# CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF GREAT BASIN COLLEGE

# {Preamble}

An appreciation of the active involvement in the democratic process is a vital part of higher education. Education, which excludes training and the opportunity in the fulfillment of the duties and responsibilities of citizenship, is an incomplete education. At Great Basin College, we emphasize the importance of academic excellence and the total involvement of every student in the process of self-government.

The Student Government Association of Great Basin College, in exercising authority granted by this constitution, shall conform to rules, regulations and policies as established by the Board of Regents, 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, or applicable statutes of the State of Nevada, those rules, regulations, policies, and statutes shall control. The Board of Regents reserves the right to repeal, modify, or otherwise amend any provision of the constitution as is deemed necessary by a majority vote of the Regents to be in the best interests of the University and Community College System of Nevada. {Nevada System of Higher Education}

# Article I Name {and Purpose}

{Section 1.} The name of this organization shall be the Student Government Association of Great Basin College and it may be known as the Student Government Association (SGA).

{Section 2. The purpose of the SGA shall be to function as the representative body for all students to:

- a. Make recommendations concerning student welfare to those persons responsible for the administration of college policies.
- b. Enact policies and/or procedures concerning students. Such policies and/or procedures should be consistent with rules, regulation and policies adopted by the Board of Regents.
- c. Provide leadership for all SGA meetings of the student body.
- d. Assist the in directing and coordinating student activities.
- e. Support SGA sanctioned student organizations.
- f. Encourage cooperation between students, staff, and faculty.

- g. Assess student opinions and needs as deemed necessary and proper.
- h. Encourage student involvement.

# Article II Membership {and Representation}

- A. All students enrolled in at least one credit shall be granted membership in the SGA.
- B. {Members shall have the right to vote in all student elections, the right to participate in all activities sponsored by the SGA, and the right to attend all open meetings in accordance to Nevada Open Meeting Law.}
- C. The SGA Senate and Executive Board shall have governing authority of membership.

# Article III {Structure and Duties of} Officers

- A. The structure of the Student Government Association shall consist of the following:
  - 1. The SGA will consist of the Executive Board, and the Senate, {and if the executive board so chooses they may appoint a senate chair.}
  - 2. The Executive Board will be comprised of the four executive officers (President, Vice President, Secretary and Treasurer) and the Student Advocate.
  - 3. The Senate will be comprised of senators {that are} either elected or appointed. {The number of senator positions is not to exceed 10 on the Elko campus, 2 on the Winnemucca campus, 2 on the Ely campus and 1 on the Battle Mountain Campus.} based on the FTE of each campus. There will be one senator per 75 FTE on the Elko campus and a senator per 50 FTE on the Battle Mountain, Ely and Winnemucca campuses. The number of senators will increase or decrease according to the FTE only during elections.
  - 4. The term of {an} elected/{appointed spring} SGA members {officer} shall be one academic year {begin immediately upon election or appointment and terminates at the following spring election. The term of an elected/appointed fall SGA officer shall begin immediately upon election or appointment and terminates at the following fall election.} In the event of appointment the appointed SGA member shall fulfill the remainder of the previous member's term.
  - 5. Any student eligible to hold office must maintain a semester grade point average of 2.0 {2.5} or higher. Both Senate and Executive Officer's grades will be checked at the end of each semester by the Student Advocate to verify continued eligibility. Any student submitting an application to be a candidate in the SGA elections must consent in writing

to the Student Advocate to check his or her GPA to confirm the student has maintained a 2.0 GPA. This student must also consent in writing to such review at the end of each semester. A GPA lower than a 2.0 will disqualify the candidate from participating in elections.

