



# Jackson College Student Government Constitution

Revised February 2016



JACKSON COLLEGE

2111 EMMONS RD  
JACKSON, MI 49201

# JCSG

## Article I: Name

We shall call this organization the Jackson College Student Government created to serve the Jackson College Student Association (JCSA). All registered Jackson College students are members of JCSA.

## Article II: Mission

We, the Jackson College Student Government, serve as the official representative voice for the students who attend Jackson College. We exist to advocate for and empower all members of our student body. We uphold the mission, vision, and values of our institution, providing a supportive experience for all Jackson learners as they identify and achieve their educational goals. We strive to promote student policy that addresses the interests, needs, and welfare of all Jackson students.

## Article III: Membership

Student government representatives will be appointed by way of application completion, interview process, and an extensive review of academic and behavioral history here at Jackson College, completed by the selection committee. The selection committee is comprised of Assistant Dean of Student Life, Athletic Director, Director of Student Life, and the Assistant Director of Student Life. The student representatives of JC Student Government shall be selected by the Director of Student Life or his/her designee. The representatives selected will be called to uphold the mission of JC Student Government. JCSG holds the responsibility of advocating for recognized student organizations, campus housing, athletics, and more.

All JC student organizations will be represented at all formal JC Student Government meetings. Student organizations will provide one designee to attend meetings and provide input on the operations of JC Student Government. This designee will hold rights to voting while representing the best interest of their student organization. JCSG reserves the right to accept or reject programming from student organizations that require Student Life funding.



# JCSG

## Article IV: Roles

### President

Execute the provisions of the JCSG Constitution and By-Laws

Call and preside over meetings of the JCSG

Submit to the JCSG's budget for the upcoming year

Veto acts of JCSG if deemed necessary

Review documents kept by the Secretary/Parliamentarian and Treasurer.

Perform as primary student representative to administrators, faculty and staff.

Willing to represent students at various college committee meetings.

Attend Jackson College Board of Trustees' meetings and update the Jackson College community on JCSG's business and activities.

Manage all delegated tasks for large-scale programs.

### Vice President/ Parliamentarian

Execute the duties and powers of the President in his/her absence

Exercise the JCSG's executive member right to vote

Attend all meetings and activities as scheduled (no more than two unexcused absences)

Coordinate with all necessary departments in the execution of planned events or initiatives accepted by JCSG

Ensure that parliamentary rules are being followed and that proper procedures are being used during all meeting motions.

### Treasurer

Serve as responding and corresponding Treasurer of JCSG

Exercise the JCSG's executive member right to vote

Maintain records of expenditures made by JCSG and monies collected at JCSG events

Attend all meetings and activities as scheduled (no more than two unexcused absences)

Establish and maintain audit system for JCSG

Provide financial reports for all JCSG meetings/ presentations as necessary

Deposit all money donated/raised for SGA within 24 hours into the proper account (Y20).

Manage all budget proposals (staying within the budget planned at the beginning of the academic year).



# JCSG

## Article IV: Roles cont'd

### Secretary

Exercise the JCSG's executive member right to vote

Attend all meetings and activities as scheduled (no more than two unexcused absences)

Update JCSG's and Student Life portions of the Jackson College website

Coordinating with marketing department of Jackson College or outside advertising agencies, in creating advertisement materials for scheduled events, student government initiatives or vacancy.

Responsible for taking minutes at all meetings and distributing them via email within one week to JCSG's president and advisor.

Create a contact list of all Student Government Officers, and executive council members.

Make this list available to all students.

Implement a sign-in sheet for all meetings and events.

Keep and make available to the Student Government a permanent record of the Constitution of the JCSG.

Publish all pertinent acts and decisions of the Student Government in the JCSG

Newsletter or web page following approval of advisor. – do we have one of these/should we

Ensure that parliamentary rules are being followed and that proper procedures are being used during all meeting motions.

### Student/Community Liaison

Exercise the JCSG's executive member right to vote

Attend all meetings and activities as scheduled (no more than two unexcused absences)

Assess campus culture, attitudes, and needs by collecting both qualitative and quantitative data (this includes surveys after JCSG events and event attendance)

Build positive relationships amongst businesses and individuals of Jackson, Michigan and JCSG executive council.

Seek donations or financial gain opportunities to aid JCSG either directly or indirectly



# JCSG

## Article IV: Roles cont'd

### Advisor

An eligible advisor is defined as: any faculty member, administrator, or staff member who agrees to advise a registered student organization. This advisor shall abide by the advisor duties set out by the office of Student Life.

## Article V: Succession of Office

A. Succession for the Office of President shall be in the following order:

1. Vice President
2. A member of the General Assembly chosen by a two-thirds vote of members of the General Assembly present.

B. If the Office of Vice President is vacant, the President shall nominate a new Vice President to be confirmed or rejected by a two-thirds vote of the General Assembly members present.

## Article VI: Records

Jackson College Student Government must keep complete, typed notes from every regular and non-scheduled JSSG meeting.

## Article VII: Non-Discrimination Policy

Jackson College Student Government, its members, and affiliates shall not discriminate against any individual(s) for reason of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.



# JCSG

## Rules:

JCSG members/officers must maintain a cumulative GPA of 2.5 and they must hold a minimum part time student status which is designated as six college undergraduate credits (or 3 in the spring/summer semester). In the event that a JCSG member/officer does not maintain the cumulative GPA of 2.5 requirement, that member/officer will be deemed on academic probation. Academic probation allows the JCSG member/officer one semester to obtain the GPA of 2.5 requirement. If the JCSG member is not able to obtain a GPA of 2.5 during their academic probation period they will be removed from the council.

## Grounds for Removal:

- Poor Attendance
- Failure to exemplify good academic and/or behavioral standing
- Failure to complete designated tasks
- Failure to represent Jackson College Student Government in a respectable manner.
- JCSG members/officers must be in good disciplinary standing with Jackson College at their time of appointment and the duration of their appointment. Level II or III allegations which a member/officer has been found responsible for by Jackson College Judicial Board will result in automatic removal from the council and/or denial of application.

## Parliamentary meetings and voting

JCSG shall exercise voting rights in acceptance or rejection of student organization's request for Student Life funds. Requests will be reviewed at student government meetings.

## Meetings:

### Executive Council-

This meeting shall be held before Student Government General Assembly. All executive board members and JCSG advisor shall be present to discuss officer reports and general updates.

### General Assembly-

This meeting shall be held after executive council. All executive board members, JCSG, student organization representatives, and any members of the student body shall be present. Request from student organizations, officer reports, and general updates will be discussed.

