

# BYLAWS



**DAYTONA STATE COLLEGE**  
**Student Government Association**  
**Revised January 2015**

## **ARTICLE I**

### **Purpose and Scope of By-laws**

The purpose of the SGA by-laws is to supplement the SGA Constitution by providing more specific guidelines and procedures for officers and members. The SGA constitution shall supersede the by-laws if any conflicts arise between the SGA by-laws and the constitution.

## **ARTICLE II**

### **Non-Discrimination**

The Student Government Association shall adhere to the college's non-discrimination statement, which prohibits discrimination and assures equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, ancestry, belief, color, disability, ethnicity, genetic information, gender, marital status, national origin, political affiliation, race, religion, sex, and veteran status.

## **ARTICLE III**

### **Membership**

Students who are currently enrolled in college credit courses at Daytona State College and meet the requirements described in the SGA Constitution shall be eligible for officer or student representative positions in the Student Government Association. All currently enrolled college credit students shall be considered members of the Student Government Association and shall be eligible to vote in elections for SGA officers and any other college wide votes sponsored by SGA. There shall be no membership dues.

### **Hazing**

Daytona State College prohibits hazing of any individual, club or organization. Hazing is defined, but not limited to:

Any brutality of a physical nature, including whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, drink or any other substance; any forced physical activity which could adversely affect the physical health or safety of an individual.

Any activity, which would subject an individual to extreme mental stress, also is considered hazing. This includes sleep deprivation, forced exclusion from social contact, forced conduct, which could result in extreme embarrassment, or any other forced activity, which could affect the mental health or dignity of an individual.

#### **ARTICLE IV Officers**

##### **Officer Qualifications and Term of Office**

SGA members who meet officer qualifications described in the SGA Constitution shall be eligible to hold an office position in SGA. No officer of the SGA may hold more than one concurrent position within the SGA. The term of office shall end at the end of the spring term finals week and the new term shall begin the following weekday after the end of the spring term. All officer responsibilities shall transfer to the newly elected Board. The summer semester is for officer position training, yearly planning, and preparation. The term limit for SGA Executive Board and Senators is two complete academic years. The two-year term limit may be exceeded for one additional year by any officer except the president under the following circumstances:

1. An SGA office is vacant for more than 30 days and no other students have submitted an application to fill the vacant position.
2. The SGA officer seeking the position is in compliance with the constitutional requirements for office, and has followed all procedures for being appointed to fill a vacancy.

Officers must hold a minimum requirement of 5 hours/weekly hours of SGA related work

Office hours are defined as all activities related to the planning, preparation, implementation, and follow up on SGA-approved projects and events.

All SGA Officers must have a minimum of six (6) credit hours online or in the classroom. Branch campus officers must take a minimum of one (1) classroom or lab instruction course per semester at the campus that they represent. Hybrid courses which meet at the officer's respective campus qualify for this requirement.

Officers must be familiar with and adhere to the SGA Office Procedure manual.

Officers must attend regular SGA meetings.

Officers are expected to contact the SGA president or vice president prior to missing any regular SGA meetings. Officers shall be allowed (3) absences per major semester. The fourth absence requires the officer to contact the SGA adviser and schedule a meeting to discuss the officer's status on the board.

An officer who misses more than four meetings without contacting the SGA adviser to discuss extenuating circumstances shall be considered to have vacated his/her office.

Officers must maintain a cumulative GPA of 2.5 or higher in college credit classes.

## **ARTICLE V**

### **Meeting Procedures**

A quorum (at least 50% of members present) is needed to conduct official business.

SGA may have an official meeting if there is less than a quorum with the consent of an advisor.

SGA Officers are expected to attend all meetings in a timely fashion.

An SGA adviser must be present in order for any official business to take place. With prior consent of an adviser, the SGA may have an unofficial meeting where no binding decisions or votes are made.

Branch campus officers may utilize agreed-upon online tools to attend regular SGA meetings. However, branch campus officers must attend regular meetings in person at least 4 times per major semester.

#### Meeting time and Location

The regular time and place will be established by the board members at the beginning of the term.

The president may call a cabinet meeting as needed between regular SGA meetings. The cabinet consists of all vice presidents, the treasurer and the secretary. The cabinet may discuss SGA business, but may not take any official action on proposed projects, events or expenditures of SGA or college funds during a cabinet meeting. These business items must be approved at an official SGA meeting.

