

## SECTION IX

### WNCC UNITED STUDENTS ASSOCIATION CONSTITUTION

Key –  
Added Underlined  
Deleted [Brackets]

Revised: 02/15/05

WESTERN NEVADA COMMUNITY COLLEGE  
UNITED STUDENTS ASSOCIATION  
CONSTITUTION

PREAMBLE

We, the student representatives of the United Students Association at Western Nevada Community College, in order to advance the quality of education, promote student interests, and serve as an informed advocate of student concerns through awareness of WNCC student needs to state agencies and public officials, do ordain and establish this constitution of the United Students Association of Western Nevada Community College.

The United Students Association of Western Nevada Community College in exercising authority granted by this Constitution shall conform to rules, regulations and policies as established by the Board of Regents, Western Nevada Community College and to all applicable statutes of the State of Nevada. If any of the provisions of this Constitution are deemed to be in conflict with any of the rules, regulations and policies of the Board of Regents, Western Nevada Community College or applicable statutes of the State of Nevada, those rules, regulations, policies and statutes shall control.

ARTICLE I

Name and Purpose

- Section 1     The name of this association is [shall be] the United Students Association of Western Nevada Community College, hereafter referred to as the USA.
- Section 2     The purpose of the USA shall be to represent all students currently enrolled at Western Nevada Community College through inner campus communication directed toward a united effort to enhance student life. USA is responsible for [in] addressing student issues brought before [this organization] it and to:
- a. Make recommendations concerning student welfare to those persons responsible for administration and college policies.
  - b. Enact legislation concerning student activities. Such legislation shall be consistent with rules, regulations and policies adopted by the Board of Regents and approved by the President of Western Nevada Community College.
  - c. Provide leadership for [all members] of the student body.
  - d. Assist in directing or coordinating student activities.
  - e. Assess student opinions and needs from time to time, as deemed necessary and proper, and to encourage student involvement.
  - f. Perform service functions as follows:
    - Develop institutional morale.
    - Act as liaison between students, faculty and the administration for the purpose of [establishing] promoting cooperation.
    - Welcome and assist campus visitors when student activities are involved.
    - Actively participate in student recruitment.



- g. Oversee the activities of officially constituted student organizations.
- h. Promote desirable college publications.

## ARTICLE II

### Membership and Representation

- Section 1 Active membership shall be granted to those students who are enrolled at Western Nevada Community College in a minimum of six (6) credits of Full Time Equivalency [any] (FTE) generating approved courses. These members are required to have an established cumulative GPA of 2.5 or higher and must comply with all other requirements stated in this constitution as well as the USA Policies and Procedures Manual. [These] Members shall have the right to hold office, the right to vote, and the right to participate in all activities sponsored by the United Students Association.
- Section 2 Elected representation shall consist of four (4) executive officers (President, Vice-President, Secretary, and Treasurer) who can fully participate in officer duties at the Carson campus, seven (7) Carson Senators, and four (4) Fallon Senators. The Carson Executive Board [of] and Senators will represent the Douglas campus. Officers and Senators may perform office hours and related duties at the Douglas campus with approval from the Executive Board.
- Section 3 At the Fallon campus, the Senators shall appoint amongst themselves a Chair, Vice-Chair, Secretary and Treasurer of the Fallon Senate, verified by a majority vote of the Fallon Senate. The Chair of the Fallon Senate shall serve on the USA Executive Board. The entire Executive Board, with representation from both campuses, will meet [monthly,] at least once a semester and as needed throughout the year either in person, through interactive video, or by conference telephone.
- Section 4 Student representatives may be appointed as volunteers on each campus. Each campus must follow stipulations outlined in the Policies and Procedures Manual. Students representatives are required to have a cumulative GPA of 2.5 or better, or be in their first semester at WNCC with no established GPA.

## ARTICLE III

### Election and Recall of Officers and Student Senators

- Section 1 The filing date for candidacy for office shall be the third Friday of March.
- Section 2 Campaigns may begin on the second Friday of March. An individual is not allowed to start campaigning until his/her application [has been] is submitted to and approved by the USA Advisor(s).



