



Procedure Number: SS 805

Procedure Title: Student Government Association Elections

Relevant Board Policy: F.5.1 (Policy) Registered Student Organizations

Relevant SACSCOC Principle:

Originating Unit: Student Life

Maintenance Unit: Student Life

Contact for Interpretation: John Jacobs, Director of Student Success

- I. Purpose/Definition(s): To establish procedures for the Election of Student Government Association (SGA) Officers.
- II. Procedure statement: Article 5 of the Student Government Association Constitution outlines the NLC SGA election procedure.
  - A. A student must have a minimum cumulative grade point average of 2.5, be enrolled in a minimum of six (6) credit hours at NLC, and must not be on either academic or disciplinary probation at NLC to be eligible to campaign for an elected office. Students who are in their first semester at NLC are exempted from any grade point average requirement to campaign for a Senate position.
  - B. A student must attend two (2) consecutive SGA General Assembly meetings during the semester in which they wish to run for any office.
  - C. The Election Code shall establish the rules governing election campaigns, which is to be established by the Election Commission no later than four (4) weeks before the first day of an election.
  - D. Election Commission shall schedule meeting with the Student Life to be trained on Election voting and campaigning on AlamoExperience.
  - E. The Election Code shall establish the methods and logistics of an election, which is to be established by the Election Commission no later than four (4) weeks before the first day of an election.
  - F. The date(s) of an election shall be determined at least one (1) year prior to the proposed election date(s) upon the recommendation of SGA Advisor and approved by a one-half (1/2) majority vote.
  - G. Elections shall be held once a year during the Spring semester.
  - H. Each student shall have one (1) vote for each Officer or Senator position on the election ballot.
  - I. Each student may only campaign for one (1) Officer or Senator position per election.
  - J. Election grievances and complaints shall be heard by the SGA Advisors and the Election Committee.
  - K. Student who have been elected to office shall serve up to two terms. They shall take office the first day of the Fall Semester following the Spring

election.

Attachment: Student Government Constitution (Last Amended April 2020)

Originator: NLC Student Government & Student Life

Date Approved: November 2020

Last Updated: April 2020

Approved: \_\_\_\_\_

Title:



## **Northeast Lakeview College Student Government Association Constitution**

### ***Preamble***

We, the student body of the Northeast Lakeview College, believe we have the right and collective authority of self-governance. The SGA will promote understanding and involvement among all the members of the college community; represent, advocate and legislate for the interest of the student body; promote and maintain the highest level of academic integrity; serve as partners in the administrative processes of the college; protect our right to govern ourselves and accept responsibility for the quality of student life; be the official voice of students in academic, institutional and campus affairs.

### ***Article 1: Name***

1.1 The name of this organization shall be the Northeast Lakeview College Student Government Association and shall hereinafter be referred to as the SGA.

### ***Article 2: Affiliations***

2.1 The SGA officers and appointed members that affiliate with Northeast Lakeview College administrators, associations, committees, organizations, groups, or organized bodies in their official Northeast Lakeview College capacity, shall do so as official representatives of the SGA.

2.2 The name of this association is not affiliated with any off-campus organization.

### ***Article 3: Purpose***

3.1 The purpose of the SGA shall be to provide the official voice of the student body, to be a

link between the student body and the administration of Northeast Lakeview College, to improve the quality and value of both the social and educational experience at Northeast Lakeview College, and to develop the leadership and professional skills of its members.

***Article 4: Membership Requirements***

4.1 Non-voting members of the SGA shall consist of any and all students currently enrolled at Northeast Lakeview College.

4.2 Voting members of the SGA shall only consist of officers elected or appointed to SGA as provided by the Constitution and Bylaws governing the SGA and will be referred to hereinafter as Officers, and Senators, not considered officers, who are elected or appointed to SGA as provided by the Constitution and Bylaws governing the SGA.

4.3 Officers may not have more than (4) unexcused absences in a semester from regularly scheduled SGA meetings. To qualify for an excused absence, an Officer must give seventy-two hours (3 days) prior written notice of the absence to the SGA Advisor or Secretary unless there is a justified emergency as determined by the Advisor or Secretary. Upon notice of an impending absence, the Secretary shall judge whether the absence is approved and inform the requesting Officer no later than one (1) day before the meeting. The Officer may appeal the decision of the Secretary and request a hearing be held during the next regularly scheduled SGA meeting. At such a hearing, the Officer shall be given an opportunity to explain the absence to the SGA. The SGA may then uphold or overturn the ruling regarding the absence by a two-thirds (2/3) majority vote.

