



I. Name

The name of the organization shall be: "Odessa College Student Leadership Association" "Odessa College Student Government. Association", hereinafter known as "OCSGA," "The Association," or "Student Senate."

II. Mission Statement & Objective

OCSGA exists to provide leadership and representation for the Odessa College Student Body. The essential functions of OCSGA will be to promote and facilitate cooperation and communication between the student body and Odessa College administration, faculty, staff, and community leaders and entities; to officially recognize, promote, and support the development of Odessa College student-led organizations; to promote campus lifestyles and scholastic achievements; to provide opportunities for student involvement, leadership training, and personal development; to develop a well-informed and highly involved student body; and to serve as the prominent organization and governing body for all students of Odessa College.

III. Membership & Eligibility

A. Membership

Membership shall be open to any and all current Odessa College students who are not eligible for membership in the Odessa College Faculty Senate, Organization of Maintenance Employees, Organization of Professional Staff, or Organization of Secretaries and Clerks, provided that:

- 1.The student's academic discipline record is free from suspensions, expulsions, or other serious college policy violations.
- 2.All outstanding debts to the college have been paid, **AND**;
- 3.The student maintains a minimum 2.0 cumulative GPA, **AND**;
- 4.The student is enrolled at least half-time, defined as follows:
 - A) Enrolled in 6+ semester credit hours during the current fall or spring semester, OR;
 - B) Enrolled in 6+ semester credit hours during the preceding and upcoming fall or spring semesters during the Midwinter, Maymester, and summer terms, OR;
 - C) Enrolled in 3+ semester credit hours during the current 8-week term, if the student intends to graduate at the end of the current term.
5. Executive, CAB, and Senators must uphold leadership, respect, and community values defined by the office of Student Life.
 - A) If student fails to uphold values to advisors and fellow members advisor may put member on probations for no more than a semester with a 2/3s vote from the executive board. Terms of this probation will be outlined by the advisor(s) and voted on by the executive board.

B. Voting Members

Voting membership shall consist of the OCSGA Executive Board, Senators, and Registered Student Organization (RSO) Representatives. In addition to the above requirements, voting members must meet the following requirements:

1.Executive Board

- a) Must be elected to office by way of a full student-body election if the position is contested, **AND**;
- b) OCSGA Officers may not serve as registered student organization representatives **AND**;
- c) Must maintain an overall seventy-five percent (75%) attendance rate at all OCSGA-sponsored events, General Assembly meetings, CAB Meetings and Executive Board Meetings, **AND**;
- d) Must maintain a minimum 2.5 GPA, **OR**;
- e) Must show satisfactory academic progress through a minimum 2.5 GPA in the preceding fall or spring semester.
- f) Grades earned during Midwinter, Maymester, or summer sessions may not satisfy the requirement for satisfactory academic progress unless the student was enrolled in 3+ credit hours during the session(s) in question.

2.Senator

- a) Must attend 2 out of 4 consecutive OCSGA General Body Meetings to be eligible as a senator, **AND**;
- b) Must maintain an overall fifty percent (50%) attendance rate at all OCSGA-sponsored events and General Assembly Meetings.
- c) Once obtained, the title of Senator shall persist until a student is no longer enrolled, provides a written resignation, or is removed by the Ethics Committee.
- d)Registered Student Organization (RSO) Representative
- e) Must be designated by the Registered Student Organization as part of the annual RSO registration process.
- f) Each RSO may designate one primary and one alternate representative. Only one representative may vote on behalf of an RSO in any given meeting.
- g) Each RSO must maintain an overall 75% attendance rate at all OCSGA-sponsored events and General Assembly Meetings.

3. Registered Student Organization (RSO) Representative

- a) Must be designated by the Registered Student Organization as part of the annual RSO registration process.
- b) Each RSO may designate one primary and one alternate representative. Only one representative may vote on behalf of an RSO in any given meeting.
- c) Each RSO must maintain an overall 75% attendance rate at all OCSGA-sponsored events and General Assembly Meetings.

