We, the students of Cochise College, do through this constitution; establish an association of self-government, whose purpose shall be dedication to equal opportunity education, the welfare and concerns of all students, and to promote higher education throughout the state of Arizona.

**Article I: Student Government Association of Cochise College**

Section I. The name of this association shall be the “Student Government Association of Cochise College”, henceforth termed the SGA/CC.

Section II. All students regardless of enrollment status or campus shall be members and have full rights and responsibilities as outlines by this constitution. (See Article III).

Section III. All responsibilities, powers, and duties of the SGA/CC (executive, legislative, and judicial) shall be vested within the Executive Council until such time, determined by the Executive Council, that a Legislative and Judicial Branch can be established.

Section IV. Any question concerning democratic procedure that is not defined within this Constitution, will be referenced in Robert’s Rules of Order.

Section V. Each campus within the district shall be separately governed by this constitution.

**Article II: SGA/CC Purpose**

The purpose of the SGA/CC shall be defined as follows:

Section I. To represent all students within the district.

Section II. To promote the general welfare of the Cochise College community.

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

Section IV. To develop students as leaders and support efforts to make a positive impact in the local community by encouraging civic engagement and on campus involvement.

**Article III. Membership Guidelines**

Only full time students shall be able to hold an officer position within the Executive Council. Students taking under twelve units may hold office with the permission of the advisor.

Section I. All students enrolled at Cochise College; regardless of semester of course load, shall be considered members of the SGA/CC. Any student that has been suspended by the
College or is currently on academic or disciplinary probation shall not retain membership for the duration of the suspension/probation.

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

Section III. No member of the SGA/CC shall be discriminated against due to race, religion, gender, disability, age, sexual orientation, or creed.

Section IV. Any disputes in regards to the membership guidelines (Article III) can be brought to the attention of the Executive Council, and a determination on the validity of the dispute shall be made on the evidence provided.

Article IV. Executive Council or Cabinet

Section I. A) The officers of the SGA/CC shall be known as the Executive Council.

B) The representatives from the clubs and organizations shall be known as the Cabinet.

C) Reserved for future use.

Section II. A) The Executive Council shall consist of the following offices: President, Vice President, Secretary, Treasurer, and Social Events Coordinator.

B) Applicants for all officers positions shall be selected by an application committee.

C) Interviews shall be conducted by the SGA/CC advisor(s), their appropriate supervisor, and at least two students from the SGA/CC Cabinet not applying for office and two students from the general populous.

D) The application process shall begin on the first day of April and continue until the last Friday of April or until such a time as a sufficient number of candidates have been acquired. Officers should be announced prior to commencement.

E) Officers shall begin their term on the Monday prior to the new academic year beginning.

F) Officers may be selected for more than one term in office. The officers seeking another term in office must complete the entire application process.

G) The day following the announcement of the appointments, newly selected members shall serve as apprentices to their predecessor. Participation in remaining activities is expected. During the apprenticeship period, there will be no monetary remuneration.

Section III. A) Any students seeking appointment to the Executive Council must have a cumulative 2.25 grade point average at Cochise College by the time they are to take office, and
maintain a 2.25 cumulative grade point average during the duration of the term in office.

B) Officers shall not hold offices in any other student organization. The only exception that shall be made to this rule is for any officer that is appointed to the Board of Directors for the Arizona Student’s Association or Arizona State organizations.

Section IV. A) The SGA/CC shall meet at least once during each five day week of the College calendar year except during vacations, and shall attend special meetings as may be called by the SGA/CC President.

B) Council and Cabinet members shall have one vote each in SGA/CC meetings.

C) Executive Council officers shall post a minimum of 10 service hours per week, at least four of which must be within the SGA/CC office. The remaining hours will be utilized for organization of SGA events.

D) The Executive Council shall be responsible for representation of students on the Cochise College committees as requested.

E) Reserved for future use.

Section V. Reserved for future use.

