

Westmoreland County Community College

Student Government Association Constitution

Written and Approved
July 1978

Amended

June 1979

March 1982

January 1996

June 2002

August 2006

August 2007

Proposed September 2010

STUDENT GOVERNMENT ASSOCIATION
WORKING CONSTITUTION

PREAMBLE

We the students of Westmoreland County Community College, in order to maintain a harmonious relationship among students, faculty, and administration; to encourage extracurricular activities for the benefit of the students and the college; to develop responsible leaders through which the student body may register, by means of a representative and democratic organization, its wishes on matters which concern it; to promote student leadership based on student interest and general welfare needs of our college, do hereby establish this constitution for the Student Government Association of Westmoreland County Community College.

ARTICLE I – NAME AND PURPOSE OF ORGANIZATION

- A. The name of this organization shall be the Student Government Association of Westmoreland County Community College with its abbreviation being SGA.
- B. The Student Government Association shall be the representative voice of the student body of Westmoreland County Community College.

ARTICLE II – SPECIFIC PURPOSE OF ORGANIZATION

- A. To encourage superior standards in academics, leadership, loyalty, honesty, and mutual respect.
- B. To provide an effective means for students to express their wishes on matters directly concerning them and the college.
- C. To encourage student participation and generate student spirit through supporting college, student organization, and extra-curricular activities.
- D. To act in the best interest of the student body at all times and to encourage activities of social, educational, community service and cultural nature.
- E. To provide a means of communication and representation between the student body, the Student Government Association, student organizations, faculty and the administration of the college.
- F. To provide a basis through which the students of Westmoreland County Community College may communicate with the students of other institutions in higher learning.
- G. To recognize and encourage all officially approved student organizations on campus.
- H. To oversee expenditures of funds allocated to the SGA to benefit the student body.
- I. To carry out the provisions of the Constitution.

ARTICLE III – VOTING MEMBERSHIP

Section I

Every student of Westmoreland County Community College becomes a non-voting member of the Student Government Association upon payment of their student services fee. There will be five (5) officers on the SGA Executive Board and a maximum number of Voting Members that match a 1:200 Member to student body ratio.

Section II

Any student enrolled in a credit program at Westmoreland County Community College may be eligible to become an SGA Voting Member provided they follow attendance guidelines as stated in Article V Section VI – Voting Members.

ARTICLE IV – EXECUTIVE BOARD

Section I

- A. The SGA Executive Board shall consist of President, Vice-President, Meeting Secretary, Student Organization Secretary and Treasurer.
- B. These Officers shall perform the duties stated herein in accordance with their respective titles.
- C. Officers of SGA may not be contracted employees of Westmoreland County Community College.

Section II

- A. The Executive Board Officers will be appointed following applications and selection process of the WCCC SGA Appointment Committee as stated in Article VIII – Appointment of Executive Board.

Section III

- A. No individual may hold an SGA Executive Board position for more than (2) years.
- B. No member of SGA may hold more than one SGA Executive Board position at a time.
- C. An SGA Executive Board Officer may not be President or Vice-President of any other WCCC student organization.
- D. An office may be left vacant, with approval from the Advisor and Appointment Committee, if current applicants are deemed unwilling or unable to fill the position.

ARTICLE V – DUTIES

Section I – Executive Board President

- A. The President must be a full-time student and maintain a 2.0 or higher cumulative grade point average.
- B. The President shall call and preside at all SGA meetings.
- C. The President does not have a vote on SGA matters, but they do have the power of veto. The President of the SGA Executive Board must exercise their power of veto at the same meeting in which the motion was passed. This veto power can be overridden by a unanimous vote of the Senate at the next meeting, but not on the same day as the veto was used.
- D. The President shall have the power to establish temporary committees for a specific purpose or as deemed needed or necessary.
- E. The President may participate on any committee.
- F. The President shall post a fixed schedule of a minimum of four (4) hours of availability in the SGA office, per week, excluding meetings.
- G. The President should be a member of the college's Student Affairs Governance Committee and represent the student body at all official college ceremonies.
- H. Should the office of President become vacant, the position will be filled by the Vice-President.
- I. Other duties as assigned or appointed.

