

Naugatuck Valley Community College
750 Chase Parkway
Waterbury, Connecticut 06708

Student Government Association Constitution

PREAMBLE

We, the representatives of the STUDENT GOVERNMENT ASSOCIATION by virtue of our constituency and in cooperation with the faculty and administrative officers, do establish this constitution for the students in order that we may sponsor and expand programs of an educational, cultural, social, and recreational nature which will enhance and broaden the perspective of the Naugatuck Valley Community College community.

We will represent the students in matters of student interest, discuss any problems or questions that shall arise, and agree upon the issue which will best serve the student body. We will comply with the policies of the college. We will act as liaison between the students and the college officials. We stimulate interest in the college and its activities, by conducting a program of special events.

ARTICLE I

The name of this organization shall be the STUDENT GOVERNMENT ASSOCIATION, hereafter referred to in this document as the SGA.

ARTICLE II

All students of Naugatuck Valley Community College, being members of the Naugatuck Valley Community College community, shall be subject to jurisdiction of this constitution.

ARTICLE III– POWER OF THE SGA

The power of the SGA shall include legislative, executive, and financial responsibility and will reside in the representative body known as the STUDENT GOVERNMENT ASSOCIATION.

A. Legislative

1. Shall have the power to enact legislation concerning student welfare, social gatherings, student conduct, rules of the SGA, and all other issues, which concern the students of the Naugatuck Valley Community College community.
2. All decisions and legislation will be up held.
3. The CEO and the Dean of Student Services of the College shall be invited to comment on all decisions and legislation.

- B. Executive
 - 1. The Officers of the SGA shall comprise the committee to be known as the Executive Committee.
 - 2. The Executive Committee shall act as the agents of the SGA and see that its legislation is enforced.
- C. Financial
 - 1. Shall make allocations from and oversee the Student Activity Fund.
 - 2. The Treasurer, Student Activities Director and Budget Committee shall make allocations from and oversee the Student Activities Fund.
- D. Judicial Branch
 - 1. Shall deal with all issues dealing with the constitution, student academic hearings and legal decisions during SGA meetings that must be addressed immediately.
 - 2. The Judicial Branch will consist of (6) persons; (1) Officer, (2) Senators, (2) Club Representatives, and (1) Advisor. This panel will be selected to investigate and set forth their results on the removal and/or impeachment of any SGA officer.
 - 3. If issue not resolved then further assistance of the Dean of Student Services will be necessary.

ARTICLE IV –MEMBERSHIP

- A. The SGA shall consist of representatives, officers, senators and non-voting members.
 - 1. A club-member representative shall represent each active club, as described in ARTICLE X of this constitution.
 - 2. Students that have received fifty (50) signatures from the student body, excluding SGA members, shall be eligible as Senators.
 - 3. Non-voting members will be any students interested in being active in the SGA.
- B. The descending rank orders of the members of the SGA shall be:
 - PRESIDENT
 - VICE PRESIDENT
 - TREASURER
 - SECRETARY
 - SERGEANT-AT-ARMS
 - SENATOR
 - REPRESENTATIVE
- C. All other persons affiliated with Naugatuck Valley Community College may attend and participate in discussion. The Chair, at any given time, may have the SGA meeting cleared of all persons except the voting members of the SGA.

ARTICLE V-THE DUTIES and POWER OF THE MEMBERSHIP

A. President

1. Develop the agenda for the SGA meetings.
2. Presides over all STUDENT GOVERNMENT ASSOCIATION meetings and officers' meetings. Has a vote in the officers' meetings but not in the SGA meetings.
3. Is ready and willing to give information regarding rules, regulations and the constitution.
4. Cannot make a motion to the SGA and has no voting power unless the SGA has a tie count on a motion.
5. Is ready to do everything necessary to uphold the purpose of the SGA as set down in this constitution.
6. Is prepared to answer for any actions taken by the SGA.
7. May not be an officer of any other organization on campus.
8. Will follow up on and report back to the SGA on all concerns raised in the SGA meetings.
9. The President of the SGA has the power to establish any standing committees, which will facilitate the workings of the SGA.
10. The President shall have the power to veto any action or proposal voted on by the SGA. The SGA may override any veto with a 2/3 vote.
11. Serve on the SGA and/or student-faculty committees as assigned.
12. Have the power to call emergency or special meetings of the Student Government Association as well as to cancel meetings within a 24-hour notice.

