

Northwest Student Government Association Constitution 2020

Article I. Name

Section 1.01 The formal name of this organization will be “Student Government Association of Northwest”. The organization may also go by the names of “Northwest Student Government Association”, “Northwest SGA”, “NWSGA”, “NW Student Government Association”.

Article II. Purpose/Mission

Section 2.01 Purpose of Formation

- (a) The purpose of the Student Government Association of Northwest is to collect and access student feedback, support campus events and departments, and work closely with the administration to improve student retention on campus.

Section 2.02 Mission of Organization

- (a) The mission of the Student Government Association of Northwest is to voice the needs and the concerns of the students, to connect students to free resources on campus, and bridge the gap between the administration and the student body.

Article III. Membership

Section 3.01 Active Membership Definition

- (a) Active membership is defined by this constitution as the recorded attendance of two general assemblies and volunteering at one student government event per semester. The executive board reserves the right to modify this description by posting the requirements on the website before the first general assembly of the academic semester. These members have full privileges to vote on legislative matters.

Section 3.02 Passive Membership Definition

- (a) Passive membership is defined as any Northwest student who attends events and assemblies to voice concerns. These members are not granted full privileges to vote on legislative matters.

Article IV. Meetings

Section 4.01 General Assemblies

- (a) The Northwest SGA must hold at minimum one monthly general assembly meetings per month. Monthly meetings must be held on Tuesdays. The Executive Board of Northwest SGA must publish the dates and times of the general assemblies for the academic year on the HCC website no later than the week before the start of the academic year.
- (b) Passive members of the SGA are entitled to attend all meetings and full privileges of the floor but may not vote on legislative matters.

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Section 4.02 Executive Board Meetings

- (a) The Executive Board shall meet on a reoccurring monthly basis as decided by the officers and the advisor.

Section 4.03 Special Meetings

- (a) Special meetings may be convened by the President or majority of the Executive Board.

Article V. Executive Board

Section 5.01 Duties of Officers

(a) President

- (i) Calendar of meeting dates and times (at the beginning and end of each semester)*
- (ii) Responsible for completing the General Assembly Agenda at the completion of the Executive Board Meeting.*
- (iii) General Assembly Officer Reports should be submitted via email to the Advisors/SLC 2 days before the General Assembly meeting takes place for review and revisions.*
- (iv) All meeting agendas and reports given by the President (General, Special and Executive Board)*
- (v) All meeting agendas and reports from committees*
- (vi) Report detailing accomplishments made by the President during the semester*

(b) Vice President

- (i) A detailed explanation of SGA events including date, time, location, contact person and event summary needs to be submitted to the SGA advisor no later thirty days prior to the beginning of each semester.*
- (ii) General Assembly Officer Reports should be submitted via email to the Advisors/SLC 2 days before the General Assembly meeting takes place for review and revisions.*
- (iii) All agendas, minutes and reports for each committee supervised by the Vice President*
- (iv) All reports given by the Vice President (General, Special and Executive Board)*
- (v) Report detailing accomplishments made by the Vice President during the semester*

(c) Secretary

- (i) All minutes and sign in sheets from all General Assemblies, Special and Executive board meetings must be submitted at least 1 week after every meeting to the SGA Advisors.*
- 1) General Assembly Agendas must have a one day turn around to submit to student life coordinators to report Student Organization CAB Compliance.
- (ii) General Assembly Officer Reports should be submitted via email to the Advisors/SLC 2 days before the General Assembly meeting takes place for review and revisions.*
- (iii) All agendas, minutes and reports for each committee supervised by the Secretary*
- (iv) All reports given at each general assembly meeting by the Secretary*
- (v) Report detailing accomplishments made by the Secretary during the semester*

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(d) Treasurer

- (i) All agendas, minutes and reports for each committee supervised by the Treasurer*
- (ii) General Assembly Officer Reports should be submitted via email to the Advisors/SLC 2 days before the General Assembly meeting takes place for review and revisions.*
- (iii) Update the student body on the disbursement of student activity fund.*
- (iv) Plan 1 financial literacy event/program for the respective college Student Body.*
- (v) Report detailing accomplishments made by the Treasurer during the semester*