Section II – Executive Board Vice-President

- A. The Vice-President must maintain a 2.0 or higher cumulative grade point average.
- B. The Vice-President shall assume the duties of the President in their absence.
- C. The Vice-President shall not have vote on SGA matters, but shall vote in the case of a tie.
- D. The Vice-President will assure SGA Order of Business is followed at all meetings of the SGA, and will assure meetings maintain a professional procedural manner.
- E. The Vice-President shall post a fixed schedule of a minimum of four (4) hours of availability in the SGA office, per week, excluding meetings.
- F. The Vice-President will serve as representative to the WCCC Alumni Association and will act as liaison between the current student body and Alumni Association.
- G. Other duties as assigned or appointed.

Section III – Executive Board Meeting Secretary

- A. The Meeting Secretary must maintain a 2.0 or higher cumulative grade point average.
- B. The Meeting Secretary shall have a vote on all SGA matters.

- C. The Meeting Secretary is responsible for preparing meeting agenda and minutes to be presented at each SGA meeting, to be reviewed by Advisor no later than one day prior to date of meeting.
- D. The Meeting Secretary must have a working knowledge of basic secretarial skills and shall keep a permanent record of all meetings, including Executive Board attendance, agenda, minutes, and voting forms.
- E. The Meeting Secretary will carry on the correspondence pertaining to the affairs of the SGA as designated by the President and be responsible for incoming and outgoing SGA correspondence.
- F. The Meeting Secretary shall post a fixed schedule of a minimum of four (4) hours of availability in the SGA office, per week, excluding meetings.
- G. Other Duties as assigned or appointed.

Section IV – Executive Board Student Organization Secretary

- A. The Student Organization Secretary must maintain a 2.0 or higher cumulative grade point average.
- B. The Student Organization Secretary shall have a vote on all SGA matters.
- C. The Student Organization Secretary must have a working knowledge of basic secretarial skills and shall maintain a permanent record of all organization attendance each SGA meeting.
- D. The Student Organization Secretary is responsible for maintaining a permanent record of all student organization requests and activities.
- E. The Student Organization Secretary shall collect and record all community service project hours and project summaries for all student organizations.
- F. The Student Organization Secretary must keep the SGA files in order and is responsible for safeguarding all documents pertaining to the SGA. They shall insure the availability of these records at all times to the SGA President, student body, and other concerned individuals.
- G. The Student Organization Secretary shall post a fixed schedule of a minimum of four (4) hours of availability in the SGA office, per week, excluding meetings and mandatory events.
- H. Other Duties as assigned or appointed.

Section V – Executive Board Treasurer

- A. The Treasurer must maintain a 2.0 or higher cumulative grade point average.
- B. The Treasurer shall have a vote on all SGA matters.
- C. The Treasurer must have working knowledge of simple accounting skills and shall keep an itemized account of all SGA income, expenditures, donations and allocations.
- D. The Treasurer is responsible for preparing a report of itemized account to be presented at each SGA meeting, to be reviewed by Advisor no later than one day prior to date of meeting.
- E. The Treasurer shall maintain files of all student organization allocation requests.

- F. The Treasurer shall post a fixed schedule of a minimum of four (4) hours availability in the SGA office, per week, excluding meetings and mandatory events.
- G. Other duties as assigned or appointed.

Section VI – Voting Members

- A. All Voting Members must be currently enrolled in a WCCC credit program. .
- B. To receive voting rights, a student must attend two (2) consecutive regularly scheduled SGA meetings.
- C. All Voting Members are expected to responsibly represent the student body, and the Student Government Association as a whole.
- D. Voting members will loose voting rights upon absences of two consecutive regularly scheduled SGA meetings.
- E. Voting rights will carry from semester end to semester beginning.
- F. Voting Members may be presented the opportunity to serve on WCCC Committees at the discretion of the SGA Executive Board.
- G. Other duties as assigned or appointed.

ARTICLE VI – APPOINTMENT OF EXECUTIVE BOARD

Section I – Applications

- A. Applications for open Executive Board Positions will be made available by the SGA Advisor during the last three weeks of each semester.
- B. Applications must be filled out in their entirety and include current WCCC transcript showing cumulate GPA, completed student petition showing signatures of current WCCC students equaling 1% of current WCCC enrollment and one WCCC faculty member in support of appointment and optional recommendation letters from WCCC faculty.
- C. If an Executive Board position should become vacant before the end of a semester, applications may be accepted at the approval of the SGA Advisor.

