

STUDENT ACTIVITIES ACTION ALLIANCE CONSTITUTION (SA³)

Preamble

We, the students of Oakland Community College, in order to form a unified student voice to represent and protect student rights, interests, and opinions to faculty, staff, and Administration of OCC, hereby form the Student Activities Action Alliance (SA³) to promote student participation in campus activities and decision making processes; enhance the quality of student recognition as it relates to student rights and concerns through student guided conflict resolution; promote commitment to individual responsibilities according to the policies, procedures and bylaws of OCC; assist in the development of student organizations, activities, and programs to benefit the student body academically and socially, and foster campus–community connectivity.

SA³ Ethical Statement

In pursuit of learning, discovery and engagement, SA³ values the College's capacity to provide: (1) a high quality education, (2) an exemplary learning environment, (3) a safe, secure and convenient campus, and (4) active engagement within the communities they serve. Achieving these goals requires an individual and collective commitment and uncompromised adherence to ethical principles and practices by faculty, staff and students to make every effort to exemplify the following:

- *Commitment to adherence to college policies, procedures and bylaws.*
- *Commitment to the truth, and the fair and equitable treatment of others.*
- *Regard for the intrinsic value of individuals and openness to their ideas.*
- *Commitment to the acceptance of responsibility for one's own statements and actions.*
- *Commitment to bringing activities to campus that consider the safety and wellness of the campus community.*

Article I

Name

This organization shall be known as the Student Activities Action Alliance SA³ of Oakland Community College.

Article II

Purpose

The SA³ shall be the official student leadership body for OCC: whose purpose and duties shall be:

1. To sponsor (defined as: establish, promote, and/or plan) selected activities for Student Life Office and activities of student life recognized organizations, clubs and societies that seek funding from SA³.
2. Via proposal, to allocate funds for selected student life activities and the activities of recognized organizations, clubs and societies at OCC.
3. To provide a student representative on designated Oakland Community College committees to represent the student body rights and or concerns, and to assist in the process of forging a supportive relationship between the student body and the college.

Article III

Objectives

The general objectives of the SA³ are as follows:

1. To promote student services, welfare, and awareness.
2. To foster recognition of students rights and concerns.
3. To promote individual responsibility according to the laws of OCC.
4. To sponsor out-of-class experiences for educational and or socializing purposes.
5. To promote the development of student organizations.

Article IV

Membership

Section 1: Student membership

The student membership of the SA³ shall be divided into two types:

1. The general membership shall consist of all credit students enrolled at OCC.
2. The active membership shall consist of students in the general membership category that participate in at least two SA³ meetings (executive or general) and volunteer for at least two SA³ sponsored functions per month (unless a meeting or function is not held in a given month).
3. Student workers in any department may be officers of Student Government as long as they meet all other requirements.

Section 2: Non-Student membership

The non-student membership shall consist of no more than three non-voting members to include:

- One Advisor - Coordinator of Student Development
- Two Faculty Members – Nominated by the Executive Board and chosen by the Coordinator of Student Development

Article V

Rights

Section 1: Rights of general membership

All members may participate in meeting of the SA³ and vote for elected members of the executive board (president, vice-president, secretary, treasurer, and social chair), and submit petitions regarding issues that may shape their rights, welfare, and services (see Article IX). The membership at large has the right to be fully informed of and involved in all SA³ sponsored functions not specified as active members only.

Section 2: Rights of active memberships

All active members have same rights of the general members in addition to being able to participate in events specifically for active members and to compete for awards specifically for active members.

Section 3: Rights of Advisor

The Advisor has the right to be fully informed of and involved in all SA³ sponsored functions. The Advisor shall not vote, but does have final veto power in SA³ affairs to be used at the Advisor's discretion.

Section 4: Rights of Faculty members

Faculty members shall serve as non-voting members whose role is to provide insight, support and commitment to the communication of SA³ activities and actions.