C. Verification and Enforcement

Judicial, GPA, and enrollment records will be verified by the OCSGA Advisor in cooperation with the Odessa College Executive Director of Student Life, or chief disciplinary officer, at the start of each 8-week term. The advisor will provide the results of the inquiry to the ethics committee for certification and any further action.

D. Non-Voting Members

Any Odessa College student may attend OCSGA General Body Meetings, and may participate in any open forum or discussion items, but only voting members may vote on OCSGA business.

E. Advisors

OCSGA will have no less than two (2) full-time Odessa College employees to serve as advisors to the organization. At least one must be a professional member of the Student Life staff.

F. Student Community and Activities Board

Student Community and Activities Board also known as CAB will be a sub-division of OCSGA. CAB's mission is *empowering students through leadership, engagement, and service while fostering a vibrant campus community.*

1. CAB will be broken into committees lead by each member of the Executive Board with the exception of the President and Secretary.

a) Executive Board & Roles:

1. President- Oversees organization as a whole, Is the representative for the organization

2. Executive Vice President – Oversees recruitment & SGA event planning

3. Vice President of Business Affairs – Manages fundraising & financial initiatives

4. Parliamentarian – Handles constitutional matters, Robert's Rules, and community service planning

5. Media Relations Chair – Manages social media, PR, and marketing

6. Vice President of Leadership & Development Chair – Oversees leadership training, team-building, and SGA's long-term vision

2. No later than 3 weeks after OCSGA E-board election, CAB members will fill out a placement form requesting their desired committee. Committee assignments will be the decision of the OCSGA E-board.

3. CAB members may request a committee appeal if wanting to switch committees. Committees are subject to change at any point depending on the needs of the college and organization.

4. Senators may be CAB members through regular election.

5. Member must have attended at least two CAB meetings before submitting their committee placements.

G. Committee Appeal Process

- a. If a CAB member wishes to switch committees, they may submit an appeal using the following process:
 1. **Deadline:** Appeals must be submitted within 4 weeks of initial placement unless there are extenuating circumstances.
 2. **How to Appeal:** Complete the SCAB Committee Appeal Form and submit it to the OCSGA E-board.
 3. **Approval Criteria:** Appeals will be considered based on committee needs, workload balance, and the reason for switching.
 4. **Decision:** The OCSGA E-board will review appeals and notify the applicant of the final decision within one week of submission.
- b. **Late Committee Placement:**

After the initial three-week placement period, students may still join CAB by filling out an interest form. The OCSGA E-board will review submissions and decide committee placements within one week. Placement will be based on committee needs and availability.
- c. **CAB Member Requirements**
 - i. **CAB members must not drop below a 75% attendance record (meetings and events)**
 - ii. **CAB members must attend at least 50% SGA General meetings.**

IV. Positions and Duties

A. Executive Board

1. The Executive Board shall be the presiding body of OCSGA and shall consist of:
 - a) President
 - b) Executive Vice President
 - c) Vice President of Business Affairs
 - d) Vice President of Leadership and Development
 - e) Secretary
 - f) Parliamentarian
 - g) Media Relations Officer
 - h) Advisors (ex officio)

2. All Executive Board members shall also be considered senators, and subject to the qualifications and expectations thereof.
3. Officers shall be elected for a term of one (1) academic year, marked by the close of spring commencement ceremonies.
 - a. The term of any interim, pro-tem, appointed, or other officers assuming duties during the academic year will expire at the close of spring commencement ceremonies.
4. Officers shall not serve more than two (2) full or partial terms in the same office.
 - a. Any student wishing to maintain an officer position after two (2) terms must pursue a new officer position.
 - b. A partial term shall be defined as any term beginning **after** the first OCSGA General Body Meeting of the fall semester, but **before** the close of the TJCSGA State Convention, held annually.
 - c. Partial terms beginning after the close of the annual TJCSGA State Convention shall not be counted toward term limits.
 - d. Positions held and vacated prior to the first OCSGA General Body Meeting of the fall semester shall not be counted.
 - e. Each SGA E-Board member shall attend two outside organization meetings.

