

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.

The unified Student Government Association shall be the official representative voice of the student body for all NCCC campuses, as representatives are elected by the students in a democratic election across all campuses.

ARTICLE II: STRUCTURE OF STUDENT GOVERNMENT ASSOCIATION

At North Country Community College, the structure of the Student Government Association shall be as follows:

- President (1)
- Vice-President (1)
- Treasurer (1)
- Secretary (1)
- Senators (6)
 - Senator for Diversity & Inclusion
 - Senator for Student Engagement
 - Senator for Residence Life
 - Senator for Commuter & On-line Students (2 positions total)
 - Senator for Campus Recreation
- Primary Advisor (1)
- Secondary Advisors (2)

The Primary Advisor shall be the Assistant Director of Student Life/or similar title, the Secondary Advisors shall be the Campus Coordinators on the Malone and Ticonderoga campuses. In the event that one or more of the Campus Coordinators are not available to serve as Secondary Advisor, the Primary advisor will work with the Student Government Association President to identify potential candidates.

If the Executive Branch should fail to organize and perform any or all of the duties of their office, the current assigned Advisors, the Assistant Director of Student Life, and/or the Campus Coordinators and/or the Associate Vice President of Student Affairs will perform the functions required of the SGA and/or vacant position.

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, educational, and cultural events.

Students registered at North Country Community College who pay the Student Activity Fee 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 and conduct standings, as well as registered as either a full-time or a part time student taking a minimum of 6 credit hours.

ARTICLE IV: EXECUTIVE BRANCH

Section 1: Powers and Duties

1. President:

- a. Co-Chairs all SGA meetings
- b. Makes executive decisions on behalf of the SGA in consultation with the SGA Advisors when necessary
- c. Serves as voting member of the College Senate
- d. Delegates responsibilities and duties to the Executive Branch members as necessary
- e. Meets and works closely with the Vice-President and Primary Advisor approximately 30 minutes prior to the weekly SGA meeting to go over the agenda.
- f. S/ he is the primary spokesperson and representative of the entire student body
- g. 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, Dining Review Board, etc.
- h. Creates meeting agendas in conjunction with the Primary SGA Advisor
- i. Calls special meetings of the Student Government Association
- j. Represents members of the student body, as well as college, at the Fall and Spring SUNYSA Conference
- k. Represents members of the student body, as well as college, at all SUNY Voices and/or Shared Governance Conferences in conjunction with the Primary Advisor
- l. Attends and assists in the planning of the semesterly SGA retreats
- m. Meets weekly with the Primary SGA Advisor for no more than a sixty-minute period
- n. Must attend a minimum of one SGA sponsored Student Forum per academic year
- o. Serves at minimum one office hour per week, to ensure visibility on campus

2. Vice President:

- a. Meets and works closely with the President and Primary Advisor approximately 30 minutes prior to the weekly SGA meeting to go over the agenda.

- b. Serves as SGA President in the absence of the elected President.
- c. Serves as voting member of the NCCC Association Board for the Student Government Association.
- d. Represents members of the student body, as well as college, at the Fall or Spring SUNYSA Conference
- e. Meets weekly with the Primary SGA Advisor for no more than a sixty minute period
- f. Must attend a minimum of one SGA sponsored Student Forum per academic year
- g. Must attend semesterly SGA retreats as scheduled by the SGA President
- h. Serves at minimum one office hour per week, to ensure visibility on campus

3. Treasurer:

- a. Responsible for keeping an up-to-date inventory of all SGA owned equipment and furniture a minimum of semesterly
- 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. Provides a monthly budget update to the SGA members
- e. Meets weekly with the SGA Advisor for no more than a sixty minute period
- f. Must attend a minimum of one SGA sponsored Student Forum per academic year
- g. Must attend semesterly SGA retreats as scheduled by the SGA President
- h. Serves at minimum one office hour per week, to ensure visibility on campus
- i. Serves as a student representative on the Long Range and Strategic Planning Committee
- j. Share the responsibility with the Primary 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.
- k. 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
- l. The Treasurer, along with the Assistant Director of Student Life, 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 Primary SGA Advisor.
- b. S/he must also work with the Treasurer in having minutes available to accompany purchase orders and checks when needed.
- c. Meets weekly with the SGA Advisor for no more than a sixty minute period
- d. Must attend a minimum of one SGA sponsored Student Forum per academic year
- e. Must attend semesterly SGA retreats as scheduled by the SGA President
- f. Serves at minimum one office hour per week, to ensure visibility on campus

- g. Serves as a student representative on the Campus and Student Life Committee
- h. 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/3 business day prior to the next meeting
- i. 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 (six positions):

- a. Senator for Diversity & Inclusion
 - i. Represent the student body interest on the Executive Branch.
 - ii. Assist the Executive Branch officials with their duties.
 - iii. Meets biweekly with the SGA Advisor for no more than a sixty minute period
 - iv. Serves one office hour a week, to ensure visibility on campus
 - v. Develops and implements a tri-campus diversity related initiative either during the Fall or Spring semester
 - vi. Serves as a student representative on Diversity Task Force
- b. Senator for Student Engagement
 - i. Represent the student body interest on the Executive Branch.
 - ii. Assist the Executive Branch officials with their duties.
 - iii. Meets biweekly with the SGA Advisor for no more than a sixty minute period
 - iv. Serves one office hour a week, to ensure visibility on campus
 - v. Attends the APCA Regional and National Conferences to represent the student body and takes part in the Co-Op contracting process with the Primary Advisor
 - vi. Assists with the development, implementation, and assessment of a semesterly event/engagement survey that will be sent to all students
 - vii. Serves as a student representative/liaison on all Campus Activities Boards (CAB)
- c. Senator for Residence Life
 - i. Represent the student body interest on the Executive Branch.
 - ii. Assist the Executive Branch officials with their duties.
 - iii. Meets biweekly with the SGA Advisor for no more than a sixty minute period
 - iv. Serves one office hour a week, to ensure visibility on campus
 - v. 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.
 - vi. Serves as a student representative on the Residence Hall Association
 - vii. Serves as a student representative on the NCCC Association Board
- d. Senators for Commuter & On-line Students (2 positions total)
 - i. Represent the student body interest on the Executive Branch.

