

Northwest Florida State College Student Government Association

CONSTITUTION

PREAMBLE

The students of Northwest Florida State College hereby establish this constitution as a means for fair, democratic, self-government.

ARTICLE I

PURPOSE

The purpose of the Northwest Florida State College (NWFSC) Student Government Association (SGA) is to coordinate and regulate, within the limits of this constitution, its' bylaws, and official college policy, all student activities. The SGA will also provide a voice for the student body in all college affairs while helping to further the mission and goals of the college.

ARTICLE II

MEMBERSHIP

All currently enrolled students of NWFSC are members of SGA with the right to full voice, upon recognition, in all SGA functions. However, the only students with the right to vote in SGA functions are; the elected Vice-President, elected and appointed Senators, and appointed Officers of the SGA Executive Board; In the event of a tie vote at any SGA function, the SGA President will cast the deciding vote.

ARTICLE III

QUORUM

No meeting, whether Executive Board or SGA Senate, may take place without quorum.

1. A quorum of the Executive Board shall consist of a majority of the voting members (50% + 1).
2. A quorum of the SGA Senate shall consist of a majority of voting delegates (50% +1).

ARTICLE IV

LEGISLATIVE BRANCH

1. The SGA Senate will control all legislative powers of the student body of NWFSC.
2. The composition of the SGA Senate shall be as follows:
 - a. One Senator will be elected for every 100 students enrolled up to a base of 300 students.
 - b. Once enrollment reaches 300 students, one additional Senator will be elected for each increment of 300 students beyond the base enrollment of 300. These increments will be calculated using the official college-credit enrollment figures at the time of the election.
3. One Senator-at-Large position will be allotted for each of the following areas: Fort Walton Beach, Niceville, Defuniak Springs, Crestview, Eglin Air Force Base, Hurlburt Field, and South Walton County.
 - a. Senators-at-Large are required to attend no less than one meeting per 30 day period to retain eligibility for their position.
 - b. Senators-at-Large are required to attend the planning and execution of no less than three SGA events taking place during any semester to retain eligibility for their position. This number will be based upon the number of calendar events that are posted at the time of the Senator's induction. The Executive Board will review participation in these events.
4. Senate will meet no less than two times in any given period of thirty school days during the fall and spring semesters, at such times and places it may choose.
5. The Senate will meet during the Summer semester, in the interval between semesters, or in special session at the request of one-half of its Senators, at the call of the President of SGA, or at the request of the administrative head of the college or his/her designated representative, at such times and places as the Senate may see fit.
6. The members of the Senate must be notified of any impending Senate meeting 24 hours in advance.
7. The Senate has the power to:
 - a. Enact, by a simple majority vote of the members present, by-laws to this constitution, which may not embrace more than one topic which should be clearly defined within the title of said by-law.
 - b. Confirm, by a simple majority vote of the members present, any presidential appointments.
 - c. Hear and consider any petition which:
 - i. Has been signed by 100 or more currently enrolled NWFSC students.
 - ii. Has a single topic, which is clearly stated within the title of the petition.
 - iii. Has a topic that, if supported, would not be in violation of this Constitution, its' by-laws, or official college policy.
 - d. Make recommendations concerning the approval, suspension, or revocation of student organization charters.
 - e. Enact and enforce all rules to govern its' deliberations.

- f. Exercise all other legislative functions within areas of student concern not specified or prohibited by this constitution, its by-laws, or official college policy.

ARTICLE V

EXECUTIVE BRANCH

1. The executive powers of the student body of NWFSC will be vested in the elected President, Vice President, and the Senator Pro-tempore. The President and Vice President if possible, should be elected within the last six weeks of the spring semester and take office no later than two weeks prior to the end of spring semester.
2. The President will:
 - a. Should be elected during the spring elections.
 - b. Coordinate with the SGA advisor over the summer semester in order to set the SGA calendar for the coming school year.
 - c. Preside over Senate meetings and vote therein in case of a tie.
 - d. Administer all SGA ordinances.
 - e. Act as an ambassador of the SGA.
 - f. Schedule and work a minimum of 5 office hours each week of the fall and spring semesters.
 - g. Interview and submit, for approval by the SGA Senate, all candidates whose applications are approved by the elections committee.
 - h. Attend and give report at monthly Board of Trustees Meetings.
 - i. Be willing to commit to a full year as SGA President barring any extenuating circumstances.
3. The Vice-President will:
 - a. Be elected during the spring elections.
 - b. Serve as acting President during the President's absence or at the President's request.
 - c. Succeed the President in the event of the President's resignation or removal from office.
 - d. Assist the President in the discharge of executive duties.
 - e. Have full voice and vote in all Senate proceedings.
 - f. Preside over the NWFSC Student Activity Board (SAB).
 - g. Schedule and work a minimum of five office hours each week of the fall and spring semesters.
4. The President Pro-tempore of the Senate must be nominated and approved by the Senate during the first meeting of the Senate after the induction ceremony in the fall semester. The President Pro-tempore will:
 - a. Serve as acting President during the President and Vice-President's absence, or at the President's request.
 - b. Assist the President in the discharge of executive duties, in such manner as the President may direct.
 - c. Succeed the Vice-President in the event of the Vice-President's resignation or removal from office.

