CONSTITUTION OF
WDT Student Government Association

ARTICLE I
NAME

The name of this organization shall be Student Government Association (SGA).

ARTICLE II
PURPOSE

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.

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

- community building activities and events.
- facilitating communication between Western Dakota Tech students, staff, and the Board of Education.
- providing developmental opportunities and training for students.
- the responsible and equitable management of Western Dakota Tech 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.

ARTICLE III
MEMBERSHIP

Section I

Membership is restricted to all currently enrolled students of Western Dakota Tech. Any WDT student may participate. The rights of voting and holding an office are reserved for WDT students only.

Section II
The leadership membership of this organization shall consist of representatives elected or appointed to represent the needs and ideals of students enrolled at WDT. Representatives shall serve a one-year term, from September to May.

Section III

NON-DISCRIMINATION STATEMENT

Western Dakota Technical Institute will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, gender identity or status as a veteran. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Debbie Toms
Student Success Director/ Registrar
Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703 Phone: (605) 718-2958
Email: Deborah.toms@wtd.edu

ARTICLE IV
LEADERSHIP

The leadership of the club shall be made up of:
- President
- Vice-President
- Secretary
- Treasurer
- Activities Coordinator
- WDT Staff Advisor

The term of each office shall be one academic year, September to May.

ARTICLE V
AMENDMENTS

The constitution shall be ratified by a simple majority vote of the members attending a meeting.
BY-LAWS OF
WDT Student Government Association

ARTICLE I
MEMBERSHIP

The procedure for selection of executive/leadership membership is: simple majority vote through campus-wide elections. President and Vice President will be elected at the end of each

ARTICLE II
LEADERSHIP

The leadership of the club shall be led by:

- President: Sydney Word
- Vice-President: Argentina Woods
- Secretary: Dillan Wessels
- Treasurer: Ryan Wellnitz
- Activities Coordinator: Taniesha Thornton
- Advisor: Rachel Skea

ARTICLE III
DUTIES OF LEADERSHIP

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 meeting when necessary
- Address student complaints, suggestions, problems, and ideas to the appropriate office
- Hold regular meetings with the WDT administration to discuss student issues and concerns
- Maintain communication with SGA 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:
• 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
• Assist Activities Coordinator
• Serve as member of the SGA Executive Board
• Other duties as assigned

Secretary:
• Record attendance at meetings
• Maintain an accurate record of organization meetings and ensure minutes are made available to representatives
• Prepare all written correspondence for the organization
• Present Secretary Report at SGA Meetings
• Serve as member of the SGA Executive Board
• Other duties as assigned

Treasurer:
• Manage the SGA budget
• Maintain an accurate record of SGA transactions
• Oversee all expenditures
• Serve as co-signer on SGA account
• 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:
• Present an Activities Coordinator Report at SGA Meetings
• Serve as member of the SGA Executive Board
• Other duties as assigned
Advisor:
- The Advisor is a non-voting member of the SGA. The SGA Advisor must be a member of the faculty or staff of Western Dakota Tech.
- 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
- Assist with the organization of SGA activities
- Give recommendations as to procedures and historical precedents of SGA
- Approve all financial transactions of the group

The term of each office shall be one year.

ARTICLE IV
ELECTION/OFFICERS SELECTION

To be eligible for office, an officer must be in good academic standing (2.0 cumulative GPA or higher).

Nominations shall be made by current WDT students during the time period 2 weeks prior to determined SGA All-Campus meeting when elections will be held to allow on-campus and online students the opportunity to run for office. (when/whom)

Election for new officers shall be conducted:
- When: Yearly
  - President and Vice President elected in April for upcoming academic year
  - Secretary, Treasurer, and Activities Coordinator elected in following September
- How: Anonymous Written Ballot
  - Advisor will provide explanation of each offices
  - Nominees will be given 5 minutes to present at determined SGA All-Campus meeting

Votes will be counted by SGA Advisor. (whom)

Elected officers must receive simple majority of votes to be elected. (i.e. majority, 2/3, etc.)

Officers shall take office on:
- President & Vice President – The following September.
- Secretary, Treasurer, Activities Coordinator – Upon election results in September
Vacancies in office shall be filled by appointment.

ARTICLE V

The club shall have the following committees to do the following tasks:
  • Executive Board – The Board consists of the elected officers and Advisor of SGA. The Board will hold regular meetings the Friday before scheduled SGA All-Campus meetings to discuss upcoming business.

ARTICLE VI
RULES OF PROCEDURE

The club shall be guided in its procedures by Robert’s Rules of Order, latest edition, when no other rules have been specifically established in the By-laws or Constitution.

ARTICLE VII
MEETINGS

Regular meetings shall be held:
  • All-Campus meetings – The first and third Wednesday of each month, as determined.
  • Executive/Leadership Board – The Friday before each All-Campus meeting.

Special meetings may be called by officers.

A quorum of 3 of the members and officers shall be necessary to conduct business. (Note: Quorum is the minimum number of voting members who must present at a meeting to make official binding decisions. Selects a number that allows you to do business regularly, but which prevents a small number of members or officers for controlling the club.)

ARTICLE VIII
AMENDMENTS

The By-laws shall be amended by a simple majority vote of the members attending a meeting.