- Section 3 Elections for President, Vice-President, Secretary, Treasurer, and Senators shall begin on the first Monday in April and end at [n] Noon (12:00) that following Friday. Election polls will be available at the Carson, [(Stewart),] Douglas and Fallon campuses.  
Installation of the newly elected officers and Senators will occur following the completion of the spring semester. [within seven (7) days following the graduation ceremony. However,] [t]These newly elected officials are requested, but not required, to participate in the student government unofficially upon learning the results of the elections.
- Section 4 The President shall have the power to [move] change the dates mentioned in the precluding three sections of this article with approval of the Senate.
- Section 5 Candidates for President, Vice-President, Secretary, Treasurer, and Senator must be enrolled in six (6) or more semester hours of credit courses at Western Nevada Community College. Six (6) or more semester hours of audit courses will be sufficient provided that the candidate has previously established a cumulative grade point average of 2.5 or better.
- Section 6 A student may serve a maximum of two (2) elected terms as President, in addition to one appointed term. Any student who has served as President for two (2) elected terms is prohibited from being elected or appointed as Vice-President.
- Section 7 Once elected, the officers and Senators must maintain enrollment in six (6) or more semester hours at Western Nevada Community College.
- Section 8 Any student, to be eligible to hold elective or appointive office, must maintain a minimum cumulative grade point average of 2.5. This requirement must be met at the beginning of each semester while in office.
- Section 9 A vacancy in any elective office, other than the President's, shall be filled on the Carson campus by appointment made by the President with a majority approval of the Carson Student Senate. A Senator vacancy on the Fallon campus shall be filled by a majority vote of the Fallon Senate. A quorum (51%) of the Student Senate from each respective campus must vote on any/all appointments. In the event of a vacancy of the office of President, the Vice-President will become President.
- Section 10 Campaigning rules and procedures for each campus will be written by the Election Committee Chair [President] and [Faculty] the Advisor(s) and with approval [approved] by the Senate. Each candidate will be provided with written rules and procedures. Failure to follow campaign rules and procedures may result in [removal] disqualification from the election, prohibiting the candidate from serving as an Executive Officer or Senator for a period of one year.
- Section 11 The [faculty] Advisor(s) and one USA member not entered in the election shall count the ballots and compile the results of all elections on each campus. (Ballots shall be kept in advisor's possession up to one (1) year following an election.)



Section 12 Recall shall be initiated in the following manner:

- a. Any student who is a member of the USA may initiate a recall.
- b. Reason(s) for a recall and the name(s) of the person(s) being recalled must be on a petition. Ten (10) percent or more of the current membership of the total student body must sign the petition.
- c. This petition must then be presented to the USA. At this time, expedient election procedures, seven (7) calendar days at the minimum, shall be initiated and officer(s) and/or senator(s) shall be removed from office by a majority vote of the USA [simple majority of the votes received].
- d. Another election shall take place within twenty-five (25) calendar days from the time the petition is presented to the Senate. That person (those persons) removed from office by recall shall be eligible to run again, as will any/all qualified person(s) who wish to oppose him/her.
- e. The candidate receiving a simple majority shall then be seated at the next regular session of the USA.

ARTICLE IV

Responsibilities of the Members of the USA

- Section 1 The [faculty] Advisor(s) shall serve to guide [as advisor to] the USA student government through recommendations to facilitate the business, financial, and procedural affairs of the USA, and the student clubs and organizations.
- Section 2 Executive Officers and Senators shall:
- Attend USA meetings
  - Serve on or Chair USA and campus committees when appointed
  - Attend and assist in the implementation of USA activities
  - Fulfill office hour requirements and additional responsibilities as outlined in the USA Policies and Procedures
  - Comply with all additional responsibilities outlined in the Policies and Procedures Manual
- Section 3 The President shall:
- Preside at all USA meetings;
  - Represent the USA in the college community and the State meetings when and where appropriate;
  - Monitor and report on all progress and implementation of all actions and transactions of the USA;
  - Appoint all students serving on college committees, with approval of the Executive Board;
  - [Have the power to veto Senate legislation (this veto can be overruled by a 60% majority vote in the Senate).]
- Section 4 The Vice-President shall:
- Act as a Parliamentarian at all USA meetings;
  - Assume all powers of the President in his/her absence

- Vote in USA meetings only in the event of a tie vote of the Senate;
- Oversee all USA sponsored activities, events and USA committees;
- Appoint students and/or USA elected members to USA committees
- In the event of a vacancy of the office of President, the Vice-President will immediately become President.
- Assist the President in the monitoring and reporting on the implementation and progress of all actions and transactions of the USA

Section 5 The Secretary shall:

- Record, [post,] and file minutes of all USA meetings;
- Ensure that a least [three (3)] four (4) copies are posted for public information;
- Be sure that all [Senate] USA meetings comply with the Nevada Open Meeting Law [statute];
- Be responsible for all correspondence of the USA and copies to be filed for referral.

