss no more than 2 meetings per semester they serve. Attendance is mandatory, Failure to show up without explanation automatically results in attendance policy taking effect. Attending virtual meetings is permissible, with 2 exceptions made to attend virtual free of attendance occurrences per semester, otherwise the attendance policy takes effect.

ARTICLE II – Student Trustee of Harper College

Section 1: Student Trustee

The Harper College Student Trustee is a nonvoting, ex officio member of the Student Government Association.

1. The Student Trustee may attend both General Assembly and Senate meetings but may not hold the office of Student Government President, Vice President, Treasurer, Chief of Staff, Senator, or Representative while serving as Student Trustee.
 - 1.1. The Trustee is welcome to attend Executive Board meetings to provide insight, advice, and other information. They carry only an advisory vote.
2. Make it expected that the Student Trustee provides a report every other two weeks, unless the week falls on the day when the meeting falls on the observed day the school is closed. If circumstances such as personal struggles or documentation of Board commitments, they can send in a proxy to deliver the report on their behalf. If the expectation is not met, then an Executive Board will reach out to the Student Trustee liaison about the expectation.
 - 2.1. The reports that come after a Board meeting are to be prioritized.
 - 2.2. The clauses before and this one including, are to be covered by the entrenchment clause found within the SGA Constitution.
3. The Student Trustee works with the Associate Dean of Students as well as the Administrative Board Liaison for all inquired matters pertaining to their position.

Section 2: Student Advisory Committee

As defined in the current “*System Rules Manual of the Illinois Community College Board*” and “*Illinois Community College Board Student Advisor Committee Handbook*” the Student Trustee shall also serve as the Student Advisory Committee Representative (SAC) of Harper College to the Illinois Community College Board who serve as a voting member on that committee.

1. If the Student Trustee is unable to perform their role as the SAC Representative the local district board of trustees President or Chief Executive officer may designate a student to act in their capacity. This procedure is outlined in “*System Manuals*” and “*SAC Handbook*” (1501.102).
2. The position of SAC is indivisible of the responsibilities of Student Trustee and cannot be an elected position or designated by anyone except for Harper College’s Board of Trustees Chair or the President of Harper College.
3. Unless SAC membership qualifications are revised by the State of Illinois through subsequent amendments to either manual or successor manual, Section 2 is to be unalterable, and this section is also to be unalterable in accordance with Amendment VII.
4. The SAC is expected to give a report after every meeting with the SAC committee. Any additional updates are not required but greatly appreciated.
 - 4.1. If the SAC Representative is the Student Trustee as outlined in this Constitution and Bylaws, then the report must be given at the closest SGA meeting, regardless of if it is not the week, they need to give a Trustee report. They may choose to deliver both reports on the same day and count that as the week of the required meeting and have the next week off unless it’s a week of the Board meeting and SGA meetings are on Thursday.

ARTICLE III – Executive Board

Section 1: Makeup

The Executive Board shall be composed of the President, Vice President, Treasurer, the Chief of Staff, and Student Government Association Advisor. The board shall convene on a weekly basis for the purpose of preparation for General Assembly and Senate meetings.

1. The President shall present the agendas for those meetings to the Board for their approval. Upon approval, the agendas shall be distributed through the online communications channel to all Student Government Association members at least forty-eight hours prior to their respective meetings.
2. The Executive Board and the Student Trustee shall undergo Title IX or an alternative prior to the start of their term.
3. Training in Bystander Prevention and de-escalation are strongly recommended before the start of the Spring Semester.

Section 2: Office of the President

The President of the Student Government Association shall be elected by a majority vote of the student body. The duration of their term shall be from the time they are sworn in through graduation of the same academic year.

1. The President shall chair Senate and General Assembly meetings as well as set the agendas for those meetings. The President shall be a member of the Senate, but shall have no vote, unless in the event of a tie when they shall serve as the tiebreaker.
2. The President, or their designee, shall also be an official member of the Student Life Shared Governance Committee
3. A newly elected Student Government Association President shall meet with the Advisor to review Robert’s Rules of Order prior to leading their first meeting and shall meet with the outgoing Student Government Association President. They should understand and

implement the rules and procedures of Roberts Rules of Order during all General Assembly meetings.

