

Purdue University North Central Student Government Constitution

Mission Statement

The purpose of the Student Government is to serve as the elected representatives of the student body. This will be accomplished by acting as the liaison between the student body and the administration, faculty, and staff; by attending to the needs of the students; and by promoting, in the interest of the University community, a program of service, social activity, and educational projects.

Constitution

As revised:

April 1995

April 20, 2007

March 24th, 2011

February 13th, 2012

Preamble

We, the students of Purdue University North Central Campus, in the recognition of the responsibility shared by the administration, the faculty, and the student body in the area of student affairs, do hereby constitute the Purdue University North Central Student Government in order to best accomplish the following purposes: to govern ourselves wisely while learning the responsibility to act in accordance with local, state, and national laws, as well as University regulations; to promote high standards of conduct; to represent the student body in the presentation of the student opinion; to carry out activities which improve the quality of campus life; and to promote and defend the general student welfare.

Article I

Name and Purpose

Section I

The official name of the Purdue University North Central Campus student government shall be the Purdue University North Central Student Government.

Section II

It shall be the duty of the Student Government to strive toward the ends set forth as purposed in the preamble of this constitution.

Article II

Representation and Organization

Section I

The Student Government shall consist of the following representatives: a president, vice-president, treasurer, secretary, and the student representatives.

Section II

Each representative shall be elected for one (1) year and shall be eligible for reelection, unless the representative is in violation of any other portion of the constitution. A student eligible for election to the Student Government must be one who has paid the student service fee at Purdue University North Central and has maintained a cumulative grade point average of at least "2.5" on "4.0" scale or its equivalent. The only exception being that of the first semester freshman that has no grade restrictions or a student who has transferred from another institution.

Section III

A student eligible to vote in campus elections must be a currently enrolled student of Purdue University North Central.

Section IV

The vice-president, treasurer, secretary, and the student representatives have one (1) vote and be considered voting representatives. The presiding officer will vote only in the case of a tie.

Section V

Representation in the Student Government will be determined through election by the student body during the first complete week of April each spring semester. Each candidate for election to the Student Government shall complete and circulate a petition to have his/her name placed on the election ballot and participate in election related activities as organized by Student Government in accordance with an election committee created for election purposes by the Student Government and not consisting of any Student Government candidate.

The Student Government representation shall consist of twelve (12) students currently enrolled at Purdue University North Central. Five (5) seats shall be reserved for specifically designated representatives, including one (1) to be filled by a student from the College of Business, one (1) to be filled by a student from the College of Science, one (1) to be filled by a student from the College of Liberal Arts, and one (1) to be filled by a student from the College of Engineering and Technology. One (1) seat shall be filled by a current student who is either a Veteran, a non-traditional student, as defined by the by-laws, or graduate student. The remaining seven (7) seats will remain at-large. A minimum of ten (10) Student Government representatives shall be elected during the spring semester by the student body, with any remaining seats to be elected in the fall by current Student Government members. These representatives shall be empowered to act as a full governing body according to the Student Government constitution and to elect the officers of the Student Government.

Section VI

Hereafter, should three (3) or more vacancies occur in the ranks of the Student Government simultaneously, a special election may be called by the president with the approval of the

majority of the Student Government. If two (2) or less vacancies occur, a special appointment by the Student Government may be made by a majority vote of the Student Government.

The candidates of these special elections and appointments shall be subject to the same rules and regulations as regularly elected Student Government candidates.

Section VII

A Student Government election cannot be held unless the number of candidates on the election ballot exceed the number of representatives to be elected. The winning candidates shall be those receiving the most votes. No election shall be valid unless these conditions are met. The Student Government shall call a new election in such cases when these conditions are violated.

Article III

Student Government Executive Committee (S.G.E.C.)

Definition and Function

Section I

The student Government Executive Committee (S.G.E.C.) shall consist of the elected officers of the Student Government. Each officer shall have one (1) vote.

Section II

It shall be the purpose of the S.G.E.C. to assist the Student Government in the expedition of legislation and to provide general supervision of the affairs of the Government. The S.G.E.C. shall be subject to the orders and the purposes of the Student Government, and none of its acts shall conflict with the action taken by the Student Government.

Section III

The Student Government President will provide an agenda of major topics for consideration by the Student Government for each regular Student Government meeting.

Article IV

Officers and Duties of Office

Section I

The elected officers of the Student Government shall be the president, vice-president, treasurer, and secretary. This group of officers shall be the Student Government Executive Committee (S.G.E.C.). Only one office may be held by a Government representative at one time.