B. Vice President

1. Shall assume the duties and responsibilities of the President during the absence of the President.
2. Shall serve as an ex-officio member of all committees.
3. Shall act as the liaison between all committees and the President.
4. May not be an officer of any other organization on campus.
5. Serve on Student Government Association AND/OR student-faculty Committees as required.
6. Shall chair Campus Activity Board (CAB).

C. Treasurer

1. Shall chair the Budget Committee.
2. Shall monitor all allocations to each club.
3. Shall keep all financial records of expenditures and receipts of the SGA.
4. At the first meeting of month, shall provide each club with a written financial report of their club activity.
5. Shall prepare a tentative Student Activities Budget in conjunction with the Budget Committee and the Director of Student Activities.
6. May not be an officer of any other organization on campus

7. Provide written notice to the clubs via their representative(s) and advisor(s) that their accounts have been frozen due to non-attendance at SGA meetings. (refer to Article 5 G.6)
8. If the President and Vice President cannot attend an SGA meeting the Treasurer will fulfill the duties of the President in their absence.
9. Serve on Student Government Association AND/OR student-faculty Committees as required.

D. Secretary

1. Shall maintain and record all minutes of the SGA meetings in the Teams folder or other electronic storage.
2. Shall post approved minutes of the SGA meetings on the SGA board in a reasonable time after the meeting and before the next meeting.
3. Shall keep on file all minutes of the officers' meetings in the Teams folder or other electronic storage.
4. Shall keep on file all minutes of all club meetings in the Teams folder or other electronic storage.
5. Shall be responsible for maintaining all attendance records.
6. Shall prepare the meeting agenda.
7. May not be an officer of any other organization on campus.
8. Shall distribute copies of approved minutes to all clubs, Director of Student Activities, and Dean of Students.
9. If the President, Vice President and Treasurer cannot attend an SGA meeting the Secretary will fulfill the duties of the President, Vice President and Treasurer in accordance with ranking order.
10. Serve on Student Government Association AND/OR student-faculty Committees as required.

E. Senators

1. Shall present any and all proposals from the general student body they represent.
2. Total number of senators may not exceed the official number of club representatives at the SGA meetings.
3. Shall provide guidance in determining policies, which affect the student body.
4. Shall serve on at least *two* committees per semester, including the Campus Activity Board (CAB).
5. Senators cannot be an officer in another club.
6. Senators may not represent dual positions at SGA meetings.
7. Shall have a minimum of 1 senator & be registered for credit courses at the Danbury campus to be the representative for the Danbury students.
 - a. Shall be available to attend weekly meetings (in person or virtually), provide updates for Danbury clubs/activities and keep Danbury students updated on SGA activities. Shall host activities for Danbury students.

F. Representative

1. Shall represent their club or organization by regularly attending meetings of the SGA.
2. Shall present any and all proposals from the SGA constituency they represent.
3. Shall provide guidance in determining policies, which affect the student body.
4. Shall make a verbal report back to their club and advisor regarding SGA business.
5. Shall provide instruction to the club on proper SGA procedures.
6. If the club representative misses 2 two unexcused consecutive meetings or 3 unexcused meetings per semester, the club will lose their voting privileges and club funds will be frozen. Clubs unable to attend must *NOTIFY* one of the SGA officers 24 hours before said meeting.
7. Representatives may not represent or sign in for more than one club at any SGA meeting without a written proxy. Proxies are limited to 2 per semester.
8. Share regular club updates with the SGA in writing during the academic year.

G. SGA Advisor/s

1. Shall render advice and guidance to any member of the SGA.
2. Shall have no voting power.
3. The Director of Student Activities shall serve as a permanent advisor to the SGA.
4. The number of advisors to the SGA shall be at the discretion of the SGA. Additional advisors must be members of the College's professional staff and jointly agreed upon by the SGA and the Director of Student Activities.
5. Shall hold club representatives & senators accountable to attend weekly SGA meetings.

H. Sergeant- At-Arms

1. The SGA officers shall appoint as needed a student to serve in the position of Sergeant-At-Arms each year or semester, as needed.
2. Shall keep order in the meeting. Disruptive persons will first be warned. If the disruptive behavior persists, the individual will be asked to leave.
3. Set-up SGA meeting room.
4. Assists in the distribution of minutes, agendas, and other SGA communications.
5. Runs business errands and makes copies for SGA meetings.

