



**Tulsa Community College
Student Government Association
Bylaws**

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Title I: Authority

Section 1. The TCC SGA Bylaws is the document in which the TCC SGA shall abide by; however, if the TCC SGA Bylaws and the TCC SGA Constitution are ever in conflict, the TCC SGA Constitution shall supersede the TCC SGA Bylaws.

Title II: Electoral Process

Section 1. The Executive Cabinet shall be elected through a college-wide election following the week of Spring Break and shall serve for one academic year.

- a. The Executive Cabinet shall consist of seven Executive Cabinet Officers. The President, Vice President, Secretary, Treasurer, and Parliamentarian, Director of Communication and Membership, Director of Public Relation and Marketing.
- b. The Executive Cabinet is granted voting rights within the SGA.

Section 2. Qualifications

- a. The Executive Cabinet must maintain a 3.0 GPA.
 - 1) In accordance with the Americans with Disabilities Act (ADA), any student with a physical/mental impairment that substantially limits major life activity shall be allowed to remain on the Executive Cabinet so long as they maintain a 2.5 GPA.
 - i. The student must have a disability on record with the Accessibility Resources Office.
 - 2) If a freshman (who has not had the opportunity to accumulate an official college GPA) obtains a position on the Executive Cabinet and once their grade is finalized, they do not meet the GPA requirement, then the student shall be recalled, and the runner-up shall automatically take the position on the Executive Cabinet.
- b. Candidates must be available for decided executive meetings.

Section 3. Officers Elections

- a. The week following Spring Break (Monday – Friday) shall be when students are allowed to run for an Executive Cabinet position.
- b. Students shall run for an Executive Cabinet position by completing and submitting the TCC SGA Executive Application on Presence.io
- c. Students may choose to run for only one of the Seven Officer positions.

- d. Only Student Government Officers (either previous or current; from any college or institution) may run for the position of the President.
 - 1) If there are no Student Government Officers (either previous or current; from any college or institution) that run for the position of the President, then only Representatives and Senators (either previous or current; from any college or institution) may run for the position of the President.
 - 2) If there are no Representatives or Senators (either previous or current; from any college or institution) that run for the position of the President, then any enrolled student at TCC may run for the position of the President.
- c. If there are no students who run for an Officer position(s), then said Officer position(s) is to remain vacant/empty until the election process has been completed in full. Afterwards, a special election(s) shall be held to fill the vacant/empty Officer position(s).
- d. The announcement of the official candidates shall be the following Monday.

Section 4. The Town Hall

- a. The day following the announcement of the official candidates there shall be a Town Hall which shall last two hours.
- b. Each candidate shall be given one minute to respond to each question.
- c. The SGA Advisor shall ask the first question and then the floor shall be opened for any enrolled student at the College to ask any appropriate questions until the time runs out.
 - 1. Questions may be directed at all candidates for all Officer positions or directed at all candidates for a specific Officer position.
 - 2. If a question is directed at a specific candidate every other candidate running for the same Officer position shall be given the opportunity to answer the question.

Section 5. Voting

- a. Voting shall be college wide and be held online through Presence.
- b. Voting shall close at the stroke of midnight on Friday the week of the Town Hall.

Section 6. Campaigning

- a. Candidates shall be allowed to campaign verbally and are allowed to hand out the TCC SGA Electoral Process Information Sheet.
- b. Campaigning with anything of monetary value is immiscible and shall result in an automatic disqualification.

Section 7. Appointment

- a. The SGA Advisor shall count the votes of the election and announce the results the following Monday.
- b. Officers elect shall begin a training period from the time that they are elected to their position on or around May 31st
- c. Officers shall be officially sworn into office on the weeks following Finals Week of the Spring term. Officers elect shall serve their term on an academic year.
- d. Any failure to comply with the rules and regulations of the electoral process shall result in the automatic recall of the respective candidate. Any dispute of a failure to comply shall be decided by the SGA.

Title III: Oath of Office

- I _____ promise to abide by the TCC SGA Constitution and Bylaws.
 Promise to use my voice to advocate for all students.
 Promise to conduct my behavior in an ethical manner.
 Promise to be good stewards of student funds.
 Promise to support the success of all students at TCC.
 And promise to work respectfully alongside my constituents.