- d. Succeed the President in the event of the President and Vice-President's resignations or removals from office.
 - e. Have full voice and vote in all Senate proceedings.
- 5. The executive board of the NWFSC- SGA will be made up of five officers, each having full voice and vote in executive board meetings. These officers are the President, Vice-President, President Pro-tempore, Secretary, and Sergeant-at-Arms.
- 6. The Secretary will:
 - a. Record meeting minutes.
 - b. Maintain an accurate record of all non-confidential files, agendas, and minutes.
 - c. Disburse minutes and agendas to all Senators and officers via e-mail in a timely manner and print copy.
 - d. Inform all Senators and officers of any irregular meeting times and/or places in a timely fashion.
- 7. The Sergeant-at-Arms will:
 - a. Maintain order during official meetings of the SGA Senate.
 - b. Have the power, within reason, to remove disruptive parties from meetings of the SGA Senate.
 - c. Remove, at the request of the meeting's presiding officer, any disruptive parties from meetings of the SGA Senate.
- 8. The order of succession, due to resignation or removal from office, for the Executive Board members of the NWFSC-SGA is:
 - a. President
 - b. Vice-President
 - c. President Pro-tempore
 - d. Secretary
 - e. Sergeant-at-Arms
- 9. To maintain integrity of the "Order of succession," all Executive Board positions should be filled by Senators who meet all requirements necessary to take and hold the office of President of the NWFSC-SGA. These requirements may be found in Article VIII of this Constitution.
- 10. The President may create and fill additional positions, which will be titled "Committee Chairpersons". These positions will not be considered Executive Board Positions.
- 11. Committee Chairpersons will coordinate with committee members and the proper Executive Board members in order to complete the tasks set for their own respective committees.
- 12. The Senate may elect persons to fill vacant Senatorial positions. These persons will be selected from the remaining candidacy petitions.

ARTICLE VI

STANDING COMMITTEES

1. Standing committees can be established as needed by the SGA President. Membership will be determined by the SGA President with a Chairperson as the designated head of the committee. Two such committees will be:
 - a. Community Service Committee
 - b. Scrapbook Committee
2. The Community Service Committee will:
 - a. Meet under the direction of the Community Service Chair
 - b. Plan and execute one community service event per month for the following months: September, October, November, January, February, March, and April.
3. The scrapbook committee will:
 - a. Meet under the direction of the Historian
 - b. Maintain a photographic record of all SGA activities throughout the year.
 - c. Create, prior to the FCSSGA spring conference, a scrapbook of SGA events and projects, to be presented as the NWFSC – SGA’s submission for the FCSSGA “Best of the Best” award.
 - d. If applicable, add pages to the yearbook documenting further post – conference events.

ARTICLE VIII

OFFICE HOLDING QUALIFICATIONS, TERMS OF OFFICE, AND ATTENDANCE POLICIES

1. In order to run for and hold office, candidates for the offices of President, Vice-President, and President Pro-tempore must:
 - a. Be enrolled in and complete a minimum of nine college credit hours per semester at NWFSC during the term in which running for office and during the term in which elected and holding office.
 - b. Maintain a 2.8 grade-point average, on a four point scale.
 - c. Have completed one full term as an elected or appointed SGA Senator by the completion of the spring term. The full fall term will be defined as “beginning at the SGA installation and ending on the last day of finals.” The full spring term will be defined as “beginning on the first day of regular classes and ending on the last day of finals.”
 - d. Have successfully completed 18 credit hours of college credit work by the end of the term in which elected.

