

2026



2027

Student Government Association Guidebook



“Opportunity is missed by most people because it is dressed in overalls and looks like work.”

- Thomas Edison

Welcome

Thank you for taking on this important student leadership role. As part of HCC's Student Government Association, you will be called upon to be the "voice of the student body" in policy and procedure decisions, College events, and community activities. In your SGA role, we hope you will engage classmates throughout the year in discussions about campus activities, procedures, and services so we can offer all HCC students the best possible college life experience.

Benefits to SGA Involvement

Skills you'll develop that all employers and transfer colleges look for include: teamwork, time management, event planning, and multi-tasking/prioritizing. Set yourself above other job applicants by showing you can succeed not only in the classroom, but in extra-curricular leadership roles.

Throughout the year, we will incorporate leadership skill building into meetings, attend conferences, and organize workshops.

You will also develop your communication skills by working with HCC employees, students and community members; speaking at college functions; and keeping the student body updated on SGA events and activities.



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What is HCC's Student Government Association?

SGA Mission Statement:

The Student Government Association is the lead voice of all students attending Hagerstown Community College, whether credit or non-credit. The SGA represents to all parties the interests of the students at the college.

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SGA Objectives:

1. To provide an official student voice for matters affecting the student body
2. To maintain a positive system of communication between the student body and other members of the College community
3. To ensure all rights granted to student involvement for traditional and non-traditional students
4. To uphold all rules, regulations, and privileges set forth by Hagerstown Community College
5. To promote the development of leadership skills for all students
6. To support activities for the student population such as social and cultural events, leadership training, and other such services needed by students
7. To actively participate in the Hagerstown Community College Shared Governance system
8. To increase student awareness of campus opportunities and student involvement

YOU

have a big role to play in the success of the SGA TEAM

In this section, the duties and expectations of the officers and senators will be explained.

All Officers and Senators must:

- Be registered for credit classes
- Have at the time of application and maintain a minimum 2.5 cumulative GPA
- Be in good academic and behavioral standing
- Have accumulated at least 6 credits at the time of application
- Plan to be a credit student for the full academic year
- Be committed to working as a team to accomplish goals

Being a good teammate means:

- Communicating regularly and in a timely manner
- Checking your email for SGA messages
- Being on time and prepared for meetings. Always bring your calendar, something to write with, and copies of any reports you are responsible for presenting
- Prioritizing SGA. Our meetings are held the same day/time each month. If you cannot attend, please let the president or advisor know BEFORE the meeting, or it will be unexcused.
- Staying positive
- Staying motivated
- Being responsible: If you commit to helping with an event, follow through
- Being respectful: Everyone has great ideas to share, and it's important to let everyone voice their opinions

Student Representation

Being an effective representative of the student body is the most important job of each SGA member.

A few ways this is done:

1. The SGA president attends monthly Board of Trustees meeting to give the SGA report. This is a great opportunity to highlight club activities and initiatives that are making an impact on campus and in the community.

2. Promote your SGA team. Students can't come to you with ideas/concerns if they don't know who you are. Create a marketing campaign for your SGA so students recognize your names and faces. Here are some ideas:

A. Create poster boards with your pictures for the building lobbies

B. Hold "Get To Know Your SGA" events

C. Wear SGA T-shirts around campus and to SGA events

D. Introduce yourself during orientation and make it a point to talk to new students during the social time

E. Ask your instructors if you can introduce yourself in your classes and periodically make brief announcements about upcoming events

F. At SGA sponsored events, make an effort to socialize with all attendees, not just your friends

3. Gauge students wants/needs/concerns by creating a survey, holding a town meeting, setting up an info. gathering table in a high traffic area, etc. – then propose changes to HCC's administration if needed.

Remember: Communication is key. It's not possible to be a representative of the student body if you don't communicate with the student body.

President

“Coming together is a beginning; keeping together is progress; working together is success.” - Henry Ford

The SGA president is responsible for building a team that will effectively work together to accomplish the goals developed at the beginning of the term. Make it a priority to connect with your officers, senators and program board members. Find out what strengths each brings to the team, find opportunities to let those strengths shine, and find ways to challenge your teammates to step outside their comfort zone and learn new leadership skills.

