



Constitution

Mission Statement

We, the College of the Mainland Student Government Association, in order to foster the recognition of the rights and responsibilities to the students in such a capacity as to further their interest and educational goals, to facilitate a greater participation in the democratic process, to instill leadership among the student body, to promote good will and unity among other colleges as well as our faculty, staff, diverse student body, community, state, and nation, do hereby establish this Constitution of the College of the Mainland Student Government Association.

Article I

Name, Purpose, and Code of Conduct

Section I. Name

This organization shall be known as the College of the Mainland Student Government Association, hereafter referred to as COMSGA.

Section II. Purpose

The purpose of COMSGA is to serve its constituents, the student body population at College of the Mainland;

Shall represent the student body in all dealings with the Board of Trustees, administration, faculty organizations, student clubs and organizations and the public;

Shall promote participation by students on College committees in the College governance structure, and thereby giving voice to the student body;

Shall receive, consider, and as appropriate, act on expressions of concern by students about college policies or practices;

Shall gather and disseminate information not otherwise available, yet deemed helpful, to the student body at COM;

Shall provide a forum to discuss issues relating to student organizations and clubs;

Shall cultivate improved interaction among College of the Mainland student body and various colleges throughout the State;

Shall actively represent the needs and interests of community college students before the Texas Legislature.

Section III. Code of Conduct

Members of COMSGA shall, at all times, respect all students, college employees, members of the community, and the college district's grounds and property;

Bring honor to their office, the college, and the community;

Foster a spirit of openness, understanding, and cooperation among COMSGA and the college at large;

Abide by all provisions of the College of the Mainland Student Code of Conduct as described in the Student Handbook.

Article II Structure & Membership

Section I. Structure of COMSGA

COMSGA shall consist of two divisions: The College of the Mainland Student Government Association Executive Board (hereafter referred to as "Executive Board") and the College of the Mainland Student Government Association Club Council (hereafter referred to as "Club Council").

Section II. Structure of COMSGA Executive Board

The Executive Board shall consist of the COMSGA President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian.

Section III. Structure of COMSGA Club Council

The Club Council shall consist of the Executive Board, Student Senators, and the designated representative from each chartered campus club as well as PTK, PKD & Veteran's Organization.

Section IV. Office of COMSGA Student Senator

COMSGA Student Senators shall serve as auxiliary COMSGA officers and/or COMSGA officers in training;

The COMSGA President shall, with the approval of the COMSGA Advisor, determine the number of Student Senator positions available for each fall and spring semester.

Section V. Membership Qualifications for COMSGA Executive Board

Members of the Executive Board shall be currently enrolled in six (6) or more college hours at College of the Mainland;

Have attended College of the Mainland for one full semester and have completed six (6) or more college hours (The COMSGA President must have completed twelve (12) or more college hours) at College of the Mainland prior to declaring candidacy for office;

Have achieved a grade point average of 3.0 or better by the end of the spring semester of the year in which regular elections are held (in case of special elections the candidate must have achieved a grade point average of 3.0 when declaring candidacy for office) candidates who fail to achieve the necessary grade point average will be immediately removed from office;

Members removed via the previous provision shall not be disqualified from holding office in the future should they meet all required qualifications;

Shall maintain a 2.75 GPA while in office;

Shall not be a Club Representative to the COMSGA Club Council;

Shall be in good standing with College of the Mainland;

Shall not be on academic probation;

Except for the office of COMSGA President, requirements regarding academic probation & GPA may be suspended in the event COMSGA is unable to fill a vacant position on the Executive Board via special election or appointment;

Appointment to the Executive Board under the conditions described above may occur after COMSGA has attempted to fill a vacant position with a fully qualified student and only with the written approval of the COMSGA Advisor & the Director of Student Life;

Officers appointed under this procedure shall be designated "brevet" officer and will serve with all rights and privileges of the office to which they are appointed;

COMSGA may, at their discretion, appoint a replacement brevet officer's post if that replacement meets all qualifications of office;

If, at any time, a brevet officer meets all qualifications for office the brevet officer will become a regular officer;

Special elections to replace a brevet officer shall be announced and held within one month of the start of the term if a brevet officer sits on the Executive Board.