#### Order of Business

The order of business at all regular SGA meetings will be

- I. Call to Order
- II. Moment of Silence
- III. Roll Call
- IV. Approval of Minutes
- V. Report of Officers and Advisors
- VI. Guest Speakers
- VII. Committee Reports
- VIII. Unfinished Business
- IX. New Business
- X. Club/Organization Reports
- XI. Open Floor/ Public Participation
- XII. Adjournment

## **Voting during Meetings**

The SGA shall use Parliamentary Procedure (Robert's Rules of Order) as a guide for all voting during SGA meetings. All Officers shall have one equal vote in all regular agenda motions that come before the board. A simple majority of eligible voting officers is required to pass a motion concerning regular SGA business. Motions to amend the SGA Constitution and to impeach an officer, or any other exceptions noted in these by-laws or the SGA Constitution, require a two-thirds majority vote. The president, acting as the meeting chair, shall not vote during meetings, except to break a tie. The Parliamentarian is a non-voting officer. An SGA officer who stands to personally benefit from a vote must abstain from voting. There shall be no voting during open floor, officer reports, or when no adviser is present.

## **Office Procedures and Official Communication:**

All SGA officers must be familiar with the Club Handbook.

All SGA officers are expected to attend club or college committee meetings related to their respective positions, except where meeting times conflict with the officer's class or work schedule.

All SGA members shall use the following office communication process:

As the official spokesperson for the SGA, the SGA president or his/her designee, is responsible for coordinating all communication concerning SGA-approved statements, business, projects, programs, events or activities.

The SGA president shall work closely with an SGA advisor to insure that all communication on behalf of SGA accurately reflects official decisions of the SGA board.

Communication includes but is not limited to hard-copy letters, memos, electronic communications, such as emails, texts and tweets, posters, flyers and broadcast messages.

## ARTICLE VI

### Job Descriptions

All SGA officers must be familiar with their respective job descriptions as outlined in the SGA Constitution. The following is a general description of each position.

#### **President:**

The President shall be responsible for ensuring that proper procedure is followed and shall conduct all meetings of the SGA with a nonpartisan view.

In addition, the President shall:

Act as the official liaison between the SGA and Daytona State Faculty and Administration and shall be responsible for communication and coordination of activities between the two.

Share information with SGA officers and seek their input regarding pending college decisions and provide SGA officers with timely notice of any important college events and activities that may require SGA officers to be present.

Review all SGA documents and sign all financial documents.

Create a weekly Agenda for the official Board Meeting that reflects input from SGA officers.

Make appointments to fill any student vacancies on the board or other positions as deemed necessary by the board.

May veto decisions made by the Board, provided the Assistant Dean of Co-Curricular Activities concurs. The President may not exercise veto power in an impeachment vote, or any vote requiring a two-thirds majority.

He or she shall perform such other duties as outlined in the Constitution and standing rules of order.

**Executive Vice President:**

The Executive Vice President shall act as a direct liaison between Branch Campus Vice Presidents and the SGA. In the event that the President leaves office for any reason, the Executive Vice President shall become President with all duties and privileges held in that office.

The interim President shall appoint a replacement Executive Vice President.

The Executive Vice President shall facilitate and supervise activities and duties of all members of the SGA.

The Executive Vice President shall be responsible for overseeing all projects approved by the entire SGA body.

The Executive Vice President shall perform such other duties as outlined by the Constitution and standing rules of order.

**Executive Secretary:**

The Executive Secretary shall be the official record keeper for the SGA, responsible for recording the roll and minutes at all SGA meetings, and shall receive and distribute all correspondence addressed to SGA. In the event that the President and the Executive President leave office, the Executive Secretary shall become President with all duties and privileges held in that office.

Shall maintain all official documents and records of the SGA.

Shall post copies of the agendas and minutes at predetermined locations and distribute them to all branch campuses, prior to the next SGA meeting.

Shall keep records of votes if called "recording of votes by any SGA board member.

Shall also keep all Events/Project Binders maintained and updated ensuring proper record keeping.

Shall perform all other duties as outlined in the Constitution and standing rules of order.



