

CONSTITUTION  
OF THE  
STUDENT GOVERNMENT ASSOCIATION  
OF  
NIAGARA COUNTY COMMUNITY COLLEGE



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**WE, the assembled representatives of the student body of Niagara County Community College, in order to better further the efficient and effective functioning of the SGA, do hereby ordain and establish this Constitution on this, June the 24th, of the year Two Thousand Twenty One.**

*ARTICLE I – Name & Purpose*

**Section 1** This organization shall be called the Student Government Association of Niagara County Community College.

**Section 2** The purpose of the SGA is to promote the general welfare of the student body, to stimulate interest in, and support those activities contributing to our cultural, social and physical enrichment, to continue to promote democratic participation in relevant areas to the student college community, and to provide students with the equitable opportunity for involvement and experience in a collegiate governance process. The SGA shall serve as the official liaison for communication between the students and the student body, faculty, administration, and College Association. It is the responsibility of the SGA to take appropriate action on behalf of the student body, make recommendations to the President, present proposals to the Board of Trustees and represent the student body in all aspects pertaining to student life at Niagara County Community College.

*ARTICLE II – Organization & Meetings of the SGA*

**Section 1** The SGA shall consist of a maximum of 27 members, those members being eight (8) Sophomore Senators, and eight (8) Freshman Senators, two (2) Part-Time Senators, one (1) SGA Advisor, three (3) Faculty SGA representatives, one (1) Student Trustee, one (1) Athletic Director, one (1) College Association Bookkeeper, one (1) Vice President of Student Services, and one (1) President of the College.

**Section 2** The Student Trustee, Vice President of Student Services and President of the College shall all serve as ex-officio members on the SGA. These members shall be excluded from voting.

**Section 3** The three (3) faculty representatives shall be elected by the Faculty SGA to serve 3-year terms to serve as advisors on all issues pertinent to the SGA. These representatives shall be selected so that one member is up for reappointment or replacement annually. Faculty representatives should notify the SGA President if they are unable to attend scheduled meetings at least one (1) day in advance of said meeting(s).

a. SGA members may serve a maximum of three, one year terms or a maximum of six semesters on the SGA. If a Student Senator resigns more than twice from SGA, no matter what position they held on SGA, that student will no longer be eligible to be re-elected to the SGA.

**Section 4** The SGA shall hold weekly or bi-weekly meetings at the discretion of the SGA President. The time is also to be determined by the President of the SGA.

- a. Meetings of the SGA shall be open and advertised to the public, except when entered into executive session. No secret meetings shall be permitted under any circumstances, and in all cases the “Open Meetings Law” of the State of New York shall be followed in the operation of these meetings.
- b. Special meetings may be called in advance by the President of the SGA upon his/her own initiative or upon the request of four (4) members of the SGA. Such special meetings must be announced and publicized at least two (2) days in advance of the actual meeting.
- c. The President shall chair all meetings of the SGA.
- d. SGA cannot transact any business action without a quorum. A quorum shall consist of a simple majority of the voting student membership.
  - i. The Vice President shall be responsible for calculating the number of members present in order to determine quorum.
  - ii. If quorum is not reached the meeting may be held, but under no circumstances shall transaction of official business be permitted until quorum is reached.
- e. Proxy voting shall not be permitted
- f. The calculating of votes shall be based on the total of those members present and voting. Any vote to “abstain” shall be considered a non-vote. Therefore any member that abstains on a particular item shall not be calculated into the total number of members present and voting.
- g. Any discussion which takes place during the public comments portion of a meeting will have a maximum time limit of three (3) minutes. Any presentation at SGA will have a maximum time limit of five (5) minutes. The discussion period following a presentation will have a time limit of five (5) minutes. The President, or designee, will keep track of the time.
- h. At any time during a meeting, the SGA may, in accordance with the “Open Meetings Law” of the State of New York, and by simple majority vote, move into Executive Session.
  - i. No person or persons other than current voting members and the SGA Advisor shall be permitted in the meeting room during Executive Session, unless specifically invited by the chair
  - ii. All personal effects belonging to any person or persons other than those identified in the previous clause must be removed from the meeting room upon Executive Session being called.
  - iii. There shall be no minutes taken, nor shall there be any writing by anyone whatsoever, during Executive Session, nor shall the proceedings ever be written down by anyone present at any future date and time.
  - iv. No information discussed during Executive Session shall be discussed after the close of the Executive Session with anyone other than those present during the Executive Session.
  - v. Should the Executive Session discussion pertain to a specific member, the chair may order the member to leave the meeting room.
  - vi. Under all circumstances, meetings shall be run according to the rules outlined in the most recent copy of *Robert’s Rules of Order* readily available, except in situations where there are contradictions with this

Constitution or with any bylaws that have been adopted, in which case the rules outlined in this Constitution and in the bylaws shall take precedence.

