



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 inter-active 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.

Student Government Association Constitution

Article I: Name

Section I

The name of this organization is Western Dakota Tech Student Government Association, here after referred to as SGA.

Article II: Purpose

Section I

The purpose of this organization is to support student growth in leadership, citizenship, and self awareness; to assist and provide resources to student organizations within WDT; to host activities that promote goodwill and fellowship among the students, faculty, and staff at WDT and the greater Rapid City Community; and to represent the students before the Western Dakota Tech community, the Rapid City Community, and the citizens of South Dakota, subject to the limitations imposed by the laws of the State of South Dakota and the rules of the Rapid City Board of Education.

Article III: Affiliations

Section I

This organization represents all registered students of Western Dakota Tech, except those students solely enrolled in the Corporate Education Center.

Article IV: Membership

Section I

The membership of this organization shall consist of representatives elected or appointed by their respective program to represent the needs and ideals of students enrolled in that program. Representatives shall serve a one-year term, from September to May.

Section II

NON-DISCRIMINATION STATEMENT

Western Dakota Technical Institute does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Disability Coordinator

Western Dakota Technical Institute, 800 Mickelson Drive,
Rapid City, SD 57703, (605) 718-2426.

E-mail: maryann.slanina@wdt.edu

Article V: Officers

Section I

The officers of the SGA shall consist of:

President

Duties and powers of the President:

- Represent the Student Government Association on campus and in the community
- Ensure that the organization is operating in conformity with the standards set forth by Western Dakota Tech and the Student Government Association Constitution and Bylaws
- Preside over meetings and create meeting agendas; call special meetings when necessary
- Address student complaints, suggestions, problems, and ideas
- Hold regular meetings with the WDT administration to discuss student issues and concerns
- Maintain communication with organization advisor
- Attend Rapid City Board of Education meetings three times a year to give SGA report
- Initiate discussion on issues and measures relevant to the institution and SGA constituents
- Attend WDT and SGA functions, ceremonies, and events
- Serve as a member of the SGA Executive Board
- Serve as co-signer for SGA account
- Other duties as assigned

Vice President

Duties and powers of the Vice President:

- Assist the President in his/her duties
- Preside over meetings in the President's absence
- Communicate/Coordinate activities and events of WDT community and the Rapid City community at large
- Present VP Report of activities and events at SGA Meetings
- Assist Activities Coordinator
- Serve as member of the SGA Executive Board
- Other duties as assigned

Secretary

Duties and powers of the Secretary:

- Record attendance at meetings
- Maintain an accurate record of organization meetings and ensure minutes are made available to representatives and the WDT community
- Maintain membership directory
- Maintain the website to ensure that WDT students are informed of campus life happenings and that meeting minutes, special events, and activities are recorded and available
- Prepare all written correspondence for the organization
- Communicate with representatives via email and send out notices of meetings
- Present Secretary Report at SGA Meetings
- Serve as member of the SGA Executive Board
- Other duties as assigned

Treasurer

Duties and powers of the Treasurer

- Manage the SGA budget
- Maintain an accurate record of organization transactions
- Oversee all expenditures
- Serve as co-signer on SGA account
- Develop organization budget and present to representatives for acceptance
- Coordinate the budget allocations process
- Make necessary purchases for organization
- Present Financial Report at SGA Meetings
- Serve as member of the SGA Executive Board
- Produce monthly financial statement for Executive Board
- Other duties as assigned

Activities Coordinator

Duties and powers of the Activities Coordinator

- Act as Liaison between SGA and the WDT Campus community and organizations.
- Present an Activities Coordinator Report at SGA Meetings
- Manage campus communication through “What’s Happening,” FaceBook, or venue of choice.
- Assist SGA officers, committees, and other campus organizations in coordinating and communicating activities and events
- Serve as member of the SGA Executive Board
- Other duties as assigned

Section II

The officers of the SGA shall receive a stipend/scholarship. Stipend/scholarships shall be:

- A. The President shall receive a stipend/scholarship of \$1000 per semester. A minimum of five office hours per week is required.
- B. The Vice President shall receive a stipend/scholarship of \$600 per semester. A minimum of three office hours per week is required.
- C. The Secretary shall receive a stipend/scholarship of \$600 per semester. A minimum of three office hours per week is required.
- D. The Treasurer shall receive a stipend/scholarship of \$600 per semester. A minimum of three office hours per week is required.
- E. The Activities Coordinator shall receive a stipend/scholarship of \$600 per semester. A minimum of three office hours per week is required.

Stipend/scholarships shall be paid in one lump sum at the end of each semester.

Section III

The term of each office shall be for one school year, running from September to May.

Section IV

In order to hold an office within the SGA, students must be in good academic standing (2.0 cumulative grade point average) at Western Dakota Tech and cannot be on conduct probation with the institution. If an officer fails to remain in good standing with the institution, they become ineligible to hold office.

Section V

Should an officer’s position become vacant during his/her term, the following shall take place:

- A. President - The Vice President shall fill the office of President, should that office become vacant.

- B. Vice President - The Secretary shall be offered the position of Vice President, should that office become vacant. If the Secretary declines, the office will then be offered to the Treasurer. If the Treasurer declines, an election will take place among the representatives to fill the position.
- C. Secretary - Should the office of Secretary become vacant, an election will take place among the representatives to fill the position.
- D. Treasurer - Should the office of Treasurer become vacant, an election will take place among the representatives to fill the position.
- E. Activities Coordinator - Should the office of Activities Coordinator become vacant, an election will take place among the representatives to fill the position.

Article VI: Advisor

Section I

The organization Advisor must be a member of the faculty or staff of Western Dakota Technical Institute.

Section II

The Advisor is a non-voting member of the SGA. The duties and responsibilities of the advisor shall be as follows:

- Attend meetings
- Maintain communication with the officers
- Assist the representatives in adhering to the SGA Constitution and Bylaws
- Ensure that the organization is operating in conformity with Western Dakota Tech and Board of Education policies
- Coordinate officer elections
- Supervise and arrange for payment of the officers
- Assist with the organization of SGA activities
- Give recommendations as to procedures and historical precedents of SGA
- Approve all financial transactions of the group

Article VII: Meetings

Section I

Regular meetings of the organization shall be held once per week while classes are in session. These meetings may only be cancelled at the discretion of the President. All regular meetings are open to the student body as well as to SGA representatives and officers.

Section II

Special meetings of the organization may be called by the President. Special meetings are closed to any non-members of SGA, unless their presence is requested.

Article VIII: Finances

Section I

The SGA shall assume responsibility for the administration of funds generated from the student activity fee. The SGA shall maintain the right to raise and spend money for the maintenance of the SGA and the benefit of the WDT student body in accordance to its purpose and mission.

Section II

A portion of the SGA budget shall be allocated to qualifying WDT student organizations. All allocations will follow the SGA Budget Allocation Process, outlined in the SGA Bylaws.

Article IX: Amendments

Section I

This constitution shall be amended by a two-thirds (2/3) vote of the membership at any regular or special meeting with at least three officers present, or via email vote in which at 2/3 of membership and 3 officers vote. All changes to the constitution must have the approval of the Advisor.

Section II

Provision for advance notice of amendment shall be via email notification. The proposed amendment shall be announced at a regular meeting, and then voted on at the next regular meeting. In the event of changes, the updated constitution must be submitted to the WDT Accounting Assistant.

Last amended January 25, 2010