



CONSTITUTION

Norwalk Community College

Student Government Constitution

Article Terminology



For the purposes of this Constitution, the following terms are defined as such as in the paragraphs below, and are used throughout this document.

- **Credit-bearing Student-** Any individual who is currently a full-time or part-time student at Norwalk Community College and is taking at least one course carrying institutional credit.
- **Active Senator-** A Senator who has attended at least four (4) Student Government meetings and has participated in at least three (3) Student Government events/projects at any given point within the last semester.
- **Active/Eligible/Voting Member-** A member that attends at least three (3) Student Government meetings and has participated in at least one (1) Student Government event(s)/project(s) at any given point within a semester.
- **Alumni-** An ex-Senator who has served for at least one full semester as an active Senator in the past.
- **Student Assembly of Senators-** A board comprised of all Senators and Executive Board Officers.

Norwalk Community College

Student Government Constitution



Table of Contents

- **Page One**-*Name, Purpose, and Membership*
 - **Page Two**-*Senators*
 - **Pages Three-Six**-*Executive Board Officers*
- **Page Seven**-*Norwalk Community College Clubs, Meetings, and Electoral Process for officers*
- **Page Eight**- *Advisor Responsibilities, Finance Committee, College Committees, and NCC-SAC Committee*
- **Page Nine**- *Constitutional Committee, Special Committees*
 - **Page Ten**- *Amendment and Ratification.*

Norwalk Community College

Student Government Constitution



Article II: Name

- The name of this Organization will be: The Norwalk Community College Student Government Association or SGA for short.

Article II: Purpose

- To be the voice of the student body to the administration in all matters of student interest.
- To establish and implement events, activities, programs, and related procedures for the entire college community.
- To create, implement and uphold the procedure of how clubs are formed.
- To establish and implement requirements for club representatives who serve on the boards of their respective clubs.
- To develop, implement and enforce policies and procedures relating to the assessment, allocation and disbursement of resources from the student activities fund, and to ensure that all student activities fees are credited and utilized in a responsible manner following the Connecticut Spending Guide.
- To evaluate and authorize fund requests for student organizations or individual causes.

Article III: Membership

- Members are comprised of students who remain in good academic standing (*a cumulative GPA of at least 2.0*).
- Meeting attendance is expected.
- Members are accountable to the student body.
- Members must show respect to all members of the school community.

Article IV: Senators

- **Eligibility**

- He/She must be a registered, credit-bearing student in good academic standing.
- Must attend a minimum of four (4) Student Government meetings during the semester in which they hope to be elevated.
- Must be involved with the planning and execution of at least three (3) events sponsored by the Student Government during the semester in which they hope to be elevated.
- A petition including twenty-five (25) signatures from the Norwalk Community College student body. *(The blank petition will be given to prospective Senators)*
- A brief speech explaining why they should be elevated and what they promise to bring to the student body as Senators *(to be presented after being voted in)*.
- Must have a cumulative GPA of 2.0.
- Under extraordinary circumstances, the Executive Board may vote to waive Senator's eligibility requirements, such as 25 student signatures, the attendance of four Student Government meetings, and/or assistance at three Student Government events.

- **Responsibilities**

- It is required that at least half of all the scheduled meetings should be attended, once elevated as a Senator.
- Participation in all of the Student Government events is expected.
- Senators are expected to act as liaisons for Student Government in at least one (1) other club.

- **Resignations**

- Any Senator who needs to resign for any reason shall provide the Student Government Advisor with a written resignation letter.
- Students not registered for at least one (1) three (3) credit course, as well as those who are not in good academic standing, and those with a cumulative GPA of less than 2.0 must resign for the semester. They may return as Senators as soon as these conditions are met.

