

**CONSTITUTION OF THE STUDENT
GOVERNMENT ASSOCIATION
NORTHLAND PIONEER COLLEGE**

Created May 2024

Preamble

We, the students of Northland Pioneer College, have formed the Student Government Association in order to serve as the voice of the student body, to represent student needs and opinions, and to provide those things needed to better the education, happiness and unity of the student body at Northland Pioneer College. We strive to make the resources and staff of this institution available and accessible to all students, past, current and future. We embrace the diversity of our student body and offer assistance tailored to each unique learner's educational goals. It is the goal of the Student Government Association to uplift and support all Northland Pioneer College students in achieving success through all the assistance and opportunities that we can offer.

Article I: Name

Section I

The name of this organization shall be The Northland Pioneer College Student Government Association, hereafter referred to as NPC SGA. This organization will use the name or its acronym NPC SGA in all publicity materials (websites, social media accounts, etc.) and correspondence.

Section II

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.

Section III

Any individual who is currently enrolled and registered for classes at Northland Pioneer College is considered a student. Any student who has filled out the required forms to take part in the NPC Student Government Association shall be considered a member of the SGA.

Section IV

SGA supports and adheres to all established NPC Student Handbook Policies,

District Governing Board policies and procedures and all state and federal laws.

Article II: Purpose

Section I

The official purpose of this organization shall be to mentor and assist all other NPC student clubs and organizations, and to serve as a medium between the student body and the faculty and staff, acting as the student body's voice. This organization shall gather, organize, and make available all information relevant to the well-being and education of the student body.

Section II

This organization shall make available to any student the above information and resources upon request.

Section III

This organization shall act as a gatekeeper for student clubs and organizations to ensure the success of activities and events, coordinating such events and activities through an official calendar.

Article III: Membership

Section I

Any student, as defined above, who fills out the required documentation to join this organization shall be considered a member.

Section II

Attending at least two meetings per semester is required to maintain membership within this organization.

Section III

Members of the SGA who engage in ten hours or more of service in this organization shall be given the distinction of Senator. The title of Senator can be placed on the member's college transcripts. Hours of service may include, but are not limited to, the following: volunteer hours, participation at SGA events, required readings, and attending SGA meetings, regular or special.

Section IV

All students qualify for membership in this organization, regardless of age, creed, race, color, sex, religion, sexual orientation, gender identity, socioeconomic status, disability, national origin, or status as a veteran.

Article IV: Officers

Section I

This organization shall have three elected officer positions: President, Vice President, and Secretary.

Section II

The qualifications to be considered for a role as officer shall be as follows: 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 III

- 1) The duties of the elected officers shall be as follows:
 - I) President
 - i) The President shall preside over all meetings.
 - ii) The President shall be responsible for creating meeting agendas, delegating responsibilities within the organization, and coordinating with the advisor(s) on budgetary concerns with relevant staff and faculty members.

- iii) The President shall coordinate with the advisor(s) and other officers on issues of import as necessary between meetings.
- iv) The President shall attend any meetings or social events as required in the execution of their office.
- v) The President shall oversee making changes as required to the organization's official calendar.
- vi) In the event of tied votes among voting members, the President shall cast the tie-breaking vote.

II) Vice President

- i) The Vice President shall be ready to perform any duties which cannot be carried out by the President, such as presiding over meetings.
- ii) The Vice President shall act as the coordinating officer for the social media account of the organization.
- iii) The Vice President shall bring any relevant information regarding the social media account to the attention of the advisor(s) and other officers as necessary.
- iv) The Vice President shall be capable of making changes to the organization's official calendar as approved by the President.

III) Secretary

- i) The Secretary shall be required to take minutes of all regular meetings, as well as any special meetings of this organization which may occur.
- ii) The Secretary shall be responsible for keeping track of attendance at all meetings, both regular and special, of this organization.
- iii) The Secretary shall be required to make records of other meetings, events, and activities as required for the organization's records.
- iv) The Secretary shall be responsible for the records of the organization, keeping copies of all relevant documents, to be made available as appropriate within the organization's membership and to those outside the organization as decided.
- v) The Secretary shall be required to update and maintain the organization's official calendar and shall be capable of making changes to the organization's official calendar as approved by the President.

Section IV

Official elections for this organization will be held in the Spring of each academic year, taking place at a predetermined time during a regularly scheduled meeting. Members wishing to be considered for election must submit their interest in writing to the

advisor(s) a minimum of two weeks before elections are to be held. All qualifying members will be allowed to vote, and the elections will be held by secret ballot (either on paper or electronically). The advisor(s) will be in charge of tallying the votes and announcing the winners. Winners of these elections will be announced in a timely manner, within two weeks of the election. Newly elected officers will be expected to assume their new duties at the agreed upon date and time, following the completion of the Spring semester.

