



COCHISE COLLEGE
Student Government Association
Constitution

Preamble

We, the students of Cochise College, hereby establish an association of self-government through this constitution. Our purpose is to dedicate ourselves to promoting equal opportunity education, addressing the welfare and concerns of all students, and advancing higher education across the state of Arizona.

Article I. Name

Section I. The name of this association shall be the “Cochise College Student Government Association,” also known as SGA.

Article II. Purpose

The purpose of the SGA shall be defined as follows:

Section I. To represent all students within the district.

Section II. To promote the well-being of the Cochise College community.

Section III. To act in the manner of an appointed officer of the students.

Section IV. To support civic engagement and on-campus involvement within the local community through student leadership and activities.

Article III. General Duties and Responsibilities

Section I. The Executive Board shall assume all responsibilities, powers, and duties of the SGA (executive, legislative, and judicial) until a Legislative and Judicial Branch can be established, as determined by the Executive Board.

Section II. Any question regarding the democratic procedure not specified in this Constitution will be referenced in Robert’s Rules of Order.

Section III. This constitution shall govern each campus within the district.

Article IV. Membership

Section I. All enrolled students, regardless of course load, academic standing, or campus, are considered members of the Student Government Association and have full rights and responsibilities as outlined by this constitution.

Section II. Any student suspended by Cochise College or currently on academic or disciplinary probation shall not retain membership for the duration of the suspension/probation.

Section III. Members shall have the right to voice their opinions, participate in campus clubs and organizations, and partake in any event otherwise provided for by the outline of this Constitution.

Section IV. No member or officer of the SGA shall face discrimination based on race, color, religion, national origin, citizenship, sex, sexual orientation, age, disability, veteran status, or any other protected status under the law.

Section V. SGA adheres to Cochise College Policy 1029: Title IX and Sexual Harassment Compliance.

Section VI. Any disputes regarding the membership guidelines (Article III) can be brought to the Executive Board's attention, and the dispute's validity shall be determined by the evidence provided.

Article V. Executive Board

Section I. The officers of the SGA shall be known as the Executive Board.

Section II. Each Cochise College Campus should establish an SGA Executive Board.

Section III. The Executive Board shall consist of the following offices: President, Vice President of Campus, Secretary, Treasurer, Vice President of Student Programming, and Vice President of Public Relations.

Section IV. An application/interview process shall select the Executive Board.

I. The application process shall begin no later than the first day of May and continue until the second Friday in July or until such a time as a sufficient number of candidates have been acquired.

II. Interviews shall be conducted by the SGA advisor(s), an unaffiliated (with the SGA) member of faculty or staff, and at least two members of the student body who are not applying for office.

III. Serving officers should be announced at the beginning of each semester.

Section V. All SGA Officers shall complete training during the summer before the beginning of their office term or before entering office. All SGA officers should start the office term the week before the beginning of the new academic year (not including the summer) and complete their term the Friday following Commencement.

Section VI. SGA Officers can serve in office for more than one term (one academic year). Subject to good academic standing and work performance. Students seeking another term in office must complete the entire application process.

Section VII. Any students seeking appointment to the Executive Board must have a cumulative 3.0 grade point average at Cochise College by the time they take office and maintain a 2.75 cumulative grade point average during the duration of their term in office (Fall and Spring semesters). Failure to maintain a 2.75 cumulative grade point average may result in a probationary period or the revocation of continued service as an officer for the following semester.

Section VIII. Officers shall not hold offices in any other student organization/club. The only exception that shall be made to this rule is for any officer who is appointed to the Board of Directors for the Arizona Students Association or Arizona State organizations.

Article VI. Duties of the Executive Board

Section I. The SGA shall meet regularly and as necessary, except during vacations, and shall attend special meetings as may be called by the SGA President.

Section II. Each SGA officer shall have one vote per deliberation at the SGA meeting, if any.

Section III. SGA officers shall post at least ten service hours per week, at least six of which must be within SGA office hours. The remaining hours will be utilized for meetings, organizing SGA events, and helping with other Cochise College events and club activities.

Section IV. The SGA shall be responsible for the representation of students on the Cochise College committees as requested.

