



**North Lake College
Student Government Association
Constitution**

Revised: November 5th, 2010

Preamble

North Lake College's Student Government Association was created to communicate, act upon, and ensure students' rights. In order to make a difference and build a stronger educational institution and community, SGA shall address students' needs, concerns, and social well-being to the college administration and the Dallas County Community College District.

**Article I
Name**

This organization shall be the Student Government Association of North Lake College, hereafter referred to as SGA.

**Article II
Officers**

Section I: The Executive Board
The officers of the executive board shall be:

- President
- Vice – President
- Secretary
- Treasurer
- Parliamentarian
- Historian

Section 2: Qualifications of the Executive Board are:

- Currently enrolled at North Lake College
- To have and maintain 2.5 Grade Point Average
- To be enrolled in at least six credit hours
- In good standing at North Lake College
- Not be on either scholastic or disciplinary probation

- President or Vice President may not concurrently serve as President or Vice-President of any other club or organization at North Lake College

Section 3: Terms for the Executive Board:

- Begins at the end of the Spring Semester in which elections were held and ends at the end of the following Spring Semester
- Each position may be held for no longer than a two year term and each position may not be repeated once the two year term has been reached for each position held

Section 4: Duties of the Executive Board:

Clause 1: President

- Presides over all Congressional and Executive Meetings
- Posts tentative agenda on the SGA board no later than 48 hours preceding the meeting
- Calls meeting of the Executive Board as necessary
- To appoint all committees, unless otherwise said by constitution or resolution
- To only vote in the position if there is a tie in a session with more than nine members present.
- May otherwise vote on all motions in a setting with less than nine members present
- Assists the Director of Student Program and Resources in coordinating events

Clause 2: Vice-President

- Executes the duties of the President in his/her absence
- Performs all duties assigned by the President or the Director of Student Program and Resources

Clause 3: Secretary

- Execute the duties of the Executive Vice-President in his/her absence
- Execute the duties of the Parliamentarian in his/her absence
- Records minutes at all Congressional and Executive meetings, and prepares them for each following meeting
- Performs all duties assigned by the President or the Director of Student Programs and Resources
- Post the minutes of each meeting with forty-eight (48) hours after that meeting
- To record attendance at each SGA meeting
- Maintain chronological records of activities sponsored by North Lake SGA

Clause 4: Treasurer

- Serve as chief financial officer of the North Lake College SGA
- Shall maintain finances in accordance with North Lake College policies
- Shall serve as a co-signer with the President on all monetary transactions
- Must attain statements of accounts for all SGA Accounts on a monthly basis and reconcile with our own records

Clause 5: Parliamentarian

- Shall assist in seeing that laws are carried out as noted in the constitution
- Shall maintain a rule of order at all meetings

Clause 6: Public Relations

- Have duties of updating students of upcoming events, elections, and any other information relating to SGA on the internet and campus.

Clause 7: All Officers

- Shall conduct himself/herself in a manner befitting North Lake College and its student body at any activity or event representing North Lake College on or off campus
- Coordinates all campus elections
- Publicize SGA events to the public
- Shall create monthly officer report and present at the last meeting of each month

Article III Membership Requirements

Section 1: The Congressional Body of the SGA shall consist of the House of Representative and the Delegation.

Section 2: The House of Representative shall consist of at least one designated representative each of each club or organization as names on the club Information sheet, and the Delegation shall consist of General Students who are not names as a club representative on any Club Information Sheet.

Section 3: The House of Representatives

Clause 1: Active membership will be based upon attendance of three consecutive meetings.

Clause 2: Each club representative (not concurrently serving on the SGA Executive Board) must be present two consecutive meetings preceding any vote to maintain voting privileges.

Clause 3: Each club or organization will have one vote.

Section 4: The Delegation

Active membership will be based upon an attendance policy as established by the Executive Board.

Section 5: Equal Opportunity Clause

No student will be denied membership because of race, religion, sex, age, color, creed, national or ethnic origin, physical or mental disability.

**Article IV
Elections**

Section 1: One annual election will be held by the SGA Executive Board.

Section 2: All students registered at North Lake College may vote in SGA elections.

Section 3: In any case that the Executive Board is vacant, a temporary board will be implemented until next Election Day.

Clause 1: Candidates for special elections shall be nominated by the Executive Board.