Key components will include:

1. **Communication** - “check in” often with your officers, senators, and program board members to be sure they are up-to-date on SGA events/initiatives/meetings
2. **Appreciation** - tell your officers and senators often how their participation in SGA is positively impacting campus life
3. **Motivation** - be sure to give your officers and senators reason to stay engaged and active in SGA

PRO TIP: Your success depends on the success and strength of your team. Get into the habit of talking about SGA in terms of “we” and “our” team instead of “me” and “my” team - you’ll be surprised what a big impact this little nuance in phrasing has in how team members and others perceive your group.

It is the president’s responsibility to read and understand the SGA Constitution and the role the president plays within the group.

Because of the time commitment, the SGA president cannot be president of another campus organization. If the president chooses to be an officer in another club, priority must be given to SGA responsibilities.

President duties

- A. Meet with students to discuss campus issues or student needs
 - One-on-one
 - Casual lunchtime discussions
 - Focus groups
 - Town hall meetings
- B. Stay in contact with Campus Club Presidents
- C. Attend the monthly HCC Board of Trustees (BOT) Meeting
 - Meeting schedule is posted at:
<http://www.hagerstowncc.edu/about-hcc/president/board>
 - Meetings are typically at 1 p.m. in the CP Building
 - You will receive a BOT agenda via e-mail
 - This is a business meeting. Please dress in business attire
 - Send your report to the SGA advisor for approval at least one day prior to the meeting
 - Your report should include SGA and club activities since the last meeting, and events coming up before the next meeting
 - Keep your report under 5 minutes
 - You can leave right after your report, or stay for the full meeting. Meetings usually run until 3 p.m.

PRO TIP: For your report, you want to show the BOT the impact SGA has both on campus and in the community. Highlight partnerships with Alumni, athletics, and other departments. Be sure to reach out to clubs so you can include their activities that had campus-wide or community impact.

- D. Oversee that other officers are completing their duties
- E. Work on campus issues and student concerns, as needed:
 - Meet with HCC employees
 - Communicate with other colleges
 - Call on outside resources
 - Survey students
- F. Keep your team motivated!
- G. Represent the Student Body at HCC events
- H. As a member of the SGA Program Board, help plan, promote and attend SGA-sponsored events
- I. Attend fall and spring New Student Orientations
- J. Serve on HCC's governance council
- K. Attend the quarterly Alumni Association meetings. As president, you will have a lifetime membership in the HCC Alumni Association
- L. Meet weekly with the advisor and VP, as needed

If you are not able to attend a meeting or event you previously committed to, notify the advisor right away, then contact the VP to fill in for you.

Refer to the SGA By-Laws in the Constitution for further responsibilities.

Running a meeting

The SGA president is expected to lead SGA meetings using parliamentary procedure. Following is a brief outline of the procedure, and more resources are available online.

Parliamentary Procedure

Parliamentary procedure is a set of rules for conducting business at meetings. Details can be found in the reference book, “Robert’s Rule of Order.” Student Activities has a copy of the book, or you can look online. Robert’s Rules keeps the meeting organized and on-track while allowing everyone a time to speak.

Here are some basics:

Start with a fixed agenda. If possible, the agenda should be sent out at least two days ahead of the meeting to give everyone time to prepare. This also serves as a meeting reminder to everyone!

Your agenda should flow as follows:

1. Call to Order

- The club president or leader of the meeting tells everyone it’s time to start, usually by stating something like: “The meeting will come to order at 1 p.m.”

2. Minutes

- The secretary gives a short re-cap of the last meeting.

3. Officers’ Reports

- Officers update the group on what has happened since the last meeting and what will be coming up before the next meeting.

4. Special Committees Reports

- If there are any special committees within SGA, the committee chair would be next to update the group on what has happened since the last meeting and what will be coming up.

5. Special Orders

- This is important business previously designated for consideration at this meeting.

6. Unfinished Business

- Items that weren't decided on at the last meeting are discussed here.

7. New Business

- The president or leader of the meeting should ask if there is any new business to discuss. This is where members would make motions for the group to consider new issues. They would start with something such as, "I move that we purchase..." another student should then second the motion.

8. Open Discussion

- This is where informal discussion (not motions) is held.

9. Adjournment

- The president or leader of the meeting announces the time that the meeting ends, usually by stating something such as, "With no further business to discuss, the meeting is adjourned at 3:45."

Vice President

“Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work.” – Vince Lombardi

The vice president must be ready to fill in for the president should need arise. To do this, the president and VP should work closely together on initiatives and have good communication throughout the year.

It is the VP's responsibility to read and understand the SGA Constitution and the role the VP plays within the group.