ARTICLE VI – ELIGIBILITY/ELECTIONS

A. Eligibility of SGA officers

1. Eligibility of President
 - a. Shall have been a voting member of the SGA for at least one (1) semester.
 - b. Shall have a minimum GPA of 3.0.
 - c. Shall have completed a minimum of twelve (12) academic credits.

- d. Submit two (2) letters of recommendation from the academic faculty or staff.
 - e. Intention of attending the college for a full academic year.
 - f. Shall be registered for a minimum of six (6) academic credits.
 - g. Shall present a petition of one hundred (100) signatures from the student body, to the SGA excluding SGA members.
 - h. A candidate may be exempt at the discretion of the SGA Advisor.
2. General eligibility of VP, Treasurer, and Secretary.
 - a. Shall have a minimum GPA of 2.5.
 - b. Shall be registered for a minimum of six (6) academic credits.
 - c. Shall present a petition of one hundred (100) signatures from the student body, to the SGA excluding SGA members.
 - d. Intention of attending the college for a full academic year.
- B. Eligibility of Sergeant at Arms
1. Shall be registered for a minimum of at least three (3) academic credits.
 2. Shall have a minimum GPA of 2.0.
 3. Appointed by officers.
- C. Eligibility of Senators
1. Shall be registered for at least (3) academic credits.
 2. Shall present a petition of fifty (50) signatures from the student body to the SGA, excluding SGA members.
 3. Represent Waterbury Campus student body.
 4. Be available to attend weekly SGA meetings
- D. Eligibility of Danbury Senator's
1. Shall be registered for a minimum of at least three (3) academic credits on Danbury Campus.
 2. Shall present a petition of twenty-five (25) signatures from the student body to the SGA, excluding SGA members.
 3. Represent Danbury student body.
 4. Be available to attend weekly SGA meetings via Teams or phone conference.
- E. Eligibility of Representative
1. Shall not represent more than one club at any given time.
 2. Shall be registered for a minimum of at least three (3) academic credits.
- F. Election of Officers
1. Elections of officers shall be held the last week in April, and ballots cast by voting members of the SGA.
 2. Candidates for the positions of officer of the Student Government Association shall submit their petitions, credentials and questionnaire to the Student Activities Office for verification two weeks prior to the scheduled election date. Thereafter, must attend a scheduled interview with the Student Activities Advisor prior to the election.

3. All persons complying with the eligibility requirements shall be considered nominated for the position sought.
4. Elections of officers will be held by secret ballot, or any convenient procedure selected by the SGA.
5. The Director of Student Activities and Sergeant-At-Arms shall count the ballots.
6. All elected officers shall assume the duties of the office at the end of the academic year.

ARTICLE VII-FORFEITURE/IMPEACHMENT

A. Forfeiture of Office

1. Any elected SGA officer shall forfeit their position for any one of the following reasons:
 - a. Leaving college for any reason
 - b. Missing two unexcused SGA or officer meetings in the semester. (An unexcused absence is defined as an absence without notice or without a stated emergency.)
 - c. Having a GPA falling below 2.5 for President VP, Treasurer and Secretary.
 - d. Completed all graduation requirements
 - e. The Director of Student Activities, the SGA, or the Dean of Student Services may only bring forth charges against an officer. A two-thirds (2/3) vote by the SGA is required to suspend the officer.
2. The officer may appeal to the SGA and be reinstated by two-thirds (2/3)-majority vote of the voting membership.

B. Impeachment

1. Petition
 - a. A petition of 51% of all voting members of the SGA commences the impeachment proceedings.
 - b. The officer in question is suspended from the office duties pending a judicial committee investigation and SGA vote.
 - c. The "Judicial Committee For Impeachment" (JCOI) investigation will consist of six (6) persons; one (1) officer, two (2) senators, two (2) club representatives, and one (1) advisor to be decided within the committee. These committee members will be chosen from all active SGA members at random. All chosen members are required to serve.
 - d. After a thorough investigation, the "JCOI" will make a recommendation to the SGA.
 - e. A vote of two-thirds (2/3) of all SGA members will be required for the impeachment trial to proceed.
 - f. The impeached officer has the right of defense counsel and to call witnesses of their own choosing.