4. Expected to communicate with members of the student body and SGA members in a professional manner.
5. The President has the right to issue Executive Orders when deemed necessary to be able to enact the provision outlined in the Constitution. The Senate can override an Executive Order by a $\frac{2}{3}$ majority vote if they deem it necessary.
6. Meet with SGA Adviser weekly to provide updates of SGA members activity as well as prepare agenda for the upcoming meetings.
7. Perform and delegate other duties as deemed necessary by a simple majority of SGA.
8. Encouraged to attend Board of Trustee meetings or designate an alternative representative.
9. Delegate and oversee the completion of projects and tasks.
10. Act in a manner that is professional and upholds the Student Code of Conduct on and off campus. Violation of the code will result in the termination of the position.
11. The President can issue an executive order that dictates Executive Board policy, simplify procedures, or make goals so long as it does not significantly impede Senators, SGA Adviser, Student Trustee & SAC Representative normal operations.
 - 11.1. Should executive board members wish, an executive order can be overridden by a $\frac{3}{4}$ majority vote.
 - 11.2. All orders are to still be enacted, unless they have an expressed sunset provision, from administration to administration.
 - 11.3. The SGA body can void executive orders it deems to be afront to their functions or service by issuing a resolution of repeal and pass by a $\frac{3}{4}$ majority vote.
 - 11.4. All orders must abide by the Bill of Rights and other related governing documents.

Section 3: Office of the Vice President

The Vice President of the Student Government Association shall be elected by a majority vote of the student body. The duration of their term shall be from the time they are sworn in through graduation of the same academic year.

1. In addition to their officer position, the Vice President shall be a voting member of the Senate.
2. The Vice President shall, in the absence of the President, fulfill all duties prescribed to the President by this Constitution. Additionally, the Vice President shall oversee Cabinet meetings and hold Secretaries accountable to agency goals.
3. The Vice President shall, in absence of the Director of Public Relations, assume the result of communicating with student organizations and assisting in social media operations.
4. Succeed the President in the event of the President's resignation, removal from office, or disability resulting in an inability to perform duties.
5. Responsible for filling student representation on Shared Governance committees and monitoring attendance. Make sure that representatives submit their reports within a week of their meeting.
6. Assume any duties delegated by the President or a simple majority of SGA.
7. Encouraged to attend Board of Trustees meetings or designate an alternate representative.

8. Assist the President in overseeing all SGA member's weekly activities and responsibilities.
9. Understand and implement the rules and procedures of Robert's Rules of Order during all General Assembly meetings.
10. Act in a manner that is professional and upholds the Student Code of Conduct on and off campus. Violation of the code will result in the termination of the position.

Section 4: Office of the Treasurer

The Treasurer of the Student Government Association shall be elected by a majority vote of the student body. The duration of their term shall be from the time they are sworn in through graduation of the same academic year.

1. In addition to their officer position, the Treasurer shall be a voting member of the Senate.
2. The Treasurer shall present a budget to the Senate during the first month of the fall semester for the subsequent academic year. This budget shall be subject to approval by the $\frac{3}{4}$ majority of the Senate.
3. The Treasurer shall also be charged with keeping accurate records of all monetary expenditures from the Student Government Association budget, and they will present a budget report to the Senate on a monthly basis or at the request of the President.
4. Assume any duties delegated by the President or a simple majority of senators.
5. Encouraged to attend Board of Trustees meetings or designate an alternate representative.
6. Act in a manner that is professional and upholds the Student Code of Conduct on and off campus. Violation of the code will result in the termination of the position.

Section 5: Office of the Chief of Staff

The Chief of Staff shall be appointed by the President at the beginning of the President's term. The Chief of Staff must be a Student Government Association member. They shall act as parliamentarian for Senate and General Assembly meetings, maintain the member roster, and inform the advisor of attendance concerns.

1. The Chief of Staff shall assist the President, maintain online data storage, manage current communication channels, manage Student Government Association social media, and check the application box.
2. The Chief of Staff shall also present an end of the year report to the President at the final meeting of the General Assembly of the spring semester before the swearing in of the new President.
3. Assume any duties delegated by the President or a majority of senators.
4. Act in a manner that is professional and upholds the Student Code of Conduct on and off campus. Violation of the code will result in the termination of the position.

ARTICLE IV – Senate

Section 1: Senate

The Student Government Association Senate shall be composed of the President, Vice President, Treasurer, and Senators. The Senate shall convene on a weekly basis for the purpose of proposing and discussing legislation on behalf of the student body.

1. Legislation passed by the Senate shall be sent to the relevant shared governance committees or divisions of Harper College, or when necessary and deemed appropriate by the Senate or Student Government Association Advisor, it shall be sent to the President's

Council or the Board of Trustees through email, hand delivered or sent via the Student Trustee.

2. The Senate shall adhere to Robert's Rules of Order under the discretion of the Chair and Parliamentarian. Additionally, the Student Government Association Advisor must be present at all meetings where motions are made.