Article VI

Executive Board

Section 1: Membership

The Executive Board shall consist of the following:

Officers:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Communal Chair SA3 Designee
- F. Public Relation Officer

Non-Officers

- A. Non-voting Advisor (Student Development Coordinator)
- B. Non Voting Faculty Advisor
- C. Club Representatives: One Designated Officer (as designated by organization President) from each SA³ recognized student organization or society.

Section 2: Eligibility

- A. Voting members of the Executive Board must be currently enrolled students at OCC, with the exception of the three non-voting advisors.
- B. Presidents and Vice-Presidents of Student Life recognized clubs and organizations cannot hold Officer positions on the Executive Board.
- C. All Officers of the Executive Board must meet the following minimum requirements in order to receive full membership:
 - a. have a 3.0 (or rounded to the nearest tenth) overall GPA to run for office
 - b. have attended the college for at least one complete semester
 - c. be currently enrolled in at least six credit hours
- D. Should an Executive Board Member fail to meet any of the requirements above, upon approval of Advisors said Officer will receive probationary membership with the understanding that the requirement must be met by the next semester.”

Section 3: Term of Office

- A. Officers may serve a one year term remaining in the same office beginning of May 1st and terminating on April 30th
- B. An Officer may run for the same office or a different office for another one year term, if eligible, but can serve no more than two terms in any office.
- C. All eligible students appointed by the Executive Board to replace Executive Board members will serve out the remainder of the unexpired term.

Section 4: Removal of Officers

- A. Grounds for a one-semester probation include
 - If an officer’s grade point average falls below a 2.7 during his/her term
 - Inappropriate conduct/violation of SA³ or OCC policies and procedures
- B. Grounds for dismissal include:
 - Dereliction of duties shall be subject to review for possible dismissal by the Executive Board. A vote of two-thirds by the Executive Board (excluding the officer under review) shall be required.
 - Failure to resolve G.P.A.
 - Gross misconduct/violation of OCC policies or procedures
- C. Dismissal notifications shall be communicated by the Advisor and SA³ President in a formally co-signed letter.
- D. Officers may appeal decisions made relating to dismissal. See Appeals process in VIII for procedures.

Section 5: Should a Student Government Officer not be able to stay his/her term

- A. In the event that an officer is unable to complete his/her term, the SA3 President will appoint someone to fill that position for the remainder of that officers term.

- B. In the event that the President is unable to complete his term, the Vice President will assume the position of the President and then he will appoint a new Vice President.
- C. After an officer is appointed by the SA3 President he/she will then be voted in by the Executive Board to make his/her position in student government official.

Section 6: Club Representatives

- A. Each SA³ recognized organization shall appoint a voting representative to serve on the Executive Board.
- B. If a club's representative is absent from three consecutive Executive Board meetings or six Executive Board meetings overall, the club can lose its vote on the Executive Board for any period of time with the sanction ending no later than April 30th. A club loses its vote if the club surpasses the above limits, and then a simple majority of the Executive Board presents at the next meeting decides sanctions.

Section 7: Roles of the Executive Board

- A. The Executive Board shall help ensure that all duties of the SA³ are carried out, as stated within this constitution, and create an incentive plan for active members.

Section 8: Meeting Procedures

- A. All meetings called by the SA³ shall be conducted utilizing Roberts Rules of Order. Failure by Executive Board members to adhere to this procedural policy will be call for SA3 disciplinary action for misconduct.

Article VII

Election of Officers

Section 1: Election Procedures

- A. Any enrolled OCC student who meets eligibility requirements can apply to run for an Executive Board position.
- B. Potential candidates must apply with Coordinator of Student Activities, applications must be reviewed and eligibility determined by Non-voting members of the Executive Board by the end of the first week in Feb.
- C. Potential candidates whose applications are approved must then go through a interviewing process to be held by a nominating committee to include Non-voting members of the Executive Board, and three active members or general members (only if active members are not available). The three student members must be chosen by the voting representatives on the Executive Board. Approvals from nominating committee shall be announced no later than the second week of Feb.
- D. The nominating committee will collectively decide which applicants will run for office; choosing no more than two candidates per position. Each candidate will be allowed to "campaign" for a period of six weeks, commencing the third week of February until Election Day.
- E. Elections will be held the first full week of April each year. No more than two candidates for each position will run for office in the final election.
- F. Elections shall be decided by the majority of the vote.