Article V. Duties of the Executive Council

Section I. The duties of the Executive Council shall be as follows:

A) The President shall:
   a. Preside at all SGA/CC Executive Council meetings and general public meetings.
   b. Shall appoint and dissolve committees as deemed necessary.
   c. Call special meetings of the SGA/CC and preside over them.
   d. Plan and prepare all materials for the SGA/CC meetings (and post) and have the agenda posted 24 hours prior to the meeting.
   e. Act as the official representative of the students of Cochise College.
   f. Assure accuracy and sign all legislation passed by the SGA/CC.
   g. Exercise such powers that have been granted by the SGA/CC in accordance with this constitution.
   h. Administrate the provisions of this Constitution and Legislation that are in effect.
   i. Stay aware of issues on and off campus that affect student life and report to the SGA/CC to prepare any necessary legislation.
   j. When necessary, meet with faculty and administration to keep the SGA/CC apprised of current developments in College policy.
k. Assist other Executive Council members as needed.
l. Reserved for future use.

B) The Vice President shall:

a. Assume the duties of the President in the event of the President’s absence and succeed to that office upon the President’s permanent vacancy.
b. Be responsible for the direction of the amendments to the Constitution and Bylaws.
c. Perform other such duties that the President may delegate.
d. Assist other members of the SGA/CC as needed.
e. Assist in the preparation of the agenda.
f. Follow up on any absences of clubs or organizations from SGA/CC meetings.
g. Act as liaison between SGA/CC and campus clubs. As a liaison, the Vice President should notify campus clubs of cancellations, updates, and announcements from SGA meetings and functions.
h. Be responsible for updating the student government bulletin board.
i. Be responsible for maintaining the master calendar for SGA/CC, campus clubs, and organizations.
j. Be responsible for monitoring master calendar events on a monthly basis.
k. Reserved for future use.

C) The Secretary shall:

a. Keep and maintain minutes of the Executive Council and All Clubs meetings and make such minutes available for review.
b. Serve as the official correspondent for the SGA/CC and Executive Council.
c. Be responsible for the maintenance of all files on the various clubs and organizations.
d. Be responsible for the collection and return of all necessary correspondence, document, etc...
e. Assist other members as needed.
f. Reserved for future use.

D) The Treasurer shall:

a. Maintain accurate and detailed financial records.
b. Work with the SGA Advisor, in all financial transactions with the Cochise College business office or the foundation as necessary.
c. Keep all clubs and organizations using student funds apprised of college financial procedures.
d. Submit a financial report at the end of each semester to the SGA/CC.
e. Submit a weekly financial report outlining a summary of changes to all SGA/CC accounts.
f. Have financial records available for review within 24 hours of written request from Cochise College officials and students.
g. Be responsible for completing the Event Checklist at least one week prior to the event and designating duties to appropriate SGA officers.
h. Assist other members as needed.
i. Reserved for future use.

E) The Social Events Coordinator shall:
a. With the help of the SGA officers, coordinate the planning and execution of all social, cultural, and special events sanctioned by the SGA/CC.
b. Have records available for review detailing all current and future events.
c. Prepare a semester activities calendar for publication.
d. Be responsible for publicizing SGA/CC sanctioned events.
e. Be responsible for the collection of Event Checklists and up-keep of all SGA/CC historical materials.
f. Assist other members as needed.
g. Be responsible for the upkeep of the SGA website.
h. Reserved for future use.

Section II. Compensation

All Executive Council officers shall for each academic semester (Fall and Spring) in office, receive a general scholarship for regular tuition (resident) not to exceed 12 units for classes completed with a passing grade. In addition, a $250.00 stipend for each officer will be paid at the end of each regular semester. If an officer should enter or leave an office mid-semester, both the stipend compensation and tuition reimbursement will be pro-rated according to the amount of time in office.

Article VI: Legislative Branch

The organization, structure, responsibilities, and duties of the Legislative Branch will be contained within this Article at a time when this branch can be properly established.

Section I. Reserved for future use.
Section II. Reserved for future use.
Section III. Reserved for future use.

Article VII: Judicial Branch

The organization, structure, responsibilities, and duties of the Judicial Branch will be contained within this Article at a time when this branch can be properly established.