Section II – SGA Appointment Committee

- A. The SGA Advisor shall be responsible for forming the Appointment Committee.
- B. The Appointment Committee shall consist of no more than three past SGA Presidents, the SGA Advisor, the Coordinator of Student Life and Athletics, and no more than three WCCC Faculty or Staff members.
- C. The Appointment Committee will interview all applicants, discuss the demands and responsibilities of the positions, and will choose the students best suited for each position.

ARTICLE VII – SGA EXECUTIVE BOARD ATTENDANCE

Section I – Meetings

- A. All members of the SGA Executive Board must attend all meetings unless excused by the President or Advisor.
- B. Excused absences will be granted for:
 - 1. Illness
 - 2. Family Illness
 - 3. Emergency Situation
- C. Unexcused absences will result in a Letter of Infraction.

Section II – Office Hours

- A. Weekly SGA office hours, as stated on each Officer's posted fixed schedule, are mandatory unless excused by the President or Advisor.
- B. Excused absences from office hours will be granted for:
 - 1. Illness
 - 2. Family Illness
 - 3. Emergency Situation
- C. Failure to complete posted office hours will result in a Letter of Infraction.
- D. Should an officer's schedule require adjusting, a revised edition must be reviewed with the Advisor and approved before posting.

Section III- Activities

- A. Attendance at major, scheduled SGA activities is mandatory unless excused by the President or Advisor.
- B. Excused absence for a mandatory activity will be granted for:
 - 1. Scheduled class time
 - 2. Scheduled employment
 - 3. Illness
 - 4. Family Illness
 - 5. Emergency Situation
- C. Unexcused absence from a mandatory activity will result in a Letter of Infraction.
- D. Staffing for non-mandatory SGA activities will be organized at a regularly scheduled SGA meeting prior to activity.

ARTICLE VIII – EXECUTIVE BOARD DISMISSAL

Section I – Letter System

- A. Violations of the SGA Constitution or Office Policies and Procedures will result in a Letter of Infraction.
- B. Letters will state infraction of policy and will be mailed directly to Executive Board officer's home address.
- C. As a response, a signed copy must be returned to the SGA President within seven (7) days of the postmarked date.
- D. Letters of Infraction will be cumulative per semester regardless of infraction.
- E. Dismissal from the SGA Executive Board will result for Executive Board Officers upon receiving their third (3rd) Letter of Infraction.

Section II – Immediate Dismissal

The following situations will constitute immediate dismissal from the Student Government Association Executive Board.

- A. A cumulative grade point average that falls below 2.0. (Summer courses may be used to evaluate the cumulative grade point average.)
- B. Failure to respond to a Letter of Infraction, as stated in Article VIII, Section I – Letter System.
- C. Providing false information to the SGA or to the Advisor in any context.
- D. Violation of the Student Code of Conduct as published in the Student Handbook or violation of the SGA Constitution.
- E. Behavior which is disrespectful or disruptive to the betterment of the SGA.
- F. Disregard for a directive given by Advisor or other WCCC Personnel.

ARTICLE IX – EXECUTIVE BOARD RESIGNATION

Any member of the SGA Executive Board wishing to resign from their office may do so in formal letter of intent to the SGA President and Advisor.

ARTICLE X – EXECUTIVE BOARD IMPEACHMENT

Section I – Process

- A. Any member of the Student Government Association Executive Board may be impeached for neglect of duty.
- B. Impeachment proceedings must be accompanied by a petition signed by 2/3 of the SGA voting members.
- C. The member who is the subject of the proceedings must be given at least five (5) days notice that a request for their impeachment will be made.

- D. Such notice shall contain the statement of facts and reasons which would justify impeachment that will be presented to the Judicial Board.
- E. It is the responsibility of the Advisor or their designee to form a committee to act as a Judicial Board to hear the case. The Judicial Board will consist of no more than three (3) contracted WCCC employees and two (2) credit students.
- F. The findings of this committee will be reported back to the SGA.