**** Repeated negligence of the aforementioned responsibilities may result in Senatorial Impeachment and/or disciplinary actions implemented at the discretion of the Student**

Government. A Student Assembly of Senators has the ability to call an impeachment committee**

Article V: Executive Board Officers

Section I- President:

- **Eligibility**
 - A Student Government President will be elected at the end of each spring semester to finish the month of May and start the month of September as chair person and student spokesperson to the NCC Management Council.
 - President shall not serve in the same position for more than two (2) full terms (one academic year).
 - Must be an active Senator to run for this position.
 - Must have a cumulative GPA of at least 2.5.
 - Must be a registered, credit-bearing student.
 - He or she must remain in good academic standing during his or her term.
 - Must designate other Senators to speak on behalf of the Student Government to other members of the college community.
 - Must not hold an executive board position in any other club at Norwalk Community College.
 - Must attend one half of the SGA meetings prior to the day of nominations.
- **Responsibilities**
 - Provide leadership to the Student Government.
 - Preside over the Student Government meetings.
 - Is a non-voting member of the Student Government unless there is a tie.
 - Responsible for all the Student Government's actions.
 - Responsible for enforcing the constitution.
 - Responsible for supervising and assigning special committees throughout his/her term.
 - Has the ability to call an impeachment committee.
 - As the leader of the Student Government, her or she will be responsible for delegating all of the Student Government workload.
 - Responsible for maintaining the records from his/her term for the future years of the Student Government.

Section II- Vice President of Administrative Affairs:

- **Eligibility**
 - Must be an active Senator to run for this position.
 - This position is elected at the end of each spring semester.
 - Must have a cumulative GPA of at least 2.5. *(If the candidate's GPA is between a 2.01 and a 2.49, he or she can appeal, allowing a Student*

Assembly of Senators to vote to either lift the GPA requirement or choose to uphold it.)

- He or she must be a registered, credit-bearing student.
- Must not hold an executive board position in another club.
- VP of Administrative Affairs shall not serve in the same position for more than two (2) full terms (one academic year).
- He or she must remain in good academic standing during his or her term.
- Must attend one half of the SGA meetings prior to the day of nominations.
- **Responsibilities**
 - Will assist the President with meetings.
 - Responsible for upholding procedure (Robert's Rules) during meetings.
 - Responsible for keeping track of Senator Requirements.
 - Holds the Club Ambassador position, responsible for being the liaison between the Student Government and the clubs of Norwalk Community College.
 - Responsible for providing leadership.
 - If the President is unable to fulfill his/her requirements for any reason, the Vice President of Administrative Affairs shall act in the President's capacity until the President is able to reassume his/her responsibilities. (Time frame for excused absence shall be determined at the discretion of the Assembly of Senators).
 - If the President is unable to complete his or her term, the Vice President of Administrative Affairs shall resume his or her responsibilities until a new President is elected.

Section III- Vice President of Social Affairs:

- **Eligibility**
 - Must be an active Senator to run for this position.
 - This position is elected at the end of each spring semester.
 - Must have a cumulative GPA of at least 2.5. *(If the candidate's GPA is between a 2.01 and a 2.49, he or she can appeal, allowing a Student Assembly of Senators to vote to either lift the GPA requirement or choose to uphold it.)*
 - VP of Social Affairs shall not serve in the same position for more than two (2) full terms (one academic year).
 - Must not hold an executive board position in any other club.
 - He or she must be a registered, credit-bearing student.
 - He or she must remain in good academic standing throughout his or her term.
- **Responsibilities**
 - Responsible for providing leadership.

- Responsible for planning and delegating events on behalf of the Student Government.
- Responsible for taking the information from the event committees and bringing it to the Student Senate.
- Holds the ability to form a committee for the promotion of all Student Government activities per newsletter, website, etc.
- Responsible for filling out the room reservation forms for each Student Government event.
- Responsible for keeping a list of all Student Government event(s) and/or project(s) as well as a list of all members assisting any event(s) and/or project(s).

Section IV- Treasurer:

- **Eligibility**

- Must be an active Senator to run for this position
- This position is elected at the end of each spring semester.
- Must have a cumulative GPA of at least 2.5. *(If the candidate's GPA is between a 2.01 and a 2.49, he or she can appeal, allowing a Student Assembly of Senators to vote to either lift the GPA requirement or choose to uphold it.)*
- Treasurer may serve as many consecutive or non-consecutive terms as he or she is elected.
- Must not hold an executive board position in any other club.
- He or she must be a registered, credit-bearing student.
- He or she must remain in good academic standing throughout his or her term.