Clause 2: Nominations must be made known to all officers of the Executive Board prior to vote.

Clause 3: Special elections will be determined by a vote of the Executive Board and confirmed by active members of Congress.

Clause 4: Special elections may be held within the Executive Board to temporarily replace officers until the annual election is held.

**Article V
Succession of Officers**

Section 1: In the event the President is unable to fulfill his/her responsibilities, the Vice-President will succeed the President.

Section 2: In the event the Vice-President is unable to succeed the President, or is unable to fulfill his/her duties, the Secretary shall succeed the Vice-President.

Section 3: In the event the Secretary is unable to succeed the Vice-President, or fulfill his/her duties, the Treasurer shall succeed the Secretary.

Section 4: In the event where the Treasure, Parliamentarian, or Historian is no longer able to serve the Executive Board there will be chosen temporary officers till the annual election is held.

Article VI Meetings

Should any Executive Board officer receive three unexcused absences from any SGA activity as described by the President of the SGA or the Director of Student Program and Resources, it will result in immediate dismissal from the Executive Board.

Section 1: General Sessions

Clause 1: The SGA shall hold regular general sessions to discuss plans for campus activities and items of student interest.

Clause 2: Special Assemblies may be called as deemed necessary by the President or Vice President.

Clause 3: A quorum is required to conduct official business and is defined as a presence of a simple majority (50% + 1) of qualified voters.

Section 2: Executive Board Meetings

Clause 1: Executive Board meetings shall be held weekly to discuss concerns of the delegation and implement plans for action.

Clause 2: Special meetings may be called by the Executive Board as deemed necessary.

Clause 3: A quorum (50% + 1) is required to conduct official business and is defined as a simple majority of the Executive Board.

Section 3: Committee meetings may be called by the committee Chairperson as needed.

Article VII Committees

Committees and committee heads shall be elected by the Executive Board as needed.

Article VIII Amendments

The Constitution may be amended at any Executive Board meeting or General Session by quorum vote of the Executive Board and confirmation by active members of Congress. Each member of SGA shall be furnished with a copy of the amendment(s) at the initial reading.

Article IX Resolutions

- Section 1: A resolution shall be defined as a written motion when passed by the majority of the assembly, and will constitute the positions of the assembly.
- Section 2: All resolutions must be presented in writing to the SGA Executive Board prior to being presented to the assembly.

Article X Disciplinary Procedures for Officers

- Section 1: Any Congressional member, Executive Board member, or North Lake College Administration or Faculty member may bring disciplinary charges against an Executive Board officer of the SGA.
- Section 2: Any Executive Board member to whom disciplinary charges are brought against may request a hearing by the Disciplinary Committee. The Committee shall consist of the Vice-President of Student Services, the Director of Student Programs and Resources, and the remaining Executive Board.
- Section 3: Any Executive Board member to whom disciplinary actions are brought against may appeal the decision put forth by the Disciplinary Committee through the Appeals Committee which is constructed of North Lake College faculty and two chosen by the Appeals Committee core members.
- Section 4: Should further conflict exist, the final decision shall rest with the President of North Lake College.

Article XI Disciplinary Procedures for Congressional Members

- Section 1: Any Congressional member or Executive Board member may bring charges against any congressional member through a written letter documenting appropriate reason for the charges.
- Section 2: The Executive Board shall discuss the charges at the following Executive Board meeting and will present their decision to the assembly.
- Section 3: Any member may appeal the charges through the Director of Student Programs and Resources.
- Section 4: Should further conflict exist, the final decision shall rest with the President of North Lake College.

Article XII Ratification

Upon ratification by two-thirds of the Congressional body, this constitution shall become the superior document of the North Lake College SGA.

Article XIII Parliamentary Authority

The rules contained in the current edition of the Robert's Rules of Order Revised and Updated Edition shall govern the SGA in all cases in which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the SGA may adopt.

Article XIV General Regulations

Any Executive board officer of SGA may be removed from office by a $\frac{3}{4}$ vote of the Executive Board for consistent failure to discharge duties. In order to begin impeachment proceeding for a Executive Board Officer, a petition calling for executive Board consideration of removal must be signed by 20% of the Delegation. Impeachment from office does not mean impeachment from SGA. The impeached Executive Board officer shall not hold any Student Government Executive Board office for the remaining term.