ARTICLE III – Duties & Responsibilities of the SGA as a Whole

**Section 1** The SGA shall have the responsibility for the administration of the Student Activities. A budget process shall be conducted as outlined in the Student Activity Policy Manual. The final budget shall then be submitted by the SGA to the President of the College no later than the final SGA meeting of that Spring Semester for securing final approval by the Board of Trustees. In the administration and use of monies from Student Activities, the SGA and its student organizations shall be governed by the policies of the State University of New York and the policies of the College administration. The SGA Advisor shall serve as official advisor for all financial transactions. The SGA Treasurer or President and the SGA Advisor, or designee, must approve all expenditures of Student Activity monies prior to expenditures. The SGA Treasurer, President, Vice-President, Student Event Coordinator, Secretary, and the SGA Advisor also serve as the official Finance Committee- responsible for preparation of budget recommendations and day-to-day operations of a financial nature.

**Section 2** The SGA shall oversee the rights and privileges of all students in academic and non-academic matters. This will be done within the framework of the Student Code of Conduct. All grievances will be handled by the Judicial Board as explained in the Student Code of Conduct. When the issue is academic in nature, the matter will be addressed by the Academic Grievance Board. In either event, the Vice President of Student Services, or designee, will address the matter.

**Section 3** The SGA shall initiate, undertake or support any project or activity which, in its opinion, will serve the general interests of the College, the student body or the community.

**Section 4** The SGA shall charter student clubs/organizations, to allocate funds from Student Activities to those clubs/organizations, and to coordinate their activities within the policies of the State University of New York and those of Niagara County Community College. Should a student club/organization violate a policy of the SGA, State University of New York or of the College, the SGA shall have the authority to revoke the organization's charter.

**Section 5** The SGA shall enter into any intercollegiate affiliation or association which, in its opinion, will serve the students in a positive manner.

**Section 6** The SGA shall conduct investigations and studies, employ technical advice, and appoint committees, commissions and boards in order to further its legislative functions.

**Section 7** The SGA shall enact, amend or rescind bylaws and all necessary rules and regulations for its own conduct and procedures by not less than a majority vote of its total voting membership.

**Section 8** The SGA shall be responsible for selecting up to three (3) student representatives to serve as members on committees of Faculty SGA which are relevant to student life.

**Section 9** The designated SGA officers shall be voting members of the Faculty Senate. Two faculty advisors, endorsed by Faculty SGA, reciprocally have voting privileges on SGA.

**Section 10** The SGA shall have the power to freeze and/or reallocate a club's/organization's funds when that club/organization becomes inactive through a "financial resolution" process. A club/organization is inactive when they repeatedly fail to meet and are declared inactive by the faculty advisor. The SGA further shall have the power to freeze and/or reallocate previously budgeted funding if financial regulations for administering these funds are violated by the budgeted club/organization or program area.

**Section 11** The SGA shall have the power to remove from SGA any of its officers or members whose conduct and/or general College records discredits the SGA. Action for removal may be initiated by:

- a. A petition to the Vice President of Student Services containing the signatures of ten (10) percent or more of the members of the student body.
- b. By a majority vote of the full SGA membership, requesting removal. All removal proceedings shall be chaired by the Vice President of Student Services. During removal proceedings, the officer or senator will maintain all duties and right hereinafter defined. The removal of a senator or officer must be approved by two-thirds of the total voting membership of the SGA. Such recommendations shall then become effective.

*ARTICLE IV – Duties & Responsibilities of the SGA concerning Student Organizations*

**Section 1** The SGA shall have the power to charter student clubs/organizations, allocate funds from the Student Activities and coordinate their activities. New clubs/organizations that are endorsed after the budget process is completed can seek funding from the contingency funds of the SGA budget.

**Section 2** The SGA shall have the authority to reprimand any student club/organization in an appropriate manner which the majority of the SGA deems necessary for violations of College or SGA policies. Individual members, however, are not subject to SGA reprimand.

**Section 3** The constitution of a SGA chartered student club/organization requires the approval of the SGA, by simple majority vote.

**Section 4** An amendment to the constitution of a SGA chartered student club/organization requires the approval of the SGA, by simple majority vote.

**Section 5** The SGA shall have the authority to provide a club/organization an operating budget each academic year, given that a club representative submits and presents the request prior to the deadline provided by the Finance Committee.

**Section 6** The SGA is unable to fund any activities or groups that require GPAs, tryouts or restrict access to all students. Some examples of those would be cheerleading, honor societies, etc. IF groups allow access to everyone at a specific event, the SGA may consider funding those events through the official funding process.

**Section 7** All SGA chartered clubs and/or organizations are open to all students at Niagara County Community College.

*ARTICLE V – The Executive Board*

**Section 1** The executive powers of the SGA shall be invested in the Executive Board, which shall consist of the President, Vice President, Treasurer, Student Event Coordinator and Secretary.

**Section 2** The Executive Board shall be responsible for implementing and carrying out all decisions and regulations of the SGA.

**Section 3** The Executive Board meetings shall be held at the discretion of the President to discuss any issues relating to the SGA meeting agenda or policies adopted by the SGA.

**Section 4** The Executive Board shall, upon a simple majority vote of its members, create rules and regulations regarding the area designated as the SGA Office, and shall be responsible for enforcing these rules and regulations. All rules and regulations shall be conspicuously posted by the Executive Board inside the SGA Office for all members to read.

*ARTICLE VI – Standing Committees*

The subsequently named shall be considered permanent standing committees of the SGA. All members not identified by title positions shall be appointed by the President of the SGA.