- **Responsibilities**

- Responsible for keeping records of all the financial transactions of the Student Government.
- Co-chairs and Co-organizes the budget committee at the end of each school year with the outgoing President.
- The Treasurer will present a monthly financial report to the Student Government.
- The Treasurer will also present a mid-year financial report to the Student Government.
- Responsible for filling out the payment request forms for each expense.

Section V- Recording Secretary

- **Eligibility**

- Must be an active Senator to run for this position
- This position is elected at the end of each spring semester.

- Must have a cumulative GPA of at least 2.5. *(If the candidate's GPA is between a 2.01 and a 2.49, he or she can appeal, allowing a Student Assembly of Senators to vote to either lift the GPA requirement or choose to uphold it.)*
 - Recording Secretary may serve as many consecutive or non-consecutive terms as he or she is elected.
 - Must not hold an executive board position in any other club.
 - He or she must be a registered, credit-bearing student.
 - He or she must remain in good academic standing throughout his or her term.
- **Responsibilities**
 - Responsible for taking the minutes during Student Government and Finance Committee meetings.
 - Responsible for sending the minutes to the Advisor and the President for approval.
 - Responsible for sending the **APPROVED** minutes to all officers, active Senators and active members.
 - Responsible for keeping both a paper and electronic copy of all the minutes from Student Government and Finance Committee meetings.
 - Responsible for taking and keeping records of the attendance at each meeting.
 - Responsible for maintaining the contact list of the Student Government.

Section VI- Managerial Secretary:

- **Eligibility**
 - Must be an active Senator to run for this position
 - This position is elected at the end of each spring semester.
 - Must have a cumulative GPA of at least 2.5. *(If the candidate's GPA is between a 2.01 and a 2.49, he or she can appeal, allowing a Student Assembly of Senators to vote to either lift the GPA requirement or choose to uphold it.)*
 - Managerial Secretary may serve as many consecutive or non-consecutive terms as he or she is elected.
 - Must not hold an executive board position in any other club.
 - He or she must be a registered, credit-bearing student.
 - He or she must remain in good academic standing throughout his or her term.
- **Responsibilities**
 - Responsible for the maintenance and organization of the Student Government Office.
 - Responsible for the preparation for Student Government meetings.
 - If the Recording Secretary is unable to fulfill his/her requirements for any reason, the Managerial Secretary shall act in the Recording Secretary's capacity until the Recording Secretary is able to reassume his/her responsibilities. (Time frame for excused absence shall be determined at the discretion of the Assembly of Senators).

- If the Recording Secretary is unable to complete his or her term, the Managerial Secretary shall resume his or her responsibilities until a new Recording Secretary is elected.

Article VI: Norwalk Community College Clubs

- All clubs are required to follow the club requirements put forth by the Student Government each year. ***See Club handbook***
- To be recognized by the Student Government, all clubs must be voted upon by the Student Government.
- Each club is required to designate a club member to serve as their Club Representative to the Student Government.
- It is required that Club Representatives attend at least one meeting per month to report their club news.

Article VII: Meetings

- The Norwalk Community College Student Government shall meet weekly at a place and time designated by the Student Government.
- The President of the Student Government may call a special meeting whenever he or she deems necessary.
- The President must notify the Student Government Advisor and Dean of Students when special meetings are to be held.
- The order of the Student Government meetings shall be decided in accordance with Robert's Rules of Order.
- To conduct business of binding votes, there needs to be at least half plus one of the voting members (Officers, active members and active Senators) in attendance. This is referred to as a Quorum.
- All meetings and events will observe rules of common respect and courtesy and disagreements must never be allowed to become personal.
- The Student Government will **NEVER** pursue, endorse or accept policies or positions that discriminate against any group or individual because of race, creed, color, religion, gender, sexual preference, age, disability, beliefs, political affiliation or nationality.

Article VIII: Electoral Process for Officers

- Nominations can come from current officers (excluding the President), active members, or active Senators.
- Voting for candidates shall be done by the student body
- Each candidate must accept nomination and fully understand the responsibilities of the position.
- Each candidate will be required to give a campaign speech.
- Elections will be closed ballot.