Section 2: Senators

Senators shall be appointed by the student body through petitions and applications. Potential Senators should attend at least one Student Government Association General Assembly Meeting prior to petitioning and applying. Final approval of new Senators is determined by a vote of confidence from the Senate.

1. Senators may not miss more than three Senate or General Assembly meetings in any given semester. Failure to adhere to this attendance policy is grounds for dismissal by the Advisor.
2. Senators are strongly encouraged to hold at least two office hours in the Student Government Association office every week class is in session and should attend Student Government Association events.
3. Represent students and their concerns, issues, ideas, etc.
4. Initiate or continue to work on campus projects that promote the general welfare of students, such as proposals, policy recommendations/ changes, campus infrastructure, or events.
5. Reach out, connect, and work with other students, student organizations, faculty, and staff.
6. Attend and be prepared for SGA Assembly meetings.
7. Meet outside of official SGA meetings to work on SGA projects and tasks.
8. Practice respectful and timely communication with advisors, other SGA members, and all those outside SGA
9. Assume any duties delegated by the majority of SGA.
10. Understanding that this is a student organization that involves additional responsibilities than traditional student clubs and organizations.
11. Encouraged to attend Board of Trustees meetings.
12. Serve as student representatives on Shared Governance Committees.
13. Act in a manner that is professional and upholds the Student Code of Conduct on and off campus. Violation of the code will result in the termination of the position.

Section 3: Secretaries

The three Secretaries shall be elected by the Senate at the beginning of each academic year. Each Secretary shall lead one of the following agencies within the Senate: Diversity and Inclusion, Leadership and Service, and Student Engagement.

1. The role of the Secretaries shall be to create comprehensive agency goals, create a long run plan for their agency, and organize Senators within their agency.
2. Secretaries must be currently seated Senators and are required to attend Cabinet meetings in addition to Senate and General Assembly meetings.
3. Secretaries also have the authority to call agency meetings.

Section 4: Diversity and Inclusion Agency

The Diversity and Inclusion Agency shall be responsible for producing legislation with relevance to Harper College's mission to promote diversity and inclusion.

1. The agency will create a unique mission statement and establish agency goal plans.
2. It shall also be the responsibility of Diversity and Inclusion Agency members to fill the following Shared Governance Representative seats: Integrative Learning Committee, Diversity and Inclusion Committee, and Facilities Committee.
 - 2.1. Additionally, the Diversity and Inclusion Agency shall contain the Title IX Policy Awareness Committee.

Section 5: Leadership and Service Agency

The Leadership and Service Agency shall be responsible for producing legislation with relevance to student leadership and community service.

1. The agency will create a unique mission statement and establish agency goal plans.
2. It shall also be the responsibility of Leadership and Service Agency members to fill the following Shared Governance Representative seats: Faculty Development Committee, Honors/PTK Committee, and Strategic Planning and Accountability Committee.
 - 2.1. Additionally, the Leadership and Service Agency shall contain the Constitutional Reforms and Oversight Committee.

Section 6: Student Engagement Agency

The Student Engagement Agency shall be responsible for producing legislation with relevance to student engagement.

1. The agency will create a unique mission statement and establish agency goal plans.
2. It shall also be the responsibility of Student Engagement Agency members to fill the following Shared Governance Representative seats: Academic Standards Committee, Curriculum Committee, Learning Assessment Committee, Testing and Placement Committee, and Student Life Committee.
 - 2.1. Additionally, the Student Engagement Agency shall include the Class Gift Committee and the Marketing Committee.

Section 7: The Presidents Cabinet

The President's Cabinet shall be composed of the Vice President, Treasurer, Chief of Staff, and the three Secretaries: The Secretary of Diversity and Inclusion, the Secretary of Leadership and Service, and the Secretary of Student Engagement.

1. The Cabinet shall meet privately on a recommended minimum biweekly basis for the purposes of coordination, accountability, and executive oversight.
2. These meetings shall be chaired by the Vice President.

Section 8: The General Assembly

The Student Government Association General Assembly shall be composed of the President, Vice President, Treasurer, Senators, and Representatives. The General Assembly shall convene on a weekly basis for the purpose of discussion between Representatives and Senators. The Assembly shall adhere to Robert's Rules of Order under the discretion of the Chair and Parliamentarian. All motions must be sponsored by a member of the Senate. Additionally, the Student Government Association Advisor must be present at all meetings where motions are made.

Section 9: Representatives

Each Student Organization is entitled to one Student Government Association Representative. Representatives shall be appointed by their respective Student Organizations to serve beginning in the fall semester and ending after graduation during the same fiscal year.