Section 2: Voting procedures

- A. Eligible student members at OCC can vote.
- B. Election process shall be done by secret ballot.
- C. Voters may cast only one ballot, and only choose one candidate for each position.
- D. Elections will be conducted by hard-copy ballots in designated areas with polling booths and at least two ballot boxes, each ballot shall be assigned a number Nominating committee will select appropriate areas and numbering system.
- E. Poll workers cannot give suggestions or tell people who to vote for, nor give physical descriptions of candidates. Poll workers shall be non-candidate students nominated by the Faculty Members on the Executive Board.
- F. No campaigning materials of any kind shall be posted within 50 feet of polling areas.
- G. Each polling area will have a list of eligible voters and their assigned polling area.

- H. Voters must show valid picture identification and proof of semester registration. Once identity and status is confirmed they will receive a ballot with a number, poll workers must then put a cross through their name then put the ballot number next to it.
- I. At the end of the voting process the nominating committee will shall count the ballots to make sure they match up with the voters list, then post results within 24hrs. This process shall take place in a designated room with a closed door policy.
- J. If a candidate feels that a voting procedure error as occurred he or she may file a grievance (see IX) with the SA³ Advisor who will investigate the error and determine the appropriate course of action.

Section 3: Campaigning

- A. Campaigning must be free of elements that interfere with the education process, endanger persons, or damage property on campus.
- B. Campaigning involving gatherings, meetings, rallies, debates and or special stunts shall require prior approval from the Advisor in accordance to OCC rules and regulations.

Article VIII

Duties and Responsibilities of Executive Officers

Section 1: The President Shall:

- A. Preside over all regular and special meetings of the SA³ and its Executive Board.
- B. Lead Executive Board in the development of annual goals and provide leadership to attain those goals.
- C. Form and Lead President's Council, an advisory board of non-SA3 Officers
- D. Call special meetings when necessary.
- E. Monitor the implementation of the current fiscal budget, working with Executive Board to develop upcoming fiscal year budget.
- F. Working with the Treasurer, oversee the development of a budget of the following fiscal year. SA³ Budget requests are due to the Advisor by April 30th each year.
- G. Represent the SA³ or designate a representative at all college functions, committees and councils, and at the appropriate community, state and federal functions.
- H. Prepare a final report at the end of his/her term of office that summarizes the finances and activities of the SA³ and the clubs and organizations.
- I. Cosign check request and purchase orders (with Advisor) in absence of the Treasurer.
- J. Working with the Communal Chair and Treasurer, develop and implement a minimum of 3 fundraisers per year for ongoing SA³ sustainability.

Section 2: The Vice President:

- A. Assume all powers and responsibilities of the president in his/her absence.
- B. Assume the office of President in the event that he or she resigns or is removed from office.
- C. Create and implement a student guided conflict resolution procedure to respond to or with appropriate channels.
- D. Represent the SA³ at college functions and at the appropriate community, state and federal functions, as delegated by President.
- E. Be responsible for overseeing and approving all SA³ publications and publicity distributed to students, with delegated responsibility of creation going to the Public Relations Officer.
- F. Cosign check request and purchase orders in the absence of the Treasurer or President.
- G. Liaison between the general members and active members and the SA³ Executive Board.
- H. Form and Lead a committee relevant to his/her position, or as designated by the President, comprised of non-SA3 Officers

Section 3: The Secretary shall:

- A. Record, transcribe and maintain the official minutes of each meeting and distribute prior meeting minutes to members at least one week prior to each Open meeting.
- B. Maintain all correspondence of the SA³
- C. Keep accurate attendance records of all meetings of the SA³

