

Student Government Association Constitution

# NASH COMMUNITY COLLEGE



# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

REVISED August 31, 2007  
NASH COMMUNITY COLLEGE  
STUDENT GOVERNMENT ASSOCIATION

**Student Government Association Constitution**

**PREAMBLE**

We, the students of Nash Community College, in order to establish a spirit of community among the students, faculty, and staff, coordinate and regulate student activities, maintain a high standard for the college by upholding high standards of personal conduct, develop good citizens through practical experiences, and do hereby establish this constitution for the Student Government Association of Nash Community College.

**ARTICLE I**

**Name**

The name of the organization shall be the Nash Community College Student Government Association.

**ARTICLE II**

**Membership**

The membership shall consist of all student who pay the student activity fee.

**ARTICLE III**

**Statement of Purpose**

The Nash Community College Student Government Association shall serve as the official organization conducting the affairs of it members. The Student Government Association shall provide activities for students to enhance their educational experience and shall serve as a direct student liaison to the administration of the college.

**ARTICLE IV**

**Principles and Policies**

The Student Government Association shall at all times uphold the principles and policies of Nash Community College.

**ARTICLE V**

**Administration**

The Student Government Association shall be divided into two branches: Legislative and Executive.

Section A: The Student Senate shall serve as the legislative branch of the Student Government Association.

Section B: The Executive Board shall serve as the executive branch of the Student Government Association.

**ARTICLE VI**

**Business and Finance**

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Representatives must be able to attend senate meeting regularly; barring any extenuating circumstances (see Section B).

### 1. Curriculum Representatives

Four (4) representatives shall be elected from each two-year curriculum and two (2) representatives shall be elected from each one-year curriculum listed in the college catalog. A new student (student that has completed less than one semester) may be elected to the Student Senate and will be considered a student in good standing by the Student Government Association. An equal number of students shall be elected from both day and evening curriculum.

### 2. Club Representatives

Two (2) representatives shall be elected from each approved student club that is within good standing.

## B. Attendance

Members of the Student Senate shall maintain regular attendance at all Student Senate meetings. Any Student Senate member who misses two (2) or more Senate meetings in a given semester shall be suspended from the Board except under extenuating circumstances. Extenuating circumstances include but are not limited to illness, death in immediate family, work conflict, or class conflicts with instructor verification. The Student Senate at its regularly scheduled meetings shall determine the legitimacy of excuses for absences by a two-thirds majority of a quorum of the voting membership.

All activity fee paying students retain their rights to attend Student Senate meetings and express their ideas, but shall not have voting privileges on any matter before the Board unless they are a representative or an executive officer.

The student body, upon motion of a senate member by same, may be polled by vote on any issue of interest, said polling being non-binding upon the senate.

## C: Meetings

The Student Senate shall meet no more than twice per month (unless a special called meeting is necessary) during the academic year. The first and third Wednesday of each month shall be reserved for above mentioned meetings. A simple majority of the Student Senate shall be sufficient for conducting business.

## D. Duties, Powers, and Responsibilities

The duties of the Student Senate members shall be the following:

- To serve as liaison between the Student Senate and all students

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Student Senate, student body, faculty, staff, administration, or Nash Community College in general could result in impeachment action brought before the Impeachment Board. (See Article IV Section B.)

### ARTICLE II EXECUTIVE BRANCH (EXECUTIVE BOARD)

#### A. Membership

Membership in the Executive Board shall be limited to fifteen (15) students at any given time. Membership is made up of Executive Officers, Alumni Representative, and Chairpersons of committees.

1. Executive Officers

The seven (7) Executive Officers shall serve as Executive Officers on the Executive Board

2. Alumni

One alumnus on the Executive Board (must have graduated with a 2.5 or higher GPA)

3. Chairpersons of permanent standing committees

The chairperson of committees shall be selected or appointed by members of the committee.

#### B. Attendance

Any Executive Board member who misses two (2) or more of either the Executive Board meetings, or Student Senate meetings, or Student Government Association activities in a given semester shall be suspended from the Board except under extenuating circumstances. Extenuating circumstances include but are not limited to illness, death in immediate family, work conflicts, or class conflicts with instructor verification. The Executive Board at the next scheduled meeting shall determine the legitimacy of excuses for absences not covered by the above.

#### C. Meetings

The Executive Board shall meet every other week to satisfactorily discharge responsibilities assigned to it by the Student Senate and/or the administration of Nash Community College. Meetings of the Executive Board shall be announced by generally accepted means at least forty-eight (48) hours in advance. A simple majority of executive members and executive officers shall be sufficient to conduct business.