Title IV: Officer Responsibilities

1. President
 - A. Serves as an ex-officio member of all SGA committees.
 - B. Facilitates and coordinates the activities of the association.
 - C. Does everything possible to assist other officers and members.
 - D. Ensures that the meeting agenda is followed in a timely manner.
 - E. Remains knowledgeable of all committee meetings and activities.
 - F. Ensures that all members have an equal opportunity to voice their opinions.
 - G. Acts as a non-voting member during SGA general meetings except in the presence of a tie.

- H. Conducts all SGA general meetings and SGA executive meetings in accordance with Robert's Rules while remaining impartial.
- I. If the President is contacted by another officer, or by one of the advisors, the President must respond within two business days.
- J. Attends SGA general meetings, SGA executive meetings, and retreats.

2. Vice President

- A. Assists the President at all public functions of the SGA.
- B. Takes over all of the responsibilities of the President in their absence in an event or in a meeting.
- C. Takes over all of the responsibilities of the secretary in their absence in an event or in a meeting.
- D. If the President resigns or is removed from office, the Vice President will assume the role of the president, and a special election will be held to fill the position of the Vice President.
- E. If the Vice President is contacted by another officer, or by one of the advisors, the Vice President must respond within two business days.
- F. Attends SGA general meetings, SGA executive meetings, and retreats.

3. Secretary

- A. Keeps an official record of the proceedings of the SGA.
- B. Distribute Agenda for general meeting 48 hours before the meeting takes place.
- C. Distributes agendas, minutes, financial report from previous meetings.
- D. Submit the minutes to Student life, and upload to Precense.io within five days after the original meeting.
- E. If the secretary is contacted by another officer, or by one of the advisors, the secretary must respond within two business days.
- F. Attends SGA general meetings, SGA executive meetings, and retreats.

4. Director of Communications and Membership

- A. Communicates opportunities available to administration and the student body when necessary.
- B. Promotes annual election, open positions, or SGA updates to the student body.
- C. Develops tools to gather the opinion of the student body (surveys, polls, etc.).
- D. Develops a recruitment plan for membership and retention.
- E. Works closely with the Parliamentarian to welcome students at SGA general meetings.
- F. Works closely with the Director of Public Relations and Marketing to inform the student body of SGA progress and initiatives.
- G. If the Director of Communications and Membership is contacted by another officer, or by one of the advisors, the Director of Communications and Membership must respond within two business days.
- H. Attends SGA general meetings, SGA executive meetings, and retreats.

5. Treasurer

- A. Acts as the financial advisor of the SGA.
- B. Maintains an up-to-date record of the budget.
- C. Purchases and orders items with the help of the administration.
- D. Provides current budget report during official SGA general meetings and SGA executive meetings.
- E. Promotes and completes Student Organization Funding requests.
- F. Communicates the outcome of Student Organization Funding publicly after a decision is made internally.
- G. If the treasurer is contacted by another officer, or by one of the advisors, the treasurer responds within two business days.
- H. Attends SGA general meetings, SGA executive meetings, and retreats.

6. Parliamentarian

- A. Assists with recording all motions and seconds for the minutes.

- B. Assists in educating and guiding SGA general meetings and SGA executive meetings via Robert's Rules of Order.
- C. Works closely with the secretary when preparing and recording the minutes of SGA general meetings and SGA executive meetings.
- D. Obtains and reports information from the TCC Board of Regents meetings, as well as, information from local, state, and national Higher Education policy.
- E. Works closely with the Director of Communications and Membership to welcome students at SGA general meetings.
- F. If the Parliamentarian is contacted by another officer, or by one of the advisors, the parliamentarian must respond within two business days.
- G. Attends SGA general meetings, SGA executive meetings, and retreats.

7. Director of Public Relations and Marketing

- A. Advertises opportunities, activities that are available for student involvement.
- B. Provides TCC students with an overall awareness of the SGA.
- C. Works closely with Student Life when requesting to make contact on social media platforms.
- D. Keeps a historical record of all activities held by the SGA.
 - a. Prepares a notebook throughout the year that contains at least a pictorial record of association activities as well as an evaluation given by each SGA board member. At the end of each term, the notebook will be handed over to the Student Life to be stored indefinitely for posterity.
- F. Works closely with the Director of Communications and Membership to inform the student body of SGA progress and initiatives.
- G. If the Director of Public Relations and Marketing is contacted by another officer, or by one of the advisors, the Director of Public Relations and Marketing must respond within two business days.
- H. Attends SGA general meetings, SGA executive meetings, and retreats.