Section II – Grounds for Impeachment

Grounds for Impeachment will be defined as:

- A. Neglect of Responsibilities
- B. Incompetence
- C. Misdemeanor
- D. Mismanagement of Funds
- E. Violation of the Student Code of Conduct and / or Breach of the SGA Constitution
- F. Disruptive behavior / Negative Behavior

ARTICLE XI – EXECUTIVE BOARD LEAVE OF ABSENCE

Executive Board Officers have the option to take a leave of absence. This would be used in the case that they could no longer complete office hours or attend meetings due to schedule changes, personal or work related issues. This leave of absence would only be granted if proposed in writing to the SGA President and the Advisor, and a meeting of review is scheduled. This leave will only be offered once and only for a maximum time of 14 weeks or one semester. No leave will be available on a continued basis. This leave must be voted upon and accepted by the SGA Senate.

ARTICLE XII – MEETINGS

Section I – Regular Meetings

- A. Regular meetings of the SGA shall be held twice a month, unless otherwise ordered by the Executive Board.
- B. Meetings shall be held on the First and Third Tuesdays of each month at 2:00 PM.
- C. Regular meetings shall be open to the college public.
- D. All recognized student organizations are required to participate at every meeting by sending a maximum of two (2) representatives, as stated in Article XIV, Section III – Student Organization Responsibilities.
- E. If an organization or individual wishes to add a specific item to the agenda, a written request must be received by the SGA Meeting Secretary one week prior to the meeting.

Section II – Voting

- A. One more than half (1/2) of the Senate must be present to vote on all SGA matters.
- B. The Senate shall be made of all Executive Board Members, Voting Members and Student Organization Representatives.
- C. Each student organization represented will receive one vote on matters presented at regular SGA meetings, with abstention for matters directly concerned with their organization.
- D. Executive Board Officers, Voting Members and Student Organization representatives must be in attendance to vote.
- E. On all matters, for a motion to be passed, an approval vote by one plus the majority of the senate present during the SGA meeting must be given.

Section III – SGA Meeting Order of Business

- A. All SGA meetings will follow the SGA Order of Business and will maintain a professional procedural manner.
- B. The SGA Order of Business will be as follows:
 - 1. Roll Call
 - 2. Minutes of the Last Meeting
 - 3. Treasurer's Report
 - 4. Committee Reports
 - 5. Student Organization Reports
 - 6. Old Business
 - 7. New Business
 - 8. Advisor's Notes
 - 9. Open Floor
 - 10. Adjournment
- C. Order will be maintained by the Vice-President.

Section IV – Emergency Meetings

Emergency meetings and special meetings may be called by either the Executive Board, Advisor, or by a written request submitted to an Executive Board Officer by a voting member. The purpose of the meeting shall be stated at the call. Except in cases of emergency, three (3) days notice shall be given. These meetings shall be open to the college public.

Section V – Executive Work Sessions

- A. Executive Work Sessions shall be called by the President to work on business of extreme importance.
- B. Attendance to these work sessions may be limited at the discretion of the Advisor.
- C. The Advisor or their designee may attend all meetings and sessions.
- D. No vote may be taken at an Executive Work Session.

ARTICLE XIII – COMMITTEES

Committees, standing or specific purpose, may be appointed by the Executive Board President, as the SGA shall from time to time deem necessary to carry on the work of the Student Government Association.

ARTICLE XIV – STUDENT ORGANIZATIONS

Section I – Recognition

To become an official WCCC Student Organization, you must be recognized by the WCCC Student Government Association.

- A. Potential organizations can apply for recognition by
 - 1. Obtaining an Advisor
 - a. Advisors are required to be full time WCCC faculty or staff members.
 - b. An advisor volunteers his / her time to work with their organization. He / she holds an interest in the organization's purpose and general goals. They can help identify resources, event and project that may interest the organization members.
 - c. An advisor provides each group with continuity from year to year by remaining actively involved as the "traditional" activities of the group are carried out.
 - d. An advisor helps conduct programs in accordance with the college's policies and procedures.
 - e. An advisor will be responsible for ensuring organization responsibilities are met with timeliness and professionalism.
 - f. An advisor will serve as liaison between members and the Student Activities Office as well as WCCC Administration.
 - 2. Recruit ten (10) potential organization members, willing to sign your application showing intent to join.
 - 3. Complete an Application for Recognition, available through the Student Activities Office.
 - 4. Present Application for Recognition at a regularly scheduled SGA Meeting.