**Executive Treasurer:**

The Executive Treasurer of SGA shall be responsible for maintaining accurate records of the treasury of SGA.

Shall work with the President, Vice President to prepare an SGA annual Student Activities and Service Fee budget proposal for submission to the Director of Student Activities.

Shall maintain accurate records of SGA fundraising activities and deposits and withdrawals from the SGA's fund-raising account.

Shall be knowledgeable of the club funding process and assist clubs in preparing requests for Student Activities funds.

Shall co-sign all financial documents.

Shall perform such other duties as outlined in the Constitution and standing rules of order.

**Vice Presidents of Branch Campuses (5):**

Each of the branch campus Vice Presidents shall serve as a liaison between their respective branch campuses and the Executive Vice President and SGA President.

Shall work closely with the branch campus administrator to identify student needs and plan events and activities for students.

Shall work closely with the branch campus senators to help in the planning, promotion and implementation of activities and events at their respective campuses.

Shall establish positive working relationships with branch campus student clubs and organizations to encourage student involvement and participation.

Shall gather input from branch campus students on student needs and concerns related to student life and bring those needs and concerns to the attend of the SGA board.

Shall report to the Executive Vice President.

Shall be responsible for distributing flyers, minutes, and general information to their campus.

Shall conduct at least two informal student information-sharing sessions per major semester at their respective campuses in order to gather input from students and to inform students of opportunities for involvement in SGA events and activities.

Each branch campus Vice President is a member of the Executive Board and should none of the other Executive Officers be present, then the branch campus Vice President shall perform the duties of President in the order of DeLand, Flagler/Palm Coast, Deltona, New Smyrna Beach, and the Advanced Technology College.

The branch campus Vice President shall perform such other duties as outlined in the Constitution and by the Campus Provost.

**Senator of Student Activities:**

The Senator of Activities shall be responsible for working with the President and Executive Vice President in drafting and implementing ideas for events and activities that represent the student bodies' needs and ideas.

Shall coordinate with the Senator of Public Relations in planning and promoting student events and activities.

Shall work closely with campus clubs and help plan campus activities.

Shall be familiar with procedures for planning and implementing student events and activities on campus and share that information with SGA and other clubs and organizations.

Shall perform such other duties as outlined in the Constitution and standing rules of order.

**Senator of Public Relations:**

The Senator of Public Relations shall be responsible for promoting the SGA goals and objectives, events and activities to students, faculty, staff, administrators, as well as the surrounding communities.

Shall coordinate all SGA promotional and advertising activities.

Shall act as a liaison between the SGA and the Marketing Department, and In-Motion for coordination and communication.

Shall coordinate promotional efforts in all forms of media, from print to online, including the News4U broadcasting system.

Shall perform such other duties as outlined in the bylaws and standing rules of order.

**Senator of Athletics:**

The Senator of Athletics shall serve as the liaison between the SGA and the Athletics department, coordinating activities between the two.

Shall encourage student participation in campus athletic programs, including Intramurals and Intercollegiate Athletics.

Shall responsible for representing SGA at the Athletic Committee.

Shall perform such other duties as outlined in the Constitution and standing rules of order.

**Senator of Academic Affairs and Student Services:**

Shall evaluate and act as an advocate for students' interests in services being offered by departments such as Food Services, Security, the Bookstore, Counseling Center, Physical Plant, and Disabled Student Services to ensure that the needs of the students are properly met.

Shall responsible for representing or appointing a student to the Academic Standards Committee.

Shall also be responsible for representing student interests in matters concerning curriculum, tutoring, grading resources, student faculty relations, tuition, and financial aid.

Shall perform such duties as outlined in the Constitution and standing rules of order.

**Parliamentarian:**

The Parliamentarian shall advise the Presiding Officer on procedures and proper business conduct during the Board Meeting to ensure that those procedures are followed and state rulings of controversial votes and elections.

The Parliamentarian shall:

Act impartially and officially with Robert's Rules of Order to ensure proper parliamentary procedure is followed in all meetings of the SGA.

Advise the Presiding Officer when an error occurs in meeting procedures and to suggest corrective action.

Be a non-voting officer of the SGA, appointed by the President

Act as Sergeant of Arms during each SGA meeting.

Perform such other duties as outlined in the Constitution and the standing rules of order.