**Section 1** Finance Committee

- a. The Finance Committee shall be established at the first regularly scheduled SGA meeting after the Fall elections, and re-established, if necessary, at the first regularly scheduled SGA meeting of the Spring semester.
- b. The Finance Committee shall review all proposed budgets from all organizations requiring the use of Student Activities fee monies. It shall, as well, review all financial transactions which it shall further review all post-facto purchase requests. Following review, this committee will present all recommendations to the SGA for action.
- c. The Finance Committee shall review all proposed travel requests from clubs/organizations requiring the use of Student Activities fee monies. Following review of each request, this committee shall decide on the amount of money to be allocated to said club/organization based upon information provided.
- d. The Finance Committee shall consist of the SGA Treasurer, SGA President, Vice-President, Student Event Coordinator, Secretary and the SGA Advisor.
- e. The Finance Committee shall be chaired by the SGA Treasurer.

**Section 2** Facilities Committee

- a. The Facilities Committee shall be established at the first regularly scheduled SGA meeting after the Fall elections, and re-established, if necessary, at the first regularly scheduled SGA meeting of the Spring semester.

- b. The Facilities Committee shall consist of a chair or co-chairs and at least two (2) additional student senators.
- c. The Facilities Committee shall work in conjunction with the Vice President of Operations.
- d. The Facilities Committee shall develop and pursue any actions that relate to the improvement of Niagara County Community College's campus, facilities, and/or physical structure, as determined by said committee.
- e. The Facilities Committee shall report to the SGA during Committee Reports.
- f. The Facilities Committee shall meet, at a location to be determined by the chair of the committee, at least one (1) time every month.

**Section 3** Community Outreach Committee

- a. The Community Outreach Committee shall be established at the first regularly scheduled SGA meeting after the Fall elections, and re-established, if necessary, at the first regularly scheduled SGA meeting of the Spring semester.
- b. The Community Outreach Committee shall consist of a chair or co-chairs and at least two (2) additional student senators.
- c. The Community Outreach Committee shall publicize through various means, and as decided during meetings of the committee, SGA activities and the SGA as a whole.
- d. The Community Outreach Committee shall be responsible for planning and organizing various events designed to encourage student participation in the SGA, including fundraisers related to SGA.
- e. The Community Outreach Committee shall report to the SGA during Committee Reports.
- f. The Community Outreach Committee shall meet, at a location to be determined by the chair of the committee, at least one (1) time every month.

**Section 4** Programming Committee

- a. The Programming Committee shall be established at the first regularly scheduled SGA meeting after the Fall elections, and re-established, if necessary, at the first regularly scheduled SGA meeting of the Spring semester.
- b. The Programming Committee shall consist of at least a chair or co-chairs.
- c. The Programming Committee shall act as liaison between the Campus Activities Board and the SGA.
- d. The Programming Committee shall present to the SGA any proposed Programming Board expenditure at/above a cost of \$10,000. The SGA has the authority to approve any Programming Board expenditures at/above \$10,000 by a simple majority vote.
- e. One member of the Programming Committee shall attend every scheduled Programming Board meeting unless it conflicts with a previously scheduled SGA meeting.
- f. The Programming Committee shall report to the SGA during meetings under committee reports.

**Section 8** Constitution Committee

- a. The Constitution Committee shall be established in any instance that the SGA determines a need for the committee, and shall remain in operation until the end of the semester.
- b. The Constitution Committee shall be chaired by the President.
- c. The other six (6) members of the Constitution Committee shall be: one (1) other Executive Board member, two (2) Sophomore Senators, two (2) Freshman Senators, and one (1) Faculty Representative or The SGA Advisor.
- d. The Constitution Committee shall be the final arbiter on interpretation of this Constitution and any adopted bylaws, as well as craft and propose Amendments to this Constitution, if deemed necessary.
  - i. All rulings shall be determined by simple majority vote.
  - ii. Questions relating to this Constitution and/or any adopted bylaws may be submitted to this committee, through the President, in writing by any SGA member at any time.
- e. The Constitution Committee shall meet on any questions related to this Constitution, proposed Amendments, and/or any adopted bylaws that are brought to the attention of the President.

**Section 9** Student Wellness Committee

- a. The Student Wellness Committee shall be established at the first regularly scheduled Student Government Association after the Fall Elections, and re-established, if necessary, at the first regularly scheduled meeting of the Spring Semester.
- b. The committee must consist of at least a chair or co-chairs and at least two (2) additional senators.
- c. The committee shall be chaired by a Student Representative of the Campus Safety Advisory Board.
- d. The Student Wellness Committee shall be established in any instance that the Student Government Association must stand as a representative of the students for any concerns that regard the following; dietary accommodations, public safety/health concerns, mental health concerns, or any other issues faced by the general student population.
- e. The Student Wellness Committee shall report to the Student Government Association during Committee Reports.
- f. The Student Wellness Committee shall meet, at a location to be determined by the chair of the committee, at least one (1) time per month.