Vice President Duties

A. Serve as vice-chair of the SGA Program Board

- Work with the SA coordinator to keep board organized
- Run monthly meetings - work with SA coordinator to create the agenda
- Create and maintain incentive program for PB participation
- Communicate with members frequently to keep them involved/motivated
- PB should have between 5-10 active members

B. Work with president on campus issues and student concerns, as needed:

- Meet with HCC employees
- Communicate with other colleges
- Call on outside resources
- Survey students
- Conduct Student focus group

- C. Represent the Student Body at HCC events/activities
- D. Attend fall and spring New Student Orientations
- E. Meet weekly with the SA coordinator and president, as needed
- F. Chair the SGA Nominations and Elections Committee. Guidelines are in the SGA constitution
- G. As a member of HCC's Student Affairs Council, attend meetings as scheduled (usually quarterly)
- H. If the SGA President needs to step down from their role, the VP will move up to that position, as stated in the constitution.

Important note: If you find at any time during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

Program Board Leadership Guidance

1. Stay in contact with members through e-mail or face-to-face
 - Send reminders about meeting dates/times
 - Send reminders about tasks that need completed
 - Check to see if people need help completing tasks
 - Send updates regarding progress on upcoming events
2. Run the committee meetings
 - Create a detailed agenda with help from the SA coord.
 - Distribute agenda via e-mail at least one day before meeting so everyone can be prepared
 - Stay on topic
 - Allow for discussion within each topic (“Does anyone have ideas about prizes for the movie night?”)
 - Make sure everyone participates, even if you have to ask them directly (“John, what do you think about Tim’s idea?”)
 - Acknowledge all comments, and if not relating to current topic, make connection with it (“Making posters for the Valentine’s Dance is a great idea, do you think we should also make posters for the Halloween Dance we’re discussing now?”)
 - If needed, gently remind members that everyone deserves to be heard and to follow the “one-at-a-time” courtesy rule when speaking
 - Have each member leave with an assignment to be completed before the next meeting
 - If you think there are members who have ideas but aren’t vocal because of other members, go around the room before the end of the meeting and ask for everyone’s individual thoughts on what was discussed during the meeting.
3. Follow up after each meeting with an e-mail for members who couldn’t attend

4. Promotion of events should begin no later than 2 weeks prior to the event
5. Consider planning fun, stress-relieving activities specifically for program board members to build teamwork
6. Ask for help from others as needed
7. Consider giving each PB member a turn leading one of the SGA sponsored events to help develop their leadership skills
8. Maintain an incentive program for board members

SAMPLE INCENTIVE PROGRAM:

INCENTIVE PROGRAM

Meeting attendance = 2 points

Event attendance = 3 points

Help with event promotion = 2 points

Event attendance + set up or tear down = 5 points

Event attendance + set up AND tear down = 7 points

AWARDS

15 points = \$10 coupon for campus store or HCC eatery

50 points = faculty parking spot for 1 week

Most points at the end of April = \$100 Sheetz Gas Card

Secretary

“Be the change you want to see in the world.” - Gandhi

The secretary is the glue that holds the SGA team together. By taking good meeting minutes and sharing those minutes with the other SGA members in a timely manner, the secretary plays a huge part in keeping everyone updated and motivated.

Secretary duties:

- A. Communicate upcoming event/meeting dates effectively to SGA officers, senators, program board members and campus clubs
- B. Work with president on campus issues and student concerns, as needed:
 - Meet with HCC employees
 - Communicate with other colleges
 - Call on outside resources
 - Survey students
 - Conduct Student focus groups
- C. Complete monthly minutes promptly, send an electronic copy to the president and advisor to review, then file them
- D. Maintain an SGA Teams page that includes all meeting agendas, minutes, event flyers, event reports, and budget info. to pass along to the next SGA
- E. Attend fall and spring New Student Orientation
- F. Represent the student body at HCC events if requested

If the secretary is unable to attend a meeting, he/she must contact the SGA president or advisor before the meeting, or the absence will be unexcused and subject to censure, as per the SGA Constitution.

Important note: If you find at any time during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

Treasurer

“If you don’t like something, change it. If you can’t change it, change your attitude.”

- Maya Angelou

The treasurer is responsible for tracking expenses for the SGA, working with the program board to establish budgets for each event, and presenting a financial report at each monthly SGA/Club meeting.

It is the treasurer’s responsibility to read and understand the SGA Constitution and the role the treasurer plays within the group.

