CONSTITUTION OF THE
STUDENT GOVERNMENT
ASSOCIATION OF DACC

Article I: Preamble

We, the students of Doña Ana Community College, hereby adopt this Constitution which makes provision for a democratic student government organization. The executive committee will consist of a President, Vice-President, Secretary, and treasurer, duly elected by the Doña Ana Community College student body. The academic divisions will be represented by Senators from within each of the divisions and shall be elected by their constituency from their respective divisions. This student government will provide a communication link with the Doña Ana Community College administration, faculty, and student body. The name of this organization shall be called “Student Government Association of Doña Ana Community College,” hereafter referred to as the SGADACC.

Article II: Purpose

The primary purpose of the SGADACC shall be as follows:

A. To represent the student body of Doña Ana Community College.

B. To encourage cooperation and communication between the students, faculty, administration, and all other campus organizations.

C. To provide a forum for student expression and the exchange of student-faculty views.

D. To enhance the quality of student life at this campus.

E. To develop good citizenship attitudes by performing community service projects.

Article III: Membership

Section 1:

The membership of the Student Government Association shall consist of the following:

A. Executive Committee: The Executive Committee shall consist of the following elected officials:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Senate Leader

B. Senate leader: Senators shall elect, by vote, a Senate leader.

1. The Senate leader will attend all executive board meetings.
2. The Senate leader will work with the Vice-President to assign senator duties.

C. Senators: The Senators shall consist of one (1) representative from each active officially sanctioned club of DACC. Either the president or vice-president of each officially sanctioned club shall be appointed to serve as a senator to SGADACC.

D. Executive Board:

1. The Executive Board shall consist of the SGADACC Executive Committee, the Student Activities Officer, and the Vice President for Student Services.
2. The Executive Board will meet prior to each SGADACC general meeting.

E. SGADACC Senate:

1. The SGADACC Senate will consist of all senators appointed to SGADACC.
2. The SGADACC Senate will meet prior to each SGADACC general meeting. The Senate leader will coordinate and conduct all meetings along with Vice President of SGADACC.

F. Terms of Office: All SGADACC officers and senators shall serve for one (1) year, commencing July 1 and ending June 30 of the following calendar year. Any elected official shall be eligible to remain in office provided that he/she maintain a cumulative GPA of 2.5 for Executive Officers, and 2.0 for Senators.

G. Irreconcilable Differences Between Elected Officials: In the event that irreconcilable differences exist between the elected officials, rendering them unable to work together toward the best interests of the Student Government Association, the Student Activities Officer and the Vice President for Student Services, upon their joint recommendation and at their discretion, may remove any or all elected officials, in order to preserve the continued well-being of the SGADACC. Attendance of each elected or appointed SGADACC officer is mandatory at all meetings. Any officer who is absent from two or more consecutive meetings during one semester without a valid reason shall be sent before the SGADACC Executive Committee for evaluation.

Article IV: Meetings and Committees

Section 1: The SGADACC shall hold general meetings at a minimum of once a month during the fall and spring semesters except during DACC holidays or vacations. At the first regular meeting of each semester, the SGADACC shall determine the time and date of the meetings and set a quorum. All meetings shall be conducted according to Robert’s Rules of Order.

Section 2: Only SGADACC Executive Officers and Senators have the right to vote. Students, advisors, guests, and visitors may have a voice, but no vote. The President’s vote shall be withheld and will be disclosed only in the event of a tie.

Section 3: Any student enrolled at DACC and club advisors may attend any general meeting of the Student Government Association.

Section 4: Standing Committees shall be appointed as necessary by the President of the SGADACC and chaired by an officer or Senator. The chairperson will report to the President of the SGADACC on the committee’s progress and will present recommendations, from the committee to the SGADACC in general meetings. The chairperson shall assist and coordinate the work of the committees.