Title V: Attendance Policy

1. Tardiness

- A. Tardies will be recorded by the Secretary
- B. Any member will be considered tardy if they enter a meeting after a meeting has been officially called to order.
- C. A tardy will be considered unexcused if the member fails to communicate an excusable reason within one hour after the meeting is adjourned.
- D. All tardy members must report to the Secretary.
- E. If a member receives three tardies, then all of the tardies that follow will be considered unexcused absences.

2. Absence

- A. Absences will be recorded by the Secretary.
- B. An absence will be considered excused if it meets any of the following criteria:
 - a. Family emergencies.
 - b. Dangerous weather conditions.
 - c. Health
 - d. Work.
 - e. Class.
 - f. Clubs.
 - g. School events
 - h. All other excused absences will be at the discretion of the SGA Advisor.
- C. An absence will be considered unexcused if the members fails to communicate an excusable reason an hour before the meeting is called to order.
- D. If a member obtains three unexcused absences, then that member will be automatically recalled for the remainder of their term.

Title VI: Committees

Section 1. There shall be only seven standing committees. These seven standing committees shall belong to the seven Executive Cabinet Officers.

Section 2. The President has the power to form and dissolve ad hoc committees.

Section 3. Ad hoc committees may be formed to accomplish a specific task or function.

Section 4. The President shall appoint the Chair for all ad hoc committees.

Section 5. Ad hoc committees are open to the Representatives, Senators, and Cabinet Officers.

Section 6. The TCC SGA Committee Sheet is the official document for committee meetings.

a. Every committee must complete a TCC SGA Committee Sheet in full.

b. All standing committee chairs are responsible for agenda and minutes.

Section 7. Before the committee can present their proposal at a general SGA meeting, the committee must first submit all documentation to the Executive Committee for review.

Title VII: Recall

1. Grounds for Recall

A. Violation of the SGA Constitution.

B. Violation of the SGA Bylaws.

C. Violation of the SGA Oath.

D. Violation of the Tulsa Community College Student Code of Conduct.

2. Recall Procedure

A. By the use of a motion, recall will be passed with a two-thirds majority vote during a formal general meeting for a representative, or a senator.

B. Recall for executive cabinet officers will be handled by Student Life.

C. Any delegate being considered for recall, will have the opportunity to defend their position through due process. If the delegate cannot be present during the time of recall, the President must notify the individual within 24 hours.

D. A delegate making the charge against another delegate must first report their concerns to Student Life for review prior to any recall vote.

3. Recall Appeal

A. In the event of the recall, the recalled may appeal in writing to the current SGA Advisors.

B. The advisors will review the appeal and make a decision.

4. Re-Election of Officer

A. Any positions that are left open due to recall, resignation, or graduation of an Officer, the position will be filled via special election during the next general meeting where open nominations can be made.

Title VIII: Request for Action

Section 1. A Request for Action (RFA) is the method used to propose ideas to the Student Government Association. Requests may be made by any enrolled student at TCC or any sanctioned student organization at TCC and are available at any Student Life Office or online

- 1) The following procedure must be followed to process an RFA:
 - a. The RFA document must be completed in full, and be sent to the President, where he or she shall assign it to a committee.
 - b. After the committee has reached a decision, it shall be presented to the SGA student body.
 - c. In order for the recommendation to be approved, a majority vote is needed for action.

Article XI: Acceptance of the Bylaws

Section 1. Amendments

- a. If ever there are any proposed changes to the TCC SGA Bylaws, the changes must be documented and presented to the entire SGA general assembly.
- b. The SGA general assembly shall be given ample time to discuss and review the proposed changes to the TCC SGA Bylaws before voting on the proposed changes.

Section 2. The changes to the TCC SGA Bylaws shall become effective when ratified by a two-thirds vote of the current SGA general assembly, and approved by the TCC Administration.