Section V. The individual duties of the Executive Board officers shall be as follows:

I. The President shall:

- a. Preside at all SGA Executive Board meetings and general public meetings.
- b. Shall appoint and dissolve committees from within and outside SGA as deemed necessary.
- c. Call special meetings of the SGA and preside over them.
- d. Plan and prepare all materials for the SGA meetings and share the agenda 24 hours before the meeting.
- e. Act as the official representative of the students of Cochise College and attend monthly Cochise College Governing Board Meetings.
- f. Assure accuracy and sign all legislation passed by the SGA.

- g. Exercise such powers that the SGA has granted under this constitution.
- h. Administrate the allowances of this Constitution and legislation that are in effect.
- i. Stay aware of issues on and off campus that affect student life and report to the SGA to prepare any necessary legislation.
- j. When necessary, meet with faculty and administration to learn about current developments in college policy.
- k. Keep the SGA informed of current developments in college policy.
- l. Assist other SGA officers and members as needed.

II. The Vice President shall:

- a. Serve as a representative of student interest.
- b. Stay aware of issues on and off campus that affect student life at their campus and report to the SGA to prepare the necessary legislation.
- c. Act as the official representative of the students at the Cochise College Senate and attend monthly meetings.
- d. Assume the duties of the President in the event of the President's absence.
- e. Succeed to that office upon the President's permanent vacancy.
- f. Perform other such duties that the President may-entrust.
- g. Assist in the preparation of the agenda for all the clubs' meetings.
- h. Plan, prepare, and share all materials for the All Clubs meeting 24 hours before the meeting.
- i. Act as liaison between SGA and campus clubs. As a liaison, the Vice President should notify campus clubs of cancellations, updates, and announcements from SGA meetings and functions.
- j. Act as the official representative of the students of Cochise College and attend monthly Cochise College Governing Board Meetings in the absence of the President.
- k. Assist other SGA officers & members as needed.

III. The Secretary shall:

- a. Serve as the official correspondent for the SGA and Executive Board.
- b. Keep and maintain minutes of the Executive Board and All Clubs Meetings and make such minutes available for review.
- c. Correspond with active SGA members.
- d. Responsible for record-keeping and documenting events pre and post-assessments.
- e. Be responsible for maintaining all files on the various student events, and activities, including but not limited to historical documents for archives.
- f. Be responsible for the maintenance of all files on the various student clubs.
- g. Be responsible for collecting and returning all necessary correspondence, documents, etc.
- h. Follow up on any absences of clubs and organizations from All Clubs meetings organized by SGA.

- i. Assist other SGA officers & members as needed.

IV. The Treasurer shall:

- a. Maintain accurate and detailed financial records.
- b. Develop and manage a fundraising database for SGA and Student Clubs.
- c. Provide and review a monthly financial report outlining the SGA event budget.
- d. Provide and review a monthly financial report outlining a summary of changes to clubs and organizations' accounts.
- e. Work with the SGA Advisor on financial transactions.
- f. Keep all student clubs and organizations using student funds apprised of college financial procedures.
- g. Have financial records available for review within 48 hours of a written request from Cochise College officials and students.
- h. Be responsible for maintaining club funds.
- i. Assist Treasurers of the student clubs and organizations as needed.
- j. Assist other SGA officers & members as needed.

V. Vice President of Public Relations shall:

- a. With the help of other SGA Officers, coordinate the execution of all SGA marketing endeavors.
- b. Responsible for representing and corresponding with the student body that attends the Cochise College centers: Benson, Downtown, Fort Huachuca, and Willcox.
- c. Help with planning and organizing events at centers as per student body request.
- d. Promote student life events at Cochise College Centers.
- e. Responsible for publicizing SGA-authorized events.
- f. Responsible for the upkeep of the SGA website.
- g. Responsible for composing and editing SGA publications, including but not limited to the Can Chats.
- h. Responsible for the upkeep of the SGA social media accounts.
- i. Assist student clubs and organizations with marketing endeavors
- j. Meet with faculty, staff, and administration to keep the SGA apprised of current developments in Cochise College marketing/enrollment management initiatives when necessary.
- k. Assist other SGA officers & members as needed.

VI. Vice President of Student Programming shall:

- a. With the help of the SGA officers, coordinate the planning and execution of all social, cultural, academic, and special events authorized by the SGA at primary campus.

