

The Constitution of Northwestern Michigan College Student Government Association (SGA)

Preamble: The Spirit of the Student Body of Northwestern Michigan College is in our selves represented; we, together, represent the voice of thousands. This Constitution exists to guide us so that the voice of the students is not silenced, nor their needs forgotten or overlooked.

Mission Statement: SGA acts as a conduit between NMC students, administration, and the greater community, helping to offer a better education for all and ensure quality and integrity in academia.

ARTICLE I. MEMBERSHIP REQUIREMENTS

Sec 1. Students seeking membership must obtain signatures of active NMC students by petition to be eligible for Student Government membership. The number of valid signatures for full-time students must be 50. For part-time students, the count must be 60. Forgery of signatures or purposeful inclusion of non-students will invalidate the form. In years when obtaining signatures is inadvisable due to individual or societal health concerns, students may interview with the staff advisor or his/her advocate in person or by electronic means. The staff advisor and/or the advocate will determine qualification for SGA membership.

Sec 2. Students who seek to become a Student Government voting or non-voting member must be enrolled in at least one or more academic credits in the current semester and be without academic probation (at or above cumulative 2.0 GPA). Those members representing academic departments must obtain a recommendation or sponsorship from an NMC faculty or department head to be eligible. These recommendations are to be obtained and presented to the staff advisor before the third meeting of the semester to which they apply. Each academic department may have no more than one representative. Recommendations are valid for one academic year as long as the above qualifications are met all year.

Sec 3. Any and all NMC students who meet the requirements set in A1S2, shall be permitted to run for office or be members of Student Government.

Sec 4. A maximum of 15 students may be voting members at one time, and as many as 10 people may be present as non-voting members; council meetings will not include more than 25 members. The President shall not be counted as a voting member.

Sec 5. Incumbent members may maintain their voting member status in the proceeding academic year. Returning members must declare their membership by the second Friday of the Fall Semester. This shall not preclude incumbent members from completing one of the above membership requirements.

ARTICLE II. OFFICER ELECTIONS

Sec 1. Elections will be organized and overseen by an election committee composed of two students who are not running for office, at least one unbiased staff member, and the Faculty advisor. This committee is not permitted to vote in the election.

Sec 2. Elections shall be started no later than the fourth meeting of the council, and decided by the fifth meeting. The positions to be voted on shall include: President, Vice President, Treasurer, Secretary, Marketing and Public Relations Representative (MPR), and any other position(s) created by a majority vote of the members before the election. If an office is not filled in the election, the advisors and the President will decide how to fulfill the duties of that office.

Sec 3. Should there be a tie for any office, the election commission will recount the votes. If the tie remains, each side will be given two minutes for a speech explaining themselves as the better candidate. After this time, present members will vote again for the position. If a tie remains, the position will be decided by a coin flip conducted by a faculty or staff advisor. This will determine the final vote.

Sec 4. The means to distribute and count ballots as well as the type of election is to be left to the election committee, who must present a fair and unbiased voting opportunity to the student body. The means of voting shall be the same for all offices.

Sec 5. To run for and hold office, a member must maintain a cumulative GPA of a 2.5 or higher.

ARTICLE III. RECALLS AND VACANCIES

Sec 1. A member who fails to perform their duties properly, but does not voluntarily resign their seat (Reference A3S7), can be removed by a unanimous vote (less the person being removed) of the Student Government. In the case of two consecutive unreported absences, this will be considered a voluntary resignation.

Sec 2. Any membership status change ordered by a faculty advisor may be overturned by SGA only by a 3/4 majority vote.

Sec 3. Any seat officially vacated by a department-appointed member should be refilled within 3 weeks. It is the responsibility of SGA to contact that department and request a new representative. If it cannot be filled, the seat will remain empty.

Sec 4. Officer positions vacated can be replaced temporarily by any voting member appointed by the President. This replacement should be finalized by a majority vote of SGA members within two weeks of the vacancy.

Sec 5. If the President vacates their seat for any reason, the Vice President will fill that seat. The position of Vice President should be replaced within two weeks by a majority vote of members or a new President should be elected from voting members.

Sec 6. In the event of the death, resignation, or expulsion of all or a majority of the SGA, an Interim Revival Council (IRC) will be created by the faculty advisor(s) and appointed by them. This council will serve only to revive a government and may not conduct the normal business of SGA nor does it have power to assign funding or approve legislation of any kind. The IRC may hold elections, distribute information, and form an election committee.

Sec 7. A member or officer may voluntarily resign their seat for any reason, with a recommended two-week notice, their seat will be put up for election by the remaining voting members by secret ballot. Voluntary resignations and those removed by a vote require a call for elections by a qualified voting member. Voting-member resignations will allow a member to become a non-voting member. Selection will be made by majority vote.

ARTICLE IV. OFFICERS AND THEIR DUTIES

Sec 1. The votes of all voting members shall be counted the same.

Sec 2. Elected terms shall be one academic year. Members representing academic departments are to be removed if the given department selects a new representative at any point during the semester. In the second semester of a given year, new members may join if they meet all requirements and have the necessary signatures, department recommendation, or interview. New members must have their membership requirement completed by the third week of the second semester.

