

Article I: Meeting Procedures

Section I

Regular meetings shall be held to discuss general business and presided over by the President. Meeting minutes shall be taken of all business discussed by the Secretary. These meeting minutes shall be made available to all members of the SGA, advisors, and to any other appropriate parties by request.

Section II

The SGA will allow non-SGA students, staff and faculty to attend all meetings. Any of the previous who wish to bring issues before the SGA can make an appointment by calendar. A minimum of three weeks' notice is required for placement on the calendar to allow for the President to put such business in the agenda.

Section III

When a vote is required during a meeting, a quorum must be present. A quorum is three members, one of whom must be an officer. The quorum must decide if the vote is to be open and verbal or by secret ballot. Ballots shall be offered electronically or on paper to allow for anonymous voting. Absentee ballots may be allowed by email for special circumstances such as elections, the passing of amendments, etc. at the discretion of the membership.

Section IV

A simple majority vote is required for the passing of SGA business, including the addition of special meetings to the calendar, attendance requirements, etc.. A vote of two-thirds or more is required for major business such as amendments to the constitution, etc.

Section V

Advisors to the SGA will attend meetings whenever possible, offering advisement and mediation as required. Advisors will reach out to the Director of Student Services as needed on behalf of the organization on an as needed basis. SGA Advisors will be official staff/faculty members of NPC. In addition to the above responsibilities, advisors will be responsible for budget oversight and expenditures, and making the same available as needed to the membership. SGA Advisors may also serve in other capacities in accordance with NPC policies.

Article II: Election Procedures

Section I

To be a candidate for Student Government elections, one must be a registered student at Northland Pioneer College and may not be on any form of probation or warning issued by the college from the time nominating petitions are approved and through the first day of the elected term. Candidates for office must meet the following qualifications to be considered: attendance for at least half of the organization's meetings per semester, volunteering at one or more planned event for the organization per semester, and possessing a GPA of 2.0 or greater. If a member wishes to be an officer without meeting this criteria, the member must submit in writing their reasons for not meeting said criteria before being considered.

Section II

The SGA President-elect shall have the responsibility of ensuring the overall operation of fair, valid, and nondiscriminatory elections. An advisor or other appropriate person not participating in the election will be in charge of collecting and tallying votes. In the event of a tie between the candidates, a second ballot for these candidates will be presented. Should this result in another tie, then the candidate with the best SGA attendance record will be appointed to the office.

Section III

Candidates for office must follow the Rules of Decorum as defined in Article III of the Bylaws.

Section IV

If an Officer is unable to complete their duties, they may step down from the position, giving written notice as soon as possible. If the membership feels an Officer is not completing their duties as outlined in the constitution, a recall vote may be requested, requiring a two-thirds majority vote. An Officer who is recalled will no longer hold said office but will not be removed from membership unless so specified by the recall vote itself.

Section V

If an Officer is no longer able to perform the duties of their office (either by stepping down or by recall) a special election will be held at the earliest convenience. Their duties will be temporarily delegated to others by the President. If the President is the officer in question, the Vice President shall assume their role until a special election can be held. Candidates for special election will be based on a volunteer basis; if no volunteers come forward, the relevant officer may see to it that these duties are temporarily delegated to other officers or qualified members of the SGA until such time as a new officer may be elected.

Section VI

At present, term limits are not in place for officers, nor shall a member be limited to the number of different positions one may run for during their time in the SGA. However, each member may hold only one officer position at a time.

Article III: Rules of Decorum

Section I

Members of the SGA support and adhere to all established NPC Student Handbook Policies, District Governing Board policies and procedures, and all state and federal laws. No member shall be found guilty of breaking any federal, state, or local law while participating in any NPC funded activity. Members will comport themselves in a respectful manner during all SGA meetings, activities, and related events.

Section II

Members of the SGA are not prohibited from joining other clubs or organizations at NPC, nor shall they be barred from serving as officers in other organizations. Members of the SGA who are involved in other clubs or organizations shall recuse themselves if necessary during voting or other scenarios in which there is a conflict of interest. The necessity of recusal is at the discretion of SGA Officers and the SGA Advisor(s), and if desired, the matter may be brought to the quorum for a vote.

Section III

If any member is unwilling or unable to bring forth new business, issues or concerns in a meeting, they may reach out privately to the Advisor(s) to seek the inclusion of their

business, issues or concerns on the SGA calendar. Such requests may be verbal or in writing and will be given due consideration for the agenda. The Advisor(s) will bring such requests to the attention of the officers at the earliest opportunity.

Section IV

Any SGA media marketing (flyers, email blasts, etc.) will be presented to the Advisor(s) and at least one officer. Approval will be obtained on a case-by-case basis. For local advertisement of SGA events, no vote may be required. For major marketing decisions, such materials will be presented to the SGA membership for approval. For any marketing materials beyond the scope of local campus/center advertisements shall be submitted to marketing for approval as well. No materials for major events off-campus shall be posted without prior marketing approval.

Section V

Any SGA social media posts not originating from the Vice President will be presented to the Advisor(s) and at least one officer. Approval will be obtained on a case-by-case basis. For major social media marketing (such as the posting of videos, pictures, etc.), such materials will be presented to the SGA membership for approval. Relevant posts will also be subject to marketing approval. Advertisement and postings agreed upon in SGA meetings will be posted at the discretion of the Vice President.

Section VI

The use of this organization's name, logo, etc. is subject to approval of the advisor(s) of the NPC SGA or by majority vote of qualifying membership.

Article IV: Growth of the Organization

Section I

The Northland Pioneer College Student Government Association is currently growing. Should any issues arise which are not covered by the Constitution and Bylaws, the SGA membership shall put such issues to vote as necessary until new procedures are developed. SGA issues of this nature shall be subject to veto by appropriate authority

figures in the college and reasons for the veto can be addressed in amendments to the Constitution and Bylaws as necessary.

Section II

The officer positions of the SGA are currently President, Vice President, and Secretary. If the SGA membership should find the need for more officer positions, such suggestions can be put on the agenda and voted upon as new business. A majority vote would be required, for the formation of a new office as well as the outlining of the duties thereof as an amendment to the Constitution.

Section III

As the organization grows, any conflict between SGA-approved initiatives and the relevant staff and faculty shall be resolved by the immediate cessation of the initiative until such procedures can be approved by the appropriate entity within Northland Pioneer College.

Last edited: May 24, 2024 by Pamela Bishop

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