**Section 10** Election Committee

- a. The Election Committee shall be established three (3) weeks prior to elections in the Fall and Spring semesters.
- b. The membership of the Election Committee shall consist of at least three (3) students and shall be chaired by a SGA member. The SGA Advisor, or designee, will serve as an ex-officio member.
- c. This committee shall serve to prepare all questions and resolutions to appear on a ballot; to validate the petitions of all candidates running for office of the SGA; to

prepare the voting machine and arrange for the election process to take place to establish the rules concerning all election procedures.

**Section 11** Advisory Boards

The following Student Activities Advisory Boards could exist at any time on a periodic basis providing there is the need and interest of SGA and the student body:

- Social Advisory Board
- Club Advisory Board
- Communications/Publications Advisory Board
- Cultural Advisory Board
- Club Sports Advisory Board

**Section 12** The Niagara County Community College Association, a committee of Niagara County Community College, shall meet as determined by the Business Manager of the Association. Student members shall be appointed to the Association at the first regularly scheduled SGA meeting after the Fall elections.

- a. There shall be three (3) student members appointed to the Niagara County Community College, College Association, these members being: the President of the SGA and any two (2) students, who may be a Senator appointed by the President.
- b. Members will serve as student representatives and must attend all scheduled College Association meetings.
- c. Members shall serve for the entirety of the academic year in which they are appointed.

**ARTICLE VII – Duties, Responsibilities, & Qualifications for SGA Members**

**Section 1** All members are permitted a maximum of no more than two (2) absences per semester.

- a. Two (2) incidents of lateness or early excusal shall be counted as one (1) absence.
- b. In the event that a member expects to be absent, late, or require early excusal from any SGA meeting(s), the member shall inform the President, at least one (1) day in advance of said meeting(s).
- c. In extreme circumstances, individual members may submit, in writing, a request that absence, lateness, or early excusal not be counted toward their total number of absences.

**Section 2** All members shall serve on at least two (2) standing committees.

**Section 3** In order to be eligible to serve as a Sophomore Senator, one must be a currently enrolled student at Niagara County Community College and must have successfully completed a minimum of twenty four (24) credit hours.

- a. Sophomore Senators and candidates for the position must be full-time, registered for twelve (12) or more credit hours.
- b. All Sophomore Senators and candidates for the position must have and maintain at least a 2.25 cumulative grade point average in order to remain an eligible member of the SGA. A Sophomore Senator can be granted a one time

probationary period of one semester if their cumulative grade point average drops below a 2.25 but remains above a 2.0 and returns to at least a 2.25 at the conclusion of the following completed semester. Sophomore Senators are not eligible for probation if they were previously granted a probationary period.

- c. In the event that any member or candidate fails to meet the requirements stated in this Section, the member(s) or candidate(s) shall be automatically dismissed or removed from the position of Sophomore Senator without the requirement of an Impeachment proceeding.

**Section 4** In order to be eligible to serve as a Freshman Senator, one must be a currently enrolled student at Niagara County Community College, and have completed no more than twenty three (23) credits hours.

- a. Freshman Senators and candidates for the position must be full-time, registered for twelve (12) or more credit hours.
- b. All Freshman Senators and candidates for the position must have at least a 2.25 cumulative grade point average, except when no credits have yet been completed at Niagara County Community College. A Freshman Senator can be granted a one time probationary period of one semester if their cumulative grade point average drops below a 2.25 but remains above a 2.0 and returns to at least a 2.25 at the conclusion of the following completed semester. Freshman Senators will not be granted an additional probationary period at any time on SGA.
- c. In the event that any member or candidate fails to meet the requirements stated in this Section, the member(s) or candidate(s) shall be automatically dismissed or removed from the position of Freshman Senator without the requirement of an Impeachment proceeding.

**Section 5** In order to be eligible to serve as a Part-Time Senator, one must be a currently enrolled student at Niagara County Community College.

- a. Part-Time Senators and candidates for the position must be part-time, registered for less than twelve (12) credit hours.
- b. All Part-Time Senators and candidates for the position must have at least a 2.25 cumulative grade point average, except when no credits have yet been completed at Niagara County Community College. A Part-Time Senator can be granted a one time probationary period of one semester if their cumulative grade point average drops below a 2.25 but remains above a 2.0 and returns to at least a 2.25 at the conclusion of the following completed semester. Part-Time Senators are not eligible for probation if they were previously granted a probationary period. Part-Time Senators will not be granted an additional probationary period at any time on SGA.
- c. In the event that any member or candidate fails to meet the requirements stated in this Section, the member(s) or candidate(s) shall be automatically dismissed or removed from the position of Part-Time Senator without the requirement of an Impeachment proceeding.

**Section 6** In order to be eligible to serve as a Student Trustee, one must be a currently enrolled student at Niagara County Community College who has previously served or currently serves on the SGA.

- a. The Student Trustee and candidates for the position must be a registered matriculating student for one (1) or more credit hours.
- b. If the office remains unfilled, the current SGA, by simple majority vote, can appoint a Senator from the newly elected Fall SGA who currently serves or previously served on SGA following the Spring elections for the term.
- c. The student trustee candidate cannot be a candidate for one of the positions of the NCCC SGA at the same time as they are a candidate for Student Trustee. This term shall commence July 1<sup>st</sup> and conclude June 30<sup>th</sup> of the current academic year.
- d. The position of Student Trustee may be held for two terms only by any one student. The second term can only be had if re-elected into the position
- e. The Student Trustee and candidates for the position must have at least a 2.50 cumulative grade point average.
- f. In the event that any member or candidate fails to meet the requirements stated in this Section, the member(s) or candidate(s) shall be automatically dismissed or removed from the position of Student Trustee without the requirement of an Impeachment proceeding.

