



Mission:

We the Student Government Association are dedicated as a governing body to serving our individual students, their organizations, and the diverse community of Western Dakota Tech; fostering leadership, enhancing communication, and supporting an interactive and successful college experience.

Purpose:

The Western Dakota Tech Student Government Association supports and serves the WDT community through:

- community building activities and events.
- facilitating communication between WDT students, staff, and the Board of Education.
- providing developmental opportunities and training for students.
- the responsible and equitable management of WDT Student Activity Funds.
- recognizing the establishment of the Western Dakota Tech student clubs and organizations.
- assisting and supporting Western Dakota Tech student clubs and organizations to effectively meet their goals and initiatives.
- the support of campus-wide student-driven initiatives.

## **Bylaws of the WDT Student Government Association**

### **Article I : Membership**

#### **Section I**

*Representatives will be elected or appointed from their respective clubs and organizations. In August of each school year, the SGA Advisor will send a memo to each club or organization advisor providing information on SGA and requesting that representatives be elected or appointed.*

*SGA also welcomes and encourages campus at large membership and participation in all open meetings.*

- *Campus members that are not elected or appointed by a club or organization can, however, earn the right to vote in a closed meeting such as election of officers. (See Article II, Section I – voting members during closed meetings)*

#### **Section II**

*Duties of the representatives are as follows:*

- *Represent and advocate for the needs of students in his/her program*
- *Provide information for and gather input from students in program regarding SGA events and activities, as well as institution policies and procedures.*
- *Attend and participate in all regularly scheduled open SGA meetings.*
- *Support SGA events, initiatives, activities, and vote during open meetings.*

### **Section III**

*Term of office for representatives is one school-year, from August to May.*

### **Section IV**

*Representatives shall be terminated by a majority vote of members present during a regular SGA meeting, following a motion made by any representative. Representatives wishing to resign should make their wishes known to the SGA Advisor. In the event of a vacancy, the program instructors will be notified by the Advisor to appoint a new program representative.*

## **Article II: Voting Members during Closed Meetings**

### **Section I**

*Voting members are allowed to participate in closed SGA as follows:*

- *The representatives that were elected or appointed by their club or organization*
- *Any WDT student that has a desire to participate and has participated in at least 75 percent of the regular WDT SGA meetings and or events and activities held (a minimum of 6 meetings or events)*
- *The SGA Executive Board*

*The only exception are the closed meeting/s for Budget Allocation Decisions, which will include the SGA Executive Board and Advisor/s only*

## **Article III: Selection of Officers**

### **Section I**

*The selection of officers shall be done by general election during a closed meeting of the SGA each April for President and Vice-President and September for Secretary, Treasurer, and Activities Coordinator. These elections will be coordinated by the Advisor. An explanation of each office will be given, and any WDT student in good academic standing (a GPA of no less than 2.0) can be nominated (or self nominated) for an office. At the next meeting, nominees will have up to five minutes to present to the representatives why they feel they are a good candidate for the office. After all nominees have presented, elections will take place using an anonymous ballot, and majority vote of the representatives present will dictate the results. Representatives not able to attend the election meeting will have the opportunity to vote via email prior to the election. In case of a tie during the election, a run-off election will take place between the two tied candidates. Ballots will be counted by the Advisor. Results of the election will be announced by the Advisor.*

### **Section II**

*In the instance that an officer's actions are deemed inappropriate by the membership, an officer may be removed from office. The officer will be informed by the Advisor that a hearing will be conducted. The hearing will take place in a closed meeting. The Advisor will discuss the alleged inappropriate actions by the officer. The officer will then be given the opportunity to respond. The officer will then be asked to leave the room and the issue will be discussed by the representatives, followed by a vote on the impeachment. A majority of representatives present at the hearing must vote to*

*impeach the officer in order for that officer to be removed from office. The officer will then be asked to return to the room to hear the decision.*

### **Section III**

*Officers will receive compensation at the end of each semester. Should an officer fail to fulfill his or her duties until the end of the semester, no compensation will be granted. If an officer is replaced prior to the end of the semester, the new officer shall receive the full compensation.*

## **Article III: Selection of Advisor**

### **Section I**

*The advisor shall be appointed by members of the Western Dakota Tech administration.*

### **Section II**

*An Advisor may be removed at the discretion of the Western Dakota Tech administration. Should the position become vacant during the year, a new advisor shall be appointed by the administration of WDT.*

## **Article IV: Meetings**

### **Section I**

*Regular SGA meetings will be held once per week when classes are in session. These meetings are presided over by the President. The Vice President shall preside over meetings in the President's absence. Special meetings may be called by the President and can be held at any time.*

### **Section II**

*Meeting minutes will be made available to all representatives via email, prior to the next meeting. Minutes will be made available to the student body and WDT community via the WDT website.*

## **Article V: Committees**

### **Section I**

*All permanent committees shall be formed by the President or Advisor.*

#### *A. Executive Board*

*The Executive Board consists of the officers and Advisor of SGA. The Executive Board will hold regular meetings to discuss cabinet level issues.*

### **Section II**

*Ad-hoc committees shall be formed as the officers see necessary. Committees will consist of a chair or co-chairs, and members, made up of representatives volunteering to participate in the committee.*

## **Article VI: Rules of Order**

### **Section I**

*This organization shall be governed by Robert's Rules of Order and according to the procedures and policies set forth in the SGA Constitution and Bylaws.*

### **Section II**

*For voting purposes, a majority of members present at the meeting will pass a vote, unless otherwise stated in these Bylaws. One officer must be present in order for any vote to pass.*

## **Article VII: Finances**

### **Section I**

*All expenditures must be pre-approved and passed by a majority vote of representatives present at a regular meeting of the SGA. All financial transactions must have the approval of the Advisor. The Advisor and either the Treasurer or President must sign all purchase requests. Only elected officers of SGA, with approval of the Advisor, may sign contracts on behalf of the Student Government Association. Individuals may be held personally responsible for any contractual expenses incurred by unauthorized commitments.*

### **Section II**

*A portion of the SGA budget, which will be determined by the membership, will be allocated to WDT student organizations. In order to receive an allocation from SGA, student organizations must have current student organization paperwork on file in the office of the WDT Accounting Assistant, must have at least five members, and must hold at least two regular meetings per year. The process will take place during the fall and spring semesters, with monetary allocations being transferred to student organization accounts during the fall and spring semesters. Eligible organizations requesting funds must submit an Allocation Request Form to the SGA Treasurer. Following submission of the request, the organization Advisor or President will be contacted to schedule a budget hearing during which organization members will present their request to the SGA membership. Allocation approval will be by a majority vote during a special (closed) meeting of SGA.*

## **Article VIII: Amendments**

### **Section I**

*These bylaws may be amended by a majority vote of the general membership at a regular meeting.*

*Last amended April 11, 2011*