

**MONROE COMMUNITY COLLEGE STUDENT ASSOCIATION  
DAMON CITY CAMPUS  
STUDENT EVENTS AND GOVERNANCE ASSOCIATION  
CONSTITUTION**

PREAMBLE

To promote the general welfare of the student body; to provide programs of educational, cultural, recreational and social value; to promote within the College a spirit of harmony among administration, faculty, staff and students; to assure the rights as set forth in the “Joint Statement on Rights and Freedoms of Students”; to establish an organization through which the student body may register, by means of a representative and democratic government. We, the students of Monroe Community College, Damon City Campus, establish this Student Events and Governance Association Constitution for the Damon City Campus.

ARTICLE I – NAME AND PURPOSE

This organization shall be known as the Damon City Campus Student Events and Governance Association (SEGA). The purpose of SEGA is to serve as the governing body responsible for addressing student concerns, developing policy and providing campus life programs funded by the Student Association for the Damon City Campus.

ARTICLE II – MEMBERSHIP AND FEES

Section 1. Membership

All students who have paid a student life fee to the Monroe Community College Student Association and are registered at Monroe Community College shall be members of the Student Association. All members of the Student Association shall be represented by the Brighton Campus Student Government and/or the Damon Campus Student Events and Governance Association (SEGA).

Section 2. Fees

Student Association student life fees, as well as benefits to be derived from student life fees, shall be determined by the membership of the Association’s governing board of MCC Association Inc. with final approval from the MCC Board of Trustees.

ARTICLE III – OFFICERS

Section 1. Election

The President, Vice President of Student Governance and Vice President of Student Events shall be elected by a ballot of the Damon membership of the MCC Student Association. In order for election, the candidates must receive the greatest number of votes for their position of the Damon student body present and voting. If the President is unable to assume office before the first day of classes (fall semester) the incoming Vice President of Student Governance will assume the position. If the Vice President of Student Governance position is vacant during this time period, the Vice President of Student Events will assume the position of President.

Coordinator positions will be filled through an application and interview process. The incoming President and Vice Presidents will begin the interview and appointment process after SEGA elections have taken place in the spring.

Section 2. Qualification of Officers

All officers of SEGA, both elected and appointed, must have at the time of election/appointment and while in office a cumulative average of 2.25 or above and must be taking at least six credit hours at Damon. The President and Vice President candidates must have already completed six credit hours at Monroe Community College to be eligible. All candidates for these positions must be willing and able to serve the entire term of office. If at any time an officer fails to maintain the above qualifications, he/she will be notified in writing by the Campus Center Coordinator or designee and will be required to relinquish his/her position.

Section 3. Term of Office

The term of office for elected and appointed officers shall begin on Commencement Day and shall extend for one year (to the following Commencement Day). Those officers appointed in the fall semester shall serve from date of appointment to Commencement Day.

Section 4. Officer Positions

SEGA shall be composed of fourteen officers: President, Vice President of Student Governance, Vice President of Student Events, Elections Coordinator, Budget Coordinator, Multiple Campus Coordinator, Civic Engagement Coordinator, Diversity Coordinator, Social Activities Coordinator, Publicity Coordinator, Recruitment Coordinator, Wellness Coordinator, Roundtable Coordinator, and Adult/Evening Student Coordinator.

Section 5. Committee Members for Special Topics of Interest

- 1) Each SEGA officer shall make committee appointments for their committee.
- 2) Committee members shall carry out duties assigned by the SEGA officer chairing the committee.
- 3) Committee members are required to attend SEGA meetings and do not have voting privileges at SEGA meetings.
- 4) All committee members must have at the time of appointment and while serving on the committee a cumulative average of 2.25 or above and be taking at least 3 credit hours at Damon. If at any time a committee member fails to maintain the above qualifications, he/she will be notified in writing by the Campus Center Coordinator or designee and will be required to relinquish his/her position on the committee.
- 5) Committee members positive work experience will be looked upon favorably when applying for officer positions.
- 6) A committee member may be eligible to attend regional conference and trips based on attendance at SEGA meetings.