- B. Recognition must be approved via vote of the Senate at a regularly scheduled SGA meeting.
- C. Secondary approval for recognition must be obtained by the Student Activities Office following decision of the Student Government Association.
- D. Final approval for recognition must be obtained from the Vice President of Academic Affairs and Student Services following a decision made by the Student Activities Office.

Section II – Recognition Benefits

Upon Approval, recognized organizations will receive:

- A. Support from the Student Government Association and Student Activities Office
- B. Use of the Student Organization Office and Business Center
 - 1. Organization Mailbox
 - 2. Computer Use
 - 3. Fax Machine privileges
 - 4. Telephone privileges
 - 5. Necessary general office supplies for non-event use
 - 6. File storage in allotted space
- C. Voting rights at official SGA meetings
- D. Working Account through WCCC account Department
 - 1. Organizations are not permitted to acquire an off campus bank account
- E. Posting / Advertising Rights – procedures and policies must be followed at all times.
 - 1. Campus bulleting boards
 - 2. Online Announcements
 - 3. Student Newsletter Advertisements
- F. Rights to fundraise, following Article XIV, Section IV – Student Organization Approvals.
- G. Rights to sponsor meetings and activities on WCCC campus property, following Article XIV, Section IV – Student Organization Approvals.
- H. Webpage space on student portal
 - 1. All webpage postings must receive prior approval by the Student Activities Office.
 - 2. Assistance with Webpage design will be coordinated by the Student Activities Office.
- I. Rights to petition the Student Government Association for special funding allocation, following Article XV, Section II.
- J. Rights to request use of college facilities for activities and events.

Section III – Student Organization Responsibilities

- A. Attend regularly scheduled Student Government Association Meetings
 - 1. Organizations must send representation, maximum of two students, to each SGA meeting.
 - 2. Organization representatives will receive voting rights on all SGA matters.
 - 3. Organizations are not required to send the same student representative to each meeting.
 - 4. Organization representatives will be required to present a brief prepared report on organization activities at each meeting.
 - 5. Special accommodations may be given for student organizations whose class / clinical schedule conflicts entirely with scheduled meetings.
 - a. Every effort should be made to attend regular meetings before requesting special accommodations.
 - b. Organizations may request special accommodations directly to the SGA Executive Board.
 - c. These accommodations will be reviewed and decided at an Executive Board session with organization representatives present and approved by advisors of both the SGA and Student Organization.
- B. Complete community service work each semester.
 - 1. Projects must equal or accumulate to equal a minimum ten (10) hours of volunteer time per semester.
 - 2. Two (2) or more organization members must participate in each project.
 - 3. Projects must follow Article XIV Section IV – Student Organization Approvals.
 - 4. Upon completion, organizations must submit a Community Service Report form to the Student Government Association for review and recording.
 - a. Forms are due no later than seven (7) days following project.
 - b. Forms are available on the SGA CampusConnections webpage for download or in the Student Organization Office.
- C. Maintain current organization records with the Student Government Association
 - 1. Current Constitution and By-laws
 - 2. Member List
 - 3. Officers Contact Information
 - 4. Advisor's Information
 - 5. Activities and programs planned, following Article XIV Section IV – Student Organization Approvals
 - 6. Community Service project participants and hours completed
- D. All Student Organizations must comply with all applicable college policies, procedures and regulations.
- E. All affiliations of WCCC Student Organizations with national or state organizations, or other off-campus persons, must be indicated by the organization and must be approved by the Student Activities Office, the Student Government

Association, the Vice President of Academic Affairs and the President of the college before the affiliation can be recognized.

Section IV – Student Organization Approvals

A. Purpose of Approvals

1. The required approval processes for WCCC Student Organizations are designed to promote continual success for all activities.
2. The approval processes can be completed with ease and should eliminate student organizations competing with each other for space, resources and opportunities.
3. In the event that an organization's idea is not covered in Article XIV, Section IV – Student Organization Approvals, a discussion should take place among the Organization Members, Advisor and Student Activities Office.

B. Sponsored Events / Activities

1. Organizations must complete an Activity Request form a minimum of two weeks prior to any sponsored event or activity and submit it to the Student Activities Office.
2. No planning or preparation work should take place prior to receiving confirmed approval from the Student Activities Office.
 - a. Confirmed approval will be sent to the Organization Advisor in the form of a signed Activity Request Form
 - b. The earlier an activity form is received in the Student Activities Office, the earlier an organization can begin preparing for their activity.
3. Activity Request Forms received without the Organization Advisor's signature will be considered void.
4. Upon receiving signed approval, organizations should include activity plans in their report at the next regularly scheduled SGA meeting.
5. Activity Request Forms are available in the Student Activities Office, Student Organization Office and on the Student Activities CampusConnections webpage for downloading.