Treasurer duties:

- A. Regularly review budget report with the SGA advisor
- B. Help the program board set the budget for each event
- C. Work with president on campus issues and student concerns as needed
- D. Give budget report at each meeting, including:
 - How much was spent/earned
 - What the balance is
- E. Attend fall and spring New Student Orientation
- F. Represent the student body at HCC events upon request

If the treasurer is unable to attend a meeting, they must contact the SGA president or advisor before the meeting, or the absence will be unexcused and subject to censure, as per the SGA Constitution.



Important note: If you find at any time during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

SGA Budget Procedures and Guidelines

As part of the Board of Trustees approved annual college budget, funds are designated to cover the cost of all student activities, including student organizations and Student Government Association.

BUDGET ALLOCATION

- Each fall semester, funds will be allocated from the Dean of Student's budget to the Student Government Association budget
- The SGA budget cost center number is 3150 5290
- The SGA Executive Officers will decide how to allocate the total budget given by the Dean of Students, based on the goals of the SGA
- The SGA Treasurer will send the budget allocation proposal to the Student Activities Coordinator and Dean of Students for approval. The proposal will include a general outline of how the money will be spent
- All funds must be utilized according to college policies
- Budget money allocated by the Dean must be used by June 30. Earned income will stay in the budget from year-to-year

PURCHASING GUIDELINES

- SGA members are not permitted to make purchases and get reimbursed
- No SGA funding will be allocated for equipment, supplies, or programs whose primary function is for classroom or instructional use
- Advisors, coaches, or full-time employees of the college will not be paid from SGA budget money funding. The association may use earned income for this purpose. Due to HR guidelines in place for employees, payment for HCC employees from earned income must be approved by HR, the Student Activities Coordinator and the Dean of Students in advance
- Funding can be allocated one time each year to purchase apparel for SGA members, as elected officers representing the student body, for use at special campus events
- Only earned income can be used to buy refreshments for club meetings
- Campus catering has the right of first refusal for all SGA events. This means they must be contacted first to see if they can meet the catering needs
- If conducting a fundraiser, start up money must be taken from earned income or reimbursed into the budget

Public Information Officer

“The key to successful leadership is influence, not authority.” - Kenneth Blanchard

The public information officer leads the branding efforts for the SGA team and promotion efforts for SGA-sponsored activities.

It is the public information officer’s responsibility to read and understand the SGA Constitution and the role the PI Officer plays within the group.

Public Information Officer duties:

- A. Regularly check SGA correspondence and respond in a timely manner
- B. Create materials and social media posts to promote the SGA members so students know who their representatives are
- C. Create and implement advertising campaigns for SGA events
- D. Create and monitor content for SGA social media accounts and webpage
- E. Participate in fall and spring New Student Orientations
- F. Work with the President on campus issues as needed
- G. Be part of the SGA program board
- H. Represent the student body at campus events if requested
- I. Monitor SGA social media and website, update when needed

Promoting SGA and Club Events

HCC has established social media accounts on the following platforms:

- BlueSky
- Facebook
- Flickr
- Instagram
- LinkedIn
- Threads
- X
- YouTube

SGA maintains the @hcc_hawklife Instagram account for clubs to use to promote events. SGA also has a Facebook page if the team would like to reactivate it.

SGA and club announcements can also be shared on the accounts listed above by contacting Abby Humbel in HCC's Public Information Office at ajhumbel@hagerstowncc.edu.

Whatever social media is used, it's important to communicate frequently to build followers. Be sure information is current, accurate, and free of typos.

Let your imagination run wild when promoting SGA events. Think outside the box and try fun ideas like making hype videos, running silly (but smart) polls, chalking the sidewalks with colorful messages, wrapping candy with event info (yes, bribes work), sending out catchy texts, or even getting your professors to drop a promo during class. The more creative, the better – let's get the campus buzzing!

Important note: If you find at any time during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

Senator

“If you want to go fast, go alone. If you want to go far, go together.” - African Proverb

SGA senators are the members that keep the program board running smoothly and the events well promoted, organized, and successful. It's essential that the team can rely on senators to honor their commitments. If a senator is unable to attend an event they've signed up for, they are expected to notify the advisor or vice president as soon as possible.

