



NORTH CENTRAL TEXAS COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the members of North Central Texas College Student Government Association (“NCTC SGA”), in order to promote goodwill and unity among the students, effectively represent student needs and concerns, and handle other matters concerning the general welfare of the students and the College, do hereby establish this Constitution.

ARTICLE I: NAME

The organization shall be called the North Central Texas College Student Government Association (NCTC SGA).

ARTICLE II: PURPOSE

Section 1: To give all students an active channel in the participation of student government.

Section 2: To promote better relationships among the students and faculty at North Central Texas College.

Section 3: To actively represent the needs and interests of all students before the SGA Executive Board.

Section 4: To provide the students a network of communication and leadership to represent and protect the interest of all students and the organizations represented.

Section 5: To provide and unite a visible leadership in such a way that it can be seen throughout every campus at North Central Texas College.

Section 6: To maintain fair representation of all NCTC’s campuses.

ARTICLE III: MEMBERSHIP

Section 1: All students enrolled in a credit course at NCTC are a member of the SGA.

Membership consists of:

A. Executive Board –The positions will be President; Vice-President; Secretary, Treasurer; and Parliamentarian. Each Executive Board member will have voting rights.

B. Student Organization Senator – Each Registered Student Organization will have a Senator represent them at the General Assemblies. Each Senator will have voting rights.

C. Campus Senator - Each campus will have two Senators represent their campus student body at SGA General Assemblies. Each Senator will have voting rights.

- D. Member - All students enrolled in a credit course at NCTC are part of SGA. Members can attend General Assemblies to voice their opinions but members do not have voting rights.
- E. Advisor – An Advisor must be present at all NCTC SGA functions. The Advisor has no voting rights but may speak at all meetings.

Section 2: Scholastic Standards

- A. The Executive Board, upon being elected or appointed into office, are required to have at least a cumulative 2.3 college GPA prior to being placed and shall maintain it, if they have a college GPA.

Section 3: Terms of the Executive Board

The Executive Board shall commit to serve the entire academic year that they are elected/appointed for. The President of SGA may not be a President in any other student organization. See the Election Code for election procedures.

Section 4: Terms of Senators

- A. Student Organizations will select a member to represent them as their Senator upon gaining Official Registered Student Organization status.
- B. Campus Senators will be appointed by Executive Board members with consent from the Senate, each semester.

Section 5: Probation

- A. Any Executive Board member or Senator who is placed on probation pertaining to any guideline in the Student Handbook will be released of all duties until his/her probation ends.
- B. If an Executive Board member is on probation, the Executive Board, with consent from the Senate, will appoint a Senator to take their place.
- C. If a Student Organization Senator is placed on probation, the organization that the Senator is representing will find a replacement for that Senator.
- D. If a Campus Senator is placed on probation, the Executive Board, with consent from the Senate, will appoint a member to take their place.

ARTICLE IV: THE EXECUTIVE BOARD

Section 1: A: The Executive Board members shall be: (A.) President, (B.) Vice-President, (C.) Secretary, (D.)Treasurer, (E.) Parliamentarian and (F) Advisor.

Section 2: Duties of Executive Board members

A. The duties of the President shall be:

1. To attend and preside over all SGA general assemblies, Executive Board meetings, and special sessions and to ensure the meeting is called to order at the appointed time.
2. To appoint all committees.
3. To vote only in the event of a tie.

4. To fill vacancies by appointment, when necessary. In the case of a vacancy in the Executive Board, a 2/3 vote of the Executive Board is required to ratify said appointment.
5. To call meetings of the Executive Board when necessary.
6. To enforce and see that all members uphold the purpose of the SGA.
7. To enforce and see that all member colleges uphold the purpose of North Central Texas College
8. The President has the authority to appoint a committee without the consent of the constituency in a General Session.
9. To serve as chief spokesperson for the SGA to the NCTC student body, NCTC Administration and the NCTC Board of Regents.

B. The duties of the Vice-President shall be:

1. To execute the duties of the President in his/her absence.
2. To attend all general assemblies, Executive Board meetings, and special sessions.
3. To be ex-officio member to all standing committees
4. Shall be in charge of special projects and trips.
5. Maintain weekly contact with Senators and Committee Chairs during the Fall and Spring semesters and summer when necessary.
6. In the event that the Vice President's office becomes vacant for whatever reason, the Executive Board will appoint a Senator or Executive Board member with majority consent from the Senate.

