

**STUDENT
GOVERNMENT
ASSOCIATION
(SGA)**



CONSTITUTION

8/99

NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION

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Article I

Purpose/Preamble

The name of the organization shall be the Student Government Association, hereinafter referred to as the SGA, of North Country Community College, hereinafter referred to as NCCC.

The purpose of the SGA at NCCC is to involve and integrate students in the recommendation of policies, activities and governance matters of the College. SGA will monitor their portion of student activity fees as assessed by the College.

The SGA derives power directly from the student body enrolled at NCCC which selects its representative through a democratic election.

Article II

Structure of Student Government Association

The SGA shall be governed by an Executive Branch and assisted by the Advisory Council. If the Executive Branch fails to organize and perform the duties of their office, the Vice President for Enrollment and Student Services (or his/her designee) will perform the functions required of the SGA. Saranac Lake Campus, Malone and Ticonderoga sites shall each have an SGA which shall operate independently of each other. An advisor of each SGA shall be appointed by the Vice President For Enrollment and Student Services (or his/her designee).

Article III

Membership

All full and part time NCCC students are members of the SGA on their respective campuses and/or sites.

Article IV

Executive Branch

Section 1. Powers and Duties

a. **President**: the President serves as the head of the SGA Executive Branch. S/he chairs all SGA meetings, serves as voting member of the NCCC Association Board for the respective campus and/or site and delegates responsibilities and duties to the Executive Branch members and Advisory Council members. S/he is the primary spokesperson and representative of the entire student body for the campus and/or site. S/he serves or appoints student representatives for the various college committees as stipulated by these committees, including but not limited to the Campus Activity Board, College Review Board, etc.

b. **Vice President**: the Vice President serves as the chair of the Advisory Council and runs its meetings. S/he assists and works closely with the President and serves as SGA President in the absence of the elected President. S/he coordinates the appointment of representatives to the Advisory Council.

c. **Treasurer**: the Treasurer keeps financial records of all accounts of the SGA, working closely with the Executive Director of the NCCC Association, Inc. S/he shall be responsible for issuing purchase orders and for submitting budgets and revisions. S/he is also responsible for keeping an up to date inventory of all SGA owned equipment. In the absence of the

Vice President, s/he serves as chair of the Executive Branch.

d. **Secretary**: the Secretary takes minutes of SGA meetings and presents minutes to the Executive Branch. S/he shares responsibility for the development of the meeting agenda and handles all official student government correspondence. S/he must also work with the Treasurer in having minutes available to accompany purchase orders and checks.

e. **Senators**: the Senators represent the student body interest on the Executive Branch. The Senators will assist the Executive Branch officials with their duties. They will assist the Vice President in overseeing the Advisory Council and be responsible for providing periodic evaluation of the Advisory council to the Vice President.

Section 2. Eligibility/Qualifications of Officers

All SGA officers must be enrolled as full or part time students at NCCC and must maintain a 2.0 Grade Point Average. All officers must have an interest in the governance process and commitment to NCCC. All officers should strive for excellence in both the classroom and the College community and act as a role model to their peers. If the nominee is new to NCCC and has not yet earned a GPA, the student may run for the office and will be required to achieve at least a 2.0 GPA by the end of the first semester in office and maintain it for any subsequent semester that s/he holds an office. In addition, the Secretary should possess an ability in information processing; the Treasurer should have experience in accounting functions.

Section 3. Terms of Office

All officers will serve for one academic year, with the option of running for a second term if qualifications are met. The President, Vice President, Treasurer and Secretary. In accordance with SUNY-Community Colleges rules and regulations the Student Trustee “shall hold office from July 1st through June 30th” (<http://www.suny.edu/suny/documents> §604.4 Student members of boards of Trustees). For purposes of consistency, the outgoing officers will meet in an advisory role with the newly elected officers for the first two meetings following the spring elections.