The Presidency of the Student Government shall be the only chief executive office or equivalent seat that is held on a club level. Since clubs respond to the Student Government then this is the case to avoid a "conflict of interest" that may arise between the President's seat of the governing body and other clubs that may put the club in a better position than the rest of the clubs.

Section II

It shall be the duty of the president to preside at all meetings of the Student Government and the S.G.E.C., to recommend members for all committees, to appoint all committee chairpersons whose appointments shall not be otherwise provided for, to represent the Student Government before the faculty and administration of the Purdue System and other universities as necessary(or

to appoint as his representative any student that he deems worthy), to recommend to the Student Government such measures as he shall deem necessary and expedient, to represent the student government personally or through his appointed representatives in all dealings with agencies and organizations outside the university community with the consent of the Student Government and proper university authorities.

Section III

It shall be the duty of the vice-president to assist the president in the performance of all the aforementioned duties, and assume the duties of the president in the event that the office is vacated, until the Student Government meeting following the vacancy of the office. He shall also serve as the ex officio parliamentarian of the Student Government and the Student Government Executive Committee. Also, he will serve as the Student Government liaison to all student organizations.

Section IV

It shall be the duty of the treasurer to furnish the Student Government with a statement of its financial position at the second regular Student Government meeting of each month and to review all invoices presented for payment. The treasurer will be assisted in such duties by the Business Manager (or his designee) that are accountable for all fees assessed and collected by the University, including student organizations funds. The Treasurer shall also serve as Treasurer of the S.G.E.C.

Section V

It shall be the duty of the secretary to keep an accurate record of representation and conducted business of all Student Government and S.G.E.C. meetings. The Secretary shall also serves as Secretary of the S.G.E.C. Furthermore, it shall be the duty of the Secretary to actively maintain all PNC SGA media platforms, including but not limited to a website, Facebook fan page, and Twitter profile. The Secretary shall be responsible for completing all public relations tasks, including but not limited to coordinating efforts with the PNC Marketing Department and Panther News Network.

Section VI

In the event that the presidency and vice-presidency should both be vacant, the descending order of temporary presiding officers of the Student Government (treasurer, secretary) shall follow the order of appearance of the Student Government officers listed in this article until a formal election can be held.

Article V

Advisors

Section I

The Dean of Students (or his/her designated representative) shall be the administrative advisor to the Student Government.

Section II

The faculty advisor(s) shall be elected by the Student Government within the first four (4) weeks after Student Government Elections. At least one (1) faculty advisor s shall be elected by the

Student Government, with at least one of the advisors elected currently serving on the Purdue University North Central Faculty Senate. Advisor(s) are subject to re-election.

Section III

It shall be the duties of the faculty advisors and administrative advisor to attend two meetings per month of the Student Government and the Student Government Executive Committee, to assist and advise when requested to do so, and to represent the faculty and administration of the University before the Student Government.

Article VI

Empowerment

Section I

The Student Government shall be empowered:

- 1.) To approve the appointment of a committee to supervise all Student Government Association campus elections. To review and revise all actions of the election committee.
- 2.) To have the authority to make recommendations over all matters of policy affecting student welfare.
- 3.) To administer the student service fees/activity within university policy and to allocate appropriations from this fund to the proper campus organizations and agencies to further the educational and social programs of the student body under the rules set forth by the Student Government.
- 4.) To nominate student representatives to all student-faculty boards, councils, and committees. The Student Government reserves the right to review actions of the students nominated by the Student Government and to remove any of these students from a committee position.
- 5.) To charter and review the charter of all student organizations on the Purdue University North Central Campus or affiliated therewith and to formulate the policy for the jurisdiction thereof.
- 6.) To create from its own representation and the student body such committees as it may deem necessary to further its functions as a student governing body.
- 7.) To initiate and enact any legislation necessary to implement the foregoing powers or to fulfill the purpose of this constitution as set forth in the preamble.

Article VII

Finances

Section I

Chartered student organizations and Student Government committees have a right to request

funds derived from the student services fees. To be eligible to share in these funds, each student organization and Student Government committee must prepare a budget and submit said budget at the time of constitution submission. Such budgets are to be prepared in such a manner as to give the Student Government a clear picture of their financial needs. These budgets must be acted upon and approved by a majority vote of the Student Government, and the necessary university officials; which will include the Dean of Students and/or the Director of Student Activities. And all the changes regarding the appropriations must be approved by the Student Government.

Section II

Any entity, organization, and/or Student Government committee receiving allocations from the student activity fund must present to the Student Government upon request (by a majority vote of the Student Government) an accounting summary of their expenditures and income. Such accounting summaries must be presented to the Student Government within two (2) weeks of the request. Compliance with such requests for information is necessary for the continuance of allocations from the student activity fund.

