

# **Constitution of the Northland Pioneer College Student Government Association**

## **Mission**

The Student Government Association is the voice of every student at Northland Pioneer College, and is committed to advocate for those issues that will enhance the educational, social, and career development of all NPC students.

The Student Government Association is committed to be a source of information, guidance, and service to students. The Student Government Association is also committed to be open and receptive to the individual, ethnic, religious and cultural orientation of NPC's students.

## **Article I: Name**

The name of this organization shall be Northland Pioneer College Student Government Association – NPC SGA.

## **Article II: Purpose and Goals**

- Section I** The purpose and goals of SGA are:
- To give support to all NPC students;
  - To support the Administration, Staff, and Faculty-student relationships;
  - To meet the needs of the student body

- Section II** SGA supports and adheres to all established NPC Student Handbook Policies, District Governing Board policies and procedures and all state and federal laws.

## **Article III: Membership**

- Section I** Membership shall be granted to all students. Students elected or appointed to an SGA office must be currently enrolled for at least 6 credit hours and meet a minimum GPA requirement of 2.0 which shall be checked by the Student Activities Coordinator two weeks after the fall and spring semester grades have been officially posted. Incomplete grades must be posted before membership can be officially verified.

**Section II** No student meeting the qualifications for the office in this association shall not be denied participation based on race, color, national origin, religious affiliation, gender, physical handicaps, political beliefs, age or sexual preference.

**Section III** A student is defined as any individual who is currently enrolled and registered for classes at Northland Pioneer College.

#### **Article IV: Senate – Officers**

**Section I** The Senate will consist of 14 members apportioned both on Full-Time Student Equivalent, (FTSE), for the campuses, and apportioned by center location. Eight Senators will represent the four campuses and six Governing Board members will represent the college centers.

A. Beginning September 30, 2008 SGA voted to rename the Governing Board to the Senate. The renaming was to distinguish itself from the District Governing Board.

#### **Section II: Executive Officers and Requirements**

**The Executive cabinet will be composed of:**

- a. President of the Senate/SGA**
- b. Vice President of the Senate/SGA**
- c. Secretary of the Senate**

**A. President of the Senate:** The officer's obligations are to develop and foster relationships between SGA Members and staff, faculty, administration, NPC District Governing Board and the general public, call Senate meetings, oversee the functioning of the SGA Senate, and to create and maintain a cooperative team atmosphere within it. Provide leadership to student body through good communication skills, honesty, vision, motivating others and consistency. The term of President is to be one academic year.

- 1.** Shall serve as the chief spokesperson for students and student organizations at NPC both within and outside the college community.
- 2.** Shall make recommendations on constitutional and/or legislative concerns to the Campus Senate.

3. Shall make recommendations on programming needs to the Campus-Wide Activities Board.
4. Shall appoint student volunteers to college administrative and Shared Governance committees with the approval of the Senate.
5. Shall call Senate and other committee meetings to order.
6. Shall serve as a voting member of the Senate
7. Shall serve on various Shared Governance committees and attend all District Governing Board meetings.
8. Shall be required to hold office hours during the fall and spring semesters.

**B. Vice-President of the Senate:** The Vice President of is responsible for presenting ideas and suggestions from the student body during the regularly scheduled meetings. The President of Service is also responsible for organizing fundraisers as well as organizing a team to assist in those events. The term of Vice President of Senate is to be one academic year.

1. Shall call and preside over meetings in absence of the President.
2. Shall perform other duties as delegated by the President or Senate body.
3. Shall maintain the SGA website.
4. Shall chair the Campus-Wide Student Activity Board.

**C. Secretary of the Senate:** The officer is to document all meetings and decisions, both in electronic and hard copy form, create and distribute minutes to SGA Governing Board members, assure the availability of information of the actions SGA Senate's actions to the public through appropriate and available means. The Secretary must have passed MAT 112 with a grade of B or better and/or have accounting skills. The Secretary will coordinate with the SGA Advisor and any other appropriate agent of the college in matters related the SGA budget. The Secretary of the Senate will follow all established budgetary policies and procedures. The Secretary will report at SGA meetings a current fiscal report and maintain all records in both electronic and hard copy

format the term of the The term of Secretary is to be one year.

1. Will document all Senate meetings and decisions, both in electronic and hardcopy form, create and distribute minutes to SGA Senators and SGA Advisor.
2. Assure the availability of information of SGA's actions to the public through appropriate and available means.
3. Coordinate with the Coordinator of Student Life and any other appropriate agent of the college in matters related to the SGA budget.
4. Shall follow all established budgetary policies and procedures.
5. Shall report at the beginning of all Senate meetings a current fiscal report and maintain all records in both electronic and hard copy format.

### **Section III: Vacancies**

**A.** If a vacancy occurs among the officers, the SGA Senate will appoint a replacement based upon a simple majority vote.

**B.** In the case of the vacancy in the Senate, the Vice President shall create and chair a Senate Search Committee to advertise the vacancies, distribute applications, and hold interviews. The committee shall bring candidates and recommendations to the Senate for selection and approval.

### **Section IV: Volunteers**

Students that participate in SGA activities must be enrolled at NPC and be in good academic standing. Students not meeting this requirement will not be eligible to participate in any SGA activities.

## **Article V: Elections**

### **Section I: Applications to Run for Senate**

Applications to run for the Student Government Association Senate will be available at all campus/center locations, as well as the SGA website. Applications must be forwarded to

the Coordinator for Student Life. Those meeting the qualifications will be placed on the ballot.

## **Section II: Elections**

Elections to the Student Government Association will occur during the third week of September. Each campus and center will be responsible for conducting its own election. Oversight of the election process will be by the Student Activities Coordinator in coordination with the Dean of Students. All students who vote must have their enrollment verified. Students may vote at only one campus or center and for only the candidates listed on the ballot. Write-in candidates will not be accepted as an official ballot. Tabulation of the votes and notification of those elected will be the responsibility of the SGA Advisor.

Elections of officers will be the responsibility of the members of the Senate. Upon certification of the election, a majority of the newly elected senators will meet to select officers. The Senate will determine the process for the selection of officers.

## **Article VI: Faculty Advisor:**

A.

The Coordinator for Student Life by virtue of position shall serve as SGA Advisor.

B.

Student organizations will nominate their choice for Faculty Advisor to the Student Activities Coordinator and Dean of Students. The Dean of Students will then consult with the NPC President, Vice President of Learning and Student Services and the appropriate Division Dean that supervises the nominee before confirmation.

If the nominee is not confirmed, the organization will nominate another choice and the process will continue until confirmation takes place.

C. Mandatory Training

Faculty/Staff Advisors are required to attend a mandatory student organization training twice a year or may be removed from their advisor position.

#### **D. Advisor Responsibilities**

Faculty/Staff Advisors must adhere to advisor responsibilities as outlined on Advisor Responsibility Acknowledgement Form. Responsibilities are also located on Student Life webpage. Inappropriate conduct may result in termination of student organization position and/or participation in future student related activities.

### **Article VII: Meetings**

General Session Senate meetings will be held once per month unless otherwise stated. Meetings will be presided over by the President of the SGA. The agenda is the responsibility of the President.

All senators and officers must attend the scheduled meetings. The SGA Senate may, at its discretion, excuse a member from attendance for good reason. If after the first 10 meetings, a SGA member who has missed more than two times and has not been excused may be dismissed at the will of the majority of the Board.

In order to conduct the business of the Senate, a quorum must be present. A quorum is more than  $\frac{1}{2}$  of those duly elected and/or appointed.

### **Article VIII: Constitutional Changes**

This constitution can be changed with a  $\frac{2}{3}$  vote of the Governing Board.

### **Article IX: Constitutional Interpretation**

Any issue arising out of a conflict of interpretation of this constitution can be appealed to a Constitutional Court comprising of the Vice President of Student Services, SGA Advisor, and three senators as selected by the Senate.

*Last Updated 11-21-2013 by Paul Hempsey*