1. Representatives may not hold any other role in the Student Government Association. Representatives may add items to the General Assembly agenda at least seventy-two hours prior to the beginning of the meeting and to make comments during General Assembly meetings.
2. They can vote but not be on shared governance committees.
3. Representatives cannot miss more than three consecutive General Assembly meetings before facing disciplinary actions from the Student Engagement office.
4. Representatives can be removed following the suspension clauses in the dismissal procedures.

Section 10: Harper College Shared Governance Committees

Students who are currently serving on these committees have the following responsibilities:

1. Ensure that "student perspective" is considered by the committee, not an advance of personal agenda.
2. Attend all meetings or secure a proxy from within the student organization or SGA and notify the Committee chair and SGA Vice President in writing at least 3 days prior to the scheduled shared governance meeting if they cannot attend.
3. Regularly communicate with students, including discussing agenda topics with SGA and the student body.
4. Complete all committee assignments.

ARTICLE V – Grievances

Section 1: Appeals

If any student, fellow Senators, or Executive Board members feel that their rights enshrined in this Constitution, or any others were violated then a complaint will be filed which will be monitored by the SGA Adviser.

1. It will be handled by the Oversight committee which shall conduct a thorough and well documented investigation with a notification given before a deadline of two weeks is over.
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 - 1.1. The two weeks begins upon receiving the notification of complaint.
 - 1.2. Attempts to suppress the complaint will be investigated by the Adviser and face a range of disciplinary actions including but not limited to dismissal.
2. Complaints regarding accessibility concerns will invoke the Second Amendment of the SGA Constitution.
3. In conflicts of interests the Adviser will take sole charge.
 - 3.1. In matters which are serious in nature will also be solved by the Adviser.
 - 3.1.1. They are to conduct a thorough and well-documented investigation with a notification given before a deadline of two weeks is over.
 - 3.1.1.1. The two weeks begins upon receiving the notification of complaint.

4. Should the plaintiff not be satisfied they may appeal against any decision before either the Student Government, or the Director of Student Engagement.
 - 4.1. In any appeals discussion panel, the ratio of the concerned Member(s) and their advocates to each member of their respective club's ruling Executive Council shall not exceed 1:1 without the consent of the opposing party.
 - 4.2. Concerned Member(s), and their rights to confidentiality, shall be observed with the utmost respect.
5. If any serious behavior that violates any statutes aside from the SGA Constitution is in effect all procedures will be carried out diligently and immediately. In addition, the accused within immediate expulsion or impeachment without trial.

ARTICLE VI – Office Vacancies

Section I: Impeachment Offenses

What constitutes impeachment/removal from SGA:

1. Violation of the Student Code of Conduct
2. Violation of the SGA Constitution and or Bylaws
3. Failure to resign when requested.
4. Refusal to meet with the SGA advisor when required to do so.
5. Failure to adhere to revised/updated strategies/ responsibilities set forth and agreed upon by advisor and SGA member.
6. Failure to adhere to the membership qualifications including the attendance policy.

Section 2: Impeachment Procedure

Upon the presentation of Articles of Impeachment by any Student Government Association Officer or Senator, the Senate shall have one week to schedule an impeachment hearing. The accused party may choose to be present during this hearing.

1. If they choose to attend the hearing, the accused party shall be given a total of fifteen minutes initiated by the SGA Adviser to speak in their own defense. After the defense, the Senate shall ask the accused party to leave the room for the purpose of deliberation.
2. Voting for impeachment shall be administered by the Student Government Association Advisor using paper ballots. Should a two thirds majority of the Senate vote for impeachment, the accused individual will be stripped of all Student Government Association titles and affiliations for the remainder of that academic year.

Section 3: Leave of Absence

Any member of SGA may request a Leave of Absence to prevent the attendance policy and its associated provisions from taking into effect, so long as the student does still wish to remain a part of the organization and meets its eligibility requirements.

Section 4: Resignation

If an executive board member would like to resign, SGA mandates the individual to provide a written letter of resignation and request two weeks' notice for the Senate to prepare for an internal election.

1. Any other member may also resign though they do not have to submit a written letter of resignation, one would be highly appreciated. SGA also requests two weeks' notice for reassigning committee assignments or other functionality.

Section 5: Dismissal

All Student Government Association members shall be held to the membership qualifications including academic qualifications. Failure to meet qualifications is grounds for dismissal for the remainder of the semester by the Student Government Association Advisor or Harper College.

1. Barring dismissal for impeachment, or performing impeachable offenses since dismissal, members who are dismissed are eligible to reapply for Student Government Association the following fiscal year.
2. Dismissal may also be sued as a disciplinary action by the SGA Adviser for violations of any other provision.
3. A temporary dismissal, or "Suspension", can be imposed by the SGA Adviser as a disciplinary provision or by the SGA Senator given a $\frac{3}{4}$ majority vote. Such measures must meet the criterion outlined in the SGA bylaws.