Section III

After the final budget session, the Student Government must make public a current total (student service fees) financial report and student activity fee proposed budget for the following year.

Section IV

The Student Government shall maintain the right to raise and spend money for the maintenance of the Student Government and the purposes set forth in the preamble, providing it has university approval.

Article VIII

Impeachment

Section I

Impeachment of an officer of the Student Government shall be constituted by three-fourths (3/4) majority vote of the Student Government. Impeachment from an office does not mean impeachment from the Student Government. Should the impeachment of the president be motioned, the vice-president shall chair the meeting. The impeached officer shall not hold any Student Government Executive Committee office within the current term.

Section II

Committee chairpersons and committee members may lose office by a majority vote of the Student Government. Such action requires a replacement appointment.

Section III

Impeachment of a Student Representative shall be constituted by a three-fourths (3/4) majority vote of the Student Government. The impeached representatives shall not hold any Student Government office within the current term.

Section IV

Any Student Government Representative, including officers, can be impeached for the following reasons: having three (3) or more absences not excused by the majority of the Student Government Association; failing to complete assigned office hours as determined by the S.G.E.C.; failing to actively participate in SGA subcommittees to which he has been assigned; suspension and/or expulsion from Purdue University North Central, or failing to behave in accordance with the high standards, morals, and ethics of PNC and Student Government; and/or failure to complete any other duties assigned by the S.G.E.C

Article IX

Meetings

Regular meetings of the Student Government shall be held weekly during fall and spring semesters and a least monthly during the summer session. The meetings shall be held at a time and place as the Student Government shall designate within the first month of each semester. There should be at least 1 meeting held during the fall semester and the spring semester at PNC—Porter County. All regular meetings shall be open to all university students, advisors, administration, and faculty/staff. The president may at his/her discretion, call a special or closed meeting whenever he/she may deem it necessary. A quorum to conduct business shall be a simple majority of the Student Government representation. And all meetings will be conducted according to Robert's Rules of Order except when in conflict with the Student Government Constitution.

Article X

Amendments

Amendments of this constitution shall be proposed by two-thirds (2/3) vote of the Student Government at any regular meeting(s). The proposal must then be approved by proper university authorities (Dean of Students and/or Director of Student Activities)

Article XI

Initiative, Referendum and Recall

It shall be the duty of the Student Government to consider and vote upon any measure within their jurisdiction (excluding impeachment) which may be presented to them in a petition signed by ten (10) percent of the enrolled students. In the event such a petition has been submitted and there is no action in the area suggested by the petition within two regularly scheduled Student Government meetings (excluding cancellations), the matter must be submitted to a special election committee for a referendum vote of the student body. This election must be held within two (2) weeks of the submission to the election committee. If such measure shall be approved by the majority of the vote cast, it shall be deemed to have been enacted.

Article XII

Adoption

This revision of the constitution shall be submitted for ratification by a majority of the vote of the student body called for this purpose by the president of the current Student Government. Ratification shall be a majority of the votes cast.

By- Laws

1. Right of these Initiation of Campus Organizations - An organization seeking recognition by Purdue University North Central must fulfill the following criteria:
 1. Obtain twenty (20) student signatures.
 2. Approval of Club Constitution by PNC Student Government Assoc. and Dean of Students (or designated representative).
 3. Agree to send representation to two (2) President's Roundtable Meetings per semester.
 4. Accept or decline first half of club seed money not to exceed twenty-five (25) dollars.
 5. Complete a three (3) month club probation period where club will conduct business as if it were an official Purdue University North Central recognized club. During this period, potential organization will be required to attend at least one (1) President's Roundtable meeting. After three month period, a status report shall be submitted to Student Government for review. If found satisfactory, club will be considered for recognition by Student Government Association and awarded remaining balance of seed money not to exceed twenty-five (25) dollars.
2. No campus organization shall continue to be recognized by the university if it is found to be in violation of university regulations or student welfare as determined by a hearing of the Student Government established of this purpose. The organization in question must be informed of the specific nature of the purposed violation two (2) weeks in advance of the hearing date to provide the organization the time to justify their actions. An extension of the hearing date may be granted at the discretion of the Student Government.
3. Approved and chartered campus organizations may be eligible for a one-time start-up allocation not exceeding fifty dollars. This start-up allocation will be awarded in two installments; one at time of organization application and one at completion of club probation period, providing the organization conforms to university regulations and Student Government policy.
4. The Student Government recognized that organizations are often established to further their own interests and further recognizes the organizations to be chartered unless to be found in violation(s) of university policy and regulations. However, the Student Government shall not allocate money to any organization that denies membership, opportunity to seek office, or full participation in organization activities to any member of the activity fee paying student body. The only exception to the policy being that of a special allocation for an organization activity in which all members of the activity fee paying student body may participate.
5. The definition of a non-traditional student is as following:
 1. Delays enrollment (does not enter postsecondary education in the same calendar year that he or she finished high school)
 2. Attends part time for at least part of the academic year
 3. Works full time (35 hours or more per week) while enrolled