- 6. To be eligible to hold the office of President, or Vice-President, the student must maintain at least twelve (12) GBC credits per semester. The Treasurer, and Secretary, must maintain at least nine (9) GBC credits per semester. {or} Senator members {officers} must maintain {complete} at least six (6) GBC credits or {GBC shared program credits} per semester. Candidates for President or Vice-President positions must have completed thirty (30) GBC credit hours or previously held the position of Senator or other executive office {at GBC} for the term of one (1) academic year. {term.} Previous credit hours are not required for candidates of the Senator position or other executive positions.
- 7. {If the executive board so chooses, they may appoint a senate chair from the elected/appointed senators}
- 8. {To be eligible for the office of senate chair the senator must have previously held the position of senator for one term.}
- 9. A vacancy in any elected office of the SGA shall be filled by appointment by the SGA President, with approval by a two-thirds majority vote of the SGA with a quorum present.
- 10. Any officer holding any additional elected and/or appointed office in any other "GBC" student body organization shall, in the event of a conflict of interest, be unable to vote unless a majority vote of the SGA with quorum present determines otherwise.
- 11. {8.} All SGA meetings are mandatory for all Officers and Senators. Notification of intended absence from a SGA meeting must be made to an Executive Board member no less than two hours prior to the scheduled meeting time. Failure to notify shall result in an unexcused absence. Three unexcused absences shall result in removal from office by majority {a} vote of the SGA with quorum present at the next regularly scheduled meeting {that may result in the removal of office.} Excused absences may be granted for death or illness of a family member, activities related to SGA business, or other valid excuses as determined by at least two members of the Executive Board.
- B. Duties of the Executive Board {The duties of the Student Government Association Officers shall consist of the following:}

### 1. President

- a. The President will be the chief administrator of the SGA and shall be responsible for the implementation of all formal actions taken on behalf of the SGA.
- b. {a.}The President will represent the SGA in the college community and to the community at large.

- c. {b.}The President will attend Board of Regents meetings on a regular basis, and periodically report on the progress and implementation of all actions of the SGA to the Great Basin College President, as well as, to the appropriate college committees (e.g. Faculty Senate).
- d. The President will appoint SGA representation on college committees.
- e. The President will appoint to fill any Executive office or Senate vacancies with the approval of a 2/3-majority vote with quorum present.
- f. {c.} The President will have the power to veto Senate policies and/or procedures.
- g. The President will serve a minimum of ten (10) office hours per week.
- h. {d.}The President will draft, distribute and post agendas for SGA meetings in compliance with requirements of the Nevada Open Meeting Law.
- i. {e.}The President will attend SGA meetings as chair, as well as, {and} other SGA supported activities {when possible}.
- j. {f.}The President will be empowered to call an emergency session of the SGA, as circumstances require, that is consistent with requirements of the Nevada Open Meeting Law as stated in chapter 241 of the Nevada statutes as amended.

# 2. Vice-President

- a. The Vice-President will assume the role and responsibilities of the President in the event of an absence, vacancy or incapacitation of the President.
- b. The Vice-President will be {the chair of the SGA Programming Board} Superintendent of Appointed Committees.
- c. The Vice-President will be responsible for the training of new senators on all office procedures.
- d. The Vice President will take on special assignments and tasks as directed by the SGA President.
- e. The Vice-President will serve a minimum of eight (8) office hours per week.
- f. (c.) The Vice-President will attend SGA Meetings as a voting member and may attend other meetings as a voting member. {As stated by the SGA bylaws.}
- g. (d.) The Vice-President shall have the authority to appoint membership on SGA Committees.

# 3. Secretary

- a. The Secretary will record {and} prepare {the SGA minutes and will then ensure that they are posted in accordance with Nevada Open Meeting Law,} and post minutes of all SGA Meetings in accordance with the Nevada Open Meeting Law.
- b. The Secretary will support other SGA committees as directed by the SGA President.
- c. The Secretary will coordinate the administrative duties of the SGA.
- d. (c.) The Secretary will attend SGA Meetings as a voting member and may attend other meetings as a voting member. {As stated by the SGA bylaws.}
- e. The Secretary will take on special assignments and tasks as directed by the SGA President.
- f. The Secretary will serve a minimum of six (6) office hours per week.

# 4. Treasurer

- a. The Treasurer will advise the SGA when a transaction does not coincide with the budget.
- b. The Treasurer will be responsible for all financial matters concerning SGA.
- c. The Treasurer will provide a written and an oral line-item report on a monthly basis to the SGA regarding the financial status of the SGA.
- d. The Treasurer will maintain accurate and readily accessible budget records and engage in fiscal planning.
- e. The Treasurer will have primary responsibility for annual budget development and fiscally responsible management procedures.
- f. The Treasurer will be responsible for annual reports of the SGA expenditures to the SGA.
- g. (d.) The Treasurer will attend SGA Meetings as a voting member and may attend other meetings as a voting member. {As stated by the SGA bylaws.}
- h. The Treasurer will take on special assignments and tasks as directed by the SGA President.
- i. The Treasurer will serve a minimum of six (6) office hours per week.