**Section 7** The powers, duties and responsibilities of the President of the SGA shall be:

- a. The President shall uphold and enforce the Constitution of the SGA.
- b. The President shall chair all meetings of the SGA and Executive Board.
- c. The President shall call special meetings of the SGA whenever necessary.
- d. The President shall establish an agenda for all meetings of the SGA and Executive Board.
- e. The President shall serve with the Treasurer, SGA Advisor, Vice President, Student Event Coordinator, and Secretary as the SGA Finance Committee.
- f. The President shall present the Student Activities Budget to the SGA for approval.
- g. The President shall construct a plan and adjust guidelines for any instance where Niagara County Community College, Niagara County, the State of New York, or the country is in a State of Emergency. Recommendations for such may be found in the appendix of this Constitution.
- h. The President shall serve as the official representative of the student body and speak on behalf of the student body at events, ceremonies, interviews and upon other occasions where such representation is appropriate.
- i. The President shall appoint the chair and members of its standing committee.
- j. The President shall be an honorary member of all standing committees. Such honorary membership shall not be construed as to fulfill the member's committee membership obligation.
- k. The President shall temporarily maintain all responsibilities and duties the SGA deems necessary.
- l. The President shall be a voting member of the SGA except in the instance of a tie in which they may cast the deciding vote.

- m. The President shall spend at least six (6) regularly scheduled hours per week in the SGA office.
- n. The President must attend and be actively involved in at least two (2) events outside of those required in their position on the SGA.
- o. The President shall present SGA recommendations directly relative to the College environment to the President of the College if such recommendations are to be filed with the Student Activities Office.
- p. The President shall be a voting representative on the Faculty SGA and the College Association.
- q. The President shall interpret and explain, in a non-binding fashion, all matters relating to this Constitution and any adopted bylaws, as such matters come up during SGA and Executive Board meetings.
- r. The President shall perform any duties, adhere to any regulations, and meet any minimum qualifications applied to the President at any other point in this Constitution.
- s. In addition to these powers, duties and responsibilities, the President must also adhere to all powers, duties and responsibilities outlined in Section 12 of this Article.

**Section 8**

- The powers, duties and responsibilities of the Vice President of the SGA shall be:
  - a. The Vice President shall assume all duties and powers of the President in the case of absence, resignation, removal or incapacitation.
  - b. The Vice President shall serve as an official representative of the student body at events, ceremonies, interviews and upon other occasions where such representation is appropriate.
  - c. The Vice President shall preside at informal meetings.
  - d. The Vice President shall be a member of the Finance committee for SGA.
  - e. The Vice President shall be of assistance to the SGA Advisor in maintaining written records (minutes) of clubs/organizations. Minutes are to be submitted after each formal meeting of every club/organization.
  - f. The Vice President shall be responsible for the assignment and documentation of office hours, promotion of and publicity for the SGA Office. Each incoming Senator and Officer will establish office hours.
  - g. The Vice President shall be responsible for calculating the number of members present in order to determine quorum.
  - h. The Vice President shall spend at least six (6) regularly scheduled hours per week in the SGA office.
  - i. The Vice President must attend and be actively involved in at least two (2) events outside of those required in their position on the SGA.
  - j. The Vice President shall perform any duties, adhere to any regulations, and meet any minimum qualifications applied to the Vice President at any other point in this Constitution.
  - k. In addition to these powers, duties and responsibilities, the Vice President must also adhere to all powers, duties and responsibilities outlined in Section 12 of this Article.

- Section 9** The powers, duties and responsibilities of the Treasurer of the SGA shall be:
- a. The Treasurer shall assume all duties and powers of the President in the absence or incapacitation of both the President and Vice President.
  - b. The Treasurer shall serve as an official representative of the student body at events, ceremonies, interviews and upon other occasions where such representation is appropriate.
  - c. The Treasurer shall share responsibility with the SGA Advisor for the administration of the Student Activities in accordance with the policies defined by the College Administration and the SGA.
  - d. The Treasurer shall sign and approve all SGA financial transactions.
  - e. The Treasurer shall review records of the income, expenditures and current balances of the Student Activities in cooperation with the College Association bookkeeper.
  - f. The Treasurer shall have the authority to investigate an expenditure or allocation of monies from the Student Activities with the SGA Advisor.
  - g. The Treasurer shall, through the approval, by simple majority vote of the SGA withhold funds from any club/organization receiving funds from the Student Activities Budget ,should such group(s) fail to submit receipts or follow regulations relating to funds. Upon doing so, said member must inform said club(s)/organization(s), as well as the SGA Advisor in writing of said offense and said withholding of funds.
  - h. The Treasurer shall chair the Finance Committee and report all Finance Committee recommendations to the full SGA.
  - i. The Treasurer shall have the responsibility of reporting to the SGA uses of the monies of the Student Activities by a student club/organization that conflict with the policies set by the State University of New York, the College and/or the SGA.
  - j. The Treasurer shall be a voting member of the Faculty SGA.
  - k. The Treasurer shall spend at least six (6) regularly scheduled hours per week in the SGA office.
  - l. The Treasurer must attend and be actively involved in at least two (2) events outside of those required in their position on the SGA.
  - m. The Treasurer shall perform any duties, adhere to any regulations, and meet any minimum qualifications applied to the Treasurer at any other point in this Constitution.
  - n. In addition to these powers, duties and responsibilities, the Treasurer must also adhere to all powers, duties and responsibilities outlined in Section 12 of this Article..