Section 4. Elections

- a. **Voter Eligibility**: All NCCC students are eligible to vote in general student elections at the campus and/or site on which they are enrolled for the majority of their classes.
- b. **Nomination Process**: The nomination period shall be at least a two-week period immediately prior to the spring and fall elections. There shall be a one-week campaign period between the time when nominations end and elections begin. Candidate nominations must be supported by a minimum of 25 student signatures (15 on either of the branch campuses and/or sites) affixed to an official SGA nomination form available from the Student Services and/or SGA Offices.
- c. **Timing of Elections**: Elections for the positions of President, Vice President, Secretary, Treasurer and Student Trustee will take place during the late spring, approximately four weeks prior to graduation. During early fall approximately two weeks after the semester begins, the election for the positions of Senators will be held and appointments to the Advisory Council positions will be made.

d. **Supervision**: All elections will be held in a public location recognized as a student gathering area. Voting will be by secret ballot. Oversight of the spring election process will be provided by the departing Executive Branch members. Supervision of fall elections will be provided by the newly elected Executive Branch. If the Executive Branch is unable to provide election supervision, the Vice President for Enrollment and Student Services (or his/her designee) will oversee the elections. Their decisions on election matters are final.

e. **Results**: The winner of any election will be the person with the largest number of votes. In the event of a tie between two candidates, a runoff election will be held on the Tuesday, Wednesday and Thursday of the week immediately following.

Section 5. Meetings

a. **Frequency**: The SGA shall hold an open meeting at least once weekly when College is in session. Notice of meeting and location will be posted outside SGA offices.

b. **Procedures**: SGA meetings will be governed in accordance with Robert's Rules of Order.

c. **Quorum**: A quorum of three Executive Branch members is required in order for action to be taken. Motions and/or resolutions are passed by majority vote.

d. **Proxy**: An Executive Branch member may give a written proxy to another Executive Branch member for votes on specific issues. Prior notice of the use of proxy must be given to the Executive Branch by the absent member.

e. **Emergency Meetings**: Executive Officers must be notified at least twenty-four hours in advance of an emergency meeting. The same procedures apply for quorum and passing a motion as delineated in Article IV Section 5(c).

Section 6. Vacancies

In the event that a vacancy occurs in the Executive Branch, the remaining officers will appoint a replacement based on majority vote among themselves. If the Executive Officers fail to fill a vacancy, the Vice President for Enrollment and Student Services or his/her designee is empowered to appoint a student to fill the vacant position following the election.

Section 7. Succession of Officers

In the event that the SGA President is unable to serve out his or her term, the succession of Executive Branch Officers to be appointed shall be as follows: Vice President, Treasurer, Secretary, Senator.

Article V **Advisory Council**

Section 1. Membership

The Advisory Council shall be composed of student representatives from campus clubs, organizations, sports teams, and the student body at large. There is no limit to the number of positions on the Advisory Council. Any full or part time NCCC student may sit on the Advisory Council. SGA approved clubs, teams and organizations representing college interest groups appoint a student representative to the Advisory Council for a specific task or to represent a non-organized groups of students (e.g. single parents, alumni rep-

Section 2. Purpose

The Advisory Council members advise the Executive Branch of the concerns and issues of the specific groups they represent and the student body at large. They provide information and input, but do not vote on SGA matters.

Section 3. Meetings

The Advisory Council should meet at least once a month or as needed.

Article VI

Board of Trustees Student Representative

Section 1. Powers and Duties

The Board of Trustees Student Representative will serve as a voting member on the NCCC Board of Trustees. S/he shall represent issues or concerns brought to him/her by the students or the Executive Branch to the Board of Trustees and take these issues into consideration when voting. The Student Trustee can not miss more than three Board of Trustee meetings. The position will be advisory in nature to the Executive Branches of SGA. The Student Trustee will be encouraged to attend meetings of each of the SGA bodies on the campuses and/or sites and maintain open communication with these SGA's. S/he will be encouraged to notify the Executive Branches of upcoming Board Meetings in the event that they may wish to attend.

Section 2. Term of Office

The Student Representative to the Board of Trustees will be filled by college-wide, majority vote election coinciding with the SGA spring elections. The Student Trustee shall serve for one year, with the option of running for office again if qualifications are met.

Section 3. Qualifications

Student Trustee nominees are encouraged to visit the Executive Branches on all campus and/or sites prior to spring election. The Student Trustee must maintain a minimum GPA of 2.5.