Section VI. Term of Office

Members of the COMSGA Executive Board shall serve a one year term that begins the first Wednesday of May and ends at 11:59PM the first Tuesday of May the following year;

No member of the COMSGA Executive Board may hold the same office for more than two terms;

COMSGA Student Senators shall serve a term that begins the first Tuesday of October and ends at 11:59PM the first Tuesday of May the following year;

COMSGA Student Senators elected during the Spring Semester shall serve a term beginning the first Tuesday of March and ending at 11:59PM the first Tuesday of May.

Section VII. Membership Qualifications for COMSGA Club Council

Members of the Club Council shall be currently enrolled in six (6) or more college hours at College of the Mainland;

Shall maintain a grade point average of 2.25 or better;

Students in their first semester are exempted from the GPA requirement, but must meet satisfy the requirements upon completion of their first semester;

Shall be in good standing with College of the Mainland;

Shall not be on academic probation.

Section VIII. Student Senators Qualifications

Student Senators shall be currently enrolled in six (6) or more college hours at College of the Mainland;

Shall maintain a grade point average of 2.75 or better;

Students in their first semester are exempted from the GPA requirement, but must meet satisfy the requirements upon completion of their first semester;

Shall be in good standing with College of the Mainland;

Shall not be on academic probation.

Section IX. COMSGA Advisor

COMSGA shall include at least one advisor who shall be a full-time faculty member;

The COMSGA advisor shall be appointed by the College of the Mainland Director of Student Life in consultation with the Vice President of Instruction.

Article III Powers and Responsibilities

Section I. Responsibilities of COMSGA Executive Board

The Executive Board shall serve as the administrative body of COMSGA and is responsible for executing provisions of the COMSGA Constitution and any policies established via the procedures described herein;

Attend quarterly Student Government Association regional meetings;

Attend the annual Student Government Association state conference when budget and circumstances allow;

Maintain accurate records in order to ensure COMSGA members and student clubs are in compliance with this Constitution and all other applicable policies;

Represent the student body by participating in campus functions and/or college organizations including, but not limited to: speaking at College of the Mainland Board of Trustee Meetings, serving on the College of the Mainland President's Advisory Council, and serving on employee hiring committees;

Attend a planning retreat no later than the second week of July to establish an agenda for the upcoming academic year;

Establish a Legislative Calendar during the planning retreat that provides for the resolution of the following pieces of business and whatever other business the Executive Board deems necessary: The establishment of a calendar of COMSGA events, the creation of a budget proposal for COMSGA to present to the Student Fee Allocation Committee, the review and/or establishment of club governance policies and forms;

Collaborate with the college administration, especially the Director of Student Life;

Communicate with the student body in order to effectively represent student concerns and establish policies consistent with the will of the student body.

Section II. Powers of COMSGA Executive Board

The Executive Board shall have the power to approve all expenditures made on behalf of COMSGA;

Appoint student representatives to College of the Mainland Committees and Organizations as requested by the college administration;

Vote to approve any temporary appointments to fill vacant positions within COMSGA;

Bring Articles of Impeachment against any member of COMSGA;

Section III. Responsibilities of COMSGA Club Council

The COMSGA Club Council shall be charged with disseminating information to their respective student organizations from COMSGA;

Reporting to COMSGA any events and/or activities sponsored by their respective student club/organization;

Provide volunteers for service on committees and to assist in COMSGA events;

Section IV. Powers of COMSGA Club Council

The COMSGA Club Council shall have the power to approve and revoke Club Charters;

Function as the jury during impeachment proceedings;

Propose and ratify amendments to the COMSGA Constitution;

Section V. Powers and Responsibilities of COMSGA Student Senators

COMSGA Student Senators shall be charged with aiding in the dissemination of information to the student body;

Assist COMSGA by serving on committees and working as needed to administer SGA policies.