- g. If impeachment is recommended and voted in favor, the “JCOI” will choose two (2) of its members and an advisor to act as prosecutors.
 - h. Impeachment proceedings will be one (1) SGA time period to be agreed upon by its members.
 - i. The prosecutors will present their case first followed by the defense.
2. Vote
- a. A two-thirds (2/3)-majority vote of the voting membership is required to remove an officer.
- C. Filling a vacant office
- 1. President’s office
 - a. The Vice President will become and act as President for the remainder of the academic year.
 - 2. All other offices
 - a. An announcement made to the SGA that the position is open.
 - b. Candidates shall present themselves to the SGA within seven (7) days.
 - c. Candidates receiving a majority of the votes from the voting membership of the SGA shall assume the duties of the recently vacated office for the remainder of the academic year.
 - d. Remaining officers will share the duties of the missing officer until the position is filled
 - e. In the event that an officer's position is open, the remaining officers and(one) advisor may vote in a temporary interim until an eligible candidate runs, or the semester ends.

ARTICLE VIII- BUSINESS OF THE SGA

- A. A quorum of this SGA will comprise of one half (1/2) plus one (1) of the total filled positions of voting members.
- B. The SGA President and/or Advisor(s) may call additional meetings of the SGA Executive Council as is necessary. The SGA Secretary shall provide a forty-eight-hour notice to the SGA Executive Council and the SGA Advisor(s) of these meetings.
- C. Business may be conducted at all meetings, excluding those involved with impeachment or election of officers, with less than an official quorum. Unless otherwise specified by this constitution, all motions of the SGA shall be considered enacted upon a majority vote of all members in attendance.

- D. Only those elected and appointed persons in attendance may have the privilege of voting.
- E. Only voting members of the SGA shall hold proxy for another voting member. Members presenting a written proxy from another voting member shall enjoy all rights and privileges. Proxy notes shall be valid for one (1) meeting only. The SGA with a majority vote shall review additional time needed by a member through a proxy.
- F. A proxy can only be used for the purpose of deciding OLD BUSINESS. The proxy vote must be a sealed vote and delivered to the President of the SGA at the beginning of the meeting.
- G. A Limit of two proxies per semester will be allowed.
- H. Attendance at meetings is compulsory for all voting members.
- I. Any representative who misses two (2) or more unexcused consecutive meetings or three (3) unexcused meetings per semester, without a notice to the SGA officers at least 24 hours or more prior to the meeting being missed, will be notified in writing that funds by the SGA to their respective club or organization are frozen and have lost their voting privileges until the representative returns. Emergency situations that prohibit the 24-hour notice should be reported to the SGA office by noon the day following the missed meeting. In order to have their funds unfrozen and restore voting rights the club must attend one officer's meeting to petition the SGA officers and (2) consecutive SGA meetings.
- J. Senators, who miss two (2) or more unexcused consecutive meetings or three (3) unexcused meetings per semester, without notice the SGA officers at least 24 hours or more prior to the missed meeting, will be notified in writing that he/she has lost their voting privilege. In order to be reinstated to the SGA they must receive a two-thirds (2/3)-majority approval of voting members in attendance at an upcoming SGA meeting.

ARTICLE IX- Clubs/Payments/Scholarships

- A. Recognition of New Clubs
 - 1. All new organizations must submit a constitution to the SGA for their review and full recognition.
 - 2. All new clubs must meet with an officer or someone appointed by an officer to be evaluated by checklist.