Senator duties

- A. Be an active member of the SGA Program Board
 - Attend monthly Program Board meetings
 - Take an active role in preparing for events
- B. Regularly check your HCC student e-mail for SGA correspondence and reply promptly
- C. Attend the fall and spring New Student Orientations
- D. Represent the student body at HCC meetings, events, college fairs, etc. as requested
- E. Help with special HCC events on campus
- F. Support the SGA officers and help them if requested

Important note: If you find at any time during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

SGA Program Board Membership

The SGA Program Board is comprised of the executive officers and senators, plus any active HCC credit or non-credit student who would like to be part of this fun group that plans, promotes and runs the SGA-sponsored events on and off campus.

The Program Board meets each summer to build the activity calendar, then continues to meet at least once/month throughout the semesters to organize the details of each event.

Program Board members are expected to check their e-mails between meetings for special announcements, to stay in touch with the SGA officers and senators, and to follow through if they make a commitment to help at an event.

Being a member of the Program Board is a great way to get familiar with SGA if you are thinking about running for an officer seat the next academic year.



Goal Setting

Setting goals as a group each year is an important step to developing teamwork and keeping SGA focused, effective and meaningful. Goals should align with the SGA objectives and follow the SMART Goal format:

1. S – specific (clear, well defined, focused)
2. M – measurable (can track progress and measure results)
3. A – achievable (realistic within timeframe)
4. R – relevant (aligns with objectives)
5. T – time-bound (set a clear deadline or timeframe)

Try to have 4-5 goals to work towards each year. Some examples of past SGA goals include:

- Organize a dance each semester
- Partner with Job Services for leadership development workshops
- Increase attendance at events by partnering with different campus groups, such as: clubs, faculty/classes, athletics, alumni, BIT/Care team, Adult Ed, and Workforce Development
- Plan two/three events per month to engage students on campus and in the community
- Organize school spirit days-design your own t-shirt and have a pep rally to support Hawk athletics
- Organize lunch and learns for student services and programs

Hagerstown Community College Student Government Association Constitution

Preamble

In order that we may better achieve our goals through education and participation in campus life, we, the Student Government Association (SGA) at Hagerstown Community College (HCC), do hereby adopt this Constitution and these By-Laws under the approval and support of the students of Hagerstown Community College.

Be it known to the Hagerstown Community College Board of Trustees, Administration, Faculty, and Staff that the following are the primary objectives of the SGA.

Mission Statement

The Student Government Association is the lead voice of all students attending Hagerstown Community College, whether credit or non-credit. The SGA represents to all parties the interests of the students at the College.

Objectives

1. To provide an official student voice for matters affecting the student body.
2. To maintain a positive system of communication between the student body and other members of the College community
3. To ensure all rights granted to student involvement for traditional and non-traditional students
4. To uphold all rules, regulations, and privileges set forth by Hagerstown Community College
5. To promote the development of leadership skills for all students

6. To support activities for the student population such as social and cultural events, leadership training, and other such services needed by students
7. To actively participate in the Hagerstown Community College Shared Governance system.
8. To increase student awareness of campus opportunities and student involvement.

Article I: Name

The name of this organization shall be the Student Government Association (SGA) of Hagerstown Community College (HCC). Article II: Source of Authority

All authority of the SGA is derived from the President and Board of Trustees of the College.

Article II: Membership

Section I: SGA Officers

Officer Voting Membership shall be granted to any Active Student who is elected by the student body to an office or appointed by the SGA - Executive Committee after the election period, should the spot remain vacant, and who meets the qualifications as stated in Article V. The Officers of the SGA shall be the President, Vice-President, Secretary, Treasurer, Public Relations and four (4) Senators.

The Officer Committee shall consist of the nine Officers. The Executive Committee shall consist of the Executive Officers: President, Vice-President, Secretary, Treasurer, and Public Relations.

Section 2: Student Organizations

Full voting membership in any Student Organization must be available to all Active Students who meet the eligibility requirement put forth in the Student Organization Policy section of the Board Policy Manual and the Student Organization's constitution.

Each officially recognized Student Organization in good standing, as defined in the Administrative Procedures for Student Organizations, and not on probation shall be granted Student Organization Voting Membership of one voting seat, which shall be filled by a representative chosen by each respective Student Organization. (An individual may not vote for more than one Student Organization.)

Section 3: Active Students

All Active Students of the College, as defined in the Student Organization Policy, can be members of the SGA Program Board and therefore being granted Student Voting Membership.

Article III: Elections

Section I

An Active Student wishing to run for office shall file a notice with the Nominations and Elections Committee, which shall be formed by the SGA Officers, by the date specified by it.