Section VI. Powers and Responsibilities of COMSGA President

The COMSGA President shall be responsible for representing COMSGA to the college administration, faculty and/or Board of Trustees;

Attending the President's Advisory Council (PAC) Meetings in order to present student body concerns/issues and to report college administration concerns/issues to COMSGA;

Preside over all COMSGA General and Executive Board meetings;

Approve General and Executive Board meeting agendas;

Vote only in case of a tie;

Create committees as needed;

Call for special meetings, closed or open, of the COMSGA Club Council and COMSGA Executive Board;

Attend all COMSGA sponsored events.

Section VII. Powers and Responsibilities of COMSGA Vice President

The COMSGA Vice President shall be responsible for executing the duties of the President in the event of her/his absence;

Shall be responsible for chairing and promoting COMSGA events unless such service would create an undue burden on the office;

Promote all COMSGA events;

Attend all COMSGA sponsored events.

Section VIII. Powers and Responsibilities of COMSGA Secretary

The COMSGA Secretary shall be responsible for recording official COMSGA General and Executive Board meeting minutes;

Record attendance for COMSGA General and Executive Board meetings;

Maintain accurate records for COMSGA in conjunction with the SGA Advisor(s);

Prepare and disseminate COMSGA General and Executive Board meeting agendas;

Attend all COMSGA sponsored events.

Section IX. Powers and Responsibilities of COMSGA Treasurer

The COMSGA Treasurer shall be responsible for maintaining financial records for the COMSGA Executive Board;

Verify club attendance and activity as it relates to matters of funding;

Prepare an annual COMSGA budget for consideration by the Student Fee Allocation Committee;

Provide a monthly financial report for presentation at COMSGA General Meetings;

Attend all COMSGA sponsored events.

Section X. Powers and Responsibilities of COMSGA Parliamentarian

The COMSGA Parliamentarian shall be responsible for ensuring adherence to Robert's Rules of Order and all relevant provisions of the COMSGA Constitution and bylaws during all COMSGA Meetings;

Executing the duties of Secretary in the event of her/his absence;

Provide official COMSGA Constitution to all COMSGA members upon request;

Organize and coordinate all COMSGA elections;

Attend all COMSGA sponsored events.

Section XI. Powers and Responsibilities of COMSGA Historian

The COMSGA Historian shall be responsible for documenting (pictures, video record, etc.) all COMSGA sponsored events;

Coordinate with student clubs to collect documentation (pictures, video record, etc.) of sponsored student club events;

Maintain collection of COMSGA Memorabilia such as flyers, awards, publications, pictures, etc.;

Record COMSGA General & Executive Board meeting minutes in the absence of both the Secretary and Parliamentarian;

Attend all COMSGA sponsored events.

Section XII. Powers and Responsibilities of COMSGA Club Representatives

COMSGA Club Representatives shall be responsible for reporting their respective club's activities during COMSGA General Meetings and disseminating information from COMSGA to their club membership;

Present supplemental club funding requests to the Executive Board;

Vote as required by the COMSGA Constitution and bylaws.

Section XIII. Powers and Responsibilities of COMSGA Advisor

The COMSGA Advisor(s) shall provide guidance and counsel to COMSGA;

Ensure all College of the Mainland policies and procedures are adhered to;

Ensure COMSGA members meet all campus obligations, particularly academic obligations;

Provide oversight by approving, in conjunction with the Director of Student Life, event proposals, Club Charters, and all financial expenditures authorized by COMSGA;

Introduce Articles of Impeachment to the Club Council;

Attend all meetings of COMSGA as a non-voting member;

Maintain permanent records of COMSGA;

Identify, recruit, and train students to become active members of COMSGA;

Serve as COMSGA liaison between the advisers of College of the Mainland clubs and organizations and between the Director of Student Life;

Participate in campus functions, such as club adviser orientations, as requested and required by the college administration, especially the Director of Student Life;

Organize the annual COMSGA Executive Board planning retreat;

Serve on the Student Fee Allocation Committee as permitted by college policy.