Section 6: Succession

If the President is impeached, resigns, or is otherwise unable to fulfill their duties, they shall be succeeded by the Vice President for the remainder of their term. There shall be an internal election for the purpose of selecting a new Vice President who will also serve for the remainder of the term.

1. The line of succession is the President, Vice President, and Treasurer.
2. The Vice President, taking over for the President while they are on a leave of absence, is considered the Acting President.
3. If any other elected Student Government Association position is left vacant for any reason, the SGA Adviser may tap the next person in line of succession to take their place if they are willing.
 - 3.1. If the individual accepts, they cannot hold the privileges of the two offices simultaneously unless the Adviser gives consent and informs the Executive Board.
 - 3.2. Otherwise, there shall be an internal election for the purpose of filling the position.
4. Preference for vacant positions being filled by an internal election will be given to current Senate members and opened to the student body if necessary.
 - 4.1. Such elections, if given to the student body, shall be conducted in a reasonable but expedited manner.
5. Individuals elected under these circumstances shall serve for the remainder of the term.

Section 7: Elections

The Associate Dean of Students, or their designee, and the Office of Student Engagement shall administer the external Student Government Association elections according to the rules and regulations which are outlined in the Student Body Elections Candidate Information Packet.

1. External elections for the Student Government Association President, Vice President, and Treasurer shall be held annually during the spring semester.

2. Students who wish to run for office must submit their candidacy individually for their desired position.-Harper College credit seeking students shall cast their votes, and the individual with the highest number of votes will be elected to that position.
3. In the case of a tie, first a one-day runoff election may be conducted within a period of 10 school days. In the event of a tie in the runoff election, a coin toss will determine the elected candidates, conducted by the Student Board of Elections.
4. Internal elections shall be administered by the President of the Student Government Association. For internal elections, paper ballots shall be cast for the purpose of anonymity. All candidates shall be given an equal amount of time to address the assembly prior to voting. Paper ballots shall be counted, and the person with the highest number of votes shall be elected. Should a candidate run unopposed, a vote of confidence shall be taken.

Section 8: Censure

Should the SGA body deem a member's comments about a particular situation on campus or world event or violate any part of the governing documents can be reprimanded by their peers without impeachment.

1. An individual may be suspended, which can be initiated through the dismissal procedures outlined in the bylaws.

ARTICLE VII – Committees

Section 1: General Committees Information

SGA recognized the need for committees that help to overview the functions and responsibilities the organization carries out. Members are required to be at least on one committee but may serve on as many as they like.

1. Preference for vacancies will be given to individuals who do not have committee assignments.
2. No individual may individual may serve as the chair of a committee for 2 or more different assignments.
 - 2.1. They can get approval through a vote of the SGA body that outlines their term length with such legislation not being renewable and terminating once the chairs term has ended or through other factors that results in the individual leaving SGA or vacating the position that brings them down below 2 chairs.
3. Each committee is to be chaired by a member of the Executive Board or a Senator that is not explicitly stated in the constitution, Bylaws, or other governing documents.
4. The President may be not a chair on any recognized permanent committee with the exception of the Homestead Committee
5. The attendance policy applies to committee meetings.
6. For the start of each administration the Oversight Committee and the Marketing Committee are to be the top priority in terms of filling vacancies.

Section 2: Ad Hoc Committees

Should a situation arise that requires the creation of an ad hoc committee within the Student Government Association to fully address, creation can be initiated through a majority vote of the Senate.

1. A proposal may be submitted detailing the rationale, function, and term limit of such an ad hoc committee. Such a proposal would be discussed and voted on creating the committee.
2. An executive order issued by the President may be issued creating a committee. A written order detailing a rationale, function and term limit shall be given to all members of SGA upon proclamation and signature of such order.
3. The committee may be verbally made with discussion taking place if the creation of such committee is at the spur of the moment. The Chief of Staff, pursuant to their obligations of maintaining meeting minutes will carefully write out the spontaneous ad hoc committees' function, rationale and term limit of said committee.
4. The President may not chair a committee unless a sufficient and detailed rationale be given by the legislations author(s).

Section 3: Standing Committees

Student Government will contain several permanent committees that remain into future administrations.