- Section 10** The powers, duties and responsibilities of the Student Event Coordinator of the SGA shall be:
- a. The Student Event Coordinator shall assume all duties and powers of the President in the absence or incapacitation of the President, Vice President and Treasurer.

- b. The Student Event Coordinator shall serve as an official representative of the student body at events, ceremonies, interviews and upon other occasions where such representation is appropriate.
- c. The Student Event Coordinator shall serve as the chair of the Programming Committee.
- d. The Student Event Coordinator shall be responsible for the record keeping of event attendance required by all Senators.
- d. The Student Event Coordinator shall be responsible for planning and facilitating a majority of training sessions, events, or any other functions in regards to the SGA.
- h. The Student Event Coordinator shall spend at least six (6) regularly scheduled hours per week in the SGA office.
- i. The Student Event Coordinator shall perform any duties, adhere to any regulations, and meet any minimum qualifications applied to the Student Event Coordinator at any other point in this Constitution.
- j. In addition to these powers, duties and responsibilities, the Student Event Coordinator must also adhere to all powers, duties and responsibilities outlined in Section 12 of this Article.

**Section 11**

The powers, duties and responsibilities of the Secretary of the SGA shall be:

- a. The Secretary shall assume all duties and powers of the President in the absence or incapacitation of the President, Vice President, Treasurer, and Student Event Coordinator.
- b. The Secretary shall serve as an official representative of the student body at events, ceremonies, interviews and upon other occasions where such representation is appropriate.
- c. The Secretary shall maintain an accurate record of all meetings of the SGA. A copy of the minutes of each meeting shall be submitted to all members of the SGA for revisions and review within three (3) days of the meeting.
- d. The Secretary shall distribute copies of minutes to the President of the College, the Vice Presidents of the College, the College archives and all members of the SGA.
- e. The Secretary shall maintain a complete file for the entirety of the academic year of all minutes, from all SGA meetings, as well as all resolutions, actions, adopted bylaws, and any other information deemed pertinent from SGA meetings. Such records must be kept on file for a minimum of seven (7) years.
- f. The Secretary shall be responsible for the duplication and distribution of minutes from the previous SGA meeting to all members, the SGA Advisor, and two (2) days prior to the next SGA meeting.
- g. The Secretary shall take attendance at all SGA meetings, notify members when they have a total of two (2) absences in one semester, distribute up to date attendance lists at each SGA meeting to each member, and maintain attendance records for the SGA.
- h. The Secretary shall distribute all SGA information, to include this Constitution, any adopted bylaws, contact lists, committee lists, and any other necessary materials to all members.

- i. The Secretary shall handle all correspondence of the SGA, or appoint a designee to do so on a case by case basis.
- j. The Secretary shall be a voting member of the Faculty SGA.
- k. The Secretary shall spend at least six (6) regularly scheduled hours per week in the SGA office.
- l. The Secretary shall perform any duties, adhere to any regulations, and meet any minimum qualifications applied to the Secretary at any other point in this Constitution.
- m. The Secretary must attend and be actively involved in at least two (2) events outside of those required in their position on the SGA.
- n. In addition to these powers, duties and responsibilities, the Secretary must also adhere to all powers, duties and responsibilities outlined in Section 12 of this Article.

**Section 12** The powers, duties and responsibilities of the Student Trustee of the SGA shall be:

- a. The Student Trustee shall represent the student body, in accordance with the Purpose of the SGA as defined in Section 2 of Article I of this Constitution, as a voting member of the Niagara County Community College Board of Trustees.
- b. The Student Trustee shall, at the next SGA meeting after a meeting of the Board, report to the SGA actions taken by the Board, and shall update the SGA on any ongoing issues or actions related to the Board, except for matters discussed during Executive Session at the Board meeting(s).
- c. The Student Trustee shall present any questions or comments from the SGA of the Board to it, and report back to the SGA, during the next SGA meeting, the response of the Board to the question(s) or comment(s).
- d. The Student Trustee shall be responsible for constructing a monthly report compiled from affairs of the SGA, Student Life, Student Housing Village, and Athletics to present at each Niagara County Community College Board of Trustees Meetings.
- e. The Student Trustee shall serve as an official representative of the student body at events, ceremonies, interviews and upon other occasions where such representation is appropriate.
- f. The Student Trustee must attend and be actively involved in at least two (2) events outside of those required in their position on the SGA.
- g. The Student Trustee shall spend at least six (6) regularly scheduled hours per week in the SGA office.
- h. The Student Trustee may not collect a stipend for their work on SGA, in conjunction with guidelines set forth by the Niagara County Community College Board of Trustees.
- i. The Student Trustee shall perform any duties, adhere to any regulations, and meet any minimum qualifications applied to the Student Trustee at any other point in this Constitution.