- b. Appoint tasks to student helpers at events and activities
- c. Responsible for monitoring master calendar events on a monthly basis.
- d. Work directly with the Vice President of Public Relations to provide information for marketing and advertising.
- e. Communicate with Club Advisors any need for materials, services, etc., for pending programs/events with proper advance notice.
- f. Develop and maintain a tool to properly assess each program/event.
- g. Responsible for collecting event planning documents.
- h. Maintain records for review detailing all current and future events.
- i. Prepare a semester activities calendar for publication.
- j. Report to SGA any issues on and off campus that affect student life.
- k. Meet regularly with SGA Vice-President of Campus
- l. Assist other SGA officers & members as needed.

Article VII. Officer Compensation

Section I. Each SGA Officer shall, for each academic semester (Fall and Spring) in office, receive a general scholarship amounting to regular tuition (resident) rate not to exceed 15 units for classes completed with a passing grade, to be used towards tuition and other student expenses.

Section II. Each SGA Officer shall additionally receive a \$250.00 stipend to be paid at the end of each regular semester (Fall and Spring).

Section III. If an SGA Officer should enter or leave an office mid-semester, both the stipend compensation and the general scholarship will be prorated and distributed according to the amount of time in office.

Article VIII. Student Clubs and Organizations

Section I. All Cochise College student clubs and organizations shall be held directly responsible to the SGA.

Section II. Definition of Student Organization:

- I. Recognized formal entity at the college.
- II. Focuses on advocacy, representation, or service within the student body.
- III. Has a structured leadership team, constitution, and formal membership process.
- IV. Engages in broader campus initiatives and may have official affiliations.

Section III. Definition of Student Club:

- I. Semi-formal group of students with common interests.
- II. Centers around activities, hobbies, sports, or social causes.
- III. Less formal structure compared to student organizations.
- IV. Primarily for social interactions, skill-building, or recreational purposes.

Section III. Student Clubs and Organization Key Differences:

- I. Formality: Student organizations are more structured, while student clubs are more flexible. Both require a minimum of five students to be active and an advisor.
- II. Purpose: Student organizations focus on advocacy or service, while student clubs focus on shared interests or activities.
- III. Recognition: Student organizations and clubs are officially recognized by the college, whereas both clubs and organizations must have a constitution.
- IV. Involvement: Student organizations engage in campus initiatives, while student clubs provide platforms for social or interest-based activities.

Section IV. SGA is responsible for granting charters to new student clubs and organizations.

- I. Approve new student clubs and organizations seeking funding.
- II. Approve student clubs and organizations that wish to maintain active status.
- III. Approve requests for funds from student clubs and organizations, as long as the event will benefit the entire student body.
- IV. Keep an account for student clubs and organizations allocated funds to ensure proper disbursement of funds.
- V. Maintain a list of all student club and organization members.
 - a. Clubs and organizations must submit the roster to the SGA by no later than the last Friday in September for the Fall semester and no later than the last Friday in February for the Spring semester to be recognized as official by the SGA.
 - b. Any changes to student club/organization officer positions must be reported to the SGA immediately.
- VI. Allocate up to \$1000 annually, or \$500 each semester, to all officially recognized and chartered student clubs per academic year upon submission of the Club Event/Budget Request form.
- VII. Allocate additional funding to student clubs and organizations on an ad hoc basis.
- VIII. Approve any dues collected for an officially recognized and chartered club/organization.

Section II. Student Clubs and Organizations active status and funding

- I. Appoint a student club/organization member to serve as a representative.
- II. Have an advisor approved by the Executive Dean of Community Engagement.
- III. Maintain an active membership of no less than five students.
 - a. Active membership is defined as students who attend at least half of the student club's regularly scheduled meetings and/or activities each semester.
- IV. Maintain at least three officer positions held by students, including, but not limited to, president, treasurer, and secretary.
- V. Clubs and organization officer/member rosters must be submitted to SGA every semester as follows:
 - a. The last Friday in September for the Fall semester.
 - b. The last Friday in February for the Spring semester.
- VI. Have representation at the monthly All Club Meetings.
- VII. Participate in a minimum of two events organized by the SGA per semester.
- VIII. Organize at least one independent event per semester.

Section III. SGA Members can form new student clubs and organizations at any point throughout the academic year with majority approval from the SGA Executive Board. New club/organization development documentation, as appointed by the SGA Executive Board, must be submitted to be considered for approval and active status recognition as follows:

- a. Fall recognition by no later than the first Friday in October.
- b. Spring recognition by no later than the first Friday in March.

Documentation submitted after the previously mentioned deadlines will be considered for approval and active status recognition the following semester.

Section IV. Student clubs that have not maintained active status for two consecutive regular academic year (Fall & Spring) semesters will be considered inoperative.

Section V. SGA Executive Board student organization active status recognition decisions may be appealed to the SGA Executive Board Advisor within thirty days of the decision.

Article IX. Student Club Advisors

Section I. All Student Clubs must have an approved faculty or staff advisor to maintain active status.

Section II. All Student Club Advisors shall, for each academic semester, receive a \$750.00 stipend upon meeting the following requirements:

- I. The student Club Advisor has obtained approval from his/her supervisor to serve as an authorized student club advisor.
- II. The authorized student Club Advisor shall attend each of their club's meetings and may appoint a replacement in the event of absence formal decisions can be made if the Advisor is not present at the club/organization meeting.
- III. The Advisor must support all club activities by attendance and participation in its entirety or by assigning an appointee in their absence.
- IV. The Club Advisor must be available to give advice and answer questions.
- V. The Club Advisor is responsible for ensuring all requirements to maintain active student club status are met.
- VI. The Club Advisor shall represent the interests of the authorized organization before faculty and administrative groups.
- VII. The Club Advisor must be a full-time exempt faculty or staff member.
- VIII. The Club Advisor is not permitted to advise more than one student club.
- IX. After each semester, the Club Advisor must submit a report detailing their work with the student club to the SGA.
- X. Failure of the Club Advisor to faithfully complete their responsibilities could result in revocation of the organization's charter, allocated funds, and/or pro-rating of stipend.

Section III. Student Club Members can petition the SGA Executive Board for removal/replacement of their respective student club advisor under the following conditions:

- I. There is compelling evidence that the club advisor is not fulfilling duties as outlined in Article VIII, Section II; or,
- II. There is compelling evidence that the club advisor's interests in the student club are not beneficial to the promotion of co-curricular life for the student body or,
- III. A unanimous vote for club advisor removal/replacement has been obtained from the student club's officer board, and a majority vote for removal/replacement has been obtained from the student club's active members.

Section IV. Student Club Advisor removal/replacement must be approved by a majority vote of the SGA Executive Board and approved by the SGA Advisor.

Section V. Student Club Advisors can appeal removal/replacement decisions to the Executive Dean of Community Engagement within two weeks.

Article X. Student Club Funding

Section I. The SGA will allocate up to \$1000 per academic year, or \$500 per semester, to any chartered student club/organization that meets the following requirements:

- I. The chartered student club must exhibit a history of reasonable effort to maintain all guidelines detailed in Article VII, Section II.
- II. The chartered student club must submit a Club Event/Budget Request form three weeks before the event or activity.
- III. All events/fundraisers and budget requests must be approved by the SGA and Executive Dean of Community Engagement prior to the event/fundraiser date.
- IV. Allocated funds must be used as detailed in the budget submitted to the SGA for approval.
- V. Allocated funds cannot be used for scholarships, stipends, or donations.
- VI. Allocated funds are used explicitly for events, initiatives, and operations that will benefit the Cochise College student body.

Section II. Non-students interested in participating in student clubs must pay dues, set by the student clubs/organization and approved by the SGA Executive Board, to hold a student club membership.

- I. Non-student club members are not permitted to hold officer positions in student clubs.
- II. Non-student club members are not permitted to be transported via Cochise College transportation to student club events or engagements.
- III. Non-student club members must adhere to social standards as detailed in Cochise College Policy 4006.
- IV. Due rates will be determined by the student club's historical per-individual spending and will be no less than \$5.

Section III. Student clubs can request additional funding after budget approvals on an ad hoc basis.

I. Ad hoc funding requests must be presented at an official SGA meeting and require a majority vote from the Executive Board for approval.

Section IV. A request must be submitted by the treasurer of a student club, no later than the first Friday in May, to the SGA Executive Board Treasurer for any remaining student club funds to be carried over to the next academic year. With the exception of extenuating circumstances, only funds raised money will be considered for carry-over into the next academic year. All student club allocated funds not used by the end of the academic year and not approved for carry-over will be rolled into the Cochise College general fund.

Article XI: Programming Guidelines

Section I. All events/trips/fundraisers sponsored by student clubs must be approved by SGA at least one full week before the engagement.

Section II. All student club events held outside of regularly scheduled meetings and member-only activities will be open to the full student body.

Section III. Events open to the community must incorporate an educational component or service component.

Section IV. All field trips must incorporate an educational component or service component.