(e) Historian

- (i) TJCSGA Scrapbook must be submitted to the scrapbook committee at the time of the TJCSGA State Conference in the spring semester.*
- (ii) General Assembly Officer Reports should be submitted via email to the Advisors/SLC 2 days before the General Assembly meeting takes place for review and revisions.*
- (iii) All agendas, minutes and reports for each committee supervised by the Historian*
- (iv) All reports given at each general assembly meeting by the Historian*
- (v) Report detailing accomplishments made by the Historian during the semester*
- (vi) Take pictures at the various college and organization events. If unable to do so must delegate, the duty to someone who can assist you.*
- (vii) CAB Evaluations must be submitted within 5 days of events by Historian.*

(f) Humanitarian

- (i) Must plan at least 2 community service activities per semester.*
- (ii) General Assembly Officer Reports should be submitted via email to the Advisors/SLC 2 days before the General Assembly meeting takes place for review and revisions.*
- (iii) Record of all SGA humanitarian events, functions*
- (iv) Must submit to Region V required documents to be considered for Chapter of the year for TJCSGA State Conference.*
- (v) All agendas, minutes and reports for each committee supervised by the Humanitarian*
- (vi) All reports given at each general assembly meeting by the Humanitarian*

(g) Membership Chair

- (i) Must maintain records of all Membership Volunteer Hours and Meeting Attendance*
- (ii) General Assembly Officer Reports should be submitted via email to the Advisors/SLC 2 days before the General Assembly meeting takes place for review and revisions.*
- (iii) Must organize efforts to submit Northwest SGA for TJCSGA Region and State Awards*
- (iv) All agendas, minutes and reports for each committee supervised by the Membership Chair*
- (v) All reports given at each general assembly meeting by the Membership Chair*

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Section 5.02 Vacancies and Removal

- (a) In the event of a vacancy, the Executive Board shall cooperate to fulfill incomplete duties until the seat has been filled through an appointment made by the Executive Board with the approval of the SGA advisor.
- (b) Any officer may be removed from office with a majority vote of the Executive Board from improper conduct as regulated by Campus Administration or dereliction of duty as outlined under Article V.

Article VI. Elections

Section 6.01 Candidates

- (a) Candidates must register with the NWSGA no less than fifteen (15) days prior to the election and must have participated in SGA for at least one semester.
- (b) President and Vice President candidates must have previous leadership experience as committee chairs or recognized officers of another Northwest student organization.
- (c) All candidates must attend a candidate seminar to be held no later than three (3) business days after the filing deadline.
- (d) Elected officers who wish to run for additional terms must seek the approval for an election by the advisor.

Section 6.02 Campaigning

(a) Advertisements

- (i) No Student Fee/CAB money may be used for the campaign of any candidate.*
- (ii) No campaign advertisements for any candidate may be displayed within fifty (50) feet of the polling location. No candidate nor any student campaigning on behalf of any candidate may promote themselves/the candidate within fifty (50) feet of the polling location.*
- (iii) It is strictly prohibited to run negative or divisive campaign advertisements, and/or attack another candidate.*
- (iv) Persons voting shall not be allowed to display any type of material containing a candidate's name within the polling area.*
- (v) All campaign materials must be approved by the Student Life Office and Campus Administration prior to posting.*
- (vi) No candidate, or authorized person thereof, may, in the course of campaigning, disrupt any academic function.*
- (vii) No person shall disrupt or prevent legal and orderly campaigning by any candidate.*
- (viii) If a student group chooses to endorse a candidate, the candidate will be held responsible for all activities of the endorsing student group in regard to activities which are intended to advance or inhibit a candidacy.*
- (ix) Faculty may not endorse a candidate under any circumstances.*

