

NEW MEXICO JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

September 2018

We, the students of New Mexico Junior College, do through this constitution; establish an association of self-government, whose purpose shall be dedication to equal opportunity education, the welfare and concerns of all students, and to promote higher education throughout the state of New Mexico.

Article I: Student Government Association of New Mexico Junior College

Section I. The name of this association shall be the "Student Government Association of New Mexico Junior College", henceforth termed the SGA/NMJC.

Section II. All students regardless of enrollment status or campus shall be members and have full rights and responsibilities as outlined by this constitution. (See Article III).

Section III. All responsibilities, powers, and duties of the SGA/NMJC (executive, legislative, and judicial) shall be vested within the Executive Council until such time, determined by the Executive Council, that a Legislative and Judicial Branch can be established.

Section IV. Any question concerning democratic procedure that is not defined within this Constitution, will be referenced in Robert's Rules of Order.

Article II: SGA/NMJC Purpose

The purpose of the SGA/NMJC shall be defined as follows:

Section I. To represent all students within the college.

Section II. To promote the general welfare of the New Mexico Junior College community.

Section III. To act in a manner befitting an appointed officer of the students.

Section IV. To develop students as leaders and support efforts to make a positive impact in the local community by encouraging civic engagement and on campus involvement.

Article III. Membership Guidelines

Only full time students shall be able to hold an officer position within the Executive Council. Students taking under twelve units may hold office with the permission of the advisor.

Section I. All students enrolled at New Mexico Junior College; regardless of semester of course load, shall be considered members of the SGA/NMJC. Any student that has been suspended by the College or

is currently on academic or disciplinary probation shall not retain membership for the duration of the suspension/probation.

Section II. Members shall have the right to voice their opinion, participate in campus organizations, and partake in any event otherwise provided for by the outline of this Constitution.

Section III. No member of the SGA/NMJC shall be discriminated against due to race, religion, gender, disability, age, sexual orientation, or creed.

Section IV. Any disputes in regards to the membership guidelines (Article III) can be brought to the attention of the Executive Council, and a determination on the validity of the dispute shall be made on the evidence provided.

Article IV. Executive Council or Cabinet

Section I.

A) The officers of the SGA/NMJC shall be known as the Executive Council.

B) The representatives from the clubs and organizations shall be known as the Cabinet.

Section II.

A) The Executive Council shall consist of the following offices: Chair, Co-Chair, Recorder, Business Officer, and Social Events Coordinator.

B) Applicants for all officer positions shall be selected by an application committee comprised of the minimum of the Faculty Advisor and Student Life Coordinator and current members of the Executive Council.

C) Interviews shall be conducted by the SGA/NMJC advisor(s) and at least two students from the SGA/NMJC Executive Council and/or Cabinet not (re)applying for office.

D) The application process shall begin no later than the first day of April and continue until the last Friday of April or until such a time as a sufficient number of candidates have been acquired. Officers should be announced prior to commencement.

E) Officers shall begin their term during the week prior to the new academic year beginning.

F) Officers may be selected for more than one term in office. The officers seeking another term in office must complete the entire application process.

G) The day following the announcement of the appointments, newly selected members shall serve as apprentices to their predecessors. Participation in remaining activities is expected. During the apprenticeship period, there will be no monetary remuneration.

Section III.

A) Any students seeking appointment to the Executive Council must have a cumulative 2.25 grade point average at New Mexico Junior College by the time they are to take office, and maintain a 2.25 cumulative grade point average during the duration of their term in office.

B) Officers shall not hold offices in any other student organization. The only exception that shall be made to this rule is for any officer that is appointed to the Board of Directors for the New Mexico Student's Association or New Mexico State organizations.

Section IV.

A) The SGA/NMJC shall meet at least once during each five day week of the College calendar year except during vacations, and shall attend special meetings as may be called by the SGA/NMJC President.

B) Council and Cabinet members shall have one vote each in SGA/NMJC meetings.

C) Executive Council officers shall post a minimum of 10 service hours per week, at least four of which must be within the SGA/NMJC office. The remaining hours will be utilized for organization of SGA events.

D) The Executive Council shall be responsible for representation of students on the New Mexico Junior College committees as requested.