4. Is considered financially independent for purposes of determining eligibility for financial aid
 5. Has dependents other than a spouse
 6. Is a single parent (either not married or married but separated and has dependents)
 7. Does not have a high school diploma (completed high school with a GED or other high school completion certificate or did not finish high school)
6. A Student Government representative having three (3) absences from regularly scheduled meetings during an academic semester not excused by a majority vote of the Student Government, will automatically tender his/her resignation within one (1) week. Otherwise, he/she shall be subject to an impeachment proceeding.
7. The Fine Arts, Convocations, and Events Committee (F.A.C.E.) is a standing chartered committee of the Student Government and is therefore subject to Student Government regulation and the Student Government Constitution.
1. Executive Officers will be voted on by the Student Government, after receiving nominations from the F.A.C.E. President
 2. F.A.C.E shall conduct one event per month, open to the entire student population, and actively marketed to the student body by F.A.C.E executive officers
 3. Any event costing more than two-hundred fifty (250) dollars must first be approved by the S.G.E.C.

Duties of Office - PRESIDENT

- Preside over all Student Government meetings
- Chair committees
- Attend all Board of Trustees meetings in West Lafayette
 - Prepare and present 3-minute speeches for 1-2 meetings per year
- Attend all Faculty Senate meetings
 - Present 2-minute reports at each meeting
- Set the agenda for weekly meetings
- Serve on faculty committees
- Present 3-5 minute speech at freshman orientations
- Write letter for Student Handbook welcoming students to campus
- Write letter for new representatives for the Guidebook each year
- Maintain at least 2-3 hours of office hours per week
- Collaborate with Secretary to update social media platforms and/or websites for Purdue North Central Student Government
- Other miscellaneous duties as assigned
- Transition predecessor

Duties of Office – VICE PRESIDENT

- Act as liaison between student organizations on campus
- Chair monthly President's Roundtables
- Chair the Honors Convocation Committee
- Serve as presiding officer if the president is not present at meetings
- Maintain at least 2-3 hours of office hours per week
- Other miscellaneous duties as assigned
- Transition predecessor

Duties of Office - TREASURER

- Discuss budget at the 2nd meeting of every month
 - This duty is MANDATORY
- Keep track of any fundraising revenues
- Chair the Scholarship Committee
- Work with Activities Director and president to determine targeted fundraising goals
- Maintain at least 2-3 hours of office hours per week
- Other miscellaneous duties as assigned
- Transition predecessor

Duties of Office - SECRETARY

- Maintains an accurate record of representation (including attendance) and discussion at weekly meetings
- Updates PNC Student Government media platforms which includes but is not limited to a website, Facebook fan page, and Twitter account. It shall also be the duty of the Secretary to coordinate efforts with the PNC Marketing Department and/or Panther News Network
- Maintains office secretarial duties, such as checking voicemail and e-mail
- Maintains at least 2-3 hours of office hours per week
- Other miscellaneous duties as assigned
- Transition predecessor

Duties of Office - REPRESENTATIVE

- Maintain at least 2-3 hours of office hours per week
- Attend weekly meetings
- Chair a subcommittee
- Serve on other subcommittees
- Serve on annual student represented committees
- Other miscellaneous duties as assigned

Duties of Office – ACADEMIC LIASIONS

- Meet with Department Chairs, Faculty, or Deans from represented college twice a month and report at the following SGA meeting.
- Serve as liaison between SGA and clubs exclusively related to that college.
- Maintain at least 2-3 hours of office hours per week.
- Attend weekly meetings.
- Chair a subcommittee.
- Serve on other subcommittees.
- Serve on annual student represented committees.
- Other miscellaneous duties as assigned.

Duties of Office – F.A.C.E. PRESIDENT

- Reports to SGA as to what the committee is planning at weekly meetings
- Attends all SGA meetings
- Coordinates activities with Student Government
- F.A.C.E shall conduct one event per month, open to the entire student population, and actively marketed to the student body by F.A.C.E executive officers