GREAT BASIN COLLEGE
STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION

Preamble

The mission of the Student Government Association (SGA) is to represent and serve all students attending GBC, regardless of their location or method of coursework. The SGA is the official voice through which students' opinions and concerns are expressed by acting as the students' representative. The SGA emphasizes the importance of academic excellence and the total involvement of every student.

The Student Body organization, in exercising authority granted by its constitution, shall conform to rules, regulations, and policies as established by the Board of Regents, and to all applicable statutes of the State of Nevada. If any of the provisions of a Student Body constitution are deemed to be in conflict with any of the rules, regulations, and policies of the Board of Regents, or applicable statutes of the State of Nevada, the Board of Regents and the State of Nevada rules, regulations, policies, and statutes shall control.

The Student Government Association shall abide by Great Basin College policies and procedures.

Article I
Name and Purpose

A. The name of this organization shall be the Student Government Association of Great Basin College, and it shall be known as the Student Government Association (SGA).
B. The purpose of the SGA shall be to function as the representative body for all students to:
    1. Make recommendations concerning student welfare to those persons responsible for the administration of college policies.
    2. Enact policies and/or procedures concerning students. Such policies and/or procedures should be consistent with rules, regulations, and policies adopted by the Board of Regents.
    3. Provide leadership for all SGA meetings of the student body.
    4. Assist in the directing and coordinating of student activities.
    5. Support SGA sanctioned student organizations.
    6. Encourage cooperation between students, staff, and faculty.
    7. Assess student opinions and needs as deemed necessary and proper.
    8. Encourage student involvement.

Article II
Membership and Representation

A. All students enrolled in at least one credit shall be granted membership in the SGA.
B. Members shall have the right to vote in all student elections, the right to participate in all activities sponsored by the SGA, and the right to attend all open meetings in accordance with Nevada Open Meeting Law.
C. The SGA Senate and Executive Board shall have governing authority of membership.

Article III
Structure and Duties of Officers

A. The structure of the Student Government Association shall consist of the following:
   1. The SGA shall consist of the Executive Board and the Senate.
   2. The Executive Board shall be comprised of the three executive officers: President, Vice President, and Secretary.
   3. The Senate shall be comprised of Senators that are either elected or appointed. The number of Senator positions is not to exceed 10 on the Elko Campus, 2 at the Winnemucca Center, 2 at the Ely Center, 2 at the Pahrump Center, and 1 at the Battle Mountain Center.
   4. The Executive Board shall meet prior to SGA Elections to decide the number of Senators represented on the GBC Elko Campus and the GBC Centers. Only vacant Senator positions shall be considered for reduction.
   5. Prior to taking their office, the SGA President shall administer the Oath of Office to each Officer, which shall read as follows: "I, (official's name), do solemnly affirm that I shall faithfully execute the duties and responsibilities entrusted to me by virtue of office and shall to the best of my ability preserve, protect, and enforce the Constitution of the Student Government Association of Great Basin College."
   6. The term of an elected/ appointed spring SGA Officer shall begin immediately upon election or appointment, and terminate at the following spring election. The term of an elected/appointed fall SGA Officer shall begin immediately upon election or appointment, and terminate at the following fall election.
   7. Any student eligible to hold office shall maintain either a cumulative or a semester grade point average of 2.5 or higher.
      a. Students who do not maintain a minimum 2.5 semester grade two consecutive semesters will lose eligibility.
   8. To be eligible to hold the office of President, Vice President, Secretary, or Senator, Officers shall complete at least six (6) GBC credits or GBC shared program credits per semester. Candidates for President or Vice President positions shall have completed thirty (30) GBC credit hours and previously held the position of Senator or other executive office at GBC for the term of one (1) term. Previous credit hours are not required for candidates of the Senator position or the other executive position.
   9. Each Officer shall attend SGA Meetings as a voting member, with the exception of voting ability to the SGA President and SGA Student Advocate, and may attend other meetings as a voting member.
   10. A vacancy in any elected office of the SGA may be filled by appointment by the SGA President with approval by a two-thirds majority vote of the SGA with a quorum present.

B. The duties of the Student Government Association Officers shall consist of the following:
   1. President:
      a. Shall represent the SGA in the college community and to the community at large.
      b. Shall attend the Board of Regents meetings on a regular basis, and periodically report on the progress and implementation of all actions of the SGA to the Great Basin College President, as well as, to the appropriate college committees (e.g. Leadership Council).
      c. Shall serve or appoint a voting representative to participate in the Nevada Student Alliance (NSA) from the beginning of NSA's first meeting in June, of their appointed

year, to the first meeting in May of the following year.

d. Shall appoint a new representative to the NSA should the previous representative resign, become impeached, and/or be removed from office by the next scheduled NSA meeting to finish the current term.
e. Shall have the power to veto Senate policies and/or procedures.
f. Shall vote on business requiring action during SGA meetings only in the event of a tie vote of the Senate and other Executive Officers.
g. Shall be empowered to call an Emergency or Special Meeting of the SGA, as circumstances require, that is consistent with requirements of the Nevada Open Meeting Law as stated in chapter 241 of the Nevada statutes as amended.
h. Shall assist the Secretary-Treasurer in financial matters.

2. Vice President:
   a. Shall assume the role and responsibilities of the President in the event of an absence, vacancy, or incapacitation of the President.
   b. Shall be the chair of the SGA SOLAR (Student Organization Leaders Achieving Results) Programming Board, and shall draft and distribute agendas for the SOLAR meetings. Shall act as liaison between GBC SGA and SGA sanctioned clubs and organizations.
   c. Shall assist with the training of new Senators in-person or by interactive video (IAV) as assigned by the SGA President.
   d. Shall take on special assignments and tasks as directed by the SGA President.
   e. Shall assist the Secretary-Treasurer in financial matters.
3. Secretary:
   a. Shall assume the role and responsibilities of the President and/or Vice President in the event of an absence or incapacitation of the President and/or Vice President.
   b. Shall draft, distribute, and post agendas for SGA meetings in compliance with the requirements of the Nevada Open Meeting Law.
   c. Shall record, draft, and ensure the posting of the SGA minutes in compliance with the requirements of the Nevada Open Meeting Law.
   d. Shall be responsible for the training of new Senators in-person or by interactive video (IAV) as assigned by the SGA President and Vice President.
   e. Shall take on special assignments and tasks as directed by the SGA President.
   f. Shall work closely with the Controller's Office and/or Vice President for Business Affairs to provide a written and an oral line item report on a monthly basis to the SGA regarding the financial status of the SGA.
4. Duties of Senators:

   a. Shall attend all SGA meetings either in person or by interactive video (IAV).

   b. Shall be active members of the SGA SOLAR – Programming Board.

   c. Senators shall also attend other SGA supported events and activities as assigned by the President or Vice President.

   d. Shall budget and coordinate events for the GBC student body, with oversight by the SGA Vice President, as chair of the SGA SOLAR – Programming Board.

C. Duties of Student Advocate:
   1. Shall be a professional position attached to the Office of Student Services.
   2. Shall make recommendations to the SGA concerning any business, financial,

program, procedural issues, and shall check the SGA Officer eligibility.
3. Shall oversee and process the SGA expenditures and contractual agreements that have been approved by the SGA in accordance with current Board of Regents and Great Basin College policies and procedures.
4. Shall identify relevant policies and procedures as needed.
5. Shall provide leadership, training, and guidance.
6. Shall appoint and chair an election committee.
7. Shall be responsible for all financial matters concerning the SGA.

D. Duties