B. Executive Board Duties

1. Executive Board – In addition to all position-specific duties, all members of the OCSGA Executive Board shall be expected to:
 - a) Faithfully uphold and execute the duties of their respective officer position.
 - b) Vote as a senator, except when presiding over a meeting.
 - (i). When presiding over a meeting, the presiding officer will vote **ONLY** in the instance of a tie.
 - c) Take heed that the articles, bylaws, ordinances, resolutions, and other measures of the OCSGA and its constitution be faithfully executed.
 - d) Provide an update during each General Assembly Meeting regarding the officer's duties and activities since the last meeting.
 - e) Maintain a position-specific task over the week to report on the following week's Executive Board Meeting.
 - f) Office hours shall be held at a consistent time and location each week.
 - g) Office hours shall be used primarily for connecting with the Odessa College Student Body, or for completing OCSGA assigned tasks.
 - (i). Complete any other directive duties or tasks as recommended by the OCSGA Advisor(s).

h) Must attend and run assigned CAB committee

1. The Executive Board shall meet prior to each SGA General Assembly meeting and shall prepare the agenda for the forthcoming meeting. These shall be closed meetings.
2. The Executive Board shall develop the goals and objectives on a periodic basis. These goals and objectives shall be presented to the SGA for approval by majority vote.
3. The Executive Board shall communicate with one another regarding all SGA business.
4. Serve as student representatives at the college level as needed or as called upon by college administration.
5. The executive board will meet 24 hours prior the CAB

2. President

- a. Preside over all OCSGA General Body and Executive Board Meetings, & CAB Meetings.
- b. Schedule all regular OCSGA General Body Meetings.
- c. Approve the final copy of all General Body Meeting agendas
- d. Provide a report during each General Assembly Meeting regarding
- e. President's duties and activities since the last meeting
- f. Appoint such committees, committee chairs, and committee members as are necessary and fitting.
- g. Serve as chair of the Ethics Committee.
- h. Retain the power of voting only in the instance of a tie.
- i. Recommend to the General Body for consideration any such measures that are necessary and expedient.
- j. Convene a special session of the General Body on any such occasion that is necessary and appropriate.
- k. Act as the public representative of the Odessa College Student Body and OCSGA at all functions requiring such action.
- l. Work in correspondence with the Odessa College Administrative Team.
- m. Organize schedule of other clubs' meetings and events for SGA to attend

3. Executive Vice President

- a. Assume the duties and responsibilities of the OCSGA President in the event that the President is absent or unable to perform said duties.
- b. Assist the President in the execution of presidential duties.
- c. Work in correspondence with the Odessa College Vice President for Student Services & Enrollment Management.

- d. Chair all committees appointed or assembled in relation to on-campus events or activities
- e. Provide a report during each General Assembly Meeting regarding
- f. President's duties and activities since the last meeting
- g. Appoint sub-section committees as deemed necessary and appropriate.
- h. Recruit and retain new members to SGA.
- i. Oversee all SGA programming events through CAB committee

4. Vice President of Business Affairs

- a. Manage and maintain records of all finances of the OCSGA.
- b. Provide an oral or written report of the current finances and expenditures of the OCSGA at every General Assembly Meeting and Executive Board Meeting.
- c. Provide a report during each General Assembly Meeting regarding Vice President of Business Affairs duties and activities since the last meeting.
- d. Chair all committees appointed or assembled in relation to contracted projects, budget or funding requests, or OCSGA finances including the OCSGA Budget Committee.
- e. Appoint sub-section committees as deemed necessary and appropriate.
- f. Work in correspondence with the Odessa College Vice President for Business Affairs.
- g. Recommend fundraising activities to the SGA and carry out duties associated with such activities