Section 2

The Nominations and Elections Committee shall supervise the entire election process and shall be chaired by the SGA Vice President.

Section 3

The general election shall be completed during the spring semester before graduation.

Section 4

Each SGA member shall hold office for a term of one academic year unless the term shall terminate sooner by reason of resignation, disqualification, or removal from office. Each Officer's term shall begin on the day following commencement and last until the subsequent academic year's commencement date.

Article IV: Qualifications

Section I

To be eligible to run for office, a person must be an Active Student at Hagerstown Community College and must be able to fulfill requirements of the office as stated in the SGA Constitution and By-Laws.

Section 2

All SGA Officers must have earned at least six (6) credits from HCC at the time of application, including developmental courses. Officers must also have at the time of application and maintain a minimum of a 2.5 institutional grade point average (GPA), which shall be calculated as the cumulative grade point average of both college and developmental coursework taken at HCC. Applicants must submit a short Note of Recommendation from an HCC employee with their application. Finally, at the time of application, all Officers must plan to be a credit student for the entirety of their term in office.

Section 3

The SGA President shall not hold the title of president in another HCC Student Organization. If the president holds an office in another student organization, they must prioritize SGA responsibilities.

Article V: Quorum

Section I

A quorum to vote and conduct official business in the Officer Committee meeting shall consist of a 50% plus one (1) person majority of the Officer Committee membership and Student Voting Membership (if the Student Programming Board is involved).

Section 2

A quorum to vote and conduct official business in the Executive Committee meeting shall consist of a majority of the Executive Committee membership.

Section 3

A quorum to vote and conduct official business in a general SGA meeting shall consist of a 50% plus one (1) person majority of the combined Officer Voting Membership, Student Voting Membership, and Student Organization Voting Membership.

Article VI: Resignation

All resignations of the SGA Officers shall be in writing and addressed to the SGA President; copies of all resignations shall be given to the Student Activities Coordinator and Dean of Students. Resignations shall be dated and signed. A two-week notice of resignation is expected.

Article VII: Vacancy and Change in Office

Section 1

If for any reason the President cannot complete their term of office, the Vice-President shall assume the office of President and complete the term.

Section 2

In the event that a vacancy occurs in any other Officer Committee office, the SGA will announce and publicize the openings at least two (2) weeks prior to the selection of a replacement. The SGA President shall appoint a replacement, pending confirmation by the Executive Committee by a majority vote. Candidates for a vacancy shall possess the qualifications stated in Article V.

Section 3

In the event that the President resigns, they shall give their notice of resignation to the Vice President. A copy of this resignation, or the resignation of any other officer, shall be given to the Dean of Students and Student Activities Coordinator as well.

Article VIII: Removal and Censure of Members

Section 1

Being derelict in one's duties shall be defined as a failure to complete or abide by sections or sub-sections in the SGA Constitution and By-Laws.

Section 2

If an SGA Officer has been derelict in their duties, then that Officer shall be censured upon recommendation of the SGA Officer Committee as constituted by a majority vote.

Section 3

If an SGA Officer continues to be derelict in their duties, then that Officer shall be removed from their position upon the completion of the following actions:

- A.) Having been previously censured.
- B.) A majority vote at a meeting of the SGA Officer Committee and Student Voting Membership. (Such a meeting can be handled electronically.)

Section 4

The Vice President shall proceed over all cases of censure or removal of an Officer. In the case of the censure or removal of the Vice President, the President shall proceed over the censure or removal.

Section 5

If an SGA Officer fails to meet the qualifications in Article V, they shall be immediately removed from their office.

Article IX: Amendments

Section 1

Any Student Organization Voting or Officer Voting Member may propose an amendment to the Constitution by presenting the proposed amendment in writing to the SGA during a regular meeting. Any Active Student may present to the SGA at a regular meeting a petition of signatures of 15 Active Students for the purpose of amending the Constitution. Student Organization Voting Members may only propose amendments which relate to Student Organizations; Active Students may only propose amendments which relate to students as a whole.

Section 2

A proposed amendment shall be allowed to rest for no longer than one week during which time the amendment shall be posted for campus notice. One week after posting (or the next weekday on which the College is open and classes held), a vote shall take place on the proposed amendment. Such a vote may be electronic; otherwise, the vote is to be taken by way of special meeting as called upon by the President. The voting period shall last one week (or the next weekday on which the College is open and classes held), after which time the votes shall be tallied by the Executive Committee.