***Article 5: Elections***

5.1 A student must have a minimum cumulative grade point average of 2.5, be enrolled in a

minimum of six (6) credit hours at NLC, and must not be on either academic or disciplinary probation at NLC to be eligible to campaign for an elected office. Students who are in their first semester at NLC are exempted from any grade point average requirement to campaign for a Senate position.

5.2 A student must attend two (2) consecutive SGA General Assembly meetings during the semester in which they wish to run for any office.

5.3 The Election Code shall establish the rules governing election campaigns, which is to be established by the Election Commission no later than four (4) weeks before the first day of an election.

5.4 The Election Code shall establish the methods and logistics of an election, which is to be established by the Election Commission no later than four (4) weeks before the first day of an election.

5.5 The date(s) of an election shall be determined at least one (1) year prior to the proposed election date(s) upon the recommendation of SGA Advisor and approved by a one-half (1/2) majority vote.

5.6 Elections shall be held once a year during the Spring semester.

5.7 Each student shall have one (1) vote for each Officer or Senator position on the election ballot.

5.8 Each student may only campaign for one (1) Officer or Senator position per election.

5.9 Election grievances and complaints shall be heard by the SGA Advisors and the Election Committee.

5.10 Student who have been elected to office shall serve one year terms. They shall

take office the first day of the Fall Semester following the Spring election.

***Article 6: Officers***

Executive Officers are those elected to positions of the following offices, in order of rank: President, Vice President, Secretary, Treasurer, and Historian. In the event of a vacancy of the SGA President's office, the Line of Succession will follow these rankings until all necessary officer positions are filled (*Article 10.6*). All Executive Officers and Student Senators of the Student Government Association of Northeast Lakeview College shall follow, abide by, and execute the duties and expectations listed in the Constitution.

**6.1 President**

The President's role is to serve as the managing officer over Student Government proceedings and as a representative of the Northeast Lakeview College student body at all on- and off-campus events where their attendance is requested or required.

**6.1(a) *Qualifications and Duties***

The President of the SGA of Northeast Lakeview College must meet the following qualifications and duties in addition to those required of all the Student Senators:

- I. Faithfully execute all acts of SGA.
- II. Have completed at least 9 hours of college credit with at least 6 hours earned from Northeast Lakeview College.
- III. Maintain a minimum 2.75 GPA while holding office.
- IV. Not hold the office of President in another student organization simultaneously.
- V. Not be enrolled in any college system other than Alamo Colleges.

- VI. Lead Executive and General Assembly meetings of the SGA but not serve as a voting member unless a vote of the membership is equally divided.
- VII. Serve as a representative of the student body to the administration of Northeast Lakeview College, the Board of Trustees of the Alamo Colleges District, Student District Council, San Antonio Higher Education Representative Assembly (SAHERA), the Texas Junior College Student Government Association (TJCSGA), the City of San Antonio, and the Legislature of Texas. The President will represent and act as a liaison between Northeast Lakeview College and local, state, and national governments.
- VIII. Nominate students to serve on advisory committees and boards as needed.
- IX. Form ad hoc committees as appropriate and assign members to such committees.
- X. Provide nominees for Student Senator vacancies to be voted on by the entire Student Government Association.
- XI. Appoint a qualified member from the Student Government Senate to any vacant officer position.
- XII. Appoint a qualified member of the Student Body to any vacant Senate position.

## 6.2 Vice President

The role of the Vice President is to assist the President in their duties listed above and serve as a representative of the Northeast Lakeview student body at on- and off-campus events where their attendance is requested or required. In the event of the President's temporary or prolonged absence, the Vice President shall temporarily perform such duties and have such powers as the President until the President confirms their return.

### 6.2(a) *Qualifications and Duties*

The Vice President must meet the following qualifications and duties in addition to those required of all Student Senators:

- I. Faithfully execute all acts of the SGA.
- II. Have completed at least 6 hours of college credit with at least 3 hours earned from Northeast Lakeview College.
- III. Maintain a 2.75 GPA while holding office.
- IV. Oversee the research and reporting of national, state, and local legislation that affects the student body.
- V. Assume the office of President in the event of a vacancy in the office of the Presidency.

### 6.3 Secretary

The Secretary shall keep an account of the proceedings of all meetings. These records shall at all times be available to, and the property of, the SGA at Northeast Lakeview College. The Secretary must submit chronological meeting minutes to the President within five (5) days after each General Assembly or Executive Officer meeting. They will also collect and archive all correspondence of the SGA and maintain a social roster of members and eligible non-members for the purpose of informing the NLC student body of all pertinent information. The Secretary shall also perform duties as assigned by the President.