5. Secretary

- a. Keep an accurate record of all General Assembly proceedings.
- b. Write and present official minutes from preceding OCSGA General Assembly Meetings in a timely manner.
- c. Keep roll of all General Assembly attendees, as well as an up-to-date roster of all current voting members as set forth by the Executive Board.
- d. Provide a report during each General Assembly Meeting regarding
- e. Secretary's duties and activities since the last meeting
- f. Inform the OCSGA Ethics Committee of any violations with regards to meeting and event attendance requirements.
- g. Recognize members' birthdays.

6. Parliamentarian

- a. Work in correspondence with the OCSGA President concerning parliamentary procedure, and delegate powers listed under the OCSGA Constitution, its articles, and bylaws to appropriate officers.

- b. Sustain order in all OCSGA Executive Board and General Assembly Meetings per the current OCSGA Bylaws.
- c. If necessary, the Parliamentarian may remove any individual(s) from the meeting.
- d. Resolve any disputes concerning the correct implementation of parliamentary procedure.
- e. Provide a report during each General Assembly Meeting regarding Parliamentarian's duties and activities since the last meeting
- f. Have in their possession at all meetings the SGA constitution and bylaws, Robert's Rules of Order Newly Revised, and any standing rules the association may adopt.
- g. Plan community service projects to be completed by members of the SGA.
- h. Assist overseeing the Presidential Service Award

7. Media Relations Officer

- a. Keep historical record of all OCSGA events and activities using any appropriate media including, but not limited to, photographs or audio/visual recordings.
- b. Serve as the primary custodian for all OCSGA social media accounts.
- c. Work with the necessary OC staff to maintain the content of the OCSGA website.
- d. Provide a report during each General Assembly Meeting regarding
- e. Public Relations Officer's duties and activities since the last meeting
- f. Compose a scrapbook of all OCSGA activities which may be presented at the annual TJCSGA State Convention.

8. VP of Leadership and Development shall:

- a. Research other junior college SGA practices and report their findings.
- b. Create personal/professional development for the SGA members.
- c. Plan activities for each General Assembly meeting, such as ice breakers and interactive games.
- d. Oversee all fellowship events.
- e. Conduct event reviews of each SGA program.
- f. Oversee TJCSGA State projects, unless a TJCSGA State Officer position is held

9. If position is active, the TJCSGA State/region Officer Representative shall:

- a. Serve as a voting member of the SGA and the Executive Board.
- b. Attend all TJCSGA State Conventions and planning meetings, TJCSGA Region/state Meetings, and all other duties associated with the Region/State office to which the Odessa College SGA is elected.
- c. Oversee TJCSGA State/Region Convention projects
- d. Any currently active Odessa College executive board may serve on the TJCSGA Region I or State Executive Board if Odessa College has been elected to a position for the current term.
- e. The Senator filling the position must be selected by a majority vote of the General Assembly.
- f. State or Region Officers must fulfill the duties of their respective positions within OCSGA as well as any duties required of the State or Region position.
- g. Any State or Region Officer provides a report to the General Assembly, as outlined in § 4.04 (a) (iv).

10. Advisors

- a. Serve the OCSGA General Assembly Meetings, Executive Board, and all committees and subcommittees in an ex-officio capacity.
- b. Serve as a liaison between OCSGA and other Odessa College departments and organizations.
- c. Suggest directives or tasks to the OCSGA General Assembly Meetings, Executive Board, committees, or sub-committees as necessary.
- d. Educate the OCSGA on Odessa College policies and procedures and ensure compliance with the same.
- e. Attend all official OCSGA meetings, events, and activities.
- f. Sole decision maker on TJCSGA State Officer Representative