Section 6. Meetings

Weekly meetings will be required to provide necessary coordination of student programming and also to address student concerns. Minutes of meetings will be required to provide official documentation of any decisions that have been made concerning student life fee funds. No meeting shall be held unless a quorum is present. A quorum shall consist of a majority of the total voting officers of SEGA. Every officer has voting privileges, SEGA President votes only in case of a tie.

Section 7. Powers

- 1) Shall formulate policy and coordinate campus life programs consistent with the best interests of the students at Damon.
- 2) Shall formulate and approve the annual budget for SEGA to be submitted to the MCC Association Inc. Board of Directors.

- 3) Shall conduct meetings and assemblies of SEGA, subject to the approval of the College calendar and space allocation.
- 4) Shall approve all activities sponsored by SEGA.
- 5) Shall resolve disputes between Damon organizations or individuals within Damon organizations. These organizations or individuals will be presented to SEGA for a hearing.
- 6) Shall by a majority vote accept or reject the chartering of Damon clubs/organizations.

#### Article IV- CHARTERING OF CLUBS

Students desiring to form a club/organization must submit an application for a charter to the Campus Center Operations Coordinator. The Campus Center Operations Coordinator will make a recommendation to SEGA prior to voting on whether the club/organization should be chartered. To remain chartered, the following requirements must be met: A list of current officers, signed club advisor form and constitution must be maintained within the Damon Campus Center Office. Any chartered club/organization which has been inactive for three or more semesters may have their charter revoked.

#### Article V- ROLE OF ADVISORS

There shall be four advisors to the Student Events and Governance Association: two MCC faculty members and two staff members from the Damon Campus Center office.

They shall work closely with SEGA in an advisory capacity to guide the student leadership learning experience.

Advisors are required to attend all official meetings, programs and interviews held by SEGA. Advisors shall be responsible for implementing leadership training throughout the school year for the DCC Student Leadership Program.

Advisors shall work closely with students in the planning and implementation of programs funded by Student Association. They shall assume responsibility for processing of expenditures for all fiscal activities in accordance with the budget policies of the Student Association and facilitating campus life programs at the Damon Campus. Advisors shall meet weekly with SEGA members to facilitate proper coordination of all activities.

#### ARTICLE VI – INITIATIVE / REFERENDUM / RECALL

Initiative, referendum and recall are guaranteed in this constitution. Petition may arise from the Student Association (Body) provided that no less than 10% of the total eligible electorate shall attest their signatures to said petition. SEGA must consider this petition, and if it shall reject said petition, refer it to Student Association (Body) for voting. The petition shall be approved by two-thirds of the eligible electorate present and voting.

#### ARTICLE VII – IMPEACHMENT

Section 1. Grounds for impeachment shall be negligence of duty, inefficiency in office, insufficient participation with programs/activities sponsored by SEGA or any action performed by an elected/appointed member of SEGA which is considered a direct violation of the constitution and/or bylaws; or any action performed as member of SEGA which is considered detrimental to the good name of the Damon Campus SEGA.

Section 2. Any officer of the elected/appointed government is subject to impeachment upon receipt of a complaint signed by a majority of the members, present and voting, at a meeting of SEGA, or upon filing of a petition signed by a minimum of 5% of the membership of the Student Association (Body). If, at the end of the impeachment proceedings, the defendant is found guilty by a majority vote of SEGA, present and voting, he/she shall be removed from office. All hearings for impeachment procedures will be open to the Student Association (Body) and the member of the government being prosecuted has a right to defense and complete knowledge of all accusations at least 3 working days prior to hearing. A hearing must be held within 1 week from filing of charges. The defendant and plaintiff shall be given equal lengths of time to present their case. SEGA shall vote by secret ballot; the results shall be reported immediately by the presiding officer. Appeal must be made to SEGA within 1 week of the decision. No further appeal provisions within the Student Association shall be recognized.

Section 3. The presiding officer shall not be the defendant or the plaintiff. In the event of a conflict, a presiding officer shall be appointed by a majority vote of SEGA.