C. The duties of the Secretary shall be:

1. To keep accurate record of the SGA proceedings and send a copy to the Executive Board within one week following the adjournment of the previous meeting. Keep an accurate record of current senators.
2. To call roll, determine quorum and make necessary announcements at general assemblies.
3. To keep current records of the SGA, which includes the minutes of general and executive meetings.
4. To attend all general assemblies, Executive Board meetings, and special sessions.
5. To keep a dual set of records. One set of records is to be kept by the Secretary and, the other is to be placed in the school's records. The outgoing Secretary shall turn the records over to the incoming Secretary.
6. To act as corresponding agent of the Executive Board.
7. Shall advertise for General Assemblies and post the Executive Board contact information on their campus to assist students with identifying and contacting their Executive Board members.
8. In the event that the Secretary's office becomes vacant for whatever reason, the Executive Board will appoint a Senator or Executive Board member with majority consent from the Senate.

D. The duties of the Treasurer shall be:

1. To be responsible for the collection of all finances for North Central Texas College in relation to the SGA and approved clubs.
2. To outline a budget and prepare any other financial statements for consideration and review by the Executive Board each general assembly.
3. To attend all general assemblies, Executive Board meetings, and special sessions.
4. In the event that the Treasurer's office becomes vacant for whatever reason, the Executive Board will appoint a Senator or Executive Board member with majority consent from the Senate.

E. The duties of the Parliamentarian shall be:

1. To act as an Advisor to the chair on a question of parliamentary procedure and maintain a position of impartiality while doing so.
2. To have in their possession at all SGA meetings, the Constitution, Election Code, Risk Management Guide, Robert's Rules of Order, and any other information used by the Student Government.
3. Shall update the NCTC website with assistance from the Advisor.
4. To attend all general assemblies, Executive Board meetings, and special sessions.
5. In the event that the Parliamentarian's office becomes vacant for whatever reason, the Executive Board will appoint a Senator or Executive Board member with majority consent from the Senate.

G. The duties of the Advisor shall be:

1. To advise on all business of North Central Texas College
2. To attend all SGA general assemblies, special sessions, and Executive Board meetings.
3. To provide guidance to ensure all the policies of North Central Texas College are upheld.
4. To provide training for Executive Board members of SGA

ARTICLE V: MEETINGS

Section 1: General Assemblies

General Assemblies are meetings that include (but are not limited to) SGA Executive Board members, SGA Senators, SGA Members, SGA Advisor(s), and are open to the public. Its purpose is to strategically and methodically address issues that are a part of NCTC, its student organizations, and/or student body as well as plan events, report new business and information, and make amendments to the Constitution as needed. The Agenda for the General Assembly shall be sent out twenty-four hours in advance.

- A. There shall be at least six general assemblies a year, with one being held each month during the school year.
- B. In order for a general assembly to be called into order, quorum must be met. The quorum for general assemblies shall be set at majority (half plus one) attendance. Those counted towards the quorum shall only include all Executive Board members and Senators.
- C. Parliamentarian procedure is to be used in all decision-making processes.

Section 2: Member Comments and Guest Speakers

- A. Members wishing to address SGA may do so during the *Student Comments* section of the agenda. A time limit of 5 minutes but possibly less depending on the number of persons wishing to speak, may be imposed at the discretion of the Executive Board, unless more time has been requested in advance.
- B. Persons addressing the senate body under guest speakers, Administration and/or non-University affiliated individuals or groups shall be granted no more than 5 minutes time and no more than 5 minutes for all other presentations, unless more time has been requested in advance. Guest Speakers will speak at the beginning of a General Assembly meeting. Time for questions to such speakers shall be granted as an equal amount of time as they were afforded to speak.
- C. Special Guests shall be recognized for 15 minutes to address the Senate. Special Guests shall be defined as guests that were invited to address the senate body subsequent to the expressed desire by the senate body. The guest invited shall speak on topics voted upon by Senate as a whole.
- D. Persons addressing the senate body under guest speakers shall be granted no more than 5 minutes time, in the case of Administration and/or non-University affiliated individuals or groups and no more than 10 minutes for all other presentations. Time for questions to such speakers shall be granted as an equal amount of time as they were afforded to speak.
- E. Any part of this section may be temporarily modified by a simple majority vote of those members in attendance.

Section 3: Special Sessions

Special Sessions are impromptu meetings outside of general assemblies.