- ii. Assist the Executive Branch officials with their duties.
- iii. Meets biweekly with the SGA Advisor for no more than a sixty minute period
- iv. Serves one office hour a week, to ensure visibility on campus
- v. 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.
- vi. Collaborates with the other Senator for Commuter and On-line students to develop, implement, and assess Commuter and On-Line Student Appreciation Days—one during the fall semester, and a second during the spring semester
- vii. Serves as a student representative on the College Senate
- e. Senator for Commuter & On-line Students (2 positions total)
 - i. Represent the student body interest on the Executive Branch.
 - ii. Assist the Executive Branch officials with their duties.
 - iii. Meets biweekly with the SGA Advisor for no more than a sixty minute period
 - iv. Serves one office hour a week, to ensure visibility on campus
 - v. 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.
 - vi. Collaborates with the other Senator for Commuter and On-line students to develop, implement, and assess Commuter and On-Line Student Appreciation Days—one during the fall semester, and a second during the spring semester
 - vii. Serves as a student representative on the College Safety Committee
- f. Senator for Campus Recreation
 - i. Represent the student body interest on the Executive Branch.
 - ii. Assist the Executive Branch officials with their duties.
 - iii. Meets biweekly with the SGA Advisor for no more than a sixty minute period
 - iv. Serves one office hour a week, to ensure visibility on campus
 - v. Assists with the development and implementation of all campus Wellness Challenges, one in the fall and a second in the spring
 - vi. Will assist with development and implementation of intramurals on all campuses
 - vii. Serves as a student representative the Campus and Student Life Committee

Section 2: Eligibility/Qualifications of Officers

All SGA officers as well as Student Trustee must be enrolled as full or part time students, taking a minimum of six (6) credit hours at NCCC. 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 July 1 of the current year in which he/she is elected and shall continue in that office until June 30 of 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.

All Student Government Leaders as well as the Student Trustee will be required to attend trainings on the following topics throughout their time in office:

1. Title IX
2. Mental Health
3. NARCAN
4. Diversity, Equity, and Inclusion
5. Professionalism and Etiquette
6. Event Planning and Implementation
7. Suicide Prevention and Education
8. Neurodiversity
9. Harassment Prevention

Section 4: Vacancies

In the event that a vacancy occurs in the Executive Branch, the remaining officers may appoint a replacement based on a majority vote among themselves. If the Executive Officers fail to fill a vacancy, the current Primary 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 July 1 in that calendar year. The election dates and times shall be announced no less than 30 days in advance.

Should there be vacant positions within the SGA Executive Board; 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, including self nominations, in the form of signed petitions. A minimum number of student signatures, 25 must support

nominees. This will be an electronic form provided by the Assistant Director of Student Life. These must be obtained on the official paperwork and all nomination petitions need to be completed 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.

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 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.

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. In the event that there are only 2 executive branch members, one member in addition to the Primary SGA Advisor must be present to make decisions.

Section 4: 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 and Advisor: 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. All members of the SGA are to be trained in this topic each semester.

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 Branche of SGA, and shall not serve as a voting member. The Student Trustee will be required to attend a minimum of two SGA meetings per month, either in person, or via teleconference in order to maintain open communication with the SGA. S/he will inform the Primary SGA Advisor of when s/he will be attending.

The Student Trustee shall visit each campus (Malone, Saranac Lake and Ticonderoga) in person at minimum of once per academic year with the Primary SGA Advisor. Transportation will be provided to the Student Trustee by the Advisor, and a travel waiver must be signed.

In addition, the Student Trustee, must meet monthly with the following advisors either separately or together:

1. President of the College
2. Associate Vice President of Student Affairs or his/her designee
3. Primary SGA Advisor

The Student Trustee will serve on the following shared governance groups in a voting capacity:

1. NCCC Association Board
2. Board of Trustees
3. College Senate

S/he will also have the opportunity to serve on other college wide committees.

In lieu of office hours, the Student Trustee shall attend all SGA held Student Forums and must communicate with the Primary Advisor if s/he is unable to attend. In the event that s/he is unable to attend, an alternative opportunity for students to interact with the Trustee shall be scheduled.

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) (or 1/3 of all officers, the SGA is not at full capacity, whichever is greater), SGA Officer signatures must be submitted to the SGA Advisor in order to begin an investigation.
 - b. Student Trustee in question with at least five (5) Officer signatures (or 1/3 of all officers, the SGA is not at full capacity, whichever is greater), 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.
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. The advocate will serve in an advisory capacity.
 - 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 Primary SGA Advisor, in consultation with Secondary Advisors 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 Associate Vice President of Student Affairs
9. If the Associate Vice President of Student Affairs 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, regardless of credit hour load.
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 Primary 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 in conjunction with the Office of Student Life.
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 or fundraised funds without first being chartered by the SGA and signing of the Club Handbook. All clubs that have monies from previous year will have a frozen budget until all necessary paperwork has been submitted.

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 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.

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

Amended and updated Fall 2021

Acknowledgements: Content and materials within this document have been supplemented, and/or adapted from the following institutions Student Government or Senate materials: Clinton Community College, Jamestown Community College, and SUNY Ulster.