Work in conjunction with the Executive Secretary to prepare all official documents and maintain Event/Project Binders and prepare paperwork for all SGA Board Meetings and maintain the office working environment.

**Historian:**

The Historian shall be responsible for gathering all public materials related to the SGA and maintaining the SGA photo scrapbook and Historian related documents and reports to the President.

Shall compile a competitive scrapbook that complies with FCSSGA guidelines that can be accessed on the FCSSGA website.

Shall collect articles from InMotion, The News-Journal, and other media sources and place them in a binder for future reference.

Shall be responsible for updating the SGA bulletin board outside the SGA office and social networking sites.

Shall coordinate with the Senator of Public Relations, to ensure that proper documentation is being kept and sent out that relates to SGA.

Shall assist the Senator of Public Relations with marketing, advertising and promoting SGA throughout each campus and the community.

**Branch Campus Senators (5):**

Each one of the branch campus's Senators shall serve as a liaison between their respective branch campus and the campus Vice President and help in the planning of activities and events and assist the branch campus Vice President with duties and responsibilities.

Shall be responsible for assisting the Branch Campus Vice Presidents with projects on that campus, and shall report directly to the branch campus Vice President.

Shall be responsible for distributing flyers, minutes, and general information to their campus.

Shall assist the Branch Campus Vice president in conducting information-sharing sessions.

Shall perform such other duties as outlined in the constitution and by the Campus Provost.

**Campus Representatives:**

The Campus Representatives are encouraged to participate with SGA and all its functions.

Campus Representatives are comprised of any student that is willing to participate. This position is a non-voting position. The Campus Representatives are encouraged to voice concerns and opinions and attend the various conferences that build leadership skills, etc.

## **ARTICLE VII**

### **Elections**

All currently enrolled college credit students may vote in the elections, which are held online. All voting shall be cast by secret ballot.

Candidates must meet officer enrollment and GPA requirements described in ARTICLE IV in order to qualify for office.

The following procedures and rules are established to govern all Daytona State College Student Government Elections. These rules outline the scope and authority of the Election Committee that will oversee all SGA elections and any other special called elections involving the general student body of Daytona State College.

#### **Candidates**

A candidate shall be defined as anyone who has completed and submitted an SGA candidate application to the Elections Committee. The election rules apply to all candidates, as well as any person who acts on behalf of a candidate.

#### **Campaigning**

Campaigning shall be defined as any activities by a candidate or a person on behalf of a candidate that promotes, supports or furthers the candidate's cause. This includes but is not limited to public or private solicitation of votes for a particular candidate, slate of candidates, issues involved in the election or referendum on the elections ballot.

SGA elections are conducted online. Therefore, a polling location shall be defined as any college-owned, internet-enabled device, computer or computer system that is operating during the polling period.

Campaigning shall not be permitted on campus on the day of elections. Campaigning shall not be allowed prior to the completion of all requirements for candidates established by the Elections Committee. To ensure transparency, the Elections Committee will publish a comprehensive list of all candidates up till the day of elections. Registration for elections will close at a date established by the Elections Committee,

to be published and made public to the student body. All candidates are required to submit candidate application forms to the Elections Committee within the deadlines established by the committee and must attend an orientation meeting.

#### Materials:

Campaign materials shall be defined as any audio or visual messages that promote, support or further a candidate's cause, solicit votes for a candidate, slate of candidates, issues involved in the election or referendum on the elections ballot. This includes but is not limited to messages on hard-copy flyers, posters and placards, clothing, buttons or other materials, as well as electronic messages, such as emails, texts, social media and websites.

All materials to be used in campaigning must be submitted to the election committee for prior approval.

Candidates may not spend more than \$100 on campaign materials, equipment or services. This includes any donations made to candidates. All receipts must be made available to the Elections Committee.

Candidates may not offer gifts to students during the campaign period.

Candidates may not use college copy machines, fax machines or other college-owned equipment, services or resources for the purpose of campaigning.

Candidates may not do any form of writing on boards in College classrooms for their campaign.

Candidates may use any form of public chalking for their campaign with the prior written consent of campus safety and co-curricular activities, to be shown to and approved by the Elections Committee.

Candidates may use bulletin boards with prior written consent of said board's building and co-curricular activities, to be shown and approved by the Elections Committee.