Section I. Reserved for future use.
Section II. Reserved for future use.
Section III. Reserved for future use.
Article VIII: SGA/CC and Club/Organization Responsibilities

Section I. All Cochise College Clubs and Organizations shall be held directly responsible to the SGA/CC. Each club or organization shall appoint a member to serve on the Cabinet. The SGA/CC shall

A) Grant charters to new organizations and clubs seeking funding from the SGA/CC.
B) Approve those student organizations that wish to maintain active status.
C) Approve requests for extra funds (beyond matching funds) from organizations as long as the event will benefit the entire student body.
D) Keep an account for club and organization matching funds to ensure proper disbursement of funds.
E) Maintain a list of all club and organization officers. This must be submitted to the Vice President of SGA at the beginning of every academic year in order to be recognized as official by the SGA/CC. If there is a change in the spring semester a new form must be submitted.
F) All clubs and organizations must have an approved advisor from the Cochise College faculty or staff: This must be submitted to the Dean of Student Services at the beginning of each semester.
G) The SGA/CC shall allocate $100.00 to any new club provided that the club has been officially recognized as a chartered organization and that any dues for said club have been approved by the SGA/CC.
H) The SGA/CC will match up to but not exceed $500.00 per year to any chartered organization who meets the following requirements:
   a. The fundraiser was approved by the appropriate supervisor and the SGA/CC prior to date.
   b. Money must be deposited with the Cochise College business office prior to submission of request. Receipts must be presented for the total net profit.
   c. All monies requested to be matched will be requested with the Matching Funds/Advisor Report.
      *Please note that matching fund requests may only be submitted twice per academic year and within the timeframe SGA requires.

Section II. 1. Each chartered organization must produce two campus activities during each semester, one of which must be an on-campus activity and one a community volunteer project. These activities must be approved by SGA using the proper forms. If you do not complete this requirement, your matching funds may be jeopardized.

2. All SGA/CC meetings are open to clubs and organizations, as well as the public. Each chartered organization MUST have a representative, not of the SGA/CC Executive
Council present at a monthly meeting for the entire academic year, and the dates and
times of these meetings will be determined by the Executive Council.

3. Each chartered organization must submit a semester activity calendar. In order for a
chartered organization to receive matching funds, all of the obligations specified in the
previous section, must be fulfilled. Failure to do so will result in revocation of the
chartered organization and/or matching funds. Each chartered student organization
must have an advisor from the Cochise College faculty or staff who has been approved
by their direct supervisor and also by the Dean of Student Services.

**Advisor duties:**

1. The chartered organization Advisor shall attend each of their organization’s
meetings and may appoint a replacement in the event of absence. If the Advisor is
not present at the chartered organization’s meeting then no formal decisions can be
made.
2. The Advisor must support all chartered organization’s activities by attendance and
participation in its entirety or by assigning an appointee in absences.
3. The Advisor must be available to give advice and answer questions.
4. The Advisor shall represent the interests of the chartered organization before
faculty and administrative groups.
5. Failure of the Advisor to faithfully complete their responsibilities could result in
revocation of the organization’s charter and may affect matching funds.

**Article IX: SGA/CC Constitution Amendments**

- **Section I.** Amendments may be added to this constitution by a majority vote of the Executive
  Council district wide.

- **Section II.** Constitutional bylaws may be amended or changed by a majority vote of the Executive
  Council district wide.

- **Section III.** Any amendments or bylaws may be revoked by a majority vote of the Executive Council
  district-wide.

- **Section IV.** Both district Executive Council Presidents must sign any amendments, bylaws,
  revocations, etc.

**Article X: Vacancies/Disciplinary Actions**

- **Section I.** All vacancies within the Executive Council shall be filled at the discretion of the
  Executive Council.
Section II. Failure to fulfill the duties of office may result in termination from office. Terminable offences shall be the decision of Cochise College Administration and the SGA/CC advisor(s).

Section III. The SGA/CC advisor(s) report to the Dean of Students. The advisor(s) shall attend all SGA/CC meetings and events. The duties of the SGA/CC advisor(s) shall be of their own design.

Section IV. Disciplinary actions against any SGA/CC officer shall consist of the following course of actions to be initiated by the SGA/CC advisor(s).

A) The officer shall receive an oral warning in the form of individual counsel.
B) The officer shall receive a written warning, which will outline any areas of deficiency, ideas for improvement, and any additional comments. This shall be discussed and signed by all parties.
C) The officers shall receive a final written warning. This will be discussed and signed by all parties.
D) The rebuttal process can be initiated at any time during the disciplinary process, but must begin no later than the final written warning. The rebuttal must be in written form and submitted to the Dean of Student Services with courtesy copies forwarded to the SGA/CC advisor(s).
E) Offenses of a serious nature will result in suspension from the SGA/CC Officer position pending a hearing with the Dean of Student Services.
F) The SGA Advisors have the authority to initiate suspension of SGA/CC Officers.