1. Constitutional Reforms Committee
 - 1.1. Deliberate, debate, review, accept and introduce potential amendments to the SGA Constitution or Bylaws. Should the SGA body reject amendments, the committee will review and revise such amendments if the committee deems it necessary.
 - 1.2. This committee may accept further delegated tasks that are expanded upon in the Bylaws or in legislation that garners a $\frac{3}{4}$ majority vote of Senators.
2. Oversight Committee
 - 2.1. Investigate, handle, and issue statements, decisions or recommendations that pertain to the integrity and wellbeing of the organization and its members.
3. Class Gift Committee
 - 3.1. Deliberate, debate, review, accept and introduce potential ideas/proposal to the SGA body regarding the mandatory class gift.
4. Homestead Committee
 - 4.1. Deliberate, debate, review, accept and introduce potential ideas/proposals that oversee student life functions at Harper such as ensuring the Pray and Mediation room remains free for use, food policies at Harper, and marketing SGA to the Harper community.
5. Title IX Awareness Committee
 - 5.1. Enforce the Title IX training for Senators and assist in efforts to curb domestic and dating violence, protect against sex-based discrimination that is recognized by SGA and provide options of support for Harper's community.
6. Marketing Committee

ARTICLE VIII – Amendments

Section 1: Preservation

No part of the Constitution by reformatted, destroyed, or entirely rewritten.

1. Instead, each amendment shall be attached to the Constitution along with the date of ratification. Each amendment shall state the article(s), section(s), and paragraph(s) that are amended. The Bylaws can have their sections rewritten but must remain in the same format and abide by the procedures outlined in Clause 2 of this section.

2. The only reason for an entire section to be rewritten is if adding new language will cause further uncertainty. In such instances the act shall state the article(s), section(s), and paragraph(s) that are targeted for repeal and replacement. The old constitution must be preserved entirely and labeled when it was enforced and placed in the archives. Failure to do so will result in penalties determined by the SGA Adviser.
3. This Constitution may be amended whenever deemed necessary by the Senate. Constitutional amendments require a two thirds majority to pass and approval by the Harper College Dean of Students to be ratified.
4. Any calls or references from sections to different sections of the constitution must be changed to avoid confusion if new additions or repeals create a continuity error.
5. Any clause seeking for the clauses before it or after it be covered by the entrenchment clause is permissible so long as it follows traditional constitutional amendment guidelines. Such call backs can only cover up to sections, not entire articles.
6. If members note spelling mistakes, the Constitution Review Committee or the SGA Adviser can fix the error without issuing an amendment. The only prohibition is grammatical, syntax errors as any changes may affect comprehension and interpretation and thus still require an amendment. If spelling fixes result in changed grammar, then the fix must revert back to the original and then have formal constitutional revision procedures be put in place.
7. Spelling errors to minutes can be fixed when approving minutes without an act.
8. This section is to be covered by the entrenchment clause found within the SGA Constitution

Section 2: Preservation

All changes to the Constitution, when written in acts, must already be formatted to the standards set forth by the Constitution & Bylaws. Whether replacing the old section or adding an amendment and labeling as such, this section will be copied and pasted and reformatted to fit the style of the constitution or bylaws by the Constitution Review Committee and must be accomplished 1 week after ratification. If not, it will allow for penalties determined by the Oversight Committee.

1. This section is to be covered by the entrenchment clause found within the SGA Constitution.

Section 3: Amendment Procedures

Amendments are to follow the format of the Bill of Rights and be numbered in Roman numerals. It will be organized in descending order with the oldest being at the top next to the Bill of Rights and the most recent amendments being closest to the end of this document.

1. If it is insufficient for amendments and the 7th Amendment exception clause will be invoked, then exact rewording of any parts of these articles is permissible. Clause 3 will immediately be put into effect. At the conclusion of the amendments then the 7th Amendment will be reapplied.
2. Old versions of the Constitution, including this document and the one before it, are to be preserved in digital and physical forms for purposes of record keeping. There are to be multiple copies to prevent loss or theft. Old copies are to be marked with inscriptions or any other form of identification indicating that it is no longer enforced and not enforceable.

3. Each time the Constitution is amended the date of which it was ratified is to be added to the list of past revisions following the established chronological order. Such a list comes after the Constitution but before the Bill of Rights and subsequent amendments and Bylaws. The date is also to specify what part of the governing documents was amended. For instance, if an amendment was added but there were no further changes to the constitution itself, it shall read as “AMENDED month day, year [Amendment Ratified]”. If the Constitution was itself amended then it shall read as “AMENDED month day, year [Constitution].
4. All proposed legislation must have a viewable PDF and document file (Word, Docs, etc.) enshrined in official SGA communication channels such as the Microsoft Teams. Legislation must be devoid of tiny print, white text color or have any other modifications that obscure it from being properly read. Especially when it comes for the purposes of passing “hidden sections” unknown the SGA body.
5. This section is to be covered the by entrenchment clause found in the SGA Constitution

ARTICLE IX – Emergency Powers

Section 1: Emergency Powers

That in cases of emergency identified by the college, local, state or federally, Student Government can vote to allow emergency provisions to not exceed 3 months. It empowers the Adviser and the Executive Board to pass legislation and general direction without the required SGA body votes. Such emergencies include a pandemic. It can be renewed. The adviser has full right to implement this clause such as voting and powers as they see the situation fit. Such measures must still abide by the Bill of Rights and all entrenched clauses.