Section 6 The Treasurer shall:

- Give an itemized report of the financial status of the USA twice each month for Senate approval;
- Oversee a record of all financial transactions of the USA;
- Receive a copy of all purchase orders or requisitions where monies are taken from USA accounts;
- Serve in an advisory capacity for budget matters to the Executive Board and the Senate;
- Presides at the USA meetings in the absence of the President and Vice-President.

Section 7 Senators shall:

- Attend and vote during scheduled USA meetings;
- Attend, coordinate, implement and evaluate activities sponsored by the USA;
- Provide services to students as agreed upon by the Senate;[.]
- Post USA agendas, meeting minutes, flyers, ect.

Section 8 On the Fallon campus, the Senators shall assume additional duties as outlined in the remaining sections of this Article.

Section 9 The Fallon Senator appointed as Chair of the Fallon Senate shall:

- Preside at all USA Fallon Senate meetings;
- Represent the USA in the Fallon college community when and where appropriate;
- Monitor and report on the progress and implementation of all actions and transactions of the Fallon Senate.

Section 10 The Fallon Senator appointed as Vice-Chair of the Fallon Senate shall:

- Act as Parliamentarian at all Fallon USA meetings;
- Assume all powers of the Fallon Chair in his/her absence;



- Oversee all Fallon USA sponsored activities, events, and USA Fallon committees;
- Assist the Fallon Chair in monitoring and reporting on the implementation and progress of all action and transactions of the Fallon Senate;
- In the event of a vacancy of the office of Chair of the Fallon Senate, the Vice-Chair will immediately become Chair.

Section 11 The Fallon Senator appointed as Secretary of the Fallon Senate shall:

- Record, post, and file minutes of all USA Fallon meetings;
- Ensure that at least three (3) copies of Fallon USA minutes are posted for public information;
- Ensure that all Fallon Senate meetings comply with the Nevada Open Meeting statute;
- Be responsible for all correspondence of the Fallon USA and copies to be filed for referral.

Section 12 The Fallon Senator appointed as Treasurer of the Fallon Senate shall:

- Give an itemized report of the financial status of the Fallon Senate twice each month;
- Oversee a record of all financial transactions of the Fallon Senate;
- Receive a copy of all purchase orders or requisitions where monies are taken from USA Fallon accounts;
- Serve in an advisory capacity for budget matters of the Executive Board and Fallon Senate.

## ARTICLE V

### [Finance] Expenditures

Section 1 The USA of Western Nevada Community College, hereby grants to its representative body, the Student Senate, the sole power to enact legislation necessary to finance programs for the students.

Section 2 Revenue for such purpose shall be derived from the USA assessment for FTE generating courses (refer to the Board of Regents handbook, Chapter 10, Section 12) levied on each student enrolling at a participating center, and other sources such as are legal and proper. Students, who have attained the age of 62 years or older are exempt from the above fee.

- This revenue shall be distributed to the Carson City and rural student body accounts after the official FTE count is established.

Section 3 An annual budget shall be developed [by the Executive Board on the Carson campus and by the Senate on the Fallon campus] and approved by the Senate on each campus no later than the first Friday of September [on October each year].

Section 4 All monies transferred by the Board of Regents to the Student Senate will be administered by the Student Senate in accordance with all the policies and fiscal



management procedures established by the Board of Regents and applicable to all units within the UCCSN system.

Section 5     The President shall receive payment [stipend] in the amount of tuition costs and tech fee charges equivalent to twenty-six (26) [24] credits per semester.

The Vice-President shall receive payment [stipend] in the amount of tuition costs and tech fee charges equivalent to twenty (20) [18] credits per semester.