#### ARTICLE VIII – AMENDMENTS

Any member of SEGA may propose any amendment to the Damon City Campus Student Events and Governance Association Constitution to SEGA. Any proposed amendment to the Constitution must be in order and purposeful by a majority vote of those present and voting at the SEGA meeting in order to be presented in the form of a referendum to the student body. The referendum must then be approved by a majority vote of the student body present and voting, for the referendum to amend the Constitution.

#### ARTICLE IX – BYLAWS

Bylaws for the Damon Campus Student Events and Governance Association, deemed by SEGA to be consistent with the Constitution, may be adopted by a majority vote of SEGA, present and voting.

**MONROE COMMUNITY COLLEGE  
DAMON CITY CAMPUS  
STUDENT EVENTS AND GOVERNANCE ASSOCIATION (SEGA) BYLAWS**

1. RESPONSIBILITIES

A. President

- 1) Shall assume primary responsibility for the fulfillment of SEGA's purpose and shall carry out all normal duties to this end, both in matters of student governance and campus life programs.
- 2) Shall represent SEGA at official college ceremonies and at other functions/occasions where such representation is appropriate.
- 3) Shall have the power to call special and/or emergency meetings of SEGA.
- 4) Shall appoint, with SEGA approval, student members of college ad-hoc committees.
- 5) Shall have the power to make emergency decisions for SEGA, only if a meeting of SEGA cannot be held. Such decisions are subject to the approval of the President of the College or his/her designee.
- 6) Shall preside over all SEGA meetings and vote only in the event of a tie.
- 7) Shall attend mandatory weekly SEGA meetings and campus life events.
- 8) Shall attend mandatory weekly meetings with Campus Center advisor.
- 9) The Publicity Coordinator and Recruitment Coordinator shall report directly to the President.

B. Vice President of Student Governance

- 1) Shall assume all the responsibilities and duties of the President in his/her absence.
- 2) Shall serve as lead person in providing support to the Multiple Campus, Elections and Budget Coordinator positions in helping coordinate completion of work assignments.
- 3) Shall provide weekly updates to the President regarding student governance issues and projects.
- 4) Shall assume other responsibilities as assigned by the President.
- 5) Shall serve as the Damon student representative on the MCC Association Inc. Operations/Personnel Committee and Board of Directors.
- 6) Shall work with Campus Center advisor on transportation for Damon students to Brighton campus events, and assist Brighton campus in providing transportation for Brighton students to Damon.
- 7) Shall attend mandatory weekly SEGA meetings and campus life events.
- 8) Shall attend mandatory weekly meetings with Campus Center advisor.

C. Vice President of Student Events

- 1) Shall serve as lead person in providing support to the Diversity, Wellness, Social Activities and Civic Engagement Coordinator positions in helping coordinate completion of work assignments.
- 2) Shall provide weekly updates to the President regarding student programming activities and events.
- 3) Shall assume other responsibilities as assigned by the President.
- 4) Shall chair DCC Roundtable meetings each semester.
- 5) Shall attend mandatory weekly SEGA meetings and campus life events.
- 6) Shall attend mandatory weekly meetings with Campus Center advisor.

D. Elections Coordinator

- 1) Shall ensure that all election rules as prescribed by the constitution and bylaws are carried out.
- 2) Shall serve as election coordinator for SEGA elections and may not be a candidate in the elections.
- 3) Shall serve as Elections Management Team member for the Student Trustee elections and may not be a candidate in the elections.
- 4) Shall ensure that candidates are oriented to the rules and policies governing student elections.
- 5) Shall ensure that applications for elected or appointed positions are made available to the Damon student body.

- 6) Shall attend mandatory weekly SEGA meetings and campus life events.
- 7) Shall attend mandatory weekly meetings with Campus Center advisor.
- 8) Shall take and review surveys to determine student body interests.
- 9) Shall attend SEGA chartered club meetings during college hour.
- 10) Shall promote year round voter registration of the student body.

E. Budget Coordinator

- 1) Shall be the Damon SEGA treasurer.
- 2) Shall be required to work closely with the Damon Campus Center staff and the MCC Association Inc. business manager on matters related to financial concerns of SEGA.
- 3) Shall inform SEGA, clubs and organizations of the budgetary guidelines of the Student Association.
- 4) Shall provide financial statement reports to SEGA and make any needed recommendations regarding budgetary matters during the school year.
- 5) Shall assist in the development of annual SEGA budget.
- 6) Shall serve as the Damon student representative on the MCC Association Inc. Finance Committee and Board of Directors.
- 7) Shall attend mandatory weekly SEGA meetings and campus life events.
- 8) Shall attend mandatory weekly meetings with Campus Center advisor.
- 9) Shall take and review surveys to determine student body interests.
- 10) Shall attend SEGA chartered club meetings during college hour.
- 11) Shall promote year round voter registration of the student body.

F. Multiple Campus Coordinator

- 1) Shall attend Brighton Campus Student Government meeting at least once a month.
- 2) Shall assist in the coordination of multi-campus events.
- 3) Shall disseminate publicity information between campuses.
- 4) Shall attend mandatory weekly SEGA meetings and campus life events.
- 5) Shall attend mandatory weekly meetings with Campus Center advisor.
- 6) Shall communicate w/CAB coordinator on a regular basis regarding the dissemination of campus activity information.
- 7) Shall take and review surveys to determine student body interests.
- 8) Shall attend SEGA chartered club meetings during college hour.
- 9) Shall promote year round voter registration of the student body.

G. Civic Engagement Coordinator

- 1) Shall be responsible for coordinating community outreach/civic projects and/or charity event for SEGA.
- 2) Shall attend mandatory weekly SEGA meetings and campus life events.
- 3) Shall attend mandatory weekly meetings with Campus Center advisor.
- 4) Shall take and review surveys to determine student body interests.
- 5) Shall attend SEGA chartered club meetings during college hour.
- 6) Shall promote year round voter registration of the student body.

H. Diversity Coordinator

- 1) Shall be responsible for planning and implementation of cultural awareness programs.
- 2) Shall be responsible for planning and implementation of Hispanic Heritage Month activities.
- 3) Shall be responsible for planning and implementation of Black History Month activities.
- 4) Shall attend weekly SEGA meetings and campus life events.
- 5) Shall attend mandatory weekly meetings with Campus Center advisor.
- 6) Shall take and review surveys to determine student body interests.
- 7) Shall attend SEGA chartered club meetings during college hour.
- 8) Shall promote year round voter registration of the student body.

- I. Social Activities Coordinator
  - 1) Shall be responsible for planning and implementation of entertainment programs/special events.
  - 2) Shall be responsible for planning and implementation of family programs.
  - 3) Shall attend mandatory weekly SEGA meetings and campus life events.
  - 4) Shall attend mandatory weekly meetings with Campus Center advisor.
  - 5) Shall take and review surveys to determine student body interests.
  - 6) Shall attend SEGA chartered club meetings during college hour.
  - 7) Shall promote year round voter registration of the student body.
  
- J. Wellness Coordinator
  - 1) Shall be responsible for planning and implementation of health awareness programs.
  - 2) Shall work with Health Peer Educators, Health Services, Wellness Center, and Physical Educators to promote wellness at Damon.
  - 3) Must attend mandatory weekly SEGA meetings and campus life events.
  - 4) Must attend mandatory weekly meetings with Campus Center advisor.
  - 5) Shall take and review surveys to determine student body interests.
  - 6) Shall attend SEGA chartered club meetings during college hour.
  - 7) Shall promote year round voter registration of the student body.
  
- K. Publicity Coordinator
  - 1) Shall be responsible for publicizing SEGA activities and events.
  - 2) Work closely with Campus Center office coordinator to promote SEGA events.
  - 3) Shall work with the Campus Center to coordinate information for the Student Leadership web site and Monroe Doctrine.
  - 4) Must attend mandatory weekly SEGA meetings and campus life events.
  - 5) Must attend mandatory weekly meetings with Campus Center advisor.
  - 6) Shall take and review surveys to determine student body interests.
  - 7) Shall attend SEGA chartered club meetings during college hour.
  - 8) Shall promote year round voter registration of the student body.
  