- D. Represent the SA³ at college functions and at the appropriate community, state and federal functions, as delegated by President.
- E. Maintain current and accurate records of prior motions, minutes, attendance, amendments, to the constitution and committee minutes in the SA³ (Student Life) office.
- F. Make records accessible to all SA³ members.
- G. Send a reminder notice to each recognized student organization Advisor and President at least 7 days before each SA³ meeting.
- H. Solicit agenda items student organizations and prepare an Agenda for each open meeting, with input from the Executive Board, at least 48 hours before each SA3 Open Meeting.
- I. Form and Lead a committee relevant to his/her position, or as designated by the President, comprised of non-SA3 Officers

Section 4: The Treasure Shall:

- A. Maintain the financial records the SA³.
- B. Cosign check request and purchase orders upon approval of the President or Vice President of the SA³.
- C. Maintain event contract files along with the Advisor in the SA³ (Student Life) Office.
- D. At each regular meeting, report the previous balance, expenditures, income, and current balance.
- E. Assist the President in developing a budget for the next fiscal year.
- F. Represent the SA³ at college functions and at the appropriate community, state and federal functions, as delegated by President.
- G. Work in coordination with the President and Communal Chair, to implement one fundraiser per semester for ongoing SA³ sustainability.

Section 5: The Communal Chair shall:

- A. Recruit and supervise the SA3 Campus Event Committee.
- B. With SA3 Campus Event Committee, create a calendar of SA3 sponsored events for the academic year to be submitted to the SA3 Advisors by no later than August 15th. A minimum of two events per semester are required.
- C. Post a monthly calendar of SA3 events on the Student Life Office bulletin board.
- D. Provide electronic copy of said calendar to Public Relations Officer to create flyers to post throughout campus for each SA3 sponsored event
- E. Plan one large scale fundraiser event per semester based on fundraising goal as set by Treasury Committee.
- F. Assist in the planning and coordination of Annual Student Life MLK Day of Service.
- G. Assist in the planning and coordination of the Annual Student Life Leadership Conference.
- H. Be the liaison between SA³/Student Life Office, Student Life recognized clubs and societies for the purpose of event planning.
- I. Assist Student Life and Student Life recognized clubs and societies in finding other possible resources to fund events.
- J. Plan and garner the support of any on and approved off campus groups for any SA³ events.
- K. Perform such other duties as assigned by the President.

Section 6: Public Relations Chair shall:

- A. Responsible for all SA3 publicity (e-mails, flyers, creative advertising) and for promoting SA3 events to all students and faculty.
- B. Form and Lead a committee relevant to his/her position, or as designated by the President, comprised of non-SA3 Officers
- C. Present a favorable image of SA3 to the students and faculty at Oakland Community College.
- D. With SA3 Public Relations Committee and upon receipt of calendar and event information from Campus Events Committee, create flyers to post throughout campus for each SA3 sponsored event. Flyers should be approved by Advisors at least 3 weeks before an event and posted at least 2 weeks prior to an event.
- E. At the beginning of each semester, plan initiatives to promote and advertise the SA3 and create/order all promotional PR related materials for SA3, such as letterhead, pens, brochures, polo shirts and student promotional giveaways
- F. Recruit and supervise a SA3 Newsletter Committee that will be responsible for writing and collecting club articles for the Student Organization Newsletter each month.
- G. Post a monthly calendar of SA3 events on the Student Life Office bulletin board.
- H. Maintaining mailing list of students who want to be informed of SA3 events.

Section 7: Designee shall:

- A. Develop relationships with fellow students in all academic programs and help constituents feel connected to the OCC community and represent the needs and interests of students on campus.