- j. In addition to these powers, duties and responsibilities, the Student Trustee must also adhere to all powers, duties and responsibilities outlined in Section 13 of this Article.

- Section 13** The powers, duties and responsibilities of the Senators of the SGA shall be:
- a. In the event of the absence or incapacitation of the President, Vice President, Treasurer, Student Event Coordinator, and Secretary, the remaining members shall elect, by simple majority vote, a Senator to assume all duties and powers of the President until such absence or incapacitation is at an end.
  - b. All Senators shall be aware of the demands and the needs of the student body.
  - c. All Senators shall have the authority to introduce any motions or resolutions which will advance the welfare of the student body.
  - d. All Senators shall be voting members of the SGA.
  - e. All Senators shall attend every scheduled meeting of the SGA. If a Senator misses more than two (2) such meetings during one semester, they may be removed from office, by a simple majority vote, unless such absences are excused. Excused absences shall include personal illnesses, death or illness in the family or other circumstances approved by the President of the SGA, SGA Advisor, or another designee. Efforts should be made to notify of an absence by at least forty-eight (48) hours in advance when applicable.
  - f. All Senators shall attend, if appointed, Standing Committee meetings. Furthermore, the designated Senator will be expected to perform duties concerned with being a working member of, respected Committee.
  - g. All Senators shall serve as official representatives of the student body at events, ceremonies, interviews and upon other occasions where such representation is appropriate.
  - h. All Senators must attend and be actively involved in at least two (2) events outside of those required in their position on the SGA.
  - i. All Senators shall spend at least three (3) regularly scheduled hours per week in the SGA office.
  - j. All Senators shall perform any duties, adhere to any regulations, and meet any minimum qualifications applied to the members at any other point in this Constitution.

#### ARTICLE VIII – Elections

**Section 1** All currently enrolled students at Niagara County Community College shall be eligible to vote, by secret ballot, in school-wide elections.

**Section 2** In order for a candidate in a school-wide election to be elected, the candidate must receive at least one (1) vote.

**Section 3** In the event of a tie in a school-wide election, a run-off election between the tied candidates shall be held within three (3) days of the determination that a tie exists. In the event that a tie still exists, the SGA shall, by simple majority vote, appoint the number of candidates equal to the number of vacancies in the position being contested.

**Section 4** The Elections Committee shall organize and run all aspects of all elections, as outlined in Section 10 of Article VI of this Constitution.

**Section 5** The term for all elected positions, Freshman Senators, Sophomore Senators, President, Vice President, Treasurer, Secretary and Student Trustee, shall be for one year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the respective academic year unless dismissal, removal, resignation, or impeachment.

**Section 5** Vacancies in SGA membership or offices which occur between regularly scheduled elections may be filled by appointment through majority vote of the remaining SGA with said appointments taking place within two weeks from the time the vacancy occurs. All candidates must fulfill appropriate requirements for the position they are seeking and obtain the proper petition.

**Section 6** Fall elections will be for Freshman Senators and to fill any Sophomore or Part-Time Senator openings if such vacancies exist.

- a. Candidates must obtain the proper petition announcing their candidacy and must secure at least 50 signatures of the general student body.
- b. The eight (8) candidates for Freshman Senator who receive the most votes shall be appointed to the position at the next regularly scheduled SGA meeting after the Fall elections.
- c. The number of Sophomore Senator candidates equal to the number of Sophomore Senator vacancies who receive the most votes shall be appointed to the position at the next regularly scheduled SGA meeting after the Fall elections.
- d. In the event that a candidate or candidates for any position do not receive at least one (1) vote, and a vacancy remains in the position that the candidate(s) was/were seeking, the candidate(s) may come forward at the next regularly scheduled SGA meeting after the Fall elections to request that the SGA, by simple majority vote, appoint him/her to the position(s).

**Section 7** At any regularly scheduled SGA meeting between the first regularly scheduled SGA meeting after Fall elections and the first regularly scheduled SGA meeting of the month of April, the SGA may approve, by simple majority vote, through the process of roll-in elections as defined and regulated by the Elections Committee, candidates that come forward to fill any remaining vacancies for any position in the SGA.

**Section 8** Spring elections for all Sophomore Senators and the Student Trustee for the next academic year shall take place prior to the second to last regularly scheduled SGA meeting of the spring semester.

- a. Sophomore Senator candidates must obtain the proper petition announcing their candidacy and must secure at least 50 signatures of the general student body. Student Trustee candidates must obtain the proper petition announcing their candidacy and must secure at least 100 signatures of the general student body while meeting the additional criteria outlined in Section 6 of Article VI.

- b. The eight (8) candidates for Sophomore Senator and one (1) candidate for Student Trustee who receive the most votes shall be appointed to said positions at the final SGA meeting of the Spring semester.
- c. In the event that a candidate or candidates for any position do not receive at least one (1) vote, and a vacancy remains in the position that the candidate(s) was/were seeking, the candidate(s) may come forward at the next regularly scheduled SGA meeting after the Spring elections to request that the outgoing SGA shall, by simple majority vote, fill the remaining positions by appointment.