Campaign material may only be posted or published in areas mandated as acceptable by the Elections Committee.

Candidates may not alter, deface or remove another person's campaign materials.

Candidates are responsible for removing all campaign materials within 5 working days of the election.

## **Elections Committee**

The Elections Committee shall be made up of no more than ten students and no fewer than three students who are not affiliated with any candidate or campaign. The Elections Committee shall be constituted by those students willing and able to participate and subject to the approval of the SGA adviser.

The role of the Elections Committee shall be to establish the polling period and promote the election, as well as set all deadlines related to the election, conduct the campaign and election period in a transparent and fair manner, review all candidates and campaign material.

The committee shall ensure the election process is consistent with the SGA Constitution and bylaws and shall respond to any alleged violations of election rules.

The Elections Committee shall schedule a candidate orientation that all candidates must attend.

The Election Committee shall announce the results of the election. The winner of each race is determined by a simple majority of votes if there are no more than two candidates in a particular race. If there are more than two candidates, the winner is determined by a plurality of votes. A tie vote between two or more candidates shall be decided by a runoff election.

### **Runoff or Special Elections**

The Elections Committee shall conduct any runoff or special elections as required by the SGA Constitution.

## **Election Grievances**

Any student who feels that a violation of election rules has occurred may file a written and signed grievance with the Elections Committee. Any student who files a grievance is responsible for providing any supporting evidence to the committee. The grievance must be filed within 5 working days after the election results have been announced.

The Elections Committee shall interview both the student who filed the grievance and the party or parties who have been accused of a violation of the election rules.



The Election Committee may conduct further interviews and take any of the following actions:

- Determine that a violation of the Election Code did not occur and consider the matter closed.
- Determine that a violation of the Election Code did occur but was not of a serious nature. In this event the Election Committee shall determine that a sanction is deemed unnecessary.
- Determine that a violation of the Election Code did occur and was of a serious nature. In this event the Election Committee shall take one of the following actions.
  - Disqualify the candidate:

If the disqualified candidate received the majority of the votes cast in the election, a new election between all other candidates shall be held.

If a candidate other than the disqualified receives a majority of the votes counted, including those votes for the disqualified candidate, the election results shall stand.

If a candidate is disqualified and he/she is one of only two candidates, the candidate remaining shall be declared the victor.

The Election Committee shall report its decision to the SGA Adviser.

If the candidate is disqualified for campaign violations, the candidate may appeal the committee's decision to the SGA Adviser. The Vice President of Student Development shall make the final decision on an appeal.

- Determine that the election should be invalidated and a new election should be held.

## **ARTICLE VIII**

### **Grievance Procedure**

Any currently enrolled student who is in good standing with the college's Code of Conduct may file a grievance against an SGA Officer. The written grievance, signed by the accuser, and supporting documentation, must be presented in a sealed envelope to the Assistant Dean of Co-Curricular Activities. The Assistant Dean shall review the grievance and determine whether

the grievance should be addressed informally, forwarded to the SGA to address according to the Constitutional provisions, or forwarded to the college's Judicial Affairs Office.

## **ARTICLE VIII**

### **Impeachment Procedure**

Any current SGA officer who is in compliance with the SGA constitution and bylaws may bring a charge of impeachment against another SGA officer. The written charge, signed by the accuser, and supporting documentation must be presented in a sealed envelope to the Assistant Dean of Co-Curricular Activities. Upon receipt of the charge, the Assistant Dean shall convene an impeachment inquiry committee made up of at least three students and two administrators. The committee will review the charges and determine whether an SGA impeachment hearing should be held. An SGA impeachment hearing shall consist of all current SGA officers, except the SGA officer who brought the charges and the accused. The accused shall be informed of the allegations and will be given an opportunity to respond to the allegations verbally or in writing. Conviction of the charges shall be determined by a two-thirds majority vote of the SGA. The accused may appeal a conviction to the Vice President of Enrollment and Student Development, whose decision is final.

In the event of a conviction and final decision on appeal, the convicted officer shall be relieved of his or her duties and the vacated position shall be filled according to SGA procedures outlined in the Constitution and by-laws.

In the event of an acquittal, the accused shall remain in office and cannot be tried again on the same charges.