Section 2: Continuity

In events of where there is no sufficient continuity. between administrations, with consent of the Adviser and the SGA body, a resolution can be passed to grant a maximum of 3 members a caretaker role to oversee transition documents and lay any prep work for the next administration so long as such decisions does not change the mission statement, vision of the organization or any other actions that require SGA body or Executive Board decision. Their term is not renewable and only lasts for 2 months. They must meet with

ARTICLE X – Ratification

Section 1: Background

As a result of the expanded language, added provisions, and updated format, this Constitution is beyond a revisions or amendment, it’s a complete replacement of the Constitution prior. As such, this one need to be ratified to come into force. Upon ratification by the required numbers, the old constitution will be rendered null and void immediately.

1. The list of previous revisions or amendments to the prior SGA Constitution will be attached to this document. The signposting of “RATIFIED” followed by the month, date and year will be applied.

Section 2: Procedure

Once presented to the SGA body for purposes of deliberation, rewrites and other legislative functions, the Constitution in the present format and associated provisions, along with bylaws will be considered up for a vote by the SGA body.

1. The vote for ratification includes all explicitly stated governing documents that this Constitution outlines.
 - 1.1. Splitting the vote for purposes of ratification is not permissible.
2. Ratification will come when $\frac{3}{4}$ of the body agree upon its provisions and sign a printed version of the new Constitution.
 - 2.1. The printed document will be housed in the archives and displayed in the SGA Office frame, where a digital version will be added to the appropriate electronic mediums.
3. A period of 3 weeks from the date of ratification will begin in which SGA will have time to adjust positions, duties, functionality or fill positions in accordance with any of these new provisions upon being enacted.

AMENDED, ...

RATIFIED, XX, XX, 2023

REVISED, March 10, 2022

REVISED, May 8, 2019

REVISED, May 6, 2016

REVISED, April 12, 2013

AMENDED October 7, 2011

AMEDNED, February 17, 2011

AMENDED, August 23, 2010

AMENDED, September 3, 2008

AMENDED, April 7, 2005

AMENDED, May 7, 2004

AMENDED, April 16, 2004

AMENDED, October 17, 2003

AMENDED, May 16, 2003

AMENDED, February 14, 2003

AMENDED, May 1998

AMENDED, May 1996

AMENDED, February 10, 1995

AMENDED, August 1994

AMENDED, November 13, 1992

AMENDED, May 15, 1992

AMENDED, December 6, 1991

AMENDED, May 1990

AMENDED, November 1990

AMENDED, March 1987

AMENDED, April 5, 1982

AMENDED, May 31, 1979

AMENDED, May 13, 1975

AMENDED, April 10, 1974

AMENDED, May 2, 1972
AMENDED, May 20, 1971

BILL of RIGHTS

The following are rights and freedoms that are inherited from the students at William Rainey Harper College and shall be guaranteed by the College and the Student Government Association.

AMENDMENT I [Personal Freedoms]

Each student has the right to express their opinion freely and openly regarding everything that is upheld by local, state, and federal processes.

1. Each member of Harper College has the right to petition, advocate,
2. The freedom of press by any members of Harper's student organizations, members, staff or other member of Harper's community.
3. SGA recognizes the persona privacy of members including but timed to time outside of the organization and personal matters.

AMENDMENT II [Accessibility Concerns]

Student government will consider reasonable accommodations for the diversity of its membership.

1. If a member feels that their right has been overlooked, they shall be able to invoke the Grievances policy. Invocation shall be done by addressing concerns to their respective President and/or Adviser.
2. It shall be the responsibility of SGA's Executive Board to determine if the Members' concerns have merit.
 - 2.1. Should the Executive Board find there is merit, they may fulfill the invocation of this section by granting unique privileges to concerned Member(s) as the Executive Board deems necessary.
 - 2.2. Unique privilege shall be given to, and only to concerned Member(s).
3. Member(s) may appeal any decision before either the Student Government, or the Director of Student Engagement.
 - 3.1. In any appeals discussion panel, the ratio of the concerned Member(s) and their advocates to each member of their respective club's ruling Executive Council shall not exceed 1:1 without the consent of the opposing party.
 - 3.2. Concerned Member(s), and their rights to confidentiality, shall be observed with the utmost respect.