- A. The President, in consultation with the Executive Board, may call special meetings when necessary for SGA.
- B. Forty-eight (48) hour notice will be given on such meetings through Senator and Advisor email.
- C. The advisor must be in attendance of all Special Sessions.
- D. Forward notice for Special Sessions may be required at the advisor's discretion.
- E. In order for a Special Session to take place, the meeting must meet the quorum (majority).

Section 4: Executive Board Meetings

Executive Board meetings are exclusively for SGA Executive Board members and advisors.

They are private meetings meant for planning, information sharing/gathering, etc. and are usually a precursor to the General Assembly. It is around this time that the President begins to write the Agenda for said assembly.

- A. The Executive Board shall meet at least once between each of the regular Regional Conferences or meetings. The meetings shall be two weeks before the general assembly.
- B. Quorum for an Executive Board meeting shall be a simple majority of its members.

Section 5: Meeting Attendance

- A. Executive Board members are required to attend all Executive Board meetings, General Assemblies, and Special Assemblies except when excused by their Advisor.
 - a. Executive Board members are only allowed two excused absences from meetings for the semester.
 - b. If an Executive Board member goes over the allotted two excused absences for the semester or fails to get an excuse for a meeting, they shall be brought up by the Parliamentarian or President on grounds for removal.
- B. Senators are required to attend all General Assemblies and Special Assemblies for their campus.
 - a. If a Senator is unable to attend an Assembly, they shall have a replacement.
 - b. If a Senator misses two General Assemblies in an academic year they will lose their voting rights and lose their funding until they can attend two consecutive meetings after the two missed.
- C. The Vice- President shall send out a written warning after the first absence.

ARTICLE VI: ELECTION OF THE EXECUTIVE BOARD

For policies and procedures regarding the election of Executive Board members see the *Election Code*.

Section 1: Oath of Office

- A. Upon election the officers will take their oath of Office at the first General Assembly.
“I, (state name), do hereby affirm that I will faithfully execute the duties of the office which I have been elected. I will to the best of my ability preserve, protect, and defend the NCTC SGA Constitution, and will strive through all my actions to uphold and further the principles for which it was written.”

ARTICLE VII: REMOVAL OF THE EXECUTIVE BOARD

Section 1: Process

- A. The procedure of the removal of Executive Board members shall be submitted through a written complaint against the Executive Board members to the President and the Advisor.
- B. If the complaint is against the President, the complaint shall be turned in to the Vice President and the Advisor.
- C. The Executive Board member charged with the complaint should be notified within 48 hours.
- D. The complaint will be brought before the General Assembly, given that the Executive Board member charged has had 48 hours to review the complaint. If the Executive Board member has not had 48 hours to review, the complaint will be brought up at the next General Assembly.
- E. At the General Assembly, the Advisor will read the complaint and the Executive Board member will have a five minute rebuttal followed by 5 minutes of questions and answers and then the Senate will be allowed 5 minutes for discussion.
- F. The President will call the vote on the impeachment. If the President is under impeachment, the Vice President will act as President.

ARTICLE VIII: AUTHORITY AND RESPONSIBILITY

Section 1: Enforcement

The SGA Advisor(s) shall enforce all school regulations at all times.

Section 2: Parliamentarian

A. The rules contained in the current edition of Robert's Rules of Order shall govern Region II in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order Region II may adopt.

B. The Parliamentarian, under consultation with the Advisor, may dismiss any member or guest from the meeting who is discourteous, rude or disrespectful.

Section 3: Assistance

The SGA Advisor(s) shall offer assistance and advice for all Student Government undertakings.

Section 4: Treasury

A. The Advisor shall be responsible for receiving and depositing all Student Government funds.

B. In accordance with the college's business office procedures, the Advisor shall keep a record of all receipts and disbursements.

ARTICLE X: AMENDMENTS

Section 1: The Constitution may be amended at any General Assembly or Special Session of North Central Texas College by a two-thirds (2/3) vote of the present members, provided that the amendment has been submitted in writing to the SGA Secretary at least forty-eight (48) hours prior to a meeting.

ARTICLE XI: RESOLUTIONS

A resolution is a formal expression of opinion or intention agreed on by a legislative body (in this case, the NCTC SGA) after being voted upon.

Section 1: A resolution shall be submitted before the next scheduled General Assembly by any member of North Central Texas College and voted on at the General Assembly.

The Student Government Association is required to submit a constitution and/or bylaws annually when they reconvene, even if the Constitution has not changed in order to ensure that the organization has a copy for regular referral. This information is kept on file in the Office of Student Life, on the website and is available to students upon request.