Section V. With the exception of study breaks and graduation/award ceremonies, no student events or field trips are permitted the full week preceding finals or during finals. A study break is defined as an event that is open to the entire student body but is also exclusive to the student body, free food/snacks must be provided, participants can come and go without making a significant time commitment, and the event must be relatively self-sufficient (requires only a minimal time commitment from the hosting club/organization members).

Section VI. All off-campus or on-campus community-based performances, exhibitions, and showcases are subject to oversight and approval by the Cochise College Community Engagement Committee.

Section VII. All events and activities must comply with the conduct and documentation requirements outlined in Cochise College Administrative and Governing Board Policies.

Article XII. Amending Procedure

Section I. Amendments may be added to this constitution by a majority vote of the Executive Board member, followed by approval from the Executive Dean of Community Engagement.

Section II. Constitutional bylaws may be amended or changed by a majority vote of every Executive Board member, followed by approval from the Executive Dean of Community Engagement.

Section III. A majority vote of every Executive Board member may revoke any amendments or bylaws. Followed by approval from the Executive Dean of Community Engagement.

Section IV. The Executive Board President must sign any amendments, bylaws, revocations, etc.

Article XIII. Vacancies/Disciplinary Actions

Section I. All vacancies within the Executive Board shall be filled at the discretion of the Executive Board and SGA Advisor(s).

Section II. Failure to fulfill the duties of the SGA Executive Board office may result in termination from office. The Cochise College Administration and the SGA advisor(s) will decide on terminable offenses.

Section III. The SGA Advisor(s) reports to the Executive Dean of Community Engagement. The Advisor(s) shall attend all SGA meetings and events. The duties of the SGA Advisor(s) shall be of their own design.

Section IV. Disciplinary actions against any SGA Executive Board Officer can consist of the following course of actions to be initiated by the SGA advisor(s) or the Executive Dean of Community Engagement in any order responsive to the misconduct.

- I. The officer shall receive an oral warning in the form of individual counsel.
- II. The officer shall receive a written warning, outlining any areas of deficiency, ideas for improvement, and additional comments. All parties shall discuss and sign this.
- III. The officer shall receive a final written warning. This will be discussed and signed by all parties.
- IV. The rebuttal process can be initiated at any time during the disciplinary process but must begin no later than the final written warning. The rebuttal must be written and submitted to the Executive Dean of Community Engagement with courtesy copies forwarded to the SGA advisor(s).
- V. Offenses of a serious nature will result in suspension or removal from the SGA Executive Board Officer position, pending a hearing with the Executive Dean of Community Engagement or designee.
- VI. The SGA Advisors have the authority to initiate the suspension or removal of SGA Officers.

Article XVI. Compliance with College Policies

Section I. The Student Government Association (SGA) shall operate in accordance with all policies and regulations established by Cochise College. Members of the SGA are expected to adhere to the college's Code of Conduct and any other applicable policies governing student clubs and organizations.

Section II. College Policy Adherence: All activities and decisions of the SGA shall align with the mission, values, and policies of Cochise College. The SGA recognizes the

authority of college administration and will cooperate fully with college officials to uphold campus policies and procedures.

Section III. Conflict Resolution: In the event of a conflict between SGA policies and college policies, the SGA shall defer to and abide by the guidelines set forth by Cochise College. Any disputes or concerns regarding policy interpretation or application shall be resolved through communication and collaboration with the Executive Dean of Community Engagement.

Section XI: Policy Review: The SGA shall regularly review and update its governing documents to ensure compliance with changes in college policies and regulations. Proposed amendments to the SGA Constitution must be evaluated for consistency with college guidelines before adoption.

These sections emphasize the commitment of the Student Government Association to operate within the framework of Cochise College policies and regulations, fostering a cooperative relationship with the college administration and promoting accountability and transparency in governance.

For SGA Executive Board Internal Use Only:

Approval Signatures:

<div style="display: flex; align-items: center;"> <div style="font-size: 8px; margin-right: 5px;">DocuSigned by:</div> </div>	4/30/2024
SGA Executive Board President, District-Wide	Date
<div style="display: flex; align-items: center;"> <div style="font-size: 8px; margin-right: 5px;">DocuSigned by:</div> </div>	4/30/2024
Executive Dean of Community Engagement	Date

Previous Approved Revisions:

5/1/2024, 5/30/2019, 8/11/2016, 11/18/2013, 5/22/2013, 4/4/2013, 8/15/2007