#### D. Duties, Powers, Responsibilities

The Executive Board shall serve at the executive functions of the Student Government Association. Such functions shall include but are not limited to the following:

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### F. Code of Conduct

Because the Executive Board members are in a leadership capacity, they shall conduct themselves in a proper manner at all times. Any action that would bring discredit to the student senate, student body, faculty, staff, administration, or Nash Community College in general could result in impeachment action being brought before the Impeachment Board (see Article IV, Section B).

## ARTICLE III EXECUTIVE OFFICERS

### A. Membership

Executive officers of the Student Government Association shall consist of a President, a Vice President, an Activity Coordinator, a Public Information officer, a Secretary, a Treasurer, and a Parliamentarian.

### B. Qualifications (see Article II Section E)

### C. Duties, Powers, Privileges

#### 1. President

The President shall:

- a) Be the official spokesperson for the SBA
- b) Preside over all Executive Senate meetings
- c) Establish times and locations for all meetings
- a) Serve as non-voting member of Nash Community College Board of Trustees.
- d) Report to the students items of importance discussed at all Board of Trustee meetings
- e) Have a good working relation with the Board of Trustees, Administration, Advisors, Executive Board, Student Senate, and the Student Body
- f) Appoint committees necessary for the official operations of the Student Government Association
- g) Be an ex-officio member of all committees
- h) Be prepared and willing to step in and take over the responsibilities of any executive officer if deemed necessary
- i) Give a progress report to the students once a month
- j) Keep regular office hours(at least one hour per week)
- k) Shall make appearances before groups on behalf of the student body
- l) Perform duties as assigned to enhance campus life and the effectiveness of the Student Government Association

#### 2. Vice President

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students at Nash Community College to students, faculty, staff, and the community.

- c) Submit articles, news releases, and copy for radio to the Nash Community College Public Information Officer.
- d) Edit or supervise the editing of student publications, newsletters, articles, and other communications.
- e) Take pictures at special student events
- f) Inform students, faculty, staff and the community of student events in a timely manner.
- g) Develop a scrapbook of the activities of the Student Government Association.
- h) Develop, assign duties to, and monitor the progress of committees such as Newsletter Staff committee, Poster Committee, Bulletin Board Committee, etc.
- i) Develop a good working relationship with Nash Community College Associate Vice President, Instructional Advancement, Advisors, Executive Board, and Senate.
- j) Give a progress report to the Advisors and students once a month.
- k) Keep regular office hours (at least one per week).
- l) Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association.

### 5. Secretary

The Secretary shall:

- a) Be responsible to the President for providing clerical support services for the Student Government Association.
- b) Establish a filing system that is accessible to all Executive Board members
- c) Take minutes of all meetings (many form a Secretary's Committee to help).
- d) Type correspondence and other documents as deemed necessary by the Student Government Association.
- e) File documents
- f) Be an ex-officio member of the Newsletter Staff Committee.
- g) Attend all Student Government Association meetings
- h) Develop a good working relationship with the Advisors, Executive Board, and Senate.
- i) Keep regular office hours (at least one per week).
- j) In the event the President and the Vice President cannot attend regularly scheduled Student Senate meetings, the Secretary shall act as chairperson until a vote by the Student Senate appoints a temporary chair.
- k) Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association.

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### D. Code of Conduct

Because Executive Officers are in a leadership position, they shall conduct themselves in a proper manner at all times. If an Executive Officer commits any actions(s) that would bring discredit to the student body, Student Government Association Executive Board, faculty, staff, administration, or Nash Community College in general, whether serving in an official capacity or not, this could result in impeachment proceedings by the Advisors, Dean of Student Development and the Impeachment Board.

## ARTICLE IV IMPEACHMENT BOARD

### A. Membership

The Impeachment Board shall consist of seven (7) members. The Student Government Association Advisor shall act as Chairperson of this board with no vote. Four (4) student members shall be appointed by the Executive Board of the Student Government Association and three (3) faculty/staff members shall be appointed by the Associate Vice President of Student & Occupational Services. The board shall appoint a recorder for the board. Membership shall be for one academic year beginning in the fall semester. Any officer being impeached shall recuse themselves from the selection process. Students selected to serve on the Impeachment Board must be in good standing (2.0 GPA or higher).

### B. Grounds for the impeachment of Executive Officers and Senate members

1. Failure to perform duties as prescribed
2. Two (2) consecutive unexcused absences from meetings. (Excused absences being sickness, death of immediate family member, participation in field trips, conventions, work or class conflict with instructors verification.)
3. Failure to maintain academic standards as prescribed in the Bylaws.
4. Failure to comply with the code of conduct as prescribed in the Bylaws.