Article IV Club Governance

Section I. Purpose and Definition of Student Clubs

College of the Mainland recognizes the crucial role that active student clubs play in the academic and social lives of students. COM supports the establishment and operation of clubs and has charged COMSGA with management and oversight of the college's club system;

Student clubs are defined as campus organizations that are comprised of 1) the minimum number of students established in the COMSGA bylaws, 2) at least one full time, benefits eligible faculty or staff member serving as an advisor and 3) have applied and been approved via the application process described in the COMSGA Constitution and bylaws.

Section II. Establishment of Student Clubs

The COMSGA Executive Board shall be responsible for creating and/or reviewing a process to allow for the creation of student clubs. This process must be established each academic year before Fall Convocation Week and may include criteria deemed necessary by the Executive Board, but must include the following:

Student clubs must complete a constitution template to be created and disseminated by the Executive Board;

One club member and club advisor complete COM's risk management training;

Signature of a minimum number of club members as set in the COMSGA bylaws;

Signature of a full time faculty advisor and Director of Student Life;

Charter proposals must be submitted no later than two business days before the October general meeting in order for a club to be approved for the fall semester and no later than two business days before the February general meeting if a club is to be approved during the spring semester;

Charter proposals shall be turned into the Student Life Office no later than two business days before the monthly general meeting in which the proposal is to be presented;

A representative from the proposed club must speak at the meeting during which the club charter will be voted in order to lay out the club's purpose and advocate for it's creation;

Club charters will be approved by a majority vote of the Club Council and will remain active for one year.

Section III. Club Funding

The COMSGA Executive Board shall be responsible for determining all funding policies in relation to student clubs;

The Executive Board shall review, update, and disseminate its bylaws with regards to financial policy before Fall convocation week;

COMSGA's financial policy must establish provisions for initial club funding and a process via which clubs can request additional funds.

Article V Meeting Protocol

Section I. Parliamentary Procedure

COMSGA will conduct meetings in accordance with Robert's Rules of Order unless specific deviations are outlined in the COMSGA Constitution or the COMSGA bylaws;

Questions of parliamentary procedure shall be resolved by the COMSGA Parliamentarian.

Section II. Meeting Schedule

The COMSGA Club Council shall meet on the first Tuesday of the month from 12:30pm to 1:30pm;

The COMSGA Executive Board shall meet on the third Tuesday of the month from 12:30pm to 1:30pm;

Neither the COMSGA Club Council nor the COMSGA Executive Board shall be required to meet during the months of January, June, July, or August;

The SGA Club Council will not be required to meet in September and the COMSGA Executive Board shall meet on the 1st and 3rd Tuesday in September from 12:30pm to 1:30pm;

All regularly scheduled meetings of the COMSGA Club Council and the COMSGA Executive Board must be conducted in open session;

Public notice is not required for a closed session meeting of the COMSGA Executive Board, but one week public notice must be given for all open sessions meetings of the COMSGA Club Council or COMSGA Executive Board;

The COMSGA Advisor, Director of Student Life, or a designated full time faculty/staff member must be present for any meeting to take place;

Votes that effect policy may only take place during a meeting held in open session.

Section III. Meeting Agenda

The COMSGA Secretary shall prepare an agenda, with approval from the COMSGA President, before each General and Executive Board meeting and will make it available to the student body at least 48 hours in advance;

Agendas must contain the following items: Call to order, roll call (attendance), review and approval of minutes, COMSGA financial report, club report, old business, and new business.