- L. Recruitment Coordinator
  - 1) Shall be responsible for recruitment of SEGA activities and membership opportunities.
  - 2) Work closely with Campus Center staff to recruit interested students.
  - 3) Must attend mandatory weekly SEGA meetings and campus life events.
  - 4) Must attend mandatory weekly meetings with Campus Center advisor.
  - 5) Shall attend Faculty Senate meetings once a month and report information back to President.
  - 6) Shall take and review surveys to determine student body interests.
  - 7) Shall attend SEGA chartered club meetings during college hour.
  - 8) Shall promote year round voter registration of the student body.
  
- M. Adult/Evening Student Coordinator
  - 1) Shall be responsible for assessing and addressing the needs/wants of returning adult students.
  - 2) Shall be responsible for assessing and addressing the needs/wants of evening students.
  - 3) Shall attend mandatory weekly SEGA meetings and campus life events.
  - 4) Shall attend weekly meetings with the Campus Center advisor.
  - 5) Shall take and review surveys to determine student body interests..
  - 6) Shall attend SEGA chartered club meetings during college hour.
  - 7) Shall promote year round voter registration of the student body.
  
- L. Roundtable Coordinator
  - 1) Shall organize monthly roundtable meetings with DCC clubs and organizations.
  - 2) Shall report information gathered from roundtable meetings at SEGA business meetings.
  - 3) Shall attend mandatory weekly SEGA meetings and campus life events.
  - 4) Shall attend weekly meetings with the Campus Center advisor.
  - 5) Shall take and review surveys to determine student body interests.
  - 6) Shall attend SEGA chartered club meetings during college hour.
  - 7) Shall promote year round voter registration of the student body.

2. STUDENT LEADERSHIP TRAINING

The main focus of the Damon Student Leadership Program is providing students an opportunity to develop leadership skills through involvement in their student leader positions. With this in mind, SEGA members are required to attend student leadership training sessions offered throughout the year. It's recommended that SEGA members enroll in Leadership Development certificate courses which are offered throughout the school year.

3. VACANCIES AND ABSENCES

3.1. Vacancies of SEGA President/Vice Presidents

In the event of a vacancy in the position of SEGA President as a result of academic or disciplinary ineligibility, resignation, or impeachment, the Vice President of Student Governance shall assume the office of President. In the event of both the SEGA President and Vice President of Student Governance vacancies simultaneously, the Vice President of Student Events shall assume the office of President. If all three positions are vacant simultaneously, a special election will be held to elect a new SEGA President, Vice President of Student Governance and Vice President of Student Events.

In the event of a vacancy in the position of Vice President of Student Governance or Vice President of Student Events as a result of academic or disciplinary ineligibility, resignation, or impeachment, the SEGA President shall appoint a member of SEGA to the Vice President position, which must be approved by a majority of SEGA, present and voting. If the Vice President position vacancy cannot be filled internally it would then become an interview by committee process overseen by the SEGA President. The Vice President position must be advertised campus-wide for a minimum of one week prior to an interview by a committee comprised of SEGA members. The committee will make the final decision after interviews have been completed.

3.2 Vacancies of SEGA Coordinator Positions

In the event of a vacancy in a SEGA Coordinator position, the vacancy shall be filled for the unexpired term in the following manner:

Position must be advertised campus-wide for a minimum of one week prior to an interview by a committee comprised of SEGA members. The committee will make the final decision after interviews have been completed.

3.3 Disciplinary Action for SEGA officers and Committee Members in the Case of Absence

In the event of four absences per semester by a member of SEGA, the SEGA President and/or Vice President(s) will inform the individual by a verbal warning regarding the four absences. The fifth absence will result in a written warning. Accumulation of six absences per semester may result in a request for resignation and/or impeachment of said SEGA member.

Administrative Absences-An absence that pertains to SEGA business or related business as defined by SEGA officers' job descriptions and committee member responsibilities doesn't count toward total absences allowed per semester. The SEGA officer or committee member must provide written notification to the SEGA President and Advisor.

Two occurrences of tardiness to SEGA meetings or leadership training sessions are equivalent to one absence.

12/11/03

Amended 12/10/07&12/3/10 & 9/23/1&5/2/12