- B. Meet with students who wish to voice concerns, assist them in filling out a concern form, and bring concerns to SA3 Open Meeting.
- C. Act as liaison to and build relationships with the academic program faculty, staff, and administration through scheduling meetings, forums or otherwise.
- D. Represent OCC on various committees and meetings, and at the appropriate community, state and federal functions as designated by SA3 President. Compile and submit a meeting report for said meetings to be provided to SA3 President and Advisors no later than 48 hours after said meeting.
- E. Designee may be full stated as another Officer by the Executive Board in the case of an Officer (except the President) drops out or is impeached/removed from office.
- F. In this/such situation, a second/new Designee shall be appointed after full statement of the first current Designee as an officer.
- G. Form and Lead a committee relevant to his/her position, or as designated by the President, comprised of non-SA3 Officers
- H. Performs such other duties as assigned by the President.

Article IX

Amendments and Grievances

Section 1: Amendments

The constitution may be amended by the following procedure:

- A. Two thirds majority approval of the Executive Board.
- B. Petitioner must obtain signatures student ID numbers of at least 400 members of the student body and file a petition with the SA³ /Student Life Office. All signatures must include name, address, and phone number of signer.
- C. The amendment must not violate any rules/bylaws or policies of the college.

Section 2: Ratification

The constitution will stand ratified once it receives the two third majority vote of the Executive Board, and/or the two third vote of the student body through petition.

Section 3: Appeals and Grievances

- A. **Academic Related Appeals** should follow the procedures outlined in the Student Life Handbook under Academic Appeals.
- B. **SA3 Related Appeals (Relating to Decisions of the SA3 Executive Board or its Advisor)** should follow these steps:
 1. Appeals must be provided in the form of a letter petition filed by the affected party with the SA3 Advisor and President within 5 days of the incident.
 2. The Advisor and President shall respond to an appeal in writing to the affected party.
 3. Should resolution not be found, a second appeal may then be made to the Dean of Student Life. Said appeal shall state the reason(s) the Advisor's decision should not stand and should include a copy of Advisor's response to the original petition.
 4. If there is no resolution at this level, the student may request the formation of an Appeals Board. The Dean will explain the next steps in the process, including the availability of an appeals volunteer. This volunteer will be a faculty or staff member whose function is to assist the student through the appeal process.
 5. The Dean will then notify the chair of the Campus Academic Senate to prepare a list of twelve randomly selected faculty members and twelve randomly selected student representatives chosen by OCC Human Resources. The Appeals Board will be composed of three faculty members and three student representatives randomly selected from these lists and will be chaired by the appropriate administrator or manager. These individuals may remain on the list of prospective Appeals Board members for a duration specified by each Campus Academic Senate. Each member of the board is expected to use good judgment to avoid any conflict of interest with regard to their eligibility to serve on the Appeals Board.
 6. The student will submit to the chair of the Appeals Board, at least seven working days prior to the convening of the board, the following materials:
 - A. A written statement setting forth the formal complaint, the evidence and proposed resolution, as well as justification for the hearing of the appeal.
 - B. Names of material witnesses, if appropriate, and brief summaries of their testimonies.
 7. The faculty member involved shall also submit pertinent written materials and the names of material witnesses, if appropriate, within two working days of the chair's receipt of the formal complaint. These written materials will be made available to the involved faculty members and student at least 72 hours prior to the hearing date. Members of the Appeals Board

will receive all materials at least 24 hours prior to the hearing. During the hearing, the student and the faculty member will each have thirty minutes to provide relevant information, to present witnesses and to entertain questions from the board. Each may be present to hear all testimony.

8. The members of the board shall vote by secret ballot. In the event of a tie vote, the Appeals Board chairperson will cast the deciding vote. Upon reaching a decision, the board will consult with the faculty member. After this consultation and within 48 hours of the board's decision, the student and the faculty member will be notified in writing of the board's decision and the faculty member's response. If the matter is not resolved by this action, the petitioning student may contact the campus president, whose decision in writing regarding this matter shall be final. All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved. These proceedings do not preclude student or faculty rights to seek other redress to the matter.