The Treasurer and Secretary [remaining Executive officers] shall receive payment [a stipend] in the amount of tuition costs and tech fee charges equivalent to seventeen (17) [15] credits per semester [during their term in office. This credit aid will be paid to officers and Senators who are enrolled in a minimum of six credits at WNCC.]

Senators on the Carson campus shall receive payment in the amount of tuition costs and tech fee charges equivalent to eleven (11) credits per semester.

The Chair of the Fallon campus shall receive payment in the amount of tuition costs and tech fee charges equivalent to fifteen (15) credits per semester while in office

Senators on the Fallon campus shall receive payment in the amount of tuition costs and tech fee charges equivalent to twelve (12) credits per semester while in office.

This amount [credit aid] will be paid to officers and Senators who are enrolled in a minimum of six (6) credits at WNCC and have fulfilled all responsibilities indicated in Article IV. Payment for services as a USA member shall be disbursed in monthly payments four (4) times during each semester during term in office.

Section 6     Upon completion of duties as a member of USA, the Board of Regents allows the college President to waive the capital improvement fees and general improvement fees for eligible student government officers (Title[a] 4, Chapter 18, Section 9.5). Each member of USA will submit a fee waiver agreement at the beginning of each semester.

- [Senators on the Carson campus shall receive a stipend for the amount of 9 credits per semester during their term in office.
- Senators of the Fallon campus shall receive a stipend for the amount of 12 credits per semester during their term in office.
- This stipend will be payable upon completion of each fall and spring semester during the term of office.]

## ARTICLE VI

### Procedures of the Student Senate

Section 1     A quorum must be present in order for the Senate to conduct official business. A quorum for business transactions shall be fifty-one (51) percent of all Senators on



the Carson campus and fifty-one percent of all Senators on the Fallon campus. A quorum for all recall or impeachment shall be sixty (60) percent of all standing members on each respective campus.

- Section 2 The USA shall meet on a weekly basis throughout the fall and spring semesters at a time agreed to by [most, convenient to] the majority of the USA members. The Executive Board may, at their discretion, not have a meeting, should it not be necessary because of lack of agenda items or holidays.
- Section 3 All meetings of the USA shall be conducted by the current edition of Robert's Rules of Order, or some agreed upon modification of these rules.
- Section 4 All meetings shall comply with the Open Meeting Law of Nevada and the policies set forth by the Board of Regents of the University and Community College System of Nevada.
- Section 5 The privilege of the floor at meetings of the USA shall be duly granted to any faculty member, college administrative officer, student organization representative, member of the United Students Association, and visitors upon proper request.
- Section 6 Absence from three (3) consecutive meetings without justification deemed reasonable by the Senate shall result in impeachment proceedings.
- Section 7 Absence from a total of five (5) meetings during a term of office without justification deemed reasonable by the Senate shall also result in disciplinary [impeachment] proceedings.
- Section 8 All USA business shall be conducted in accordance with the USA Policies and Procedures. The Policies and Procedures may be modified by a majority vote of the Senate on each respective campus.

## ARTICLE VII

### Student Organizations

- Section 1 The term 'student organization' shall apply to all organized groups which conform to the qualifications of the USA and meet with it's approval and thereby qualify as "on-campus organizations." Membership in these organizations shall be open to all eligible registered students.
- Section 2 Only those organizations shall be recognized which have as a purpose one or more of the following:
- to increase and stimulate the student's knowledge and interest in a curricular field.
  - to promote a feeling of fellowship among students with similar interests.
  - to sponsor educational and recreational activities.
- Section 3 All recognized organizations must meet the following requirements:



- a college faculty or staff member as an advisor.
- hold a minimum of one (1) monthly meeting.
- submit a report of the organization's activities by the third Friday of each month to the Secretary of the Senate.
- sponsor for its members and their guests at least one educational or social activity each semester.
- maintain a membership of at least five (5) students.

- Section 4 A new student organization must file a petition for approval with the USA. The Senate shall act upon [on] receiving the completed application [it]. Once approved, the organization retains this approval unless and until it is revoked. The senate shall act upon the completed application within a notable time period (two weeks).
- Section 5 The Student Senate may revoke approval of any organization, which fails to maintain the qualifications listed in Section 3 of this article.
- Section 6 A student organization shall, when making plans for an all-college activity, present to the USA all information regarding the activity for which approval is requested at least three (3) weeks prior to the activity.
- Section 7 The Senate may extend approval to temporary groups or committees, as it deems necessary.
- Section 8 Funds of up to \$600.00 per academic year may be given to each recognized club on an as-needed basis. Grants may be approved only by a majority vote of the Senate.