C. Intent to Participate

1. In the event that an organization intends to participate in an activity sponsored by another college organization, an activity request form must be completed, stating sponsoring organization in event description.
2. The Activity Request Form, in this situation, acts as a record of participation
3. Records of participation shall be kept by the SGA for assessment purposes.

D. Fundraising

1. Approvals are required for both on-campus and off-campus fundraising activities and are granted on a first-come, first-serve basis.

2. Multiple organizations will not be permitted to hold on-campus fundraising events on the same day unless both parties are in agreement.
3. An Activity Request Form must be completed and submitted to the Student Activities Office no later than two (2) weeks prior to the proposed activity.
4. No planning, preparation work, or purchasing of supplies should take place prior to receiving confirmed approval from the Student Activities Office.
5. On-campus Food Sales are subject to restrictions set in the contract between the college and Laurel Food Systems.
 - a. On-campus food sales are limited to two (2) per month, lasting a maximum of two (2) days each.
 - b. An additional FOOD SALES REQUEST FORM must be completed and submitted with the Activity Request Form.
 - c. On-campus food sales will be approved on a first come, first served basis.
6. If the Student Activities Office believes the fundraising event to be a non-traditional activity, approval of the Vice President of Academic Affairs and Student Services is required.
7. Any on-campus fundraiser not seeking approval before implementing is subject to shut down and confiscation of raised funds, as well as disciplinary actions stated in Article XIV Section V – Student Organization Disciplinary Procedures.
8. All funds raised must be deposited into Organization Accounts by turning them in to the Student Activities Office.
 - a. Deposit forms are available in the Student Activities Office and need not be completed in advance.
 - b. A signed carbon copy of the deposit form will be sent to the Organization Advisor as a record of deposit following receipt of funds by the Accounting department.

E. Community Service Projects

1. All community service projects require approval via an Activity Request Form.
2. An organization should not commit to a project before receiving confirmed approval.
3. Placement of collection boxes on campus is on a first come, first served basis.
 - a. Boxes may not remain in place longer than thirty (30) days.
 - b. Placement location is at the discretion of the Student Activities Office and the Campus Facilities Department.
4. Upon completion, Student Organizations are required to submit a Community Service Report to the SGA as stated in Article XIV, Section III – Student Organization Responsibilities.

F. Organization Travel

1. Organizations planning travel programs must meet with the Student Activities Office at least three (3) weeks prior to the program date to review plans, travel arrangements, funding and responsibilities.
2. College vehicles are available for Student Organization use, but may only be driven by WCCC personnel. Remember to include the mileage cost when planning your trip.
3. When Organizations or individual members make other arrangements to travel for a program, (i.e. carpools), members assume the risk associated with that travel.
4. Submit a payment voucher to the Student Activities Office for expenses such as meals, lodging and registration fees, with supporting documentation attached.
5. A complete itinerary and list of participants must be submitted to the Student Activities Office at least one (1) working day prior to departure. Participant list should include full student name, student ID number, home and emergency contact phone numbers.
6. Receipts must be submitted for all expenditures stated on your travel expense voucher. Any excess money from the advance must be turned in with the travel expense voucher. This voucher must be turned in within four (4) working days of your return.
7. Do not take the financial responsibility for your trip yourself. You may not be reimbursed.

G. Fund Expenditures

1. No Organization expenditure may be made without Prior Approval of the Student Activities Office and College Administration.
2. All purchases must go through the Purchasing office. Do not purchase / order items on your own.
3. Purchase requisitions must be used to purchase tangible goods. A Payment Voucher is used for contract fees, membership dues, registration fees, or honorariums.
4. Prior to any expenditure, a purchase requisition or payment voucher must be filled out completely and very specifically.
 - a. Forms must be signed by the Organization Advisor, Student Activities Professional, Coordinator of Student Life, and if in excess of \$300.00, the Director of Student Services and the Vice President of Academic Affairs and Student Services.
 - b. Completed forms must be turned in to the Student Activities Office with supporting documentation.
5. Please do not purchase items or book services and then submit a bill. You run the risk of not being reimbursed.
6. NO cash can be given out of an Organization Account.
7. Make arrangements early.
 - a. Obtaining the necessary signatures and processing orders often takes over a week.