Section 3

Amendments proposed by the Student Voting Membership and Active Student shall be voted on by those with Officer Voting Membership, Student Organization Voting Membership and Student Voting Membership, and shall pass by a two-thirds ($\frac{2}{3}$) affirmative vote of those who voted, of which there must be at least 15. Amendments proposed by a Student Organization Voting Member shall be voted on by the same membership groups, and shall pass by a majority 50% plus one (1) person affirmative vote. Amendments proposed by an Officer shall be voted on by those with Student Organization Voting Membership and those with Officer Voting Membership, and Student Voting Membership and shall pass by a majority 50% plus 1 (1) person affirmative vote. All amendments shall be ratified by a three-fourths ($\frac{3}{4}$) affirmative vote of the Officers.

Section 4

Amendments ratified by the Officers must be sent to the President of the College to be reviewed and considered by the Board of Trustees. Passed amendments which have been approved by the Board shall be entered into the text of this document and take effect the next academic year. No amendment shall affect the validity of the entire document aside from the specific Article or Section amended.

Article X: Ratification of Constitution

This Constitution was voted and approved by the Student Government Association on May 24, 1999. It shall become effective immediately upon the approval of the President of the College and the Board of Trustees of Hagerstown Community College. This renders all previous Constitutions and Amendments null and void.

This policy was also revised on May 24, 2016.

By-Laws of the Student Government Association of Hagerstown Community College

Article I: Members Duties and Responsibilities

Section I: Duties of SGA President

The President of the Student Government Association shall:

- A.) Call regularly scheduled SGA meetings.
- B.) Preside at all regular and special meetings of the Association and its Executive Committee.
- C.) Conduct the Student Government Association on the premises of Robert's Rules of Order, Revised.
- D.) Have the power to call special meetings when necessary.
- E.) Have the power to appoint members to standing committees and create special committees and appoint members thereof.
- F.) Be prepared to present status reports of the Student Government Association to the Board of Trustees and other campus groups.
- G.) Delegate to the Vice President of the Student Government Association and work with and consult the Student Activities Coordinator and the Vice President frequently.
- H.) See that the duties of Student Government Association and its members are performed as described in the SGA Constitution and By-Laws.
- I.) Be a member of major boards and committees.
- J.) Represent students at all important college functions.
- K.) Have a working knowledge of parliamentary procedure and the Student Government Constitution.
- L.) Organize, delegate, and supervise without interfering. The President is always impartial.
- M.) Prepare an agenda for each meeting, with the advice of the Executive Committee.
- N.) Follow the College's policies and regulations and see that they are followed at all meetings and activities.
- O.) Serve on the Shared Governance Council.
- P.) Attend Alumni Association quarterly meetings.
- Q.) Fulfill the objectives of the SGA.

Section 2: Duties of SGA Vice President

The Vice President of the Student Government Association shall:

- A.) Assume all powers and responsibilities of the President of the Association in their absence.
- B.) Be overseer of all Student Government Association committees.
- C.) Be responsible for recruiting and appointing students to serve on college committees as requested.
- D.) Serve as Chair of the Elections and Nominations Committee.
- E.) Serve as a member of the Executive Committee.
- F.) Be responsible for posting—for campus notice—a list of standing and special committees of the Student Government Association
- G.) Serve on the Student Affairs Committee.
- H.) Serve as Vice-Chair of the Student Activities Board.
- I.) Fulfill the objectives of the SGA.

Section 3: Duties of SGA Secretary

The Secretary of the Student Government Association shall:

- A.) Maintain the official minutes of the Student Government Association's regular, special, and Executive Committee meetings.
- B.) Maintain all correspondence of the Student Government Association.
- C.) Post the agenda for the next meeting of the Student Government Association at least two (2) working days before the next general meeting.
- D.) Make publicly available the minutes of the SGA.
- E.) Maintain a current and accurate record of all motions, minutes, events, attendance, application for charter, and amendments to the Constitution, etc.
- F.) Fulfill the objectives of the SGA.

Section 4: Duties of SGA Treasurer

The Treasurer of the Student Government Association shall:

- A.) Prepare all financial records for audit upon request.
- B.) Prepare and submit a statement at each regular meeting of the Student Government Association. This report shall include:
 - 1.) Expenditures
 - 2.) Income

C.) Fulfill the objectives of the SGA.