Article V: Duties

Section 1: The membership of Student Government Association shall consist of the following:

A. Executive Committee: The Executive Committee shall consist of the following elected officials:

1. President
Article VI: Elections

Section 1:
A. Executive Officers shall be elected at large by the general student body at DACC. To be eligible to run for office, a student shall have a cumulative GPA of 2.5 or better, shall be enrolled in a minimum of 6 credits at DACC and have a declared major. DACC Executive Officer candidates must also be in good academic standing and not have any Student Code of Conduct violations as determined by the Vice President for Student Services. During the Spring Semester, it shall be the duty of the President to announce the date of the elections. Within two (2) weeks after the announcement of the elections, each student who desires to become a candidate for executive office must present to the SGADACC a complete petition for candidacy with at least fifty signatures from students of DACC. If a student signs a petition for more than one person for the same office, his/her signature on all such petitions shall be declared void.

B. Senators: The Senators shall consist of one (1) representatives from each active officially sanctioned club of DACC. Either the president or vice-president of each officially sanctioned club shall be appointed to serve as a senator to SGADACC.

C. Senate Leader: Senators shall elect, by vote, a Senate Leader.
   1. The Senate Leader will attend all executive board meetings.
   2. The Senate Leader will work with the Vice-President to assign senator duties.
   3. Terms of Office: All SGADACC officers and senators shall serve for one (1) year, commencing July 1 and ending June 30 of each year.

D. Executive Board
   1. The Executive Board shall consist of the SGADACC Executive Committee, the Senate Leader, the Student Activities Officer, and the Vice President for Student Services.
   2. The Executive Board will meet prior to each SGADACC general meeting.

E. SGADACC Senate
   1. The SGADACC Senate will consist of all senators appointed to SGADACC.
   2. The SGADACC Senate will meet prior to each SGADACC general meeting. The Senate Leader will coordinate and conduct all meetings.

Article VII: Order of Succession

Section 1: Any elected official desiring to resign from the SGADACC shall submit his/her resignation in writing to the President (with copies to the Student Activities Officer, and the Vice President for Student Services), who shall read the letter of resignation under “New Business” for the acknowledgment of the Student Government Association.

In the event of the President’s resignation, the letter will be addressed to the Vice President for Student Services with a copy to the Student Activities Officer. Should the President, in some manner, be rendered temporarily unable to fulfill the duties and discharge the powers of his/her office, authorities, responsibilities and duties of such office, the President will be turned over to the Vice President, and shall revert back to the President upon his/her declaration of fitness to serve. In the event the President should resign or be removed from his/her office, the duties and responsibilities shall be given to the Vice President.

The Vice President for Student Services, Student Activities Officer, Executive Committee, and Senate will determine the order of succession of executive responsibility in the event that both the President and Vice President suffer disability or in some manner become unable to fulfill their responsibilities.

If the Vice President resigns, procedure will be followed per Article VII, Section 1, paragraph 1. If the Vice President is recalled or in some manner rendered unable to fulfill his/her duties, authorities, or responsibilities of such office, the position of the Vice President will be left to the Executive Committee to fill. An announcement will be made within five (5) working days to all DACC Students that the Vice Presidency is vacant. The proper procedures will be followed with a letter of petition submitted within one (1) week after the vacancy has been announced. These petitions will be reviewed by the Executive Committee and all candidates will be given the opportunity to speak before the SGADACC. A quorum is required to vote, and the SGADACC, by secret ballot, will determine who will fill the position of the Vice Presidency. The Executive Committee shall have the power to appoint a Secretary or Treasurer in the event of a resignation, recall, or other circumstance by which the office becomes vacant.

(A) Senator(s) who resigns his/her/their seat or is/are recalled will be replaced by another student in that student club. Applications for the open positions will be reviewed, and the Executive Committee will then appoint a replacement from the applications.

Section 2: A two-thirds majority vote by Student Government Association members is required for the recall of any elected or appointed official.
This recall would be due to the neglect of performance of duties as specified by the Constitution.

**Article VIII: Organizations/Clubs**

**Section 1:** To be chartered through the Student Government Association, an organization shall have a membership of seven or more students, and two (2) community-service or campus projects per semester. Organizations shall submit an application of recognition and a copy of its by-laws to the Student Government Association for membership and recognition at the beginning of each school year.

**Section 2:** For the purpose of obtaining any needed funds, all chartered organizations shall make a request to the Student Government Association in the form of a “Request for Funding” (RFF), which must be presented to the SGADACC at least ten (10) business days prior the next scheduled SGADACC meeting. After the RFF has been reviewed by the Executive Board, it is then presented to the SGADACC at the regular meeting by a Senator representing the organization, group, or person(s). At that time, a vote will be taken and the results announced. Results will be contingent upon club participation as stated above, including representation of club members at general SGADACC meetings in addition to any SGADACC officers who may be club members as well. Any organization failing to conduct business in the best interest of the DACC and not abiding by their By-laws may be recalled from recognition with the SGADACC, thus being denied funds from the Student Government Association. Exception to this policy can be addressed to the SGADACC in a closed meeting.

**Article IX: Budgets**

**Section 1:** The Student Government Association of Doña Ana Community College will adhere to expenditure procedures as outlined in the NMSU Business Policies and Procedures Manual. Financial records shall be maintained by the Doña Ana Community College Finance Office. The Finance Office shall provide monthly reports of all transactions to the treasurer of the Student Government Association so that an accurate record of finances can be recorded by the SGADACC. All funds shall be distributed through the DACC Finance office.

**Section 2:** Student Government Association monies must be expended according to the following guidelines:

A. Annual expense budget will be prepared and approved by the SGADACC and the executive board before any expenditure can be disbursed.

B. The President and the treasurer are the only persons who can sign request for funding/purchase orders for expenditures approved by the Student Government Association.

C. All expenditures require the signature of either the President, the Treasurer, or the Student Activities Officer.

D. Expenditures in excess of $250 require a request for Funding (with signatures) and a purchase order signed by the Vice President for Student Services.

E. Expenditures in excess of $1,500 require competitive quotes and should be coordinated with the Vice President for Student Services and the Vice President for Business and Finance.

**Article X: Payment to Officers and Senators**

**Section 1:** The Vice President for Student Services and the Student Activities Officer shall agree on a set amount to be paid each Executive Officer on an annual basis. Payments to officers will be disbursed according to Human Resources Policy.

**Section 2:** The Vice President for Student Services and the Student Activities Officer shall agree on a set amount to be paid each Senator on a semester basis.

**Article XI: Emergency Action Clause**

**Section 1:** The Executive Committee shall establish regular meeting times for themselves to discuss agendas and other issues which need to be presented to the general membership. The Executive Committee shall have the power to act in the name of the Student Government Association in situations where the membership cannot be called into session and immediate action is necessary. The Executive Committee shall report any action taken to the general membership at the next scheduled meeting.

**Section 2:** The President has executive power to make decisions in the name of the Student Government Association in a situation where the Executive Committee cannot be called into session and when immediate action is necessary. The President shall report any action taken to the Student Activities Officer and the Vice President for Student Services. The President shall report any action taken at the next regular scheduled Student Government Association meeting.

**Article XII: Amendments to Constitution**

**Section 1:** This Constitution can be amended or revised by a two-thirds (2/3) majority vote of the membership of the Student Government Association. The proposed amendment or revision shall be typed and presented at the next general meeting of the Student Government Association. The proposed amendment(s) or revision(s) shall not be discussed or voted upon until the next general meeting. If passed, the proposed amendment(s) or revision(s) will be reviewed by the Vice President for Student Services for approval or veto.

**Section 2:** By-laws may be repealed by a two-thirds (2/3) majority vote of the membership of SGADACC. The proposed repeal shall be typed and submitted to the Associated Student membership at the next general meeting. The proposed repeal shall not be discussed or voted upon until the next general meeting. If passed, the proposed repeal shall be reviewed by the Vice President for Student Services for approval or veto.