- b. If you desire to have a check cut, Accounts Payable must have the completed form with all signatures in their office by Tuesday morning for a check to be cut and available the following Friday afternoon.

H. Posting Policies

1. All postings for campus bulletin boards must be approved and stamped by the Student Government Association and must follow the Bulletin Board Procedure stated on all campus bulletin boards and as advertised in the Student Activities Office.
2. Posting flyers or posters directly onto wall space throughout campus buildings will not be permitted.
 - a. Exceptions will only be made with approval from the Student Activities Office and will only apply to events of major campus or community significance.
3. Posting on building entrance and interior doors will be permitted for campus events approval and stamp from the Student Government Association, with the stipulation that posting may not go up any earlier than two days prior to event and must be removed immediately following the event.
 - a. Posting on interior doors or windows will also require additional permission from the department when applicable. Example – Library, Bookstore, Admission, Public Relations.
4. Additional advertising such as table tents, easel posters, bathroom stall flyers, etc. must be approved through the Student Activities Office prior to placement.
5. Once approval is granted for requested postings, actual hanging of flyers and posters is the responsibility of the presenting organization or college department.
6. Removal of postings from campus bulletin boards shall be the responsibility of the Student Government Association.
7. Any posting not following these guidelines will be removed and disposed of by the Student Activities Office and / or the Student Government Association.

I. Change in Recognized Organization

1. Any major changes an Organization wishes to make, such as their name, purpose or constitution change, must be submitted in writing and added to the agenda of a regularly scheduled SGA meeting.
2. Organization changes require approval of the SGA senate.
3. Final approval is required by the Student Activities Office before changes may take effect.

Section V – Student Organization Disciplinary Procedures

- A. In order for a WCCC Student Organization to remain in Good Standing, the members and advisor/s must comply with all policies, procedures and regulations as stated in Article XIV – Student Organizations, of the Student Government Association constitution and stated in the WCCC Student Code of Conduct.
- B. Failure to comply with Article XIV will result in the following:
 - 1. Upon first offense, the Student Organization and their advisor will receive an informal warning from the Student Government Association.
 - 2. Upon second offense, the Student Organization will receive a formal Letter of Infraction from the Student Government Association.
 - a. Letters will state infraction of constitution and will be sent directly to the Organization Advisor.
 - b. As a response, a copy must be returned to the Student Government Association showing the Organization Advisor's signature and the Student President's, or equivalent officer, signature within seven (7) days of the letter's date.
 - c. A copy of this letter will be sent to the Vice President of Academic Affairs and Student Services.
 - 3. Upon third offense, the Student Organization will be placed on probation for one semester, following the guidelines in Article XIV, Section VI – Organization Probation.

Section VI – Organization Probation

- A. Once placed on Probation, the following Student Organization Recognition Benefits, as listed in Article XIV, Section II will be frozen until the probation is released:
 - 1. Voting rights at official SGA Meetings
 - 2. Rights to petition the Student Government Association for special funding allocation.
- B. Student Organizations placed on probation will have one complete semester to accomplish the following in order to be released from their probation.
 - 1. Have student representation present at each regular SGA meeting of the semester,
 - 2. Complete community service projects cumulating 10 hours, per Article XIV, Section III B.
 - 3. Participation by at least two members at the semester's Club Fair
 - 4. Schedule and attend meeting to update and review Organization records with the SGA Executive Board, including the following information:
 - a. Membership roster
 - b. Officer's contact information
 - c. Advisor's contact information
 - d. Record of semester's Organization activities

- e. Completed *Action Plan for Success* including goals and objectives for upcoming semesters.
5. SGA Senate vote to release Organization from Probation at regular SGA meeting.

Section VII – Organization Expiration

Any recognized Student Organization that is placed on Probation, as stated in Article XIV, Section VI - Organization Probation, and fails to achieve release from Probation will be assigned the status of Expired.