AMENDMENT III [Anti-Discrimination Policy]

Student Government is committed to a policy that all persons shall have equal access to its programs, meeting space when without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veterans' status, sexual orientation.

1. Student Government further prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under Harper College's Equal Educational Opportunity and Non-Discrimination Policies.
2. It is the duty and responsibility of every SGA member to report harassment, verbal or physical, or sex-based crimes to the appropriate authorities at the college.

AMENDMENT IV [Political Neutrality]

Harper College Student Government Association is to remain an apolitical platform recognizing all different political ideologies.

1. No member of SGA is to endorse any, but not limited to, political figures, organizations, campaigns, candidates, or events when communicating on behalf of the organization to anyone.
 - 1.1. This includes discussion during official SGA meetings or other functions when the individuals are recognized as a part of the particular activity.
2. Any violation is deemed suitable grounds for immediate removal as it violates the grounds of this very constitution.

AMENDMENT V [Democracy Lives]

It is the right of the students to establish and maintain a democratic student government in which each student shall have their rights respected and ability to participate in.

1. Efforts to change the governance to any other political system is a violation of the Student Code of Conduct, SGA Constitution & Bylaws, and Harper College policy and shall be met with appropriate actions undertaken by administrators.

AMENDMENT VI [Shared Governance]

The right for any student to participate in the system of Shared Governance committee established by Harper College.

AMENDMENT VII [Entrenchment Clause]

No act of amendment to this constitution can alter or remove the wording in such cases that it will allow for violations of the rights outlined in the above amendments or specified sections of the Constitution or Bylaws that explicitly address this amendment. Such an example is prohibited alterations is this very amendment.

1. Revisions are allowed if it is to make more precise and comprehensive changes as well as expanding upon the rights outlined. Any revision must be approved by the majority of the SGA body, SGA Adviser and majority of the Executive Board.
2. If the Constitution needs to be changed or altered, to not violate the clause, permission from the Dean of Student permitting a temporary injunction until the amendment/revision is passed will be enacted. See clause 3 of Section 2, Article VII of the SGA Constitution for further information.

3. The special injunction issued by the dean of students as stated in close to is only applicable to revisions for SAC revisions if the State changes eligibility requirements. For all other constitutional provisions, the Dean of Students can issue a temporary injunction to fix entrenchment specific clauses that negatively impacts the functions of Student Government to conduct business and operate. Such impacts include inability to pass legislation or execute most functions of the office. and committees.

OTHER Amendments

AMENDMENT VIII [Awards & Bribes]

Section 1: Background

Awards to be awarded to any enrolled credit student based on merit, compassion, kindness service, or dedication begin as a petition by any Executive Board member to the SGA Adviser for consideration. Final approval rests with them unless, as an entire Executive Board, it is voted to approve an award.

1. Unless it involves members of the Executive Board then final determination rests on the SGA Adviser unless a closed vote is called by the President.
2. The award will be awarded according to the approval of the Executive Board or SGA Adviser.
3. Senators can petition the SGA Adviser only for proposing an award to Executive Board members. The SGA Adviser makes those determinations alone. If Senators petition another senator for consideration, the Executive Board will vote on approval.
4. All award petitions must be issued starting March 15. Final petitions are to be given on April 15. Awards will be presented at meetings after April 15 based on the determination of the Executive Board or at the final SGA meeting.

Section 2: Award Types

All awards are to be issued in certificates, plaques or gavels depending on the availability of funds and approval, through vote of Executive Board or of SGA Adviser. All methods of purchasing the awards are to be done through traditional Harper College channels.

1. Awards are issued using SGA funds.

Section 3: Limitations

SGA members of any type are prohibited from giving unauthorized gifts or accepting bribes. The acceptance of bribes is also strictly prohibited. Any member caught will be investigated by appropriate parties of Student Engagement, Oversight Committee, and the SGA Adviser. Their powers will be stripped and placed on leave until final disciplinary actions are taken. They are to be informed throughout the process of their status on a biweekly basis by the SGA Adviser or other delegates from Student Engagement.

Section 4: Adoption

This act will not apply to the current administration that approves the act. It will begin at the next administration. [Begins 2023-2024 administration & onwards].

AMENDMENT IX [Internal Service]

It is hereby prohibited for members to use their own funds for the purposes of purchasing awards, recognition or any other sanctionable action of awards derived from Article – Section – without prior authorization and proper reimbursement.

1. Any use of personal funds is strictly prohibited for any other purpose unless it is deemed necessary by the Executive Board and/or SGA Adviser if traditional means are not of service.