**Section 9** Spring elections for the Executive Council positions of President, Treasurer, Student Event Coordinator and Secretary shall take place at the last regularly scheduled SGA meeting of the Spring semester.

- a. Only members of the newly elected Full SGA may vote.
- b. The candidate who receives the most votes for each position shall be appointed to said position for one year starting July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following academic year.
- c. In the event that a candidate is the only nominee for any position, the current SGA Secretary shall cast one (1) vote to elect said candidate into the respective position.
- d. In the event of a tie between two (2) candidates the current SGA President shall cast the deciding vote.
- e. The President, Treasurer, Student Event Coordinator, and Secretary cannot be a candidate for another position on the SGA at the same time that they hold their current position.

**Section 10** A Fall election is held for the Executive Board position of Vice President and shall take place at the first regularly scheduled SGA meeting following the Fall semester elections.

- a. The candidate who receives the most votes for said position shall be appointed to this position for one year following the conclusion of the election and ending June 30<sup>th</sup> of the current academic year.
- b. In the event that a candidate is the only nominee for any position, the current SGA Secretary shall cast one (1) vote to elect said candidate into the respective position.
- c. In the event of a tie between two (2) candidates the current SGA President shall cast the deciding vote.
- d. The Vice President cannot be a candidate for another position on the SGA at the same time that they hold their current position.

ARTICLE IX – The Amendment Process

**Section 1** If the SGA sees fit, it may, by two thirds vote, amend this Constitution in any manner it desires.

**Section 2** Any and all proposed amendments to this Constitution must originate in, and be approved by, the Constitution Committee, to be presented by the President at any meeting of the SGA.

- Section 3** Before the Constitution may be amended, the following steps must be completed:
1. The proposal amendment must be introduced to the SGA at a regular meeting of the SGA. Each member of the SGA must receive a copy of the proposed amendment in advance of the meeting.
  2. The President shall then convene the Constitution Committee to consider the proposed amendment.
  3. At the following regularly scheduled meeting of the SGA, the SGA, after discussion and presentation by the Constitution Committee, shall vote to approve or reject the proposed amendment.
  4. The proposed amendment is approved if two-thirds of the elected voting members of the SGA vote for its approval.

**Section 4**

Each of the steps described in the foregoing section must be completed in the order they are listed. If at any point the proposed amendment does not receive the required approval, it shall be declared defeated and further action on it will cease.

**Section 5**

Students may, through petition of at least 15 percent of the total enrollment, call a referendum on any Constitutional change. Petitions must be submitted to the SGA. Upon receipt the SGA will follow Section 3 of this Article and will hold a general referendum to decide the issue within three (3) weeks of receiving the petition.

Article X: Emergency Clause

**Section 1** This section of the Constitution can be referenced in any case where Niagara County Community College is required to conduct classes and business remotely, or at a reduced capacity. The following consists of exceptions to the expectations of the Student Government Organization, in the event that extenuating circumstances prohibit the completion of such expectations.

**Section 2** This section of the Constitution may also be referenced in the event where a student completes their education through online classes only, by discretion of the SGA Advisor, and The President of the SGA.

**Section 3** The President of SGA and the Advisor of SGA will determine the amount of office hours required for senators to fulfill during the given circumstances. Recommendations are as follows;

- a. The Executive Board, consisting of the President, Vice President, Treasurer, Student Event Coordinator, and the Secretary shall fulfill three (3) hours in the SGA office per week. When unable to attend campus, three (3) virtual office hours may be completed instead.
- b. The Student Trustee shall fulfill three (3) hours in the SGA office. When unable to attend campus, three (3) virtual office hours may be completed instead.
- c. Freshman and Sophomore Senators must fulfill one (1) hour in the SGA office per week. When unable to attend campus, one (1) virtual office hour may be completed instead.

- d. All Senators must complete one (1) office hour virtually per semester.

**Section 4** The President, Vice-President, and Student Event Coordinator shall determine and document attendance for how many events will be required during such circumstances. Recommendations are as follows;

- a. All Senators must attend and be actively involved in at least two (2) events outside of those required in their position on the SGA.

**Section 5** The SGA will still meet on a regularly scheduled basis during any State of Emergency. The President shall call meetings at the same time at which they would be scheduled, or at their discretion. SGA meetings will be held in a hybrid format to accommodate those unable to attend campus. The same guidelines will apply to the Chairs of each Standing Committee.

**Section 6** The SGA Advisor shall determine the modality of Elections for the Fall and Spring Semesters of each academic year. All currently enrolled students at Niagara County Community College shall be eligible to vote, by secret ballot, in school-wide elections. In order for a candidate in a school-wide election to be elected, the candidate must receive at least one (1) vote.

#### ARTICLE XI – Adoption

**Section 1** This Constitution shall be adopted according to the guidelines of the current constitution of the SGA.

**Section 2** This Constitution shall go into effect immediately upon its adoption by the SGA.

**Section 3** All prior bylaws and the prior constitution shall no longer be in effect immediately upon adoption of this Constitution.

**Written and Composed By:** *Shannon Williams*, SGA President, 2007-2008

**Revised and Edited By:** *Arianna Morales*, SGA President, 2020-2021