Article V. Duties of the Executive Council

Section I. The duties of the Executive Council shall be as follows:

A) The CHAIR shall:

a. Preside at all SGA/NMJC Executive Council meetings and general public meetings.

b. Shall appoint and dissolve committees as deemed necessary.

c. Call special meetings of the SGA/NMJC and preside over them.

d. Plan and prepare all materials for the SGA/NMJC meetings (and post) and have the agenda posted 24 hours prior to the meeting.

e. Act as the official representative of the students of New Mexico Junior College.

f. Assure accuracy and sign all legislation passed by the SGA/NMJC.

g. Exercise such powers that have been granted by the SGA/NMJC in accordance with this constitution.

h. Administrate the provisions of this Constitution and Legislation that are in effect.

i. Stay aware of issues on and off campus that affect student life and report to the SGA/NMJC to prepare any necessary legislation.

j. When necessary, meet with faculty and administration to keep the SGA/NMJC apprised of current developments in College policy.

k. Assist other Executive Council members as needed.

B) The Co-Chair shall:

a. Assume the duties of the Chair in the event of the President's absence and succeed to that office upon the 's permanent vacancy.

b. Be responsible for the direction of the amendments to the Constitution and Bylaws.

c. Perform other such duties that the Chair may delegate.

d. Assist other members of the SGA/NMJC as needed.

e. Assist in the preparation of the agenda.

f. Follow up on any absences of clubs or organizations from SGA/NMJC meetings.

g. Act as liaison between SGA/NMJC and campus clubs. As a liaison, the Vice President should notify campus clubs of cancellations, updates, and announcements from SGA meetings and functions.

h. Be responsible for updating the student government bulletin board.

i. Be responsible for maintaining the master calendar for SGA/NMJC, campus clubs, and organizations.

j. Be responsible for monitoring master calendar events on a monthly basis.

C) The Recorder shall:

a. Keep and maintain minutes of the Executive Council and All Clubs meetings and make such minutes available for review.

b. Serve as the official correspondent for the SGA/NMJC and Executive Council.

c. Be responsible for the maintenance of all files on the various clubs and organizations.

d. Be responsible for the collection and return of all necessary correspondence, document, etc...

e. Assist other members as needed.

D) The Business Officer shall:

a. Maintain accurate and detailed financial records.

b. Work with the SGA Advisor, in all financial transactions with the New Mexico Junior College business office or the foundation as necessary.

c. Keep all clubs and organizations using student funds apprised of college financial procedures.

- d. Submit a financial report at the end of each semester to the SGA/NMJC.
- e. Submit a weekly financial report outlining a summary of changes to all SGA/NMJC accounts.
- f. Have financial records available for review within 24 hours of written request from New Mexico Junior College officials and students.
- g. Be responsible for completing the Event Checklist at least one week prior to the event and designating duties to appropriate SGA officers.
- h. Assist other members as needed.
- i. Reserved for future use.

E) The Social Events Coordinator shall:

- a. With the help of the SGA officers, coordinate the planning and execution of all social, cultural, and special events sanctioned by the SGA/NMJC.
- b. Have records available for review detailing all current and future events.
- c. Prepare a semester activities calendar for publication.
- d. Be responsible for publicizing SGA/NMJC sanctioned events.
- e. Be responsible for the collection of Event Checklists and up-keep of all SGA/NMJC historical materials.
- f. Assist other members as needed.
- g. Be responsible for the upkeep of the SGA website.

Section II. Compensation

All Executive Council officers shall for each academic semester (Fall and Spring) in office, receive a general scholarship for regular tuition (resident) not to exceed 12 units for classes completed with a passing grade. In addition, a \$250.00 stipend for each officer will be paid at the end of each regular semester. If an officer should enter or leave an office mid-semester, both the stipend compensation and tuition reimbursement will be pro-rated according to the amount of time in office.

Article VI: Legislative Branch

The organization, structure, responsibilities, and duties of the Legislative Branch will be contained within this Article at a time when this branch can be properly established.

Article VII: Judicial Branch

The organization, structure, responsibilities, and duties of the Judicial Branch will be contained within this Article at a time when this branch can be properly established.