A. Expiration status will result in

1. All Student Organization Benefits are suspended.
2. Student Organization will be removed from all lists and resources, including but not limited to the student portal and college publications.
3. All remaining organization funds will be frozen for a period of two years, during which, interested students may re-apply for recognition and retain funds.
4. After two years, frozen funds will be removed from the Student Organization Account and transferred into the WCCC Student Emergency Fund. This transfer will not be reversible.

B. To re-start an expired organization, interested students must follow guidelines set in Article XIV, Section I – Recognition.

ARTICLE XV – FUNDS

Section I – SGA Funds

Funds allocated to the SGA from the Office of Student Activities will be used for but not limited to:

- A. SGA sponsored events and activities
- B. Promotional items for the organization and the college
- C. Allocations to recognized Student Organizations
- D. Supplies for the SGA office
- E. Donations to Community Service Projects or Charities
- F. College Improvement Projects
- G. Discretionary Items
- H. Incentive for Executive Board participation

Section II – Organization Allocations

- A. Special allocated funds will be available to Recognized Student Organizations following an application submission and vote at a regular SGA meeting.

- B. Applications for allocations will be provided by the Student Government Association.
- C. Allocations will only provide a portion of funding, and will not cover Student Organizations' expenses in whole.
- D. Student Organizations must be in good standing to receive an allocation, per Article XIV, Section V – Student Organization Disciplinary Procedures.
- E. There will be three types of allocations available for Student Organizations.
 - 1. Start up funding
 - a. Available to new Student Organizations following their recognition approval, as outlined in Article XIV, Section I – Recognition.
 - b. Allocation application must be received within 2 regular SGA meetings to be considered for funding.
 - c. Startup Allocation amount is \$250.00 or less.
 - 2. Project funding
 - a. Community service project expenses
 - b. Organization / College improvement expenses
 - 3. Developmental funding
 - a. Organization sponsored attendance to conferences/ trips.
 - b. Organization sponsored events with educational focus such as speakers, presentations, etc.
 - c. Student Organizations will be limited to one Developmental allocation request per academic year.
 - d. Funding will not exceed 50% of total cost to Student Organization.

ARTICLE XVI –DISPUTES AND VIOLATIONS

Section I – Breach of Constitution

Any breach of the SGA Constitution shall be classified as a violation, and not subject to arbitration.

Section II – Disputes

Any misunderstanding, argument, or question of interpretation of the Constitution, or other types of disruptions, which do not involve the Constitution shall be classified as a dispute and shall be settled by arbitration.

Section III – Arbitrator

- A. The Student Activities Professional or their designee shall act as official Arbitrator in any disputes.
- B. Disputes may result in dismissal from the SGA of one or both parties, as seen fit by the Arbitrator.

ARTICLE XVII – APPEALS PROCEDURE

Any SGA member wishing to appeal a decision from the organization must follow the Appeals Procedure:

- A. Submit an appeal, in writing, to the Student Activities Office.
- B. It is the responsibility of the Student Activities Professional or their designee to form a committee to act as a Judicial Board to hear the case and schedule a Judicial Board Hearing. The Judicial Board will consist of no more than three (3) contracted WCCC employees and two (2) credit students.
- C. At the Judicial Board hearing, the member will have the opportunity to state their appeal.
- D. The SGA Executive Board President will also attend the Judicial Board Hearing, having the opportunity to present a rebuttal from the SGA.
- E. The findings of the Judicial Board will be final and will be reported back to the SGA and member in question within two (2) class days of the hearing.

ARTICLE XVIII – AMENDMENTS

Amendments to the SGA Constitution will be made by a vote of the SGA Senate. All proposed amendments must be presented in writing at one SGA meeting and voted on at the next meeting. Proposed amendments must be posted on student bulletin boards for at least five (5) class days before being voted upon.

ARTICLE XIX – OUTSTANDING ISSUES

Any issue not provided for in this Constitution shall be dealt with at the discretion of the SGA Executive Board under the direction of the SGA Advisor as guided by past practice, college and SGA policies.

ARTICLE XX – STATEMENT

The Constitution shall be binding for all succeeding SGA administration until such time as a new one is submitted and approved by the Student Government. This article does not supersede Article XVIII – Amendments.

ARTICLE XXI – NON-DISCRIMINATION STATEMENT

Westmoreland County Community College Student Government Association will not discriminate in its activities or membership based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification.