

NORTH COUNTRY COMMUNITY COLLEGE



STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

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ARTICLE I: PURPOSE/PREAMBLE

We, the Student Government Association (SGA) of North Country Community College (NCCC) aim to provide a foundation in partnership with students, faculty, staff, and the community, in which social responsibilities and the needs of the individual students are provided for, in keeping with the aims and ideals upon which the college was founded. The purpose of the organization is to involve and integrate students in the recommendation of policies, activities and shared governance matters of the College.

Each of the three Student Government Associations shall be the official representative voice of the student body on its respective campus, as representatives are elected by the students in a democratic election on each individual campus.

ARTICLE II: STRUCTURE OF STUDENT GOVERNMENT ASSOCIATION

At North Country Community College, the structure of the Student Government Associations shall be as follows: an Executive Branch, independent of one another, consisting of six members at each campus, shall govern the Malone, Saranac Lake, and Ticonderoga campuses.

If the Executive Branch should fail to organize and perform the duties of their office, the current assigned Advisor, the Assistant Director of Student Life, and/or the Dean of Students will perform the functions required of the SGA.

ARTICLE III: MEMBERSHIP

Together with the Office of Student Life, the NCCC Association, the SGA oversees student clubs and organizations. It also works with the Campus Activities Board to plan special social and cultural events.

Students registered at North Country Community College are entitled to all benefits and privileges the organization may provide.

All individuals wishing to take part in the Student Government Association on his/her respective campus, must be in good academic standing, as well as registered as either a full time student, or a part time student taking a minimum of 6 credit hours.

ARTICLE IV: EXECUTIVE BRANCH

Section 1: Powers and Duties

1. President:

- a. Chairs all SGA meetings
- b. Makes executive decisions on behalf of the SGA when necessary
- c. Serves as voting member of the College Senate
- d. Delegates responsibilities and duties to the Executive Branch members
- e. S/ he is the primary spokesperson and representative of the entire student body for the campus and/or site.
- f. 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.
- g. Creates meeting agendas in conjunction with the SGA Advisor
- h. Calls special meetings of the Student Government Association
- i. Represents members of the student body, as well as college, at the Fall or Spring SUNYSA Conference
- j. Attends and assists in the planning of the semesterly SGA retreats
- k. Meets biweekly with the SGA Advisor for no more than a sixty minute period
- l. Serves one office hour a week, to ensure visibility on campus

2. Vice President:

- a. Assists and works closely with the President
- b. Serves as SGA President in the absence of the elected President.
- c. Serves as voting member of the NCCC Association Board for the respective campus and/or site
- d. Represents members of the student body, as well as college, at the Fall or Spring SUNYSA Conference
- e. Meets biweekly with the SGA Advisor for no more than a sixty minute period
- f. Serves one office hour a week, to ensure visibility on campus

3. Treasurer:

- a. Responsible for keeping an up to date inventory of all SGA owned equipment.
- b. Serves as chair of the Executive Branch, in the absence of both the President and Vice President.
- c. Represents members of the student body, as well as college, at the Fall or Spring SUNYSA Conference
- d. Meets biweekly with the SGA Advisor for no more than a sixty minute period
- e. Serves one office hour a week, to ensure visibility on campus
- f. Serves as a student representative on the Long Range and Planning Committee
- g. Share the responsibility with the SGA Advisor for the administration of the student activities funds in accordance with policies defined by the State University of New York, North Country Community College, and the Student Government Association.

- h. The treasurer, in cooperation with the SGA Advisor, and NCCC Association representative, shall maintain accurate records of income, expenditures, and current balances of the student activities fund
- i. The Treasurer, along with the Assistant Director of Student Life and Dean of Students, shall have the authority to investigate any expenditure or allocation of monies from the student activities fund.

4. Secretary:

- a. S/he shares responsibility for the development of the meeting agenda, in conjunction with the President and SGA Advisor.
- b. S/he must also work with the Treasurer in having minutes available to accompany purchase orders and checks.
- c. Meets biweekly with the SGA Advisor for no more than a sixty minute period
- d. Serves one office hour a week, to ensure visibility on campus
- e. Serves as a student representative on the Campus and Student Life Committee
- f. The secretary shall maintain an accurate record of all meetings of the Student Government Association. A copy of the minutes of each meeting shall be submitted to the SGA Advisor a minimum of 72 hours prior to the next meeting
- g. The secretary shall be responsible for the maintenance of a file of all the minutes of every Student Government Association meeting and of all correspondence of the Student Senate. Such records must be kept on file in the Office of Student Life for a minimum of three (3) years, and must be sent to the Assistant Director of Student Life.

5. Senators (two positions):

- a. Represent the student body interest on the Executive Branch.
- b. Assist the Executive Branch officials with their duties.
- c. They will assist the SGA Advisor in overseeing a semesterly or annual all campus Student Forum. As such, the senators will assess and determine appropriate topics to discuss at the forum, and bring them to the other Executive Branch members. In addition, they will run the forum, and support the need for a venue for students to come together to voice their opinions.
- d. Meets biweekly with the SGA Advisor for no more than a sixty minute period
- e. Serves one office hour a week, to ensure visibility on campus
- f. Serves as a student representative on either the Enrollment or Advising Committees- one Senator per committee, both Senators cannot attend the same committee.

Section 2: Eligibility/Qualifications of Officers

All SGA officers must be enrolled as full or part time students, taking a minimum of six (6) credit hours at NCCC, while the Student Trustee must be enrolled full time. All student representatives, including the SGA Officers, as well as Student Trustee must maintain a 2.5 Grade Point Average. If a 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 2.5 GPA by the end of the first semester in office and maintain it for any subsequent semester that s/he holds an office.

In the event that an officer does not receive a 2.5 during a given semester, and/or his/her cumulative GPA falls below a 2.5, an academic probation program will be implemented internally within the SGA. In order to be eligible for academic probation via the Student Government Association, the GPA must be between a 2.00-2.49. In the event that this occurs, the officer must meet one on one with the SGA Advisor to discuss the plan for the upcoming semester, in addition to meeting weekly with his/her advisor, and following any and all stipulations of the academic probation.

Any officer, who receives a GPA of less than 2.0, either for a semester, or for his/her cumulative GPA, shall be removed from office due to academic performance.

All officers must have an interest in the governance process, commitment to NCCC, and a commitment to positively represent the students of North County Community College not only on campus but off as well. All officers should strive for excellence in both the classroom and the College community and act as a role model to their peers.

Section 3: Terms of Office

The term of office shall be one year beginning one day after Commencement of the year in which he/she is elected, and shall continue in that office until the day of Commencement the following year. 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: 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 current SGA Advisor is empowered to appoint a student to fill the vacant position following the election.

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 determined by the Advisor, in consultation with the current SGA Officers.

ARTICLE V: ELECTIONS

Elections for all SGA offices and for the Student Trustee shall be held in the month of April. All positions appointed in April, shall be for the term of one year, beginning on the day after Commencement in that academic year. The elections dates and times shall be announced no less than 30 days in advance.

Should there be vacant positions within the SGA Executive Board on any campus; an election will run during the Fall Semester, and shall follow the same timeline as Spring elections, with dates being announced 30 days in advance.

All elections shall take place in a public location, recognized as a student gathering area. The process of voting will be by ballot, or electronically, whichever the current SGA Executive Branch determines prior to the announcement of the nomination and election period.

Supervision of the elections/voting shall be as follows;

1. Spring elections, falls as the responsibility of the current SGA Officers and Advisor. However, if any current officers are running as the incumbent candidate, they will not be permitted to assist with the elections. The Advisor, along with current SGA President, or one non-running officer, shall count the votes. If an Executive Branch is unable to provide election supervision, it will fall under the Advisor. Their decisions on election matters are final.
2. Fall elections, falls as the responsibility of the current SGA Officers and Advisor. The Advisor, along with current SGA President or Vice President shall count the votes. If an Executive Branch is unable to provide election supervision, it will fall under the Advisor. Their decisions on election matters are final.

The winner of any election shall be the candidate with the majority of votes, for each position.

Section 2: Nominations

Nominations for positions shall come from the student body in the form of signed petitions. A minimum number of signatures, 25 for either the Malone or Saranac Lake Campuses, and 15 for the Ticonderoga campus must support nominees. These must be obtained on the official paperwork provided by the SGA and Office of Student Life. All nomination petitions need to be submitted no less than 7 days before the election is to occur.

Section 3: Campaigns

All candidates will be allowed to display campaign materials in appropriate places on campus. No campaign materials will be allowed in the areas of the voting booths. Electioneering by any candidate is not allowed within 50 feet of the voting booths on the day of the election. Inappropriate election practices, such as removing other candidate's materials, will be cause for removal from the ballot.

Section 4: Run-Off Election

In the event of a tie vote, the SGA Advisor shall set a date for a runoff election. The same procedures shall be followed as in a regular election except no further petitions need to be submitted.

ARTICLE VI: MEETINGS

Section 1: General Meetings

Regular meetings of the Student Government Association shall be held every week during each academic semester when the College is in full session. Meetings shall be posted on all social media platforms, on the college website, and via paper advertisements.

All regularly scheduled meetings shall be open to any member of the student body to participate without vote except when the Student Government Association decides, upon majority vote, to enter executive session.

Section 2: Special Meetings

Special meetings may be called in advance by the President of the SGA upon his/her own discretion in addition to consultation with the SGA Advisor. Such special meetings must be announced and publicized at least forty-eight (48) hours prior to the special meeting. During the first three weeks of the fall semester SGA reserves the right not to hear funding requests. This is a period to be devoted to Senate orientation and operations.

Section 3: Quorum

No meeting of the Student Government Association shall be held to transact business without a quorum which shall consist of 2/3 of the Executive Branch being present.

By-Law 1.0: Attendance

1. Excused Absences: A Representative may be excused from attending a meeting of the Representative Body if all the following criteria are met:
 - a. Legitimate Reason for Absence: The Representative must be prevented from attending the meeting because of illness, a family or personal emergency, extreme and unforeseen circumstances, a test or other official academic commitment, or participation as an athlete in a scheduled intercollegiate competition; social and extracurricular commitments shall not be considered legitimate reasons for absence.
 - b. Timely Notification of Chair: The Representative must notify the Chair of his or her absence at least twenty-four hours before the start of a meeting, or as soon as practically possible in the event of extreme and unforeseen circumstances.

- c. **Maximum Number of Excused Absences:** A Representative may not accumulate more than two excused absences per semester. If a Representative who accumulates more than two excused absences in a single semester shall be considered to have resigned from office at which point the SGA President/SGA Advisor shall declare the seat vacant by resignation.
2. **Unexcused Absences:** A Representative who is absent without meeting all of the criteria described in Part a. of this section shall receive an unexcused absence.
 - a. **Maximum Number of Unexcused Absences:** A Representative may accumulate no more than one unexcused absence per semester.
 - b. **Consequences for Unexcused Absences:** A Representative who accumulates more than one unexcused absence in a single semester shall be considered to have resigned from office at which point the SGA President/SGA Advisor shall declare the seat vacant by resignation.

Section 4: 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 utilizing the form stored in the Office of Student Life.

Section 5: Rules of Governance

The most recent edition of Robert's Revised Rules of Order shall govern all meetings of the Student Government Association.

ARTICLE VII: STUDENT TRUSTEE 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 cannot 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 required to attend a minimum of one SGA meeting per campus, per semester, either in person, or for teleconference in order to maintain open communication with the SGAs. S/he will schedule a minimum of two weeks in advance of attending any SGA Meeting, on any of the three campuses.

In addition, the Student Trustee, must meet monthly with the following advisor(s) either separately or together:

1. President of the College
2. Dean of Students or his/her designee

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 for a maximum term of two years.

ARTICLE VIII: IMPEACHMENT PROCEDURE

In the event that an SGA Officer or Student Trustee has violated any part of the SGA Constitution, By-Laws, or the NCCC Code of Conduct, the following impeachment procedure to ensure fairness and equitable treatment for all parties will be taken:

1. Written charges with sufficient evidence against a party, shall be as follows:
 - a. SGA Officer in question with at least three (3) SGA Officer signatures must be submitted to the SGA Advisor in order to begin an investigation.
 - b. Student Trustee in question with at least six (6) Officer signatures (or 1/3 of all officers, if individual SGAs are not at full capacity), from across all three Student Government Associations, must be submitted to the SGA Advisor in order to begin an investigation.
2. The accused will be notified of the charges through a notification letter stating the intent to conduct an impeachment hearing within one (1) week of submittal of written charges from the SGA Advisor.
3. The SGA will hold an impeachment hearing within three (3) business days from the date the accused received their notification letter.
 - a. In the event that the accused is the Student Trustee, all three campuses will hold a joint hearing with representatives from all three campus locations
4. The accused has the right to:
 - a. Waive the hearing and accept the impeachment
 - b. Submit a written resignation letter
 - c. Speak at the Impeachment Hearing
 - d. Bring a representative of their choice to act as an advocate. The advocate cannot participate in the hearing, cannot be a member of SGA or the SGA advisor.
 - e. Question any SGA Officer that has witnessed or has knowledge of the accusation.
 - f. Provide evidence related to the dismissal of the accusation.
5. At the conclusion of the hearing, the accused will be asked to leave the room. At this point, the SGA Officers will vote to decide if the accused will be impeached via secret ballot, to which the SGA Advisor will count. A majority vote is needed for impeachment.
6. If a majority vote is not reached, the SGA Advisor, in consultation with the Dean of Students will make the decision.

7. If impeached, the impeached student can request a written report containing the findings and result of the impeachment hearing. If this request is made, the report will be submitted to the impeached student no later than seven (7) days after the written request was made.
8. The impeached student may file an appeal within seven (7) days to the Dean of Students.
9. If the Dean of Students approves the appeal, the impeached student can return to the next scheduled SGA Meeting to ask to be reinstated. Reinstatement will be by a 2/3 vote.

Vacancies on the Executive Branch will be filled according to procedures in Article IV, Section 4. In the case of the Board of Trustees Student Representative, a college-wide election will be held as soon as is possible.

ARTICLE IX: CLUBS AND ORGANIZATION

1. All clubs shall be open to all currently enrolled students.
2. No clubs shall be active on campus without first being chartered by the Office of Student Life, and the Student Government Association
3. Annually all student clubs must (a) notify the Assistant Director of Student Life or current SGA Advisor of their intent to be active; (b) submit to the Student Government Association charter packet stating their purpose, advisor(s)' name(s), a membership list and a list of officers; and (c) be recognized by the Student Government Association.
4. Once recognized and chartered by the Student Government Association, clubs are eligible to apply for funds by submission of a complete Student Government Association budget request packet. Clubs shall be considered for funding by the SGA on a first come, first served basis.
5. No club shall function with SGA funds without first being chartered by the SGA, and signing of the Club Handbook.

ARTICLE X: AMENDMENTS

Campus and/or site specific amendments may be made to the Constitution, but must be duly noted as such on the ratified draft. The proposed amendment must be introduced to the SGA at a regular meeting of the Student Government Association. Each member of the SGA must receive a copy of the proposal voted on, with a 2/3 vote in favor to be adopted.

In the event that the Executive Branches reject the amendment, it will be returned to the originators with comments and/or recommendations.

If the Executive Branch(es) 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 (10%) must participate in order for the election to be considered valid.

This applies to both individual campus amendments, as well as college wide Student Government Association amendments.

The North Country Community College, Student Government Association, shall review, and amend this document a minimum of every two year, to ensure that the organization is staying up to date.

Amended and updated Spring 2019

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