C. Senator

- 1) 1. The title of Senator, and its duties, shall apply to all non RSO-appointed members of the OCSGA.
- 2) In addition to at-large Senate seats, there shall be eight designated Senate positions to represent the interests of the following specific student populations:
 - a) Students with less than 30 credit hours (Senator for the Freshman Class)
 - b) Students with 30 or more credit hours (Senator for the Sophomore

- Class)
 - c) Students enrolled in dual-credit courses (Senator for Dual-Credit Students)
 - d) Students living on campus
 - e) Student Athletes
 - f) Students who are in high school (OCTECH & OCA)
 - g) Students employed by the College as part-time employees (Senator for Student Employees)
 - h) Students not living in campus-sponsored housing or residence halls (Senator for Commuter Students)
 - i) Students with academic majors in the School of Business and Industry (Senator for B&I)
 - j) Students with academic majors in the School of Health and Sciences (Senator for H&S)
 - k) Students with academic majors in the School of Education and Liberal Arts (Senator for E&LA)
- 3) The duties of the Senator shall be as follows:
- a) Represent the Odessa College Student Body in a fair and unbiased manner at all times.
 - b) Inform OCSGA of any current issues or concerns among the members of the student body.
 - c) Vote on all items brought to the OCSGA General Assembly Meetings.
 - d) Serve on OCSGA committees or sub-section committees as necessary.
 - e) Participate and encourage participation in all OCSGA events, activities, and General Assembly Meetings.

D.RSO Representative

- 1) RSO Representatives shall be subject to the same duties as Senators, with the following exceptions:
 - a) RSO Representative duties may be fulfilled by the primary or alternate representative. Attendance and involvement shall be calculated based on the position, not on the individual student.
 - b) RSO Representatives will not take an oath of office.
- 2) Should the student serving as an RSO Representative meet the requirements and choose to be sworn in as a senator, the RSO Representative seat shall be considered vacant, and the former representative student's continued attendance will no longer count toward the RSO Representative attendance expectation.

V. Elections and Removal of Officers

A. Elections

1. Elections

1. Elections shall be held annually during the spring semester.
 - a) The exact date of elections shall be determined by the Executive Board.
 - b) Elections shall occur no sooner than two weeks after Spring Break, and no later than two weeks before the last day of class.
 - c) Contested positions shall be decided by a vote open to the full Odessa College Student Body.
 - d) The Elections process shall be overseen by the current Executive Board.
 - e) The elections process shall operate under the provisions outlined in the OCSGA Bylaws.
 - f) In a case of emergency, elections may be held online.

2. Removal of Officers

1. If necessary, officers may be removed by those in attendance in the General Assembly Meeting, as recommended by the Ethics Committee.
2. Officers who are removed from office may **NOT** continue as an OCSGA Senator in the current semester.
 - a) Any officer who chooses to resign their officer position in writing, may continue as an OCSGA Senator, with the approval of the Ethics Committee.

3. Vacant Positions

1. In the event of a vacant officer position, other OCSGA Officers shall succeed to the next position in the following order: President, Executive Vice President, Vice President of Business Affairs, Secretary, Parliamentarian, and Media Relations Officer.
 - a) Should a current officer choose not to accept a new position, succession will continue, skipping the maintained position(s).
2. Following the order of succession, any vacant positions shall be filled by soliciting current OCSGA Senators then CAB Members
 - a) Positions contested at this level shall be decided by a vote of those in attendance in the General Assembly Meetings.
3. If a suitable replacement cannot be identified among current Senators, nominations will be solicited from the Student Body.
 - a) Positions contested at this level shall be decided by a vote of the Student Body.

4. Appointing Officers

1. Any officer entering office through means other than regular election or succession shall be considered appointed.
2. Appointed officers shall, upon unanimous recommendation of the Executive Board, be presented to the General Assembly Meeting and require a two-thirds (2/3) vote for approval.

VI. Meetings

A. General Assembly Meetings

The General Assembly Meetings shall serve as the primary method through which the OCSGA will provide information, address requests or concerns, and take action.

