

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.2.5

Title: Student Government Organization By-Laws	
Originated by: Vice President of Student Affairs	
Signature	Date
Approved by: President/CEO	
Signature	Date
Reviewed on:	Revised on: 11/19/2014

Proposed Mission Statement-We pledge ourselves for the betterment of the student body and future students of Manhattan Area Technical College, to do everything in our power and ability to serve the students of Manhattan Area Technical College as their voice, and to represent our respective programs and students well and with all dignity.

Policy Statement: The following by-laws apply to the Manhattan Area Technical College Student Government Organization.

Rationale: The Student Government organization has been established to give the student body a voice in the operation and condition of the institution.

Procedure:

1) OFFICERS & DUTIES

- a. The Student Government Organization (SGO) President shall preside over all meetings.
 - 1. These duties shall include the compiling of a schedule for the next regular business meeting.
 - 2. The President shall facilitate the meeting with the help of the Parliamentarian as a time keeper.
 - 3. The President shall have the opportunity to present an opinion of any said subject only with permission of the Student Government Body and prior formal request written into agenda.
 - 4. The President shall assist in the facilitation and completion of any projects or fundraisers approved by the Student Government Body.
- b. The SGO Vice President shall preside over meetings and all activities in the President's absence.

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1. The Vice President shall help to compile an agenda for the next meeting.
 2. In the absence of the President the Vice President shall preside and facilitate the meeting.
 3. The Vice President shall assist the President in the facilitation and completion of any projects or fundraisers that are approved by the Student Government Body.
- c. The SGO Secretary shall record meeting minutes and provide a copy to each Student Government member at the following meeting.
1. The Secretary shall assist in the compiling of an agenda for the next meeting.
 2. The Secretary shall record all minutes of every meeting.
 3. Following each meeting the Secretary shall send a copy of the meeting minutes to each SGO member.
 4. The Secretary shall maintain an updated list of SGO personnel and ensure the SGO listserv remains current.
 5. The Secretary shall keep a record of all projects from start to finish.
 6. If the Secretary is unable to attend a project or fundraiser they may request someone to fulfil the duties of Secretary in their absence.
- d. The SGO Treasurer will be in charge of all finances and will provide a treasurer's report at each meeting.
1. The Treasurer shall provide a financial report at each meeting.
 2. The Treasurer shall be in charge of keeping track of all money at fundraising events.
 3. The Treasurer shall be responsible for making funds available for each fundraiser or project.
 4. If the Treasurer is unable to attend a fundraiser they may request someone to fulfil the duties of Treasurer in their absence.
- e. The SGO Parliamentarian shall keep time for the agenda and keep the order of the meeting at all times.
1. The Parliamentarian shall assist in the compiling of an agenda for the next meeting.
 2. The Parliamentarian shall keep a timely schedule during all meetings.
 3. The Parliamentarian shall keep the order of all meetings.
 4. The Parliamentarian shall assist in the facilitation and completion of any fundraisers and projects that are approved by the Student Government Body.
- f. SGO Officers shall be responsible for providing timely and up-to-date communications.

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- g. All SGO Officers are required to attend an executive meeting once a month for the determining of the agenda and any major projects that are under way.
- h. Once an officer is elected he/she may no longer represent his/her program, but he/she becomes a representative of the entire student body of Manhattan Area Technical College.
 - 1. After their election a new representative will be elected for each program that has an officer, thereby maintaining the continuity of the Student Government Organization Body.
- i. The Student Government Advisor will be present at all meetings.

2) MEETING DATES & PLACES

- a. Regularly scheduled meetings will be held once a month, August through May, on a specific Monday, from **11:45 A.M – 12:45 P.M.**, barring scheduling conflicts.
 - 1. If a scheduling conflict occurs the Student Government Organization Representatives that are not able to make the meeting will contact the officers with their concerns.
 - 2. Upon consideration a second meeting will be called for all members unable to make the regularly scheduled meeting.
 - 3. Any voting issues will be decided by the sum of the majority from both of the above mentioned meetings.
- b. If a scheduling conflict occurs, the meeting will be held when the majority of program representatives are able to attend.
- c. Second meetings in any given month may be called by majority vote of the Student Government Organization Representatives present at the regular monthly meeting.
- d. Meetings will be held in a room scheduled by the Student Government Organization Advisor.
- e. In the case of an emergency the Executive Board of the Student Government Organization may call an emergency meeting to deal with the issue at hand. In such case all representatives within their power are to attend.

3) ELECTION OF OFFICERS & REPRESENTATIVES

- a. Each respective program shall provide a minimum of two elected representatives, in good academic standing, for the Student Government Organization (SGO).

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1. Each unique program shall be granted a maximum of 2 votes, regardless of the number of representatives elected or appointed.
 2. In the event that a representative is not able to attend he/she may request a proxy vote in their stead. The said proxy vote must have permission prior to the scheduled meeting to be approved, and they must be approved by the Executive Board of the SGO.
- b. Elected representatives for each program shall be decided by a majority vote of each program's student body by the first week of September.
 - c. After election these representatives will be required to attend each meeting of the SGO.
 - d. During the tenure of their term SGO Representatives shall maintain good academic standing as well as perform duties for the SGO in service to the student body of Manhattan Area Technical College.
 - e. SGO Representatives will elect officers to fill vacancies whenever an office becomes open during the school year.
 - f. President, Vice President, Secretary, and Treasurer Positions will be filled by Student Government Representatives no later than the October meeting of each school year.

4) EX-OFFICIO REPRESENTATIVES

- a. Students who wish to serve as members of the Student Government Organization, but who are not duly elected/appointed representatives of their program, may do so with the approval of the Executive Board of the Student Government Organization.
- b. Ex-Officio Representatives will have all the rights and privileges of the Representatives except that they will not be allowed voting privileges, nor will they be allowed to hold elected office.
- c. Ex-Officio Representatives may be used as a proxy vote, by request of the elected representative, for their respective programs upon consideration and approval by the Executive Board of the Student Government Organization.
- d. Student Ambassadors in the Student Ambassador Program of Manhattan Area Technical College may serve as Ex-Officio Representatives during their tenure of duty as a Student Ambassador.

5) IMPEACHMENTS & RESIGNATIONS

- a. Student Government Organization (SGO) Officers shall formally resign their positions in writing to the SGO Secretary if they feel they are incapable of fulfilling the responsibilities.
- b. Any officer that does not resign and is absent for more than two consecutive meetings without just reason will be removed and replaced.
 1. Just reason shall be presented by the officer in question.
 2. If such reason cannot be produced immediate resignation or removal will follow.
 3. If a reason is produced such reason will be brought before the SGO for a vote on the validity of said reason.
- c. Resignation of a Representative during a term should be brought to the attention of the SGO at an organized meeting.
- d. Impeachment of a SGO Officer will be done through a hearing process only, where all parties/sides are given an opportunity to present their views. Impeachment of a Student Government Officer will be by a 2/3's vote of the Student Government Representatives.
- e. Any impeached officer of the SGO will be allowed to remain in the SGO as a Representative upon the approval of fellow SGO Representatives.
- f. In the event of resignation or impeachment of the SGO President, the Vice President will immediately assume the President's position and a new Vice President will be elected.

6) REPLACING A CURRENT REPRESENTATIVE

- a. If a department feels it is not being fairly represented by the Student Government Organization (SGO), a decision on the issue will be made by the following scheduled meeting.

7) ATTENDANCE

- a. Student Government Organization (SGO) Representatives/Officers may be allowed up to two absences from a SGO meeting and/or executive session (officers only). Following two absences, cases in question will be brought before the SGO to determine an appropriate course of action.