

**West Virginia Northern Community College
Student Government Association Constitution**

Revised March 2011

Preamble

We, the students of West Virginia Northern Community College, in order to develop more responsible leadership and citizenship, to promote cooperation between the student body, faculty, and staff, to encourage student activities, to create school spirit, and to aid in the growth and the development of the community college, do hereby ordain and establish this constitution for the Student Government Association.

The specific functions of the Student Government Association:

- A. to plan, promote and execute student activities, to stimulate student involvement with the college, and to recognize and assist other student groups
- B. to represent all students, and the college in the state level and in the community service activities
- C. to select students for college standing committees, to make comments on issues, express student opinions on policies, and to initiate college wide discussion on student issues
- D. to organize and assist individual Campus Activities Boards

Article I

Name and Membership

Section 1 The name of the organization shall be the West Virginia Northern Community College Student Government Association.

Section 2 Membership of the Student Government Association shall include all students regularly enrolled at West Virginia Northern Community College. Voting representatives of this group shall consist of at least nine senators, one student representative to the Board of Governors, and one representative to the State Advisory Council of Students. Of these nine senators, at least four will come from Wheeling, three from New Martinsville, and three from Weirton. Each campus will receive one additional senator per one hundred full time equivalents (FTE).

Article II

Qualifications for Office

SGA representatives must have a cumulative grade point average of 2.0 and must maintain enrollment of no less than six credit hours on the campus from which the member was elected. When program requirements mandate that the student attend another campus, resulting in the hours being split between two or more campuses, the student must declare a home campus. A home campus may be declared by submitting a letter to the Director of Student Activities. In order to be eligible a student cannot have any prior violations of the student code of conduct.

Article III

Officers of the Tri Campus Student Government Association Executive Board

The six officers of the Student Government Association shall consist of the President, Vice President, Financial Secretary, Recording Secretary, the Student Representative to the Board of Governors, and the representative to the State Advisory Council of Students.

Article IV
Duties of the Tri Campus Student Government Association Executive Board

- A. to provide representation for the exchange of the student views on the issues of education and student life with the college administration
- B. to encourage awareness of student rights and responsibilities
- C. to encourage responsible suggestions from students in the policy and decision making process of education and student life and refer these to the college administration
- D. to consider any proposal made by a student at regular meetings and to forward such to the proper administrative authorities
- E. to review concerns of individuals and student organizations and refer them to the entire SGA for deliberation or to the appropriate college administrators
- F. to meet at the discretion of the SGA President when special events dictate the necessity of a special meeting

Article V
Duties of Office

Section 1 The Senators shall have the following duties:

- A. to learn the proper procedures for executing their official duties by attending all training and leadership sessions
- B. to attend all meetings of the SGA, which will be held at least once monthly
- C. to be a voting member of the SGA
- D. to post and serve a minimum of two office hours per week
- E. to establish and maintain rapport with the students, to listen to student concerns, and to refer students with questions to the appropriate administrators
- F. to encourage responsible suggestions from students in the policy and decision making process of education and student affairs, and refer these to the SGA
- G. to work closely with the Director of Student Activities, the Student Activities Program Coordinator, and the Campus Advisors in making all plans, including the scheduling of meetings and the proposing, planning, promoting, executing and following up of all SGA activities.
- H. use the email established by West Virginia Northern Community College, to maintain a reliable connection and means of communication with students, faculty, SGA members, and Executive board officers

Section 2 The President shall have the following duties:

- A. to schedule, call and preside over meetings of the SGA with a formulated agenda
- B. to have meeting agenda prepared and emailed to the Director of Student Activities, the Student Activities Program Coordinator, Campus Advisors, and all members of the SGA the Monday prior to the meeting
- C. to encourage verbal participation of all members at the meetings
- D. to vote in event of a tie
- E. to ask for and appoint students to institutional standing committees and ad-hoc committees as required
- F. to make appointments to any ad-hoc committees established by the SGA
- G. to make appointments to any and all open student offices, after consultation with the Director of Student Activities, and approval by the SGA, until the next scheduled election

- H. to act as a liaison officer between the SGA and faculty, staff, and administrators, and in this capacity attend any required meetings
- I. to call special meetings as required, providing all members at least three days notice of the date, time, and place of the meeting
- J. to schedule all meetings with the Office of Student Activities

Section 3 The Vice President shall have the following duties:

- A. to preside in the absence of the President
- B. to serve as President for the remainder of the term in the event of a permanent absence of the elected President
- C. to perform any other duties as delegated by the SGA President

Section 4 The Recording Secretary shall have the following duties:

- A. to call roll or use a sign in sheet to record attendance at SGA meetings
- B. to record the proceedings of the meetings and post them in designated areas
- C. to submit the minutes of the SGA meeting, in writing, within five days of the previous meeting, and after the approval of the President, send minutes, using the school provided email accounts, to all active members of SGA, the Director of Student Activities, the Student Activities Program Coordinator, and the Campus Advisors
- D. to correspond with all other individuals and organizations as necessary from the SGA
- E. to solicit additional information as necessary, and disperse such with all copies of the minutes
- F. to perform any other duties as delegated by the SGA President

Section 5 The Financial Secretary shall have the following duties:

- A. to assist in maintaining a record of and account for all transactions and appropriate funds of the SGA
- B. to read a financial report at all meetings
- C. to assist in collecting proceeds from activities, maintain accurate accounting of such, and ensure deposits in the Student Activities account for reuse or donation to a charity
- D. to file a written report at the end of each semester
- E. to perform any other duties as delegated by the SGA President

Section 6 The Representative to the Advisory Council of Students shall have the following duties:

- A. to represent the students of West Virginia Northern Community College and report back to the SGA
- B. to attend all regular and special meetings of the Advisory Council of Students, in person or by telephone
- C. to attend all regular and special meetings of the SGA, unless the Advisory Council and SGA meetings fall on the same day and time. In such instance, Advisory Council meetings shall take precedence over SGA meetings
- D. to give a report of each Advisory Council meeting to the SGA

Section 7 The Representative to the Board of Governors shall have the following duties:

- A. to represent the students of WVNCC and report their (the Students) comments and concerns to the Board of Governors
- B. to attend all regular and special meetings of the West Virginia Northern Community College Board of Governors

- C. to attend all regular and special meetings of the SGA, unless the Board of Governors meeting falls on the same day and time. In such instance, Board of Governors meetings shall take precedence over SGA meetings
- D. to give a report of each Board of Governors meeting to the SGA

Article VI Line of Succession

Section 1 In the event the President is for some reason unable to serve, the order of succession shall be as follows:

- A. Vice President
- B. Financial Secretary
- C. Recording Secretary

Section 2 If for any reason a vacancy of the SGA should occur and cannot not be filled through the line of succession, a replacement shall be recommended after consultation with Campus Advisors, the Director of Student Activities, and the Student Activities Program Coordinator. This recommendation must be approved by the entire SGA before the replacement can be inducted.

Article VII Elections

Section 1 The student body of each campus shall elect their respective senators. The combined student body of all three campuses shall elect the Board of Governors Representative and the Representative to the Advisory Council of Students. Officers of the SGA will be elected by all current senators.

Section 2 Election procedures shall be:

- A. Elections will be held the third or fourth week of April. The exact date and time will be set by the SGA in consultation with the Director of Student Activities.
- B. A student may run for only one student body elected position in any given election
- C. A term runs from May 1st to April 30th of the following year
- D. A student interested in running for an office must submit a petition, three letters of recommendation from faculty or staff and a letter of intent stating why they are running for office Election petitions must be signed by ten members of the student body and three members of faculty or staff. The petition and letters must be submitted to the Office of Student Activities by the Monday proceeding the week of elections.
- E. A student may sign petitions for candidates running for different offices but may not sign petitions for two candidates running for the same office.
- F. Candidates receiving the most votes for each position in the general election shall be declared the winner of those positions.
- G. The campus advisor or his/her designee shall oversee the tabulation of votes from their respective campus and forward the ballots to the Office of Student Activities for certification of the results
- H. A special ballot box shall be placed at the Student Service Center during the voting days for all election ballots to be placed in. The ballot box must be locked in the Campus Advisor's office at night.
- I. No candidates for the offices may be in charge of supervising the ballot box during election nor be permitted in close proximity of the specified voting places while a student is voting.

- J. Students are encouraged to participate in a town hall meeting and to campaign and establish a campaign ticket to run for office. Rules governing the size and placement of campaign posters may be developed by the Office of Student Activities, Campus Dean, and college President. Campaign posters are prohibited in voting areas.
- K. Positions on the election ballots for each office category will be determined by lottery
- L. After serving two consecutive terms in the same office, a student may not run for the same office for a period of one year. However, should there not be enough interested candidates for open senator positions, a student may run for a third, or more, consecutive term with the approval of the Director of Student Activities
- M. By submitting a petition to run and other required documents, the student running agrees to participate in the mandatory leadership training upon election.
- N. Any student who has had a recorded violation of the Student Code of Conduct is ineligible to run for any office.
- O. Any student interested in filling an office after elections must also submit a petition along with letters of recommendation and letter of intent.

Section 3 Any other rule or regulations pertaining to the student elections shall be set forth by the SGA in consultation with the Director of Student Activities, the Student Activities Program Coordinator, and the Campus Advisors.

Section 4 The SGA executive board will be elected at the first SGA meeting following the election.

Article VIII Institutional Committees

Section 1 Students shall be recommended to positions on the college-wide Institutional committees and other standing committees by the SGA.

Section 2 All standing and ad-hoc organizational committees shall be appointed by the SGA President and may be formed and/or disbanded whenever the President and committee members feel necessary.

Article IX Meetings

Section 1 The SGA shall hold a meeting at least monthly at a prescribed time and location throughout the academic year. All meetings are open to the student body, faculty, staff, and administration. A meeting shall be held at least once before the opening of each semester, with at least one week notice to all members.

Section 2 Individual Campus Activities Boards shall meet at least once a month.

Section 3 Quorum shall be met when one-half of the SGA members are present. Quorum must be met to conduct business and vote on motions. Informational meetings may still be held when quorum is not met

Section 4 Rules of Order

- A. All meetings are governed by Robert's Rule of Order

- B. Robert's Rule of Order may be suspended at any meeting upon the agreement, through a vote, of a simple majority of those present.

Article X

Impeachment and Dismissal from Office

Section 1 The following shall constitute grounds for impeachment:

- A. Violation of the Student Code of Conduct
- B. Misuse of Office
- C. Student members who fail to attend mandatory leadership training
- D. Failure to attend Tri-Campus SGA meetings

Section 2 The method of impeachment:

- A. Any student may request that impeachment proceedings begin against an officer or representative by making a motion at any regularly scheduled meeting and stating the grounds for impeachment. At least two thirds vote of all members in attendance must approve the motion
- B. Once it is voted upon to start the impeachment procedure, a formal letter must be sent to the student being charged and the Director of Student Activities. This letter must include the reason for impeachment and the location, time, and date of the hearing.
- C. The SGA President shall call a special meeting of the Executive Board, the Director of Student Activities, the member being charged, the student charging the member, witnesses for and against impeachment, the Campus Dean, the Campus Advisor, Director of Student Activities, and the Student Activities Program Coordinator. This meeting shall be closed to all others. However, the results of the meeting shall be made available.

Section 3 The impeachment hearing shall be held under the following guidelines:

- A. The individual bringing the charges shall present their reasons
- B. The individual being charged shall present their side
- C. Witnesses for and against shall make their statements. All parties may bring to the meeting a "support" person, but this person may not speak.
- D. The SGA and the Director of Student Activities may question all students and witnesses involved
- E. The vote shall be a secret ballot. The Director of Student Activities shall tabulate the ballots. A simple majority vote is needed for impeachment.
- F. The results shall first be made available to both the student making the charges and the accused individual, and then, upon request, to the student body.
- G. In the event of a tie vote, the SGA President shall vote to break the tie.
- H. If impeached, the officer may appeal this decision through the student appeals procedure as defined in the student handbook
- I. Disciplinary Action: The SGA President shall preside over all hearings in which another officer is charged.
- J. In the event that the SGA President is facing impeachment the line of succession shall be used to determine the presiding officer, as long as the next officer is not involved as an accuser or witness.

Section 4 The following are grounds for dismissal:

- A. Excessive absences from SGA and/or CAB meetings as determined by the Campus Advisors and Director of Student Activities Committing to a meeting and/or an activity and failing to attend without proper notification is considered an absence.
- B. Failure to perform duties of office
- C. Any violation of the student code of conduct

Article XI Amendments

Section 1 Amendments to this constitution may be proposed by any student at a regularly scheduled meeting of the SGA, and voted upon at the next meeting. A two-thirds majority of the students at the meeting must pass the motion to have the proposed amendment placed on the ballot for the next regular election.

Section 2 Notice of an election of the amendments shall be given at least five days in advance.

Section 3 Voting can be held during a regular election or a special election may be held.

Section 4 A simple majority vote shall be needed to adopt any and all amendments.

Section 5 Unless specified to the contrary in the amendment, passed amendments shall become effective with the beginning of the next academic year, i.e. the next fall semester.

Article XII Definition and Interpretation

Section 1 All definitions and interpretations of the articles of this constitution shall be determined by the SGA, the Director of Student Activities, the Student Activities Program Coordinator, and the Campus Advisors.