Section 6.03 Election Process

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- (a) Notice of election dates must be publicly posted no less than thirty (30) days before the election. Notice of the election is to be posted on all campuses within the Northwest College and the Northwest Website.
- (b) Voting
 - (i) *A physical polling location must be provided at the Alief-Hayes, Spring Branch, and Katy campus.*
 - (ii) *Any Constitutional amendments and/or referendums will be placed at the bottom of the ballot.*
 - (iii) *All HCC students shall be allowed one (1) vote for each officer position.*
 - (iv) *Voting locations shall be determined at the discretion of the Executive Board.*

Section 6.04 Results

- (a) Candidates shall be elected by a plurality of votes cast for the offices. Ties will be determined in a run-off election.
- (b) Results of the election must be posted within seven (7) days of the election date.
- (c) No candidate shall participate in or be present for the counting of ballots.
- (d) A recount of votes may be accepted in writing to the executive board within twenty-four (24) hours following the official announcement of the election results.
- (e) If no complaints or appeals are registered within one (1) business day of the announcement of election results, all election results will be deemed final.
- (f) All campaign materials must be taken down within three (3) business days after final poll closure.

Section 6.05 Disqualification

- (a) Violation(s) of the election bylaws may result in immediate disqualification as deemed fit by the Executive Board.

Article VII. Finance

Section 7.01 The Treasurer of the Student Government Association is the default chair of the College Activity Board (CAB) for the duration of their term and is responsible for reviewing the proposals sent to the college activity board on behalf of the Student Government Association of Northwest.

Section 7.02 The Executive Board Members of the SGA must appoint College Activity Board Members for the academic calendar at the end of the previous academic calendar. If there are no qualifying applicants during this time period, the executive board has until two (2) weeks before fall classes begin to appoint the CAB members. Applications must be sent to all active SGA and Student Organization Members in March and decisions must be announced alongside the decision of the newly elected executive Board members. If these members cannot be found at this time, this appointment

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Article VIII. Committees

Section 8.01 Forming committees

- (a) Executive Board shall publish the purpose and mission statement of desired committees by the first general assembly. All duties and guidelines under each committee shall be made available to members.
- (b) Committees may be proposed by SGA members. Formations shall be determined by the majority vote of the Executive Board.
- (c) Committee Chairs and Co-Chairs shall be appointed by the President with Vice President's approval. All appointments must be made official via email with all duties and guidelines attached.
- (d) Disbandment may take place upon the approval of two-thirds (2/3) of the Executive Board.

Section 8.02 Committee Structure

- (a) A minimum of 5 members is required to facilitate business.
- (b) A Co-Chair may be appointed upon the attainment of 10 members.
- (c) Reporting officers may only vote on proposals in the event of a tie.

Section 8.03 Duties of Committee Chairs

- (a) Preside over all committee meetings
- (b) Report meeting minutes to the Executive Board no later than the last Tuesday of every month
- (c) Submit a committee report form by the last Friday of each month
- (d) Present a report at every SGA general assembly or send a representative at his/her stead
- (e) Delegating all tasks and responsibilities of committee members

Section 8.04 Duties of Committee Co-chair

- (a) Assume all responsibilities of the Chair in his/her stead
- (b) Create meeting agendas and record meeting minutes
- (c) Schedule meetings and track attendance

Article IX. Affiliations

Section 9.01 United Student Council

- (a) The executive board, per the stipend contract, is required to have full participation in the executive board, activities, meetings, and trainings scheduled by the United Student Council.
- (b) The executive board is responsible for selecting 10 senators for the United Student Council yearly by student body election or appointment.

Section 9.02 Texas Junior College Student Government Association

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- (a) This organization will also be required to participate in the Texas Junior College Student Government Association meetings and annual convention. The Northwest Student Government Association is encouraged to run for region or state executive board positions every academic year.

Article X. Advisor

Section 10.01 The Student Life Coordinator of the Northwest College is the default advisor of this organization.

Article XI. Ratification

Section 11.01 The constitution may be amended at any SGA general assembly with the majority vote. Any member may propose amendments, but only active members are entitled to voting privileges.