C. Grievances relating to Campus or College Policies or Procedures should follow these steps:

Any general membership student wishing to express a concern or grievance shall have the right to submit a letter explaining the grievance to the SA3 for review and possible support. Said petition shall be reviewed by the SA3 Executive Board and upon a 2/3 vote it shall be carried forward to present to the appropriate OCC administrative or legislative body in accordance with the Student Life Handbook section on *Rights of Student Involvement*.

D Grievances or Appeals Relating to Civil Rights Violations should follow these steps in accordance with the Student Life Handbook: Students, faculty or employees who feel they have been subjected to discrimination or harassment based upon race, religion, color, national origin or ancestry, age, sex (including sexual harassment), marital status, sexual orientation, Vietnam era veteran status, height, weight, disability or handicap unrelated to the person's ability to do his or her job should contact the Equal Opportunity Compliance Officer, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266, 248.341.2035 within ten (10) working days of the act(s) of which the person complains.

Student Activities Action Alliance Constitutional Bylaws

1. All recognized student organizations and societies in good standing may receive SA³ annual funding.
2. No students holding an executive office seat in any OCC club or organization may hold a seat on the SA3 Executive Board.
3. The annual SA3 budget shall be provided by the Student Development Coordinator and allocated by the Executive Board with the following stipulations:
 - a. Fair and equitable funding will be provided for all college recognized student organizations utilizing the funding protocol established by OCC.
 - b. A portion of the SA3 annual budget must be set aside for SA3 supplies kept in the Student Life Office and SA3 marketing materials.
 - c. The SA³ shall not use funding as an incentive to induce or reimburse volunteers for the purpose of raising funds for external organizations.
 - d. No SA³ funds shall be given to another outside non-profit organization whether it be a SA³ funded club, an SA³ branched organization, or the SA³.
 - e. No Advisor, Officer, or Member using student funds shall have any personal interest in or derive any profit from any contract or purchases from the organization account.
 - f. Completed Budget Request Forms shall be submitted to the Communal Chair and the Communal Chair shall submit it to the Executive Board.
 - g. Mid-year budget review is performed on or before November 30th for the spring semester.
 - h. Clubs requesting funding through the SA³ Executive Board must have a student representative and faculty advisor present/or a signature approving request at the budget meeting.
 - i. SA³ funds are to be used for events and activities which are posted and advertised to all students. The club should fund club specific activities.
 - j. Funding may be utilized only for items, activities, and events on the approved budget.
 - k. All funds allocated by the SA³ will remain in the Student Life Office account established by the college. This account number should only be used by Student Organization Advisors upon receiving notification of approval on a funding request. Said number should be used when submitting Service Requests to Graphics & Duplicating, Request to Purchase Forms for reimbursement for approved purchases, or for placing Online Catering orders through OCC Catering. All Datatel requisitions, however, should be entered only by SA3 Advisor.
 - l. All activity publicity funded by SA³ in total part shall have approved wording of SA³ sponsorship.

- m. A discretionary fund shall be set up to fund new clubs that have not yet met the service requirements; said funding must be requested via a SA3 Funding Proposal Form.
- n. Motions outside of regularly scheduled meetings may be made through electronic channels such as email or Facebook, only if Advisors are copied and at the discretion of the President.”
- o. Unless otherwise identified in either document as a major infraction, any break of either the SA3 Constitution and Student Organization Handbook Policies and Procedures will result in:
 - a. Verbal warning by campus SDC for the first misdemeanor/violation
 - b. The second misdemeanor will be reprimand by campus SDC by loss of RSO’s privileges by written announcement (to include facilities, flyering and event.
 - c. Final and Third misdemeanor will be punished by deregistration of RSO by campus SDC until further notice by campus SDC
 - d. A deregistered student organization that has accrued a 511 account balance shall have its balance forfeited and transferred to the 511 account of SA3 Student Government after 4 semesters of an organization’s deregistration date.