

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.2.5

Title: Student Government Organization By-Laws	
Originated by: Kim Kickhaefer, VPSS	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: The following by-laws apply to the MATC Student Government Organization.

Rationale: The Student Government organization has been established to give the student body a voice in the operation and condition of the institution.

Procedure:

1. OFFICERS & DUTIES

- a. The Student Government Organization (SGO) President shall preside over all meetings.
- b. The SGO Vice President shall preside over meetings and all activities in the President's absence.
- c. The SGO Secretary shall record meeting minutes and provide a copy to each Student Government member at the following meeting.
- d. The Treasurer will be in charge of all finances and will provide a treasurer's report at each meeting.
- e. The Student Government Advisor will be present at all meetings.

2. MEETING DATES & PLACES

- a. Regularly scheduled meetings will be held once a month, the third Thursday of every month, August through May, from 1:30 – 2:30 P.M., barring scheduling conflicts.
- b. If a scheduling conflict occurs, the meeting will be held the second Thursday of that month.
- c. Second meetings in any given month may be called by majority vote of the SGO members present at the regular monthly meeting.

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- d. Meetings will be held in a room scheduled by the Student Government Organization Advisor.

3. ELECTION OF OFFICERS& REPRESENTATIVES

- a. Student Government Representatives shall be full time students and in good standing maintaining acceptable academic and attendance records.
- b. Student Government Representatives will be elected using procedures determined by the departmental instructor(s).
- c. Student Government Representatives will elect officers whenever an office becomes open during the school year.
- d. President, Vice President, Secretary, and Treasurer positions will be filled by Student Government Representatives no later than the October meeting of a school year.

4. STUDENT AMBASSADORS

- a. Students who wish to serve as members of the Student Government Association, but who are not duly elected/appointed representatives of their Program, may do so with the approval of the Program instructor(s).
- b. Ambassadors will have all the rights and privileges of the Representatives except that they will not be allowed voting privileges, nor will they be allowed to hold elected office.

5. IMPEACHMENTS & RESIGNATIONS

- a. Resignation of a Representative during a term should be brought to the attention of the Student Government at an organized meeting.
- b. Impeachment of a Student Government Officer will be done through a hearing process only, where all parties/sides are given an opportunity to present their views. Impeachment of a Student Government Officer will be by a 2/3's vote of the Student Government Representatives.
- c. Any impeached officer of Student Government will be allowed to remain in Student Government as a Representative upon the approval of fellow Student Government Representatives.
- d. In the event of resignation or impeachment of the Student Government President, the Vice President will immediately assume the President's position and a new Vice President will be elected.

6. REPLACING A CURRENT REPRESENTATIVE

- a. If a department feels it is not being fairly represented by Student Government, a decision on the issue will be made by the following scheduled meeting.

7. ATTENDANCE

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- a. Student Government Representative or Officer may be allowed up to three absences from a Student Government meeting and/or executive session (officers only). Following three absences, cases in question will be brought before the Student Government body to determine an appropriate course of action.

8. VOTING

- a. A 2/3's majority vote is required in order to amend/revise Student Government Bylaws.
- b. A 2/3's majority vote is required on any decision made by Student Government.