Section 5: Duties of Public Information Officer

The Public Information Officer shall:

- A.) Be responsible for SGA marketing efforts.
- B.) Create and implement advertising campaigns for SGA events.
- C.) Create and monitor content for SGA social media accounts and webpage.
- D.) Fulfill the objectives of the SGA.

Section 6: Duties of SGA Senators

An elected representative of the Student Government Association shall:

- A.) Keep in contact and consultation with the student body at large.
- B.) Serve as a member of the Student Activities Program Board and regularly attend its meetings.
- C.) Attend at least 2 SGA events and/or meetings per month.
- D.) Keep in regular contact with the SGA President and Student Activities Coordinator.
- E.) Represent the student body at College events and functions.

Article II: Finances

Section 1: Student Organizations

Policy and procedures regarding the funding of Student Organizations can be found in Student Organization Policy and Administrative Procedures for Student Organizations, respectively.

Section 2: Student Government Association

For all financial matters, the SGA shall follow written procedures reviewed annually with the Student Activities Coordinator and Dean of Students.

Section 3: Phi Theta Kappa

The College's Pi Theta chapter of Phi Theta Kappa shall be funded directly, unlike other Student Organizations.

Article III: Student Activities Program Board

Section I: Purpose Statement

The Student Activities Program Board (SAPB) serves to plan and implement SGA-sponsored student programming on campus. Such programming may come in several forms: academic, cultural, social, etc. The SAPB may work in conjunction with Student Organization(s) or other official College entities such as academic departments.

Section 2: Membership

The Student Activities Coordinator shall act as Chair of the Student Activities Program Board. The SGA Vice President will act as Vice-Chair. Officers and Program Board Members will also comprise membership.

Section 3: Meetings

Meetings of the Student Activities Program Board will be held before the fall semester and as needed throughout the academic year to plan and implement programming on campus. Student Organizations are encouraged to co-produce events with the SAPB.

Article IV: Meetings & Attendance

Section I: SGA Meetings

The Student Government Association will have at least six (6) meetings each academic year, three (3) in the fall semester and three (3) in the spring semester. Each will be held at a regularly scheduled time.

Section 2: SGA Officers

SGA Officers follow this absence schedule (on a yearly basis) for the SGA general meeting:

- 1 Unexcused absence – Documented Oral Warning
- 2 Unexcused absences – Written reprimand
- 3 Unexcused absences – Impeachment process begins

Excused absences must be reported to an SGA Executive Officer or the Student Activities Coordinator before the scheduled meeting. The Student Activities Coordinator will determine the validity of excused absences. Questionable absences will be reviewed by the Executive Committee.

Article V: Election Rules and Regulations

Section 1: Membership

The Nominations and Elections Committee shall handle all election procedures as are stated within the Constitution and By-Laws. The SGA Vice President will serve as Chair unless they are a candidate in the election, in which case the Student Activities Coordinator will appoint a Chair. The President of the SGA will appoint two non-campaigning SGA Officers to this committee. The Committee will work closely with the Student Activities Coordinator.

Changes to the Committee guidelines must be approved by a majority vote of the Officer Committee.

Section 2: Meetings

The Nominations and Elections Committee will meet during the spring semester.

Section 3: Election Procedures

Each academic year, the SGA shall develop with the Student Activities Coordinator and Dean of Students a set of precise written election procedures to follow.

Article VI: Adoption of By-Laws

Section I

These By-Laws were approved and adopted by the Student Government Association on May 25, 1999. They shall become effective immediately. This renders all previous By-Laws and Amendments null and void.

Important Contacts:

Student Activities Coordinator – Heather Barnhart

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Email: hbbarnhart@hagerstowncc.edu

Student Activities Specialist – Ashley Griffin

Office: 240-500-2602

Email: agriffin2@hagerstowncc.edu

Dean of Students – Dr. Christine Ohl-Gigliotti

Office: 240-500-2526

Email: caohl-gigliotti@hagerstowncc.edu

Office location: Student Center, room 144

(Assistant: Lois Pruitt)

HCC President – Dr. Jim Klauber

Office: 240-500-2233

Email: jklauber@hagerstowncc.edu

Office location: ASA-100

(Assistant: Amy Martin)

Public Relations/Marketing – Abby Humbel

Office: 240-500-2262

Email: ajhumbel@hagerstowncc.edu

Office location: ASA-200

Food Service/Catering – Chris Schindler

Office: 240-500-2336

Email: clschindler@hagerstowncc.edu

Office location: Hilltop Grill

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