Section IV. Quorum and Voting

Quorum shall be defined as having at least fifty percent (50%) plus one of members in good standing present at the call to order of a meeting;

Quorum must be met for all regularly scheduled meetings and any special meetings held in open session;

Proxies shall not be counted towards the attendance requirements to constitute a quorum;

Unless otherwise specified, motions shall be passed via a simple majority vote where majority vote is defined as fifty percent (50%) plus one of the members present and voting;

The presiding officer may only vote in the event of a tie.

Article VI Elections

Section I. Logistics

The COMSGA Executive Board shall be elected during the annual COMSGA elections and these elections will be held no later than the fourth Thursday of April;

All College of the Mainland students attending during the semester in which the election is being held shall be eligible to vote;

The COMSGA President shall call for special elections should a position on the Executive Board become vacant;

Should an existing member of the Executive Board choose to declare candidacy for a vacant position, they must resign their current office upon submitting their name for candidacy;

Notice of elections, both the annual and special, must be given at least one month before the date on which elections will be held;

Candidates for office must complete an application created by the COMSGA Advisor;

Applications packets must be available at the time elections are announced;

Election Day may not occur less than two weeks after the application submission deadline;

The COMSGA advisor shall certify the eligibility of all candidates for office and the election results;

Should a vacancy exist following an election, the COMSGA Adviser may offer the vacant position to any candidates that ran, but failed to win office;

The COMSGA Executive Board shall be responsible for determining the process and procedures for conducting the election and is charged with making every effort to ensure that as many students as possible have the opportunity to vote;

Elections may be held on multiple days and in multiple locations;

Section II. Induction and Orientation

Inductions must be held no later than the last week of the semester in which the election is held;

All officers must be sworn in prior to taking office;

The College of the Mainland President, or an agent designated by that official, shall administer the oath of office;

The logistics of induction shall be determined by the outgoing COMSGA Executive Board and Advisor;

The COMSGA Advisor shall be responsible for planning and administering a summer orientation retreat.

Section III. Student Senator Selection

Candidates that run for office and fail to win election may be appointed to the office of Student Senator by the COMSGA President;

The COMSGA President may call for election of additional Student Senators during the Fall or Spring semester;

The COMSGA President shall determine the number of open positions to be elected when calling for elections;

If elections are called for during the Fall semester the COMSGA President must call for Student Senator elections by the first weekday of September and elections must be held no later than the last full week of class in September;

If elections are called for during the Spring semester the COMSGA President must call for Student Senator elections by the first weekday of February and elections must be held no later than the last full week of February;

Applications packets will be made available by the COMSGA Advisor and can be due as late as the Friday before elections are scheduled to begin;

The COMSGA President may appoint Student Senators outside of these designated election periods with the approval of COMSGA Executive Board.

Article VII

Removal, Impeachment, Censure, and Charter Revocation

Section I. Removal of COMSGA Executive Board Members

Members of COMSGA shall be removed should they fail to satisfy the requirements of office outlined in Article II, Section iv;

Executive Board members shall be removed upon their second absence in an academic year from a regularly scheduled COMSGA Club Council Meeting;

Executive Board members shall be removed upon their third absence in an academic year from a regularly scheduled COMSGA Executive Board meeting;

The COMSGA Executive Board may exempt any officer from removal due to absence by unanimous vote, and subsequent absences require a subsequent vote allowing for exemption;

The COMSGA Advisor shall be charged with monitoring and administering the provisions outlined in this section;

Executive Board members may be removed at the discretion of the College of the Mainland President and/or Vice President of Student Services.

Section II. Removal of COMSGA Club Representatives and Student Senators

COMSGA Club Representatives and Student Senators shall be removed automatically should they fail to satisfy the requirements of office outlined in Article II, Section vi;

COMSGA Club Representatives and Student Senators shall be removed upon their second absence in a semester from a regularly scheduled COMSGA Club Council Meeting;

The COMSGA Executive Board may exempt any Club Representative or Student Senator from removal due to absence by unanimous vote, and subsequent absences require a subsequent vote allowing for exemption;

The COMSGA Advisor shall be charged with monitoring and administering the provisions outlined in this section;

Club Representatives and Student Senators may be removed at the discretion of the College of the Mainland President and/or Vice President of Student Services.

Section III. Impeachment of COMSGA Members

Articles of Impeachment may be brought against any member of COMSGA by a majority vote of the Executive Board, by the SGA Advisor(s) (Co-Advisors must state their agreement), or via a petition stating the reason for impeachment that is signed by 100 College of the Mainland students who are enrolled in at least six (6) college hours;

Articles of Impeachment must be presented to the COMSGA Executive Board in writing and must consist of a statement of charges against the accused;

Grounds for impeachment shall be a misuse of money, direct violations of this Constitution, failure to carry out assigned responsibilities of office, and a failure to abide by the College of the Mainland Student Code of Conduct;

Approved Articles of Impeachment shall be presented to the Club Council and it shall function as a jury. The charges outlined in the Articles of Impeachment must be read to the Club Council. The COMSGA President, or officer presiding over the proceedings, shall select one (1) representative to argue in favor of Articles of Impeachment and the accused shall be permitted to personally speak in their own defense, or to designate a representative to speak on their behalf;

Discussion will be held among the Club Council and a 2/3 vote of those present is required to remove the accused from office;

Members of COMSGA removed by the policies established in this Constitution shall never again be eligible to hold office in COMSGA;

Organizations represented on the COMSGA Club Council are required to designate a new Club Representative should their Representative be removed from office.

Section IV. Censure and Discipline

The COMSGA Executive Board shall have the power to censure members of COMSGA;

Censure shall be issued in response to violations of Article I, Section iii or a failure to meet the responsibilities of office. Censure is defined as: "a reprimand, aimed at reformation of the person and prevention of further offending acts."

The COMSGA Executive Board shall, at its discretion, impose the following disciplinary actions in addition to a declaration of censure: the loss of speaking rights at the next regularly scheduled meeting, the member shall not be permitted to attend the next regularly scheduled meeting (absence for this reason does not constitute absence as defined in Article VII, Sections i & ii);

Once passed, a motion of censure must be approved by the COMSGA Advisor.

Section V. Revocation of Club Charters

Club Charters shall be revoked should a club's Representative, or designated proxy, fail to attend three regularly scheduled Club Council meetings in an academic year;

A motion to revoke a Club Charter may be brought forward by a member of the COMSGA Club Council;

Charters may be revoked should it be demonstrated that a club violated provisions of this Constitution, misused club funds, or has become inactive;

Members of a club facing revocation of their charter must be permitted to speak on behalf of their club if they so choose;

A motion to revoke a Club Charter must be passed by a 2/3 vote of Club Council members present;

Club charters may be revoked at the discretion of the College of the Mainland President and/or Vice President of Student Services;

Should a Club Charter be revoked, funds allocated to the club from COMSGA shall be reclaimed and allocated at the discretion of the COMSGA Executive Board;

Should a Club Charter fail to be renewed, funds allocated to the club from COMSGA shall be reclaimed and allocated at the discretion of the COMSGA Executive Board.

Article VIII Amendments

Section I. Proposal & Ratification

Amendments may be proposed by a majority vote of the COMSGA Executive Board, via a petition signed by 100 College of the Mainland students who are enrolled in at least six (6) college hours, or by the COMSGA Advisor;

Amendments shall be ratified by a 2/3 vote of the COMSGA Club Council.

Article IX Ratification

Section I. Ratification

This Constitution shall be ratified by a 2/3 vote of the COMSGA Executive Board (including the COMSGA President), the approval of the COMSGA Advisor(s), and the approval of the College of the Mainland President.