#### 6.3(a) *Qualifications*

The Secretary must meet the following qualifications and duties in addition to those required of all Student Senators:



- I. Faithfully execute all acts of the SGA.
- II. Have completed at least 6 hours of college credit with at least 3 hours earned from Northeast Lakeview College.
- III. Maintain a 2.75 GPA while holding office.
- IV. Maintain an accurate membership roster and directory for the SGA.
- V. Maintain and publish accurate and detailed records of all General Assembly meetings and proceedings of the SGA on AlamoExperience.
- VI. Maintain and secure through digital folder all Executive Officer and General Assembly meeting minutes. Only Executive Officers shall have access to this folder.
- VII. Minutes for previous General Assembly meetings will be provided at the next General Assembly meeting for student use.
- VIII. Maintain meeting minutes for Executive Officer meetings and place those documents in the digital folder no later than 5 days after each Executive Officer meeting with approval from President and Vice President.
- IX. Perform roll call at SGA General and Executive Officer meetings and maintain attendance records in the SGA digital file as well as on AlamoExperience.
- X. Run SGA meetings if the President and Vice President are absent.

#### 6.4 Treasurer

The Treasurer's role is to serve as the financial officer of the SGA. The Treasurer must maintain both a digital and paper copy of the SGA ledger of all debts and credits and present that information at Executive Officer meetings.

#### 6.4(a) *Qualifications and Duties*

The Treasurer must meet the following qualifications and duties in addition to those required of all the Student Senators:

- I. Faithfully execute all acts of the SGA.
- II. Have completed at least 6 hours of college credit with at least 3 hours earned from Northeast Lakeview College.
- III. Maintain a 2.75 GPA while holding office.
- IV. Maintain detailed and accurate records of the financial status of the SGA in compliance with all Northeast Lakeview College rules and regulations.
- V. Assist the President and Advisors in developing the annual budget and fiscal reports.
- VI. Make and provide financial reports to the SGA President and Advisors upon request.
- VII. Collect and deposit all funds of the SGA independent of those maintained by the Student Service Fee Advisory Fee Committee.
- VIII. With the approval of the President and Advisors, initiate disbursement of all funds of the SGA independent of those maintained by the Student Service Fee Advisory Fee Committee.
- IX. Run SGA meetings if the President, Vice President, and Secretary are absent.

#### 6.5 Historian

The Historian will document SGA meetings and other events through writing and photography. They will work with the Senator for Public Relations to develop and release

information about campus updates, activities, functions, and events. They will also operate the social media profile(s) of the NLC Student Government Association.

#### 6.5(a) Qualifications

- I. Faithfully execute all acts of the SGA.
- II. Must have completed at least 6 hours of college credit with 3 hours earned from Northeast Lakeview College.
- III. Must maintain a 2.75 GPA while in office
- IV. Maintain a digital record of all SGA activities and events to be shared with the SGA Advisor.
- V. Update the SGA AlamoExperience Portal, social media accounts, and flyers as needed.
- VI. Collaborate with the SGA Advisors as needed for the approval and release of flyers and other advertisements of SGA events.

#### ***Article 7: Student Senators***

Student Senators from NLC Student Organizations will be elected by the student body.

The SGA President will appoint qualified students to fill vacant Student Senator positions. These senators will serve as representatives of each major department at Northeast Lakeview College.

##### *7.1 Senator for Academic Affairs*

The Senator for Academic Affairs is concerned with issues related to instruction, curriculum, textbooks, transferring course credits, graduation, grading policies, orientation, and other areas of student concern relative to academic matters.

### *7.2 Senator for Campus Operations*

The Senator of Campus Operations is responsible for monitoring issues related to physical facilities and buildings, campus parking, food services, classrooms, equipment, disability accommodations, and other areas of student concern related to the operations of the campus.

### *7.3 Senator for Student Success*

The Senator for Student Success is concerned with student-related problems, health services, counseling, open records, financial aid, bursar, advising, student activities, student development, and other areas of student concern relating to student services and special student populations.

### *7.4 Senator for Public Relations*

The Senator of Public Relations promotes active communication with the students of Northeast Lakeview College. This senator works with the Historian and is responsible for the development and design of advertising materials for Student Government Association events, functions, and activities that will be posted by the SGA Historian upon their approval.