Sec 3. Officers may be removed from office due to misconduct; if removed they shall become a non-voting member unless further action is needed. To remove an officer, a 2/3 majority vote is needed. To remove a president or call for a new advisor, a petition of 100 signatures and a 3/4 majority is needed along with support from at least two NMC staff members.

Sec 4. The duties and responsibilities of the officer positions shall be as follows:

1. The President will mediate weekly meetings. They shall enforce the rules of conduct detailed in A5S1. Powers of the President include: creation of detailed meeting agendas, creation of special committees, enforcing rules of conduct, and vetoing power of any funding proposal which can be overturned with a 2/3 majority vote. The President may also represent SGA to other associations and select representatives to groups. The President will give a speech at both fall and spring graduation ceremonies. Only in the event of a tie vote of council, shall the President be permitted to vote to break the tie. The President may spend up to (and no more than) \$100 per academic year for SGA without a vote. However, the President should inform an advisor prior to the purchase(s) (not for approval but for the transparency of their actions). The original receipt(s) of these expenditure(s) must be presented by the next meeting for reimbursement.
2. The Vice President (VP) shall replace the President if they become unable to perform their duties or are removed from office. The VP shall also meet with the Dean of Students and/or a Vice President of the college monthly to present minutes and discuss SGA plans and business. The VP will also track attendance and enforce the rules of conduct in A5S4. The VP is also tasked with being well-versed and knowledgeable on the Constitution, and the specifics thereof, so that at any time, the VP may be called upon to offer greater clarity for the rest of the SGA membership.
3. The Secretary shall keep minutes of weekly meetings and be available to any request regarding the previous two years of documents. The Secretary shall also monitor attendance and bring a vote on any continued violations of A5.

4. The Treasurer shall keep current records of financial happenings and update membership weekly, keeping available statements for every month's transactions. These will be given to an SGA-approved individual upon request with Advisor approval. The Treasurer will oversee the movement of funds, be a representative to the Planning and Budget Committee if able, and keep 10% of funds for the next academic year. The Treasurer must also keep track of all SGA expenditures and miscellaneous expenses which must be reported to the membership within one week.

5. The Marketing and Public Relations Representative (MPR) will update appropriate media with events and minutes and oversee Public Relations activities including public forums and attentive listening to the questions and concerns of the Student Body. The MPR shall also oversee the goals of A6.

6. All officers should consider it their duty to represent the Student Body and act on that as an underlying goal in any policy or program.

Sec 5. Other positions may be created by the President or started as committees. To add them to the Constitution will require a 3/4 majority vote and permission of the faculty advisor.

Sec 6. All committees are to be disbanded after the completion of their main objective unless otherwise stated. Funding can be allocated to a committee by a majority vote on the proposal.

ARTICLE V. MEETINGS/CONDUCT AND RULES OF ORDER

Sec 1. Members and officers will conduct themselves in a behaved manner, speak in turn and with respect for fellow members. The President will encourage conduct measures.

Sec 2. Meetings must be held at least once per week for up to 90 minutes for up to 16 weeks per academic semester. Half plus one of the total voting members must be present to hold a vote unless the President and/or faculty advisor authorize an emergency vote in the absence of members. The President must have some form of written authorization from the advisor if they cannot be present.

Sec 3. Meetings may be brought to order without a majority and adjourned by the President, but cannot hold a vote without majority unless in the case of an emergency vote (A5S2).

Sec 4. All members should be punctual unless they have notified the VP or Secretary of a planned absence or tardiness. After an occurrence of unexcused excessive tardiness or

absence, the VP or Secretary shall discuss attendance with the member. After three violations, Council will vote to suspend or remove the member from their duties. Member replacement follows A3S7.

Sec 5. A majority will be defined as half plus one (half will be rounded up in an uneven number: half of 7 would be 4).

Sec 6. To propose a vote, one member, other than the President, must bring it to the table. A second sponsor then must agree to hold a vote. A sponsored vote may then be handled as seen fit by the council by a show of hands, by verbal consent, or by secret ballot.

Sec 7. To call for a secret ballot on a vote, one member must motion for vote by ballot and two sponsors support the motion.

ARTICLE VI. STUDENT BODY REPRESENTATION

Sec 1. The Student Body is what Student Government represents and as such should make efforts to listen and ask students what they need or would like to see in the future, and to do what they can to bring about those changes.

Sec 2. A question and public comment box should be made available to the Student Body. Those with legitimate concerns or ideas for consideration should be given a means to communicate with them, and Student Government is responsible for the continued effort to help students and student groups whenever possible.

Sec 3. Students (enrolled in at least one or more academic credits in the current semester) who would like to address SGA at a regular meeting may do so through public comment. Students must complete a Request For Comment form and submit it to the SGA President. Public comment will be limited to three minutes per request. Community members wishing to address SGA may do so by invitation only.

ARTICLE VII. AMENDMENTS

Sec 1. To amend the Constitution, a 2/3 majority vote of SGA will be required.

Sec 2. Amendments may be presented as additions to an article or rewording of current Articles.

Revised 10/9/20 by 2020-2021 Student Government Association