Article VIII: SGA/NMJC and Club/Organization Responsibilities

Section I. All New Mexico Junior College Clubs and Organizations shall be held directly responsible to the SGA/NMJC. Each club or organization shall appoint a member to serve on the Cabinet. The SGA/NMJC shall:

- A) Grant charters to new organizations and clubs seeking funding from the SGA/NMJC.
- B) Approve those student organizations that wish to maintain active status.
- C) Approve requests for funds from organizations as long as the event will benefit the entire student body.
- D) Keep an account for club and organization allocated funds to ensure proper disbursement of funds.
- E) Maintain a list of all club and organization members. This must be submitted to the Vice President of SGA at the beginning of every academic year in order to be recognized as official by the SGA/NMJC. Any changes to a club or organization's membership roster must be reported to the SGA/NMJC immediately.
- F) All clubs and organizations must have an approved advisor from the New Mexico Junior College faculty or staff: This must be submitted to the Dean of Student Services at the beginning of each semester.
- G) The SGA/NMJC shall allocate up to \$1000 to all officially recognized and chartered organizations per academic year.
- H) Any dues collected for an officially recognized and chartered organization must be approved by the SGA/NMJC.
- I) The SGA/NMJC will allocate up to but not exceeding \$1000 per academic year to any chartered organization who meets the following requirements:
 - a. The chartered organization must exhibit a history of reasonable effort to participate in all mandatory events as laid out in the first All Clubs meeting of each semester.
 - b. The chartered organization must produce at least two campus activities during each semester.
 - c. All events/fundraisers and funding requests must be approved by the appropriate supervisor and the SGA/NMJC prior to date.
 - d. Allocated funds are used as detailed in the Funding Request submitted to the SGA/NMJC for approval.

*Please note that failure to meet the above requirements or use allocated funds for purposes of enhancing student life and programming may result in a loss of funding.

Section II.

1. Each chartered organization must produce two campus activities during each semester, one of which must be an on-campus activity and one a community volunteer project. These activities must be approved by SGA using the proper forms. If you do not complete this requirement, your ability to request funding may be jeopardized.
2. All SGA/NMJC meetings are open to clubs and organizations, as well as the public. Each chartered organization MUST have a representative, not of the SGA/NMJC Executive Council present at a monthly All Clubs meeting for the entire academic year, and the dates and times of these meetings will be determined by the Executive Council.
3. Each chartered organization should submit a semester activity calendar. In order for a chartered organization to receive allocated funds, all of the obligations specified in the previous section, must be fulfilled. Failure to do so will result in revocation of the chartered organization and/or matching funds. Each chartered student organization must have an advisor from the New Mexico Junior College faculty or staff who has been approved by their direct supervisor and also by the Dean of Student Services.

Advisor duties:

1. The chartered organization Advisor shall attend each of their organization's meetings and may appoint a replacement in the event of absence. If the Advisor is not present at the chartered organization's meeting, then no formal decisions can be made.
2. The Advisor must support all chartered organization's activities by attendance and participation in its entirety or by assigning an appointee in absences.
3. The Advisor must be available to give advice and answer questions.
4. The Advisor shall represent the interests of the chartered organization before faculty and administrative groups.
5. Failure of the Advisor to faithfully complete their responsibilities could result in revocation of the organization's charter and may affect matching funds.

Article IX: SGA/NMJC Constitution Amendments

Section I. Amendments may be added to this constitution by a majority vote of the Executive Council.

Section II. Constitutional bylaws may be amended or changed by a majority vote of the Executive Council.

Section III. Any amendments or bylaws may be revoked by a majority vote of the Executive Council.

Section IV. Executive Council President must sign any amendments, bylaws, revocations, etc.

Article X: Vacancies/Disciplinary Actions

Section I. All vacancies within the Executive Council shall be filled at the discretion of the Executive Council.

Section II. Failure to fulfill the duties of office may result in termination from office. Terminable offences shall be the decision of New Mexico Junior College Administration and the SGA/NMJC advisor(s).

Section III. The SGA/NMJC advisor(s) report to the Dean of Students. The advisor(s) shall attend all SGA/NMJC meetings and events. The duties of the SGA/NMJC advisor(s) shall be of their own design.

Section IV. Disciplinary actions against any SGA/NMJC officer shall consist of the following course of actions to be initiated by the SGA/NMJC advisor(s):

- A) The officer shall receive an oral warning in the form of individual counsel.
- B) The officer shall receive a written warning, which will outline any areas of deficiency, ideas for improvement, and any additional comments. This shall be discussed and signed by all parties.
- C) The officers shall receive a final written warning. This will be discussed and signed by all parties.
- D) The rebuttal process can be initiated at any time during the disciplinary process, but must begin no later than the final written warning. The rebuttal must be in written form and submitted to the Dean of Student Services with courtesy copies forwarded to the SGA/NMJC advisor(s).
- E) Offenses of a serious nature will result in suspension from the SGA/NMJC Officer position pending a hearing with the Dean of Student Services.
- F) The SGA Advisors have the authority to initiate suspension of SGA/NMJC Officers.