## ***Article 8: Advisors***

This organization shall coordinate its efforts with the assistance of advisors. Advisors serve as mentors to the members of clubs/organizations and assist in the development of student leaders.

### *8.1 Qualifications*

Advisors must meet the following qualifications and duties:

- I. Must be full-time faculty, staff, or administrators of Northeast Lakeview College.
- II. Exhibit and ensure organization members exhibit the highest standards of professional behavior whenever representing Northeast Lakeview College and/or the Alamo Community College District during on or off campus functions or events for the SGA.
- III. Confer with the Office of Student Life concerning questions or guidance.
- IV. Provide continuity for the organization.
- V. Stay informed of programs of the organization.
- VI. Uphold the Alamo Community Colleges District and Northeast Lakeview College policies and procedures governing student activities, student conduct, and student clubs/organizations.
- VII. Act as a liaison between the Student Government Association, the Office of Student Life, and the administration of Northeast Lakeview College.
- VIII. Assist with conflict resolution and mediation.
- IX. Monitor all organization business transactions.
- X. Regularly attend organization meetings.
- XI. Help maintain current organization budget records.
- XII. Monitor academic and disciplinary records to ensure each Executive Officer and Student Senator is maintaining all requirements to retain officer status within the SGA.
- XIII. Attend and supervise on- and off-campus events as needed.

XIV. Upon an advisor's resignation from Northeast Lakeview College, the Office of Student Success will assist the SGA in finding another advisor.

XV. If an Advisor fails to perform the duties listed above, the Executive Officers may request a mediation session with the Advisor and the Office of Student Success. Should the Advisor fail to improve, the Office of Student Success will assist the SGA in finding another advisor.

***Article 9: Meetings***

9.1 The SGA shall hold general meetings at least twice a month, with one meeting defined as a General Assembly meeting and one defined as an Executive Session, which will be closed to the student body.

9.2 Upon consultation with the SGA Advisor and other Executive Officers and Student Senators, the SGA President shall establish the dates, times, and location of Student Government Association meetings per semester. The date of a meeting must be communicated to the Executive Officers, Student Senators, and student members no later than ten (10) days before the proposed meeting date.

9.3 Any changes or cancellations to meetings must be communicated to SGA Executive Officers, Senators, and general members at least 24 hours in advance, unless in the event of an emergency or extenuating circumstance.

9.4 The SGA shall have the authority to convene by written request of one-third (1/3) of the total voting membership of the SGA provided to the President, Secretary, and SGA advisor(s).

9.5 The SGA shall have the authority not to convene by request of two-thirds (2/3) of the total voting membership of the SGA provided to the President, Secretary, and advisors of

the SGA. This right shall not supersede Article 9, Section 1.

9.6 No formal action can be taken by the SGA without a quorum present, which shall consist of two-thirds (2/3) of the current total number of active Executive Officers and Student Senators.

***Article 10: Removal from Office***

10.1 If an Executive Officer or Student Senator fails to perform their respective duties outlined in the SGA Constitution and Bylaws, another SGA officer must:

10.1.1 Compile documentation and other necessary evidence of the officer in question's nonperformance.

10.1.2 Bring forth the evidence to the SGA Advisor(s).

10.2 The SGA Advisor will coordinate a counseling session with the officer in question.

10.3 The Advisor will document the progress of the officer in question and evaluate if they are demonstrating improvement in meeting their respective duties outlined in this Constitution.

10.4 Should the officer fail to improve, the SGA Advisor will send a warning letter to the officer via email and schedule a second counseling session with the officer.

10.5 Should the officer fail to attend or improve after the second counseling session with the Advisor, the Advisor will send an Impeachment Letter to the officer via email. This email will also be forwarded to the Director of Student Life and the Vice President of Student Success.

10.6 Line of Succession Clause

10.6.1 In the event of a vacancy in the SGA President's office, the Line of

Succession will follow the ranking of Vice President, Secretary, Treasurer, Historian, etc. until all necessary Executive Officer positions are filled. The SGA Advisor will assist the SGA in this process.

10.7 The SGA, by one-half (1/2) majority vote, shall determine the standards for removal of an officer for failure to perform their duties as outlined in the Constitution and Bylaws of the SGA.

10.8 The Director of Student Life and the SGA Advisor shall judge whether the impeachment charges against the officer are justified and valid. If invalid, the charges of impeachment are dismissed.

10.9 In the event of impeachment, removal hearings shall take place in the next SGA meeting as the first order of business. A three-fourths (3/4) majority of the elected members of the SGA shall be necessary to remove an officer. The Director of Student Life and the SGA Advisor shall be present for all removal hearings.