#### 5. Student Advocate

- a. The Student Advocate will be a professional position attached to the

  Office of Student Services.
- b. The Student Advocate will make recommendations to the SGA concerning any business, financial, program and/or procedural issue(s).
- c. The Student Advocate will oversee and process SGA expenditures and contractual agreements that have been approved by the SGA in accordance with current Board of Regents and Great Basin College policies and procedures.
- d. The Student Advocate will identify relevant policies and procedures as needed.
- e. The Student Advocate will provide leadership training and guidance.
- f. The Student Advocate will appoint and chair an election committee.
- g. The Student Advocate will conduct Executive and Senatorial personnel evaluations at the end of each semester and aid in the decisions of the distribution of scholarship monies.

# C. (5.) Duties of Senators

- 1. (a.) Each Senator will attend all SGA meetings {either in person or by interactive video}. as well as, {Senators will also attend} other SGA supported activities as assigned {by the President or Vice President.}
- 2. (b.) Each Senator will serve on at least two {one} SGA committees per semester.
- 3. Each Senator will take on special assignments and tasks as directed by the SGA President.
- 4. (c) Each Senator will have the right to vote in SGA meetings.
- 5. Each Senator will have the ability to request agenda items for SGA meetings.
- 6. Each Senator will represent the Student body's concerns.
- 7. Each Senator will make recommendations on issues affecting students to appropriate campus bodies and responsible individuals.
- 8. Each Senator will support recognized student organizations.
- 9. Each Senator will review and approve the annual budget, as well as, any proposed revisions with a majority vote of the SGA with quorum present.
- 10. Each Senator will receive regular reports concerning the activities of all committees.

- 11. Each Senator will receive regular reports from SGA representatives to campus committees.
- 12. Senators will serve a minimum of three (3) office hours per week.
- D. {C. Duties of Student Advocate
  - a. (1) The Student Advocate will be a professional position attached to the Office of Student Services.
  - h. (2) The Student Advocate will make recommendations to the SGA concerning any business, financial, program, procedural issues and will check SGA officer eligibility.
  - i. (3) The Student Advocate will oversee and process SGA expenditures and contractual agreements that have been approved by the SGA in accordance with current Board of Regents and Great Basin College policies and procedures.
  - j. (4) The Student Advocate will identify relevant policies and procedures as needed.
  - k. (5) The Student Advocate will provide leadership training and guidance.
  - 1. (6) The Student Advocate will appoint and chair an election committee.}

# Article IV SGA Elections/Voting Procedures

# A. Election Committee

- 1. The Election Committee will be formed two (2) weeks prior to elections and will be appointed by the Student Advocate. Elections for Executive officers, as well as, half the senate according to the number of Senators based on FTE will be held the last week of April. The remaining senate positions will be elected the third week of the fall semester. {Elections may be held the third week of the fall semester for open senate positions.}
- 2. The Student Advocate and Election Committee will develop election rules. {Adhere to election rules as stated in the SGA bylaws.}
- 3. The committee will consist of no more than seven people, including at least one faculty, staff, or administrator of GBC, to be chosen by the current Student Advocate or Campus Director.

- 4. No member of the committee will be eligible to run for any SGA position.
- 5. The responsibility of the Election Committee will be to oversee election procedure and enforce rules pertaining to elections.

### B. Infractions Committee

- 1. An Infractions Committee will be formed prior to elections by the Student Advocate consisting of three faculty or staff members and two students not seeking a SGA office.
- 2. The committee will be responsible for investigations and determining the course of action to be taken in the event of violations of all {any} elections rule as determined by the Election Committee during or after an election.
- C. All potential candidates will abide by {all election} rules constructed by the Election Committee {stated in the SGA Bylaws}. These rules will be distributed to each candidate and each candidate will sign the rules, indicating that they understand them. In addition to the rules, candidates will be responsible for the following:
  - 1. Mandatory attendance at no less than two (2) SGA meetings prior to the election date.
  - 2. Must meet all GPA requirements as found in Article III. A. 5. and 6.
  - 3. Must prepare and present a speech in forum type setting prior to the elections.
  - 4. Must be enrolled as a student as outlined in Article II. A.
  - 5. Candidates for President or Vice-President positions must have completed thirty (30) GBC credit hours or previously held the position of Senator or other executive office for the term of one (1) academic year. Previous credit hours are not required for candidates of the Senator position or other executive positions.
- D. All campaign materials, banners, signs, posters, etc. must be approved by the Student Advocate or Campus Director.
- E. (C.) Locked/secure boxes and/or voting booths will be used to secure all votes.
- F. (D.) Voting Procedures {will be followed as stated in the SGA Bylaws}.
  - 1. Times will be allocated to ensure all students receive ample time to cast their vote(s). As most classes are held during the week, times will be for one week: Monday Thursday, according to campus hours.
  - 2. SGA Officers, Senators, Election Committee, and appointed persons will work shifts to keep the voting booths open. Candidates are not to work booths.

- 3. Enrollment records are to be used to check off students prior to their casting their votes. In the event of suspected foul play, the Infractions Committee will be called in to assess the situation.
- 4. The Student Advocate or Campus Director and two Election Committee people to be chosen by the Student Advocate will count all votes. The results will be posted following the conclusion of the count. All ballots will be retained for two weeks following the election. They shall then be destroyed.
- 5. No campaigning of any kind will be allowed within 15 feet of the voting booths on election days.
- 6. Candidates will be responsible for the clean up of their campaign materials.
- 7. Election of the four Executive (President, Vice-President, Treasurer, and Secretary)
  Officers, as well as, those senators previously elected in the spring will take place
  during the last week of April according to FTE either being 75 on the Elko Campus or
  50 on Battle Mountain, Ely and Winnemucca campuses. Elections for the remaining
  Senators will take place on the third week of the fall semester.

#### Article V

# Remuneration of SGA Officers and Senators

- A. The SGA President will receive a scholarship {payment} in the amount {of tuition costs and tech fee charges} equivalent to fifteen (15) lower division {GBC} credit hours.
- B. The SGA Vice President will receive a scholarship {payment} in the amount {of tuition costs and tech fee charges} equivalent to twelve (12) lower division {GBC} credit hours.
- C. The SGA Secretary and Treasurer {and Senate Chair} will receive a scholarship {payment in the amount of tuition costs and tech fee charges} equivalent to nine (9) lower division {GBC} credit hours.
- D. The SGA Senators at all campus sites will receive a scholarship {payment} in the amount {of tuition costs and tech fee charges} equivalent to six (6) lower division {GBC} credit hours.
- E. Payment of scholarships will be at the end of each semester (December and May.)
- F. If a SGA Officer or Senator can not fulfill their duties, remuneration amount will be determined by a majority vote of the SGA with quorum present. The individual in question will not be allowed to vote.

- G. (F.) -Scholarship Payment for Officers and/or Senators serving during the summer term shall be \$100.00.
- G. {Officers impeached or removed from office will not be entitled to payment.}

### Article VI

# Impeachment and Removal of the SGA Officers and Senators

## A. SGA Meetings

- 1. All SGA meetings are mandatory for Officers and Senators.
- 2. Notification of intended absence from a SGA meeting must be made to an Executive Board member no less than two hours prior to the scheduled meeting time. Failure to notify shall result in an unexcused absence.
- 3. Three unexcused absences shall result in removal from office by majority vote of the SGA at the next regularly scheduled meeting with quorum present. The SGA in accordance with the constitution and bylaws shall execute replacement procedures.
- 4. Excused absences may be granted for death or illness of a family member, activities related to SGA business, or other valid excuses as determined by at least two members of the Executive Board.
- 5. Senators from Battle Mountain, Ely and Winnemucca are required to attend all SGA meetings either personally, via interactive television or telephone. Senators who fail to attend will be subject to the rules of this article.

# B. (A.) Grounds for impeachment

- 1. SGA Officers and Senators shall be subject to impeachment and removal by the SGA on the grounds of malfeasance (wrong doing or misconduct).
- 2. SGA Officers and Senators shall be subject to impeachment and removal by the SGA on the grounds of misfeasance (the doing of a lawful act in an unlawful or improper manner, so that there is an infringement on the rights of another or others).
- 3. SGA Officers and Senators shall be subject to impeachment and removal by the SGA on the grounds of nonfeasance (failure to do what duty requires to be done).
- 4. Any member of the SGA or the Student body may bring impeachment charges against any Officer or Senator. At the time the charges are leveled, the SGA shall hear the charges, then allow the officer or senator involved six days to respond to such charges, either in person or writing. The SGA shall then determine, by a

- majority vote with a quorum present, whether there is just cause to initiate impeachment procedures. If so, the Impeachment Committee shall be immediately activated.
- C. (B.) Impeachment Committee Structure:
  - 1. The Impeachment Committee shall be composed of {all SGA officers and the Vice President for Student Services, who will chair the meeting to maintain order.} two faculty members from Student Services who shall then choose three active, non-SGA office holding, GBC students to also serve on the Committee with them.
  - 2. The students chosen to serve on the Impeachment Committee shall be approved by a 2/3 majority vote of the SGA with quorum present.
- D. (C.) The Impeachment Committee shall be permitted a maximum of fourteen (14) days to initiate a hearing {committee meeting} and make a decision. {During this committee meeting each side will be permitted 15 minutes to present their case. The chair will call for discussion, and then call for a vote by the SGA officers.}
- E. (D.) Sustainment of impeachment by the Impeachment Committee shall cause impeached SGA members to be immediately removed from office and barred from holding further GBC SGA offices for four years.

#### Article VII

# Purpose of the SGA

- A. The purpose of the SGA shall be to function as the representative body for all students to:
  - i. Make recommendations concerning student welfare to those persons responsible for the administration of college policies.
  - j. Enact policies and/or procedures concerning students. Such policies and/or procedures should be consistent with rules, regulation and policies adopted by the Board of Regents.
  - k. Provide leadership for all SGA meetings of the student body.
  - l. Assist the Student Advocate or Campus Director in directing and coordinating student activities.
  - m. Perform service functions as follows:

- a. Promote desirable college public relations.
- b. Develop institutional morale.
- c. Encourage cooperation between students, staff, and faculty.
- d. Welcome and assist campus visitors in conjunction with other student organizations.
- e. Assist with any all-college activity, when requested.

### Article VIII

### Procedures of the SGA

- A. A quorum must be present in order for the SGA to conduct official business. A quorum will be majority of senators and two (2) Executive Officers {51% of the SGA Officers}
- B. Any action of the SGA concerning expenditures of funds requires a majority vote of the SGA with quorum present.
- C. The Student Advocate, or Campus Director, or his/her Student Services/Faculty Senate appointed representatives, shall serve as an advisor to the SGA.
- D. (C.)Regularly scheduled meetings shall be held each week when school is {classes are} in session {during the fall and spring semesters}. Special meetings may be called at any time by the President or by a petition of 10 percent of the student body.
- E. (D.) SGA will meet at least once a month during the summer session.
- F. The privilege of the floor at meetings of the SGA shall be granted to any faculty member, administrative officer of the college, student organization representative, member of the Student body, or visitors upon proper request.
- G. (E.) SGA meetings shall be conducted under the procedural rules of Robert's Rules of Order.
- H. (F.) {SGA officers will adhere to SGA Bylaws. SGA Bylaws may be amended by a 2/3 majority vote with quorum present.}

# Article IX

### Finance

- A. The students of Great Basin College hereby grant their representative body, the SGA, the power to enact policies and/or procedures necessary to finance social, education, and recreation programs for the students.
- B. All monies transferred by the Board of Regents to the SGA will be administered by the SGA, in accordance with all the policies and fiscal management procedures established by the Board of Regents and state law and applicable to all units within the UCCSN {NSHE} System.
  - 1. The executive board shall develop the SGA budget.
  - 2. The budget shall {should} be developed by the first week {beginning} of the fall semester {fiscal year} and approved by majority vote of the SGA with quorum present one week after fall senator elections. See election procedures in Article IV for monthly dates.
  - 3. The budget, upon approval of the SGA, will be submitted to the Great Basin College President and the Vice President for Student Services, for their approval {GBC controller's office for joint review for budget accuracy.}
  - 4. Any over expenditures in the approved budget must be approved by a majority vote of the SGA with quorum present and approval by the Great Basin College President and Vice President of Student Services.
  - 5. The Budget committee shall allocate funds into the following major divisions: SGA related projects and activities, student activities and contingencies and investments.
    - a. Investments of the \$15,000.00 Barnes and Noble gift shall remain in an endowment account for the period of twenty (20) years (to end in 2019.)
    - b. Interest gained on the endowment is to be spent on two annual SGA scholarships of at least half the interest not to exceed the total amount of \$800, with funds in excess of the \$800.00 to be put back into the principle.
    - c. Changes on any of the investment accounts can be made by 2/3 of a majority vote of the SGA with quorum present.