Section V

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.

Article V: Meetings

Section I

This organization will hold regular meetings at least twice a month for the duration of the Fall and Spring semesters. These meetings shall exclude holidays, SGA sponsored events, and the official winter, spring, and summer breaks.

Section II

NPC SGA is capable of adding additional meetings to the calendar by membership vote, which can allow for meetings even during otherwise prohibited meeting time frames (i.e. summer break, etc.). These are considered special meetings, and any member may propose the addition of one to the calendar to address any relevant SGA business, issues or events.

Section III

Any student, staff or faculty member is allowed to attend regular meetings of the SGA. Anyone in attendance may ask to have business placed upon the SGA's upcoming agenda or calendar.

Article VI: Attendance

Section I

Members of this organization are expected to make reasonable efforts to attend meetings whenever possible. In the event one is unable to attend, copies of meeting minutes or recordings of meetings can be made available to any member of the SGA upon request. Meetings will be presided over by the President or the Vice President of the SGA.

Section II

Members of the SGA are required to attend at least two meetings per semester to maintain their membership.

Section III

Officers of the SGA are required to attend at least half of the regular meetings per semester unless there are special circumstances. In this event, membership can choose to waive the requirement by special vote.

Section IV

Officers of the SGA are required to participate in an SGA sponsored event, activity, or duty outside of the regular meetings at least once per semester. These events need not be in-person.

Section V

Attendance at special meetings is not mandatory unless voted otherwise by membership at the time of the special meeting's creation.

Article VII: Quorum & Voting

Section I

Any meeting of the organization must have a quorum to be considered official and vote on business. A quorum for the purpose of the SGA shall contain at least three members, one of whom shall be an officer.

Section II

In the event of major changes or expenditures, a two-thirds vote of the entire membership may be called for, which must include all officers, if put forward by a member or advisor(s), in order to ensure that no major business is conducted by the SGA without the majority of membership approval.

Section III

Voting on SGA business is done openly except by request. If a member wishes, they can ask for any vote put to the quorum to be made a secret ballot vote without penalty.

Article VIII: Legislation

Section I

Any member of the organization can put forth new business on the agenda for consideration of the membership.

Section II

Any member of the college's staff or faculty can request to have business brought forth before the membership, to be scheduled ahead of time through one of the SGA's officers or advisor(s) and placed upon the calendar. Such requests should be, unless unavoidable, given a minimum of three weeks' notice. If such a notice is unavoidable, the officers will be responsible for the adjustment of the calendar or agenda.

Section III

Any student of the college may put forth new business on the calendar for consideration by the membership. A minimum of three week's notice is required for placement on the calendar.

Section IV

Clubs and organizations at the college will be asked to attend SGA meetings set aside for club and organization business at least twice per semester. Representatives or club/organization advisors will be allowed to request times on the calendar beyond this minimum and have matters brought to the consideration of the membership.

Section V

All clubs and organizations at the college will be required to submit their agendas for events and activities to the SGA at least one month in advance. The SGA will act as the coordinating entity for all such events and activities in order to ensure that the school calendar is balanced and meets with the college's standards.

Section VI

Any club or organization can petition the SGA for aid, including but not limited to: volunteers, assistance in running events, coordinated marketing, and reimbursement on activities and events. All aid requested which will be voted upon by the membership at the earliest possible time.

Section VII

In the event of internal SGA business, voting may take place at any meeting in which a quorum is present. In the event of business regarding others, including student clubs/organizations, faculty and staff members, the SGA may choose to conduct a vote at that time or at a later date, at the discretion of the membership. As with internal business voting, external voting requires a quorum and may be done either publicly or by secret ballot.

Article IX: Amendments

Section I

Any member wishing to put forth an amendment proposal may do so at any regular meeting of the organization. Such a proposal must be made in writing, and the membership must be given at least three weeks to consider the proposal before it is considering for voting.

Section II

Two-thirds majority of the membership must vote in the affirmative for an amendment to the constitution to pass. Such votes are conducted by secret ballot with the advisor(s) tallying the votes to determine if the amendment passes.

Section III

Any amendments passed by the SGA membership will be placed immediately into effect and added to all copies of the constitution.

Last Edited: May 24th, 2024 by Pamela Bishop

Ratified: June 7th, 2024 by Student Government Association