10.10 Impeached officers shall be notified at least five (5) days in advance of their removal hearing and notified by ACES e-mail, phone, or certified US Postal mail to the official address as recorded by Admissions and Records.

10.11 If an officer is awaiting impeachment for more than two consecutive meetings and quorum has not been met, he/she may be considered for administrative removal contingent upon the agreement of the remaining SGA Executive Officers, the SGA Advisor, the Director of Student Life, and the Vice President of Student Success.

10.12 Any Executive Officer or Student Senator may be impeached and removed from office for failure to fulfill the duties and responsibilities mandated



by the Constitution and Bylaws of the SGA.

### 10.13 Moral Turpitude Clause

10.13.1 The entirety of the Student Government Association and its Advisors must adhere to the Moral Turpitude Clause included in the Board Policies and Procedures enacted by the Alamo Community Colleges District (Section D.4.9).

10.13.2 Executive Officers and Student Senators shall not engage in conduct constituting moral turpitude. Moral turpitude is defined as conduct that is contrary to justice, honesty, or morality (Black's Law Dictionary, Abridged Seventh Edition). Moral turpitude includes but is not limited to:

1. Dishonesty; fraud; deceit; theft; misrepresentation;
- 2 Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the perpetrator;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Texas Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period;
6. Acts constituting abuse under the Texas Family Code; or
7. Acts constituting an offense against public administration under Title

8, Chapters 36-39, Texas Penal Code.

10.13.3 Notification Process: Any Executive Officer or Student Senator who is arrested for, charged with, or convicted (to include probated sentences and deferred adjudication) of an offense involving moral turpitude shall notify the SGA Advisor(s) within three business days of being arrested, charged, or convicted. This process follows the guidelines listed in the ACCD Board Policies and Procedures in Section D.4.11 as appropriate for this organization.

10.13.4 In the event the President or Treasurer of the Student Government Association is removed from office due to a violation of the Moral Turpitude Clause, the SGA Advisor may enact the Line of Succession clause (10.6) to fill these positions.

***Article 11: Resignation from Office***

11.1 If an officer or elected member of SGA decides to resign their office, the individual is required to submit a written letter of resignation to the Student Government Association President at least two weeks prior to the effective date of the resignation. In the event the President is resigning, the letter must be submitted to the Vice President of the Student Government Association and the SGA Advisor(s) via email.

***Article 12: Initiative and Referendum***

12.1 Members of the student body, upon petition of a number of students equal to thirty percent (30%) of the total number of valid ballots cast in the most recent general election of the SGA, shall have the right of statutory initiative.

12.2 Members of the student body, upon petition of a number of students equal to ten percent (10%) of the total number of valid ballots cast in the most recent general election of the SGA, shall have the right of referendum.

12.3 The Senate, by majority vote, may refer any part of pending action to the members of the student body by a vote at the next scheduled election.

***Article 13: Amendments***

13.1 Any amendments to this Constitution proposed by SGA Executive Officers and/or Student Senators must be passed by a two-thirds (2/3) majority of the voting members of the SGA. Such amendments shall be presented to the Advisor before ratification at the next SGA meeting.

13.2 Members of the student body, upon petition of a number of students equal to thirty percent (30%) of the total number of valid ballots cast in the most recent general election of the SGA, shall have the right of Constitutional initiative. Such amendments shall be presented to the SGA at the next scheduled meeting.

13.3 Any proposed amendment to this Constitution shall be made available for public inspection a minimum of two (2) weeks prior to the actual voting.

13.4 Amendments shall be voted on at regular meetings provided the appropriate steps outlined in this Constitution were followed.

13.5 If an amendment receives the majority of votes cast, the Student Government President shall forward the amendment to the appropriate Northeast Lakeview College officials within one (1) week.

***Article 14: General Provisions***

14.1 The same student shall not hold two (2) elected offices simultaneously, nor shall

two (2) students simultaneously hold the same elective office.

14.2 The SGA may not make any endorsements in any campus elections.

14.3 This Constitution supersedes all previous Constitutions of the SGA. This constitution shall take immediate effect upon ratification.

14.4 This Constitution and its associated rules and regulations, and any amendments thereto, are subject to provisions of the Board Policies of the Alamo Colleges Board of Trustees.

***Article 15: Ratification***

15.1 This Constitution shall be ratified upon a three-fourths (3/4) vote of the Student Government Association.