# Article X Student Organization

- A. The term "student organization" shall apply to all organized groups, which conform to the qualifications of the SGA and meet{s} {with its} the approval of the Student Advocate and {thereby} hereby qualify as "on campus organization." {Members in these organizations shall be open to all eligible registered students.}
- B. Only those organizations shall be recognized which have as a purpose two {one} or more of the following:
  - 1. To increase and stimulate the student's knowledge and interest in his/her curricular field.
  - 2. To promote a feeling of fellowship among students with similar interests.
  - 3. To sponsor educational and recreational activities.
  - 4. To instill in the minds of the student body a feeling of unity and loyalty toward the college.
- C. To be recognized, all organizations must meet the following requirements:
  - 1. Select a faculty member as sponsor. {Identify a GBC faculty or GBC staff member as an advisor for your organization. Exceptions may be approved by the SGA.}
  - 2. Hold a minimum of one meeting monthly.
  - 3. (2.) {Maintain a membership of at least five members.}
  - 4. Submit a copy of monthly meeting minutes and organization's activities by the first week of each month to the SGA Secretary.
  - 5. (3.) Sponsor for its members and/or their guests at least one educational, recreational, or social activity each semester and sponsor one booth at SGA information fair per semester.
  - 6. (4.) A member from the club/organization will provide a line of communication between the SGA and their club/organization by attending one SGA meeting per month and providing minutes of the organization's meetings to the SGA. {Programming Board.}
  - 7. (5.) The SGA may revoke approval of any organization, which fails to maintain the qualifications listed in Section C of this article.

- 8. (6.) A student organization shall, when requesting money for an all-college activity, present to the SGA all information regarding the activity for which approval is requested at least two (2) weeks {SGA meetings} prior to the activity.
- 9. (7.) The SGA may extend approval to temporary groups or committees, as it deems necessary.
- 10. (8.) Funds per academic year may be given to each recognized club on an asneeded basis. Funds may be approved only by a majority vote of the SGA with quorum present.
- D. A student organization must file a petition {new club/organization form} along with a written constitution {Bylaws} stating the guidelines of their organization for approval with the SGA. The SGA shall act on the petition and constitution {form and bylaws} within fourteen days after receiving them. Once approved by a majority vote of the SGA with quorum present, the organization retains their approval unless revoked.
- E. The SGA with a majority vote and quorum present may revoke approval of any organization, which fails to maintain the requirements listed in Section III on this Article {and all SGA Bylaws}
- F. A student organization shall, when making plans for an all-college activity, present to the SGA all information regarding the activity, at the SGA meeting at least two weeks prior to the activity.

# Article XI Amendments

- A. This Constitution may be amended by a two-thirds majority of the SGA with quorum present, followed by a majority vote of the students in an election, presentation to the Administrative Council, and approval of the Board of Regents.
- B. An amendment may be proposed by:
  - 1. Any member of the Student body, with a petition signed by at least ten percent of the students of the Association, as based on enrollment figures obtained from the Vice-President for Student Services.
  - 2. An amendment may be proposed by any member of the SGA.
- C. The proposed amendment shall be submitted to the SGA no later than the next regular election following the filing of the petitions, and all proposed amendments shall be made public at least ten (10) business days prior to elections.

D.

# Article XII Enabling Clause

- A. This Constitution shall be in effect when it has been approved by {the SGA,} a majority vote of the students voting, {reviewed and} approved by the {NSHE General Counsel and the} Board of Regents.
- B. Students in office at that time shall remain in office until their term expires. {In the event of an amendment to the constitution, students in office shall remain in office until their term expires.}