3. A minimum of ten (10) signatures of new members is required to establish a new club.
 4. The signature/s of a faculty advisor/s is required to establish a new organization.
 5. A majority vote of the SGA is required for recognition.
 6. Clubs being denied recognition by the SGA shall have the right to appeal this decision to the Student Affairs Committee of the College at the Committee's next regularly scheduled meeting. The recommendations of the Committee shall be submitted to the SGA for further discussion and a final resolution.
 7. All clubs that fulfill all above requirements will be allocated two hundred and fifty dollars (\$250.00) at the time they are recognized by a vote of the membership of the SGA.
- B. A policy for payment of scholarships to registered students for services rendered to their club or organizations.
1. The President, Vice-President, Treasurer, and Secretary of SGA will receive a \$500.00-dollar payment at the end of the semester from the Student Activity Fund for their roles as SGA officers.
 2. All payments paid to registered SGA officers (students) must be formally approved by the Director of Student Activities. In addition, the following must also be met:
 - a. Any student receiving a scholarship must be registered for six (6) credits and be maintaining a minimum semester GPA of 2.00 for the semester.
 - b. All SGA Officer contracts must be accompanied by a description of position duties approved by the SGA.
 3. Payment of all student scholarships in any given academic year shall not exceed 10% of a club's/organization earned income from the previous academic year as determined by the Office of Student Activities. (Earned income shall be defined as monies received from fundraising activities, event ticket sales, etc.)
 4. No SGA Officer may receive more than one- (1) payment during any given semester.
 5. In the event any SGA officer is registered for less than the minimum required credits due to the college advising error and subsequent withdrawal of a course(s), the SGA officer may complete their term for that given semester provided they are still registered for a minimum of 3 academic credits.
- C. A Policy for Payment of Student Professional Dues and Academics Honors Memberships of Financially Disadvantaged Students.
1. The SGA believes that it is important for students to make monetary

contribution of their own towards their dues/fees. If the advisor feels that additional assistance is necessary, the SGA recommends that other means of support funding be devised (grants from the NVCC Foundation, fund raising, reduced contribution by the student, etc.) The \$20.00 (Note: 2008 \$10.00 transportation fee is included) maximum contribution from the Student Activity Fund represents the amount a full-time student contributes to the Student Activity Fund each semester.

2. The following criteria are established by the SGA for the payment of student professional dues and academic honors memberships of financially disadvantaged students:
 - a. The amount of need-based support funded by the Student Activity Fund shall not exceed:
 - i. One-Third (1/3) of the annual dues/initiation fees; or
 - ii. \$20.00 in any given academic year for a student registered full time and \$10.00 for a student registered part time in the semester in which the dues/fees are to be paid.
 - b. Students with financial need shall be reviewed and approved by the staff advisor to the club/organization.
 - c. A list of students receiving need-based support must be submitted to the Office of Student Activities.

ARTICLE X-

- A. The treasurer will hold the list of all active and inactive clubs.

ARTICLE XI- MEETING CONDUCT

- A. In the event an issue arises that is not covered by this Constitution, the most recent edition of Robert's Rules of Order shall determine the course of action to be taken.

ARTICLE XII- FUNDS

- A. Student Activities Funds
 1. Shall be used for the support of all students' activities and programs approved by the SGA.
- B. Petty Cash
 1. Shall be one-thousand dollars (\$1000.00)-rev. 12/1/10 meeting
 2. The SGA President, SGA Treasurer, and the Student Activities Director must approve withdrawals from this fund.
- C. SGA and other allocations
 1. The SGA must approve funding, through the annual budget process or by written request at an SGA meeting.
 2. Upon approval, requisition funds for the amount and reason must be submitted to the Student Activities Office.
 3. SGA officers may vote to approve up to \$400 in their officer meetings.
- D. Club/ Organizational Requests

1. All organizations requesting funds must bring a tentative budget to the SGA.
 2. All clubs must follow guidelines established by the SGA.
 3. Allocations must be passed by a majority vote of the voting membership of the SGA.
- E. Budget Development
1. The SGA will establish guidelines for the budget process by the first Friday of February of each year. Budget requests for the upcoming year must be submitted to the Office of Student Activities by the second Thursday of March.
1. Budget committee
 - a. Shall be chaired by the Treasurer of the SGA.
 - b. Shall present a tentative budget of recommended allocations from the Student Activities Fund for each academic year.
 2. Once a budget has been submitted to the SGA, only SGA members may comment and vote.
- F. All accounts within the Student Activity Fund ending the academic year with a deficit deducted from the account's budget allocation for the next academic year.

ARTICLE XIII- AMMENDMENTS

- A. This Constitution may be amended by a two-thirds (2/3) majority of the voting members of the SGA.

ARTICLE XIV- RATIFICATION

- A. Ratification of the Constitution shall be a favorable majority vote of the SGA of this institution of higher learning.

Amended 5/4/22

Naugatuck Valley Community College Student Government Association