2. In order to run for and hold office, all candidates for the office of Senator must:

- a. Be enrolled in and complete a minimum of nine college credit hours per semester at NWFSC during the term in which running for office and during the term in which elected and holding office.
 - b. Maintain a 2.5 grade-point average, on a four point scale.
3. In order to run for and hold office, all candidates for the office of Senator-at-Large must:
 - a. Be enrolled in and complete a minimum of six college credit hours per semester at NWFSC, including the term in which elected but excluding summer terms.
 - b. Maintain a 2.0 grade-point average, on a four point scale.
 - c. Accept and abide by attendance mandates described in: Article IV, Section four, Sub-sections A and B.
4. Failure to meet and maintain any of these qualifications and requirements will constitute ineligibility to hold office.
5. All students elected or appointed to SGA positions, will hold their positions, barring resignation or impeachment, for a term which is not to exceed 365 days from their installation dates.
6. Any Senator sworn into office after the fall installation, or after the drop - add period in either the fall or spring semesters (whichever is latest), will be granted excusals from NWFSC - SGA senate meetings for the remainder of the semester in which that Senator is sworn - in given that:
 - a. The Senator is enrolled in a class which takes place at the same time as the regularly scheduled NWFSC - SGA senate meeting.
 - b. The Senator abides by the same committee and activity attendance mandate as that which is required of Senators - at - large, excluding regularly scheduled NWFSC - SGA senate meetings.
 - c. The Senator, in all further semesters during his or her "term of office," schedules courses, such that she or he will be able to attend regularly scheduled NWFSC - SGA senate meetings.
7. Term Limits:
 - a. All positions in the NWFSC SGA shall be aligned with the student's degree program. Students enrolled in a two year degree program will be eligible to serve as an officer or senator for two years. Students enrolled in a four year degree program shall be eligible to serve as an officer or senator for four years.
 - b. All students regardless of degree program and years of service may continue to be members of the NWFSC SGA.

ARTICLE IX

ELECTIONS

1. Elections will be held at such times as are provided for in this constitution.
2. Any student meeting the qualifications specified in Article VIII of this constitution, may run for office, given that the student in question has turned in a candidacy petition that has been signed by 100 currently enrolled NWFSC students.

3. In the event there are no students interested or eligible to run for the office of President or Vice-President, the SGA Advisor has the authority to determine alternate eligibility criteria for these positions.
4. Any full or part-time, currently enrolled college student may vote in an NWFSC-SGA election.
5. All student body, NWFSC-SGA elections will be by secret ballot.
6. Election to the offices of President and Vice-President will be judged by a simple majority vote.
7. All Senatorial positions will be filled by those candidates receiving the most votes; filling positions by starting with the candidate with the highest number of votes and installing all other candidates in the direction of sequentially decreasing vote tallies from the highest tabulated Senatorial vote count in that election.
8. Any special election deemed necessary to fill a vacancy will be held at the discretion of the Senate.

ARTICLE X

OATH OF OFFICE

All elected and appointed members of the NWFSC – SGA must sign their Oath of Office.

ARTICLE XI

ADVISOR

The NWFSC-SGA Advisor will be the current Director of Student Life. This Advisor, as a designated representative of the administration of Northwest Florida State College, will retain the authority to act as she or he deems fit, within the bounds of the NWFSC – SGA Constitution, in any SGA business. The SGA advisor will be the presiding official of any SGA election. The SGA advisor may appoint another college employee to preside over a SGA function if the advisor is unable to attend the function. The Advisor will also assist the President in verifying each Senator’s qualifications at the start of a new semester and at the installation of a new Senator.

ARTICLE XII

IMPEACHMENT

1. Any student member of the NWFSC-SGA may be impeached from office for violation of:
 - a. The Oath of Office.
 - b. Official College policy.
 - c. State law.
 - d. Federal law.

2. Impeachment charges will be filed at any regular or special senate meeting, at which time the accused will be notified in writing of all charges against her or him.
3. The Senate shall consider the charges at an impeachment hearing which will:
 - a. Be presided over by the President Pro-Tempore. In the event that the President Pro- Tempore is under impeachment, the President of SGA will preside over the hearing.
 - b. Be held within two weeks of the charges being filed.
 - c. Be held no less than five days from the time the accused student is notified.
4. The member under impeachment must be notified, of the time and place of the hearing, 72 hours prior to when the hearing is to take place.
5. The member under impeachment has the right to present evidence and/or witnesses in his or her defense. She or he will also have the right to cross-examine any witnesses presented, as well as the right to counsel of one student of her or his choosing, who may exercise the power of representation for the student under impeachment.
6. Impeachment, conviction, and subsequent removal from office, will be by a simple majority vote of the Senate excluding the officer or Senator in question, and will take effect immediately after the results of the vote are presented to the accused.
7. Any impeachment may be appealed if a person is able to present a recall petition signed by 15% or more of the student body of NWFSC. All students signing the recall petition must also give student ID numbers in order to verify enrollment. Any signature on a recall petition without an accompanying student ID number will be declared void and shall not count.

ARTICLE XIII

AMENDMENTS

Any amendment to this constitution must be approved by:

- a. A simple majority vote of the Senate.
- b. The College administration.
- c. A simple majority vote by the student-body of NWFSC.