Article VII **Impeachment**

Section 1. Grounds for Impeachment

Grounds for impeachment for any elected or appointed SGA member, Student Trustee or Advisory Council Representative shall be negligence of duty, inefficiency of office, and/or failure to abide by the policies and procedures as outlined in the NCCC Code of Conduct (Statement of Individual Rights and Responsibilities). Impeachment procedures for any member of the SGA Executive Branch, Student Trustee or Advisory Council Representative accused of violating the SGA Constitution as set forth in this document shall be outlined in Section 2 & 3 of this Article. As each campus and/or site has an SGA which operates autonomously, while information might be shared college-wide, the impeachment of an officer must be enacted by the students on that campus and/or site.

Section 2. Petition

A petition signed by a minimum number of students clearly stating the charges of misconduct must be presented to the Executive Branch officers at a public meeting. This minimum is, according to campus and/or site: 60 in Saranac Lake, 25 in each of Malone and Ticonderoga. In the case of impeachment of the Board of Trustees Student Representative, a total of 100 signatures is required with these signatures distributed across the college student body according to the yearly percentage registered at each location.

Section 3. Review of Charges

The Executive Branch shall review the charge(s) and hear any defense of the SGA officer in an open, formal session. They shall decide the validity of the charge(s) and recommend the action to be taken, if any, to the Vice President for Enrollment and Student Services as set forth in the NCCC Code of Conduct (Statement of Individual Rights and Responsibilities). In the case of the Board of Trustee Student Representative, Executive Branches of all campuses and sites must vote for removal from office.

Section 4. Vacancies

Vacancies on the Executive Branch will be filled according to procedures in Article IV, Section 6. In the case of the Board of Trustees Student Representative, a college-wide election will be held as soon as is possible.

Article VIII **Clubs and Organizations**

Section 1. Charter

Clubs seeking funds from SGA must comply with the following outline:

- A. Name of Organization.
- B. Purpose or objectives. State clearly and concisely the reason for organization's existence.
- C. Qualification for membership. One section should state the club's policy regarding dues. Another article should state how an applicant's membership to the club will be determined. Another article should state how many members the club or organization will have and the minimum number for the club to remain established.
- D. Officers and Committees. Include titles of officers and committees, their duties and functions, methods of election

sole right of the club membership. Indicate whether election is by plurality or majority and specify qualifications for holding office. Include reasons for and procedures concerning impeachment of officers and procedures for reelection of officers for any other reason should be stated. Elections should take place in early September so that the club is able to appoint its representative to the Advisory Committee.

E. Meeting. Define limitation of quorum. All clubs shall be governed by the guidelines set forth in Robert's Rules of Order.

Section 2. SGA – Club Approval

All clubs must complete the Club Application Form. A club shall be approved by a majority vote of the SGA Executive Branch, and submitted to the Director of Campus and Student Life for final approval.

Section 3. Funding

A club must submit a proposed budget to the SGA Treasurer. Each proposed budget is reviewed by the Executive Branch and funding amounts are decided by majority vote. Clubs are encouraged to fund-raise and must follow College approved guidelines.

Article IX **Amendment**

Section 1. Petition

Campus and/or site specific amendments may be made to the Constitution, but must be duly noted as such on the ratified draft. A petition proposing the amendment must be signed by at least 100 students. The signatures must be distributed across the College student body according to the yearly percentage registered at each location. The proposed amendment must then be presented to the Executive Branches for

Section 2. Consideration by Executive Branch

After due consideration has been given by the Executive Branches the proposed amendment will either be approved or rejected by majority vote.

Section 3. Result

If the Executive Branches reject the amendment, it will be returned to the originators with comments and/or recommendations. If the Executive Branches accepts the amendment, it must be ratified by the student body through an election process. A simple majority of those voting is necessary for passage; however, a minimum number of students (100) must participate in order for the election to be considered valid. The students voting must be distributed across the College student body according to the yearly percentage registered at each location.

Article X

Affirmative Action/Non-Discriminatory Statement

The SGA will not discriminate against members or clubs due to race, color, religion, national origin, sex, sexual orientation, age or handicap.

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