- Officers must be elected by vote of plurality.
- In the case of resignation or dismissal of an officer, the standard electoral process will be followed.
- Under extraordinary circumstances, the elections for Executive Board members may be postponed until the fall semester.
- Under extraordinary circumstances, the President and Vice President may act in interim roles until said elections are held, and the aforementioned positions are filled with a permanent candidate.

Article IX: Advisor Responsibilities

- He or she shall render advice to any and all members/Senators/officers of Student Government.
- Shall have no voting rights.
- Advisor to the Student Government shall be the Director of Student Activities unless otherwise stated by the college President.
- Has the authority to spend Student Activities fees at the discretion of Student Government.
- The advisor can appoint any faculty or staff member of Norwalk Community College to stand in their place if the need arises.

Article X: Finance Committee

- It is expected that all active Senators serve on the Finance Committee.
- Finance Committee will allocate the Student Activities fund.
- Finance Committee will work with the Student Government Advisor to settle financial issues.

Article XI: College Committees

- The Student Government will elect representatives to serve on college committees.
- Students must conduct themselves professionally at meetings.
- Students serving must have been attending Norwalk Community College for at least one (1) full semester, must have a minimum of twelve (12) credits taken, must be taking at least three (3) classes, and must be in good academic standing if elected to serve on a college committee.
- Students elected to college committees must be available to serve two (2) consecutive semesters and must remain in good academic standing for the duration of those semesters.
- No student shall serve on more than one steering committee (college senate, Alumni and foundation) at the same time.
- No student shall serve on more than two (2) permanent committees concurrently.

- The Student Government will abide by all college committee by-laws where students hold voting membership.
- Students serving on committees are required to report back to the Student Government in a timely manner to continue as a representative.

Article XII: College Student Advisory Committee (NCC-SAC Committee)

- NCC-SAC Committee shall consist of active Senators and alumni who volunteer to serve on it.
- NCC-SAC Committee will be responsible to elect two (2) members to serve as Norwalk Community College Student Representatives on the Student Advisory Committee to the Board of Regents for Higher Education.
- NCC-SAC Committee shall be responsible to prepare the elected Student Representatives for their first Student Advisory Committee.
- NCC-SAC Committee shall be responsible to ensure that the two (2) Student Representatives comply with all the responsibilities assigned below, and that they maintain eligibility for the position during the whole term of their tenure.
- **Eligibility**
 - Must be an active member of Student Government
 - Must plan to study at Norwalk Community College for two years-equal to the period of his or her term.
 - Must be a registered, credit-bearing student for the fall and spring semesters during the two (2) years of his or her term.
 - Must remain in good academic standing throughout the duration of his or her term.
 - Must have and maintain a cumulative GPA of at least 2.5 throughout the duration of his or her term.
- **Responsibilities**
 - Must attend all Student Advisory meetings.
 - Must report back to the Student Government in a timely manner and attend at least one (1) Student Government meeting per month.
 - Must be an active member of the Student Advisory Committee to the Board of Regents for Higher Education.
 - Must abide by all laws, policies and professional conduct code of Norwalk Community College and of the Student Advisory Committee to the Board of Regents for Higher Education.

Article XIII: Constitutional Committee

- The Constitutional Committee shall consist of active members and alumni who volunteer to serve on it and were voted upon by the Student Government.

- The advisor to the Student Government shall offer guidance to the members of the Constitutional Committee.

Article XIV: Special Committees

- Special committees may be created by the Student Government to address special needs and circumstances.
- Members of special committees must be active members or alumni of the Student Government, and must be approved by the active Senators and Executive Board Officers of Student Government.

Article XV: Amendment

- Amendments can only be brought forth by active members, active Senators, or Executive Board Officers of the Student Government.
- These by-laws supersede any previous set of rules.
- These by-laws may be amended by a seventy-five (75) percent majority of the voting membership of the Student Assembly of Senators.

Article XVI: Ratification

- This Constitution shall be ratified by a favorable majority vote of the Senators and President at a regular Student Government meeting.

Constitution amended June 11, 2015