## ARTICLE VIII

### Discipline and Appeals [Impeachment and Recall]

- Section 1 Probation and Impeachment
- a. Reasons for probation shall consist of: Unsatisfactory meeting attendance, lack of participation in USA activities, unsatisfactory performance of USA responsibilities, failure to act in accordance with UCCSN and WNCC rules and regulations, failure to follow USA policies and procedures, malfeasance (wrong doing or misconduct) and/or continuous failure to complete assigned projects within a time period agreed upon by the USA members.
  - b. Any member of the USA may be put on probation by a majority [fifty (50) percent] vote 51% of the appropriate campus board [Executive Board or a sixty (60) percent vote] of either the Carson or Fallon Senate. Probation must be initiated by a written notification from the Executive Board, Chair of the Fallon Senate or [Faculty] Advisor(s) stating that the member has been p[ro]ut on probation and the reasons for that probation within a week of the decision.
  - c. Upon receiving written notification of the decision the member shall have probationary period assigned at the discretion [two (2) weeks in which to



improve his/her performance to the satisfaction] of the appropriate campus [Senate or Executive] [B]board in which to improve his/her performance. Any member on probation will not receive payment for that time period. Failure to improve shall be grounds for impeachment. More than one (1) probation during the administration period shall also be grounds for impeachment. Any member of the USA who has been impeached may not run or hold [for] any office for five (5) years following that impeachment.

- d. Reasons for impeachment shall consist of any gross infraction of regulations and policies as established by the Board of Regents, Western Nevada Community College, and to all applicable statutes of the State of Nevada. If impeachment is to be considered, a committee consisting of three (3) USA members, one (1) non USA student, one (1) faculty member, the USA advisor from the appropriate campus, and the WNCC Dean of Student Services shall organize to consider the accusation. If the committee deems necessary, the member will be impeached by a majority vote (51%)

[Any member of the USA may be removed from office by a sixty (60) percent vote of the Senate of the Carson or Fallon campus or a fifty (50) percent vote of the Executive Board. Any removal from office must be approved by the Faculty Advisor(s) from the appropriate campus.]

Section 2 Appeals shall follow the process outlined below [Recall shall be initiated in the following manner]:

- a. A formal written appeal must be submitted to the USA Executive and Senate body for review and action. Must be approved by a majority vote (51%)[Any student who is a member of the USA may initiate a recall.]
- b. This appeal[petition] must then be presented to the USA. At this time, expedient election procedures, seven (7) calendar days at the minimum, shall be initiated and officer(s) and/or senator(s) shall be removed from office by a simple majority of the votes received. [Reason (s) for a recall and the name (s) of the person (s) being recalled must be on a petition. Ten (10) percent or more of the current membership of the total student body must sign the petition.]
- c. Another election shall take place if time permits [within twenty- five (25) calendar days] from the time the petition is passed by the appropriate campus board [presented to the Senate]. That person (those persons) removed from office by recall shall be eligible to run again, as will any/all qualified who wish to oppose him/her. The USA shall execute replacement procedures.
- d. The elected candidate (the one receiving a simple majority) shall then be seated at the next regular session of the USA.

## ARTICLE IX

### Amendments

- Section 1    Amendments to this constitution and the rules and procedures of the USA may be proposed by a majority of the voting members of the Senate or a petition signed by ten (10) percent of the current student body.  »
- Section 2    Amendments to this constitution may be ratified by referring proposed amendments to the student body for their approval or rejection; a simple majority of the students voting in an election for this purpose will be adequate to recommend amendments to the constitution. A majority vote of the Student Senate may also be adequate to ratify amendments to the constitution.
- Section 3    The President of [the] Western Nevada Community College must approve any proposed amendments.
- Section 4    Amendments approved by the President of Western Nevada Community College must be submitted to the Board of Regents of the University and Community College System of Nevada for approval.

Updated and approved by Board of Regents 1/2000