### C. Procedures for Impeachment

1. Charges against a member of the Student Government Association Executive Board or a Senate member may be brought by any activity-fee paying student and/or Student Government Association Advisor(s). In a case where the Student Government Advisor(s) is bringing impeachment charges, the Associate Vice President of Occupational & Student Services shall preside over the Impeachment Board without a vote. Charges shall be presented in written form to the advisor(s) of the Student Government Association. Within two (2) working days, the advisor(s) shall notify the student being charged in writing of the allegations and set up a meeting to be

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- ii. One (1) representative from each day and evening vocational curriculum program.
- iii. Two (2) representatives from each approved student club that is within good standing.

**B. Advisor(s)**

Advisor(s) shall determine the eligibility of all candidates and assure that no guidelines have been breached. The candidate will be disqualified if there has been a breach in the guidelines. All candidates shall be given written notification of their eligibility as a candidate.

**C. Voting**

1. Any student who pays the student activity fee shall be entitled to vote.
2. No candidate shall be allowed to campaign within twenty (20) feet of the ballot box on Election Day.

**D. Election**

1. Elections shall
  - a) Be held during the Spring Semester for all Executive Offices
  - b) Be held by the third Thursday of the Fall Semester by respective curriculums and clubs for the Student Senate
  - c) Be by secret ballot, and a majority of votes cast will constitute the election
2. Polls shall be open both day and evening on Election days. Results will be posted on the Student Government Association bulletin board in Building B and the Student Development Office by 12:00 p.m. the following school day following end of elections.
3. The Election Committee will be responsible for all election preparations
4. An unsuccessful candidate may call for a Run-off Election if they are within twenty-five (25) votes of the successful candidate and only if there are three (3) or more candidates seeking the same office. Advisor(s) will notify an unsuccessful candidate if they qualify for a Run-off Election prior to posting the results of the election.
5. Unopposed candidates shall assume their position without being placed on the ballot.
6. Write in candidates will only be allowed for positions that have no candidate currently running. Such candidates will be deemed eligible to accept the position by the Student Government Association Advisor(s) and must meet all requirements as stipulated for said position before being allowed to assume the position.
7. Newly elected officers shall assume their duties immediately following graduation.



## **Parliamentary Procedure**

### **Basic Principles of Parliamentary Procedure**

**Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.**

**All members have equal rights, privileges, and obligations**

**The majority has the right to decide.**

**The minority has rights that must be protected.**

**A quorum must be present for the group to act.**

**Full and free discussion of every motion considered is a basic right.**

**Only one question can be considered at any given time.**

**Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.**

**No member can speak until recognized by the chair.**

**No one can speak a second time on the same question as long as another wants to speak a first time.**

**The chair should be strictly impartial.**

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- a) establishing and monitoring election procedures including the duties and responsibilities of receiving, studying, and disposing of petitions of recount
  - b) establishing meeting times for the candidates and counting votes.
- The Election committee and its chairperson shall be appointed by the President from members of the Senate.
2. **Publicity Committee**  
The Publicity committee shall have the duties and responsibilities of publicizing any and all student school functions. The chairperson of the Publicity Committee shall be the Public Information Officer and shall work closely with the Activity Coordinator.
  3. **Activity Committee**  
The Activity committee shall have the duties and responsibilities of planning programs and activities to benefit the students. The chairperson of the committee shall be the Activity Coordinator and shall work closely with the Public Information Officer.
  4. **Finance Committee**  
The Finance Committee shall have the duties and responsibilities of preparing a proposed budget for the following year and recommending changing of the student activity fees according to the financial situation of the Student Government Association. The Treasurer shall serve as chairperson of the committee.
  5. **Concerns Committee**  
The president shall appoint the Concerns Committee members. The Parliamentarian shall serve as chairperson of the committee. The Concerns Committee shall be charged with the responsibility of listening to, investigating, and reporting student concerns. Upon finding that a concern is valid, the committee chairperson shall present the concern to the person who can effect the desired change. The Student Government Association Advisor(s) should be aware of all concerns brought before the committee. The Concerns Committee chairperson shall also report all concerns to the President.

### ARTICLE VIII DELEGATES TO INTERCOLLEGIATE MEETINGS

Student delegates to intercollegiate meetings shall have the approval of the Executive Board, Advisor(s), and Associate Vice President of Occupational & Student Services