The General Assembly Meetings shall convene at least once every other week during the fall and spring semesters.

- a) There shall be no General Assembly Meetings during the week of finals or during Spring Break.
- b) The time and place of General Assembly Meetings shall be determined by the OCSGA Executive Board at the start of each semester, and shall not change without due cause.

Meeting agendas shall be posted online and made available through the Student Activities Office at least twenty four (24) hours prior to the start of each meeting.

General Assembly Meetings shall be open to all members of the Odessa College Community. Voting members consist of the OCSGA Executive Board, Senators, and Registered Student Organization (RSO) Representatives.

Special meetings of the General Assembly Meeting may be called by the President upon twenty four (24) hour notice to the Odessa College Student Body.

- a) Agendas for special meetings of the General Assembly Meeting shall be posted and released with notice of the special meeting.

B. Executive Board Meetings

The OCSGA Executive Board shall meet on a weekly basis, at least 36 hours prior to the start of the next General Assembly. This meeting shall serve as an opportunity for all Executive Board members to collaborate and review items for the upcoming General Assembly Meeting. Executive Board meetings may be closed, at the discretion of the Executive Board.

C. Quorum

Quorum for all meetings shall be defined as follows:

- a Two-thirds (2/3) of all eligible voting members, **AND**;
- b One-half (1/2) of all active Executive Board members, **AND**;
- c At least one (1) OCSGA Advisor.
- d Meetings which do not meet quorum may be held for informational purposes, but no business may be conducted.

VII. Committees

A. Ethics Committee

The Ethics Committee shall be a standing committee charged with investigating alleged violations of the OCSGA Constitution and Bylaws, and with making recommendations to the General Assembly Meetings in order to address those violations.

The Ethics Committee shall be appointed by the OCSGA President no later than the fourth (4th) General Assembly of the Fall Semester.

- a) The Ethics Committee shall consist of the OCSGA President, as chair, as well as and at least one (1) OCSGA Advisor or RSO's.
- b) Prior to the appointing of the Ethics Committee, violations shall be addressed by the OCSGA Executive Board and Advisors.

The Ethics Committee shall operate under the provisions outlined in the OCSGA Bylaws.

B. Budget Committee

The Budget Committee shall be a standing committee charged with screening funding requests and making recommendations to the General Assembly Meeting regarding the same.

- a) The Budget Committee shall address requests for budgeting and funding assistance brought to the OCSGA from other organizations.

The Budget Committee shall be appointed by the OCSGA Vice President of Business Affairs no later than the fourth (4th) General Assembly of the Fall Semester.

- a) The Budget Committee shall consist of the OCSGA Vice President of Business Affairs, as chair, as well as four (4) additional senators and at least one (1) OCSGA Advisor.
- b) Prior to the appointing of the Budget Committee, requests shall be addressed by the OCSGA Executive Board and Advisors.

The Budget Committee shall operate under the provisions outlined in the OCSGA Bylaws.

C. Emergency Committees

As needed, the OCSCG President may announce the creation of ad hoc committees to address issues facing Odessa College and the OCSGA.

Emergency committees shall consist of no fewer than three (3) OCSGA Senators, and one (1) OCSGA Advisor.

- a) Emergency committees shall designate a chair during their first official meeting.
- b) Emergency committees do **NOT** need to include an OCSGA Officer as a member.

Emergency committees shall develop recommendations to be presented to the General Assembly for approval prior to implementation.

D. Campus Committees

OCSGA seats on standing Odessa College campus committees may be filled by any OCSGA Senator. Senators may volunteer for a committee or be appointed by the Executive Board.

- a) Contested seats on campus committees shall be decided by a majority vote of the General Assembly Meeting.

Senators who fail to meet the expectations of campus committees may be removed or replaced at the discretion of the OCSGA Ethics Committee.

VIII. VIII. Student Organizations

OCSGA Shall, in conjunction with the Student Activities Office, be charged with recognition and oversight of all Odessa College RSOs. This oversight shall include, but not be limited to, approval/renewal, discipline and sanctions, and budgeting/funding. For additional information, refer to the Student Organization Handbook.

IX. Adoption and Amendments

A. Adoption

Upon adoption by a two-thirds (2/3) majority of the General Assembly, this shall become the governing document for the OCSGA, and shall replace any past versions of the same.

B.Amendments

Amendments may be proposed in writing to the Executive Board by any Senator at any time.

Amendments must be provided to the General Assembly Meeting in writing at least one week before a vote will take place.

Amendments shall take effect upon two-thirds (2/3) ratification of the General Assembly Meeting

Student Government Association Bylaws

1. Officer Positions

1.1. **Appointed Officers-** The OCSGA Executive Board may determine the need for a temporary, appointed officer position, which must be presented to the General Assembly and accepted with a 2/3 majority vote.

1.1.1. Requirements

1.1.1.1. Must be a Senator of the OCSGA

1.1.1.2. Must maintain a minimum 2.5 GPA.

1.1.1.3. Must maintain 75% attendance at all General Assembly meetings.

1.1.2. Duties

1.1.2.1. All duties of appointed officer positions shall be determined based on the need and desired function of the position.

1.1.2.2. Duties and responsibilities will be determined by the Executive Board and approved by the General Assembly with a 2/3 majority vote.

2. **Senator Positions-** The office of Senator, unless otherwise specified, will be an at-large position representing the well-being of all students.

2.1.1. Designated Senator Requirements

2.1.2. Must be a current Senator of the OCSGA

2.1.3. Must display an interest to represent one of the specific populations as identified in the Constitution.

2.1.4. Must be nominated by the OCSGA Executive Board to represent the specified population or run for seat by election

2.1.5. Nominated Senators must be approved by the General Assembly with a 2/3 majority vote

3. **Oath of Office-** Newly elected and appointed officers must take the following oath at the General Assembly prior to taking official office.

3.1. Executive Officers

3.1.1. I, (name), do hereby affirm that I will faithfully execute the duties of the office of (elected office) to which I have been selected. I will, to the best of my ability, preserve, adhere, protect, and defend the OCSGA-Student Senate Constitution, its articles and bylaws, with fidelity, fortitude, and integrity, and will strive, through all of my actions, to uphold and further the principles for which it was written.

3.2. Senators

3.2.1. I, (name) do hereby affirm that I will faithfully execute the duties of the office of senator to which I have been selected. I will, to the best of my ability, preserve, adhere, protect, and defend the OCSGA-Student Senate Constitution, its articles and bylaws, with fidelity, fortitude, and integrity, and will strive, through all of my actions, to uphold and further the principles for which it was written.

4. **Election and Removal of Officers**

4.1. Elections

4.1.1. Elections shall be overseen by the Executive Board.

4.1.2. If all members of the Executive Board are running for contested officer positions, then an Emergency Election Committee will be created.

4.2. Filling Vacant Positions

4.2.1. Vacant positions may be filled by any qualified Odessa College student after remaining OCSGA officers in succession and senators have been given the opportunity to apply.

4.2.2. OCSGA officers, senators, and advisors may not attempt to recruit and fill a vacant position by manipulation, coercion or subterfuge.

4.3. Removal of Officers

4.3.1. The Ethics Committee shall have the authority to recommend the removal (impeachment) of a senator or officer.

4.3.2. Removal of a senator or officer requires a 2/3 majority vote of the General Assembly.

5. **Meetings**

5.1. General Assembly Meetings

5.1.1. All General Assembly meetings will take place during active terms or semesters.

5.1.2. No General Assembly meetings will occur during the last week of the long semesters or the week leading up to graduation.

5.1.3. Voting

5.1.3.1. Members with an invested interest in any General Assembly vote shall be excused from the General Assembly prior to voting.

5.1.3.2. RSO representatives may be the only active member to vote on behalf of an organization petition, initiative, or issue.

5.1.4. Executive Board Meetings

5.1.5. All Executive Board officers must maintain at least 75% attendance at executive board meetings.

6. Committees

6.1.1.1.1. Ethics Committee

6.1.1.1.1.1. The Ethics Committee will address constitutional violations and complaints of unethical behavior for members of the Executive Board or Senate, as needed.

6.1.1.1.1.2. Any final recommendation of the Ethics Committee must be presented to and approved by the General Assembly with a 2/3 majority vote.

6.1.1.1.1.3. Any member may file a formal, written complaint to the Ethics Committee.

6.1.1.1.1.4. Complaints must state the allegation and officer which has allegedly violated the Constitution or other policy.

6.1.1.1.1.5. Complaints against the Ethics chair may be submitted to the SGA Advisor.

6.1.1.1.1.6. The President or highest ranking officer not under investigation will preside over the Ethics Committee meetings.

6.1.2. Duties

6.1.2.1.1. The Ethics Committee will establish guidelines for probation, suspension, and removal of office.

6.1.2.1.2. Unsatisfactory academic progress, SGA attendance violations, negligence of duties, or failure to abide by the OCSGA constitution will justify the member being placed on probation.

6.1.2.1.3. Members on probation may not travel with the OCSGA on any organized trip, including all TJCSGA regional or state conventions.

6.1.2.1.4. Members on probation may be required to fulfill community service obligations prior to full membership status.

6.1.3. Hearings

6.1.3.1. Any member involved in an Ethics Committee investigation will have the opportunity to present evidence to the Ethics Committee.

6.2. Budget Committee

6.2.1. Tier Groups

6.2.2. Registered Student Organizations (RSOs) will be considered for budget allocations according to their tier group.

6.2.3. Tier groups are established based on level of involvement with OCSGA and fundraising history.

6.2.3.1. Tier 1- \$0-499 per academic year.

6.2.3.2. RSO must have maintained at least 25% attendance at General Assembly meetings

6.2.3.3. Tier 2- \$500-999 per academic year.

6.2.3.4. RSO must have maintained 25-50% attendance at General Assembly meetings.

6.2.3.5. RSO Must Attend Two SGA Events

6.2.3.6. Tier 3- \$1,000-2,500

- 6.2.3.7. RSO must have maintained at least 50% attendance at General Assembly meetings.
- 6.2.3.8. RSO must have completed at least one successful fundraiser, as verified by Student Activities office, prior to budget request.
- 6.2.3.9. RSO must have completed at least one volunteer or community service project prior to budget request.
- 6.2.4. Budget Request Quotes
 - 6.2.4.1. All budget requests for supplies must include at least three price quotes from approved vendors.

7. Registered Student Organizations

7.1. Recognition of Status

- 7.1.1. Under the authority of the Office of Student Life, the OCSGA will maintain a register of activity for all RSOs.
- 7.1.2. Registered Student Organizations, as part of their active status with the Office of Student Life, must put forth effort to remain an active part of the OCSGA.

7.2. Suspension of Active Status

7.3. Each RSO must have at least one RSO Representative to maintain contact with

- 7.3.1. OCSGA.
- 7.3.2. RSO Representatives must maintain at least 25% of General Assembly Meetings. No more than three consecutive meetings can be missed.
 - 7.3.2.1. Failure to meet attendance meetings will result in the RSO losing RSO campus privileges such as hosting events, fundraisers, and operating as a recognized entity of Odessa College.
- 7.3.3. Student Community and Activities Board
 - 7.3.3.1. Must maintain a positive relationship with other members in Student Community and Activities Board.
- 7.3.4. Students in CAB may be removed from the organization with a 2/3 vote from the CAB organization and an investigation through the Ethic Committee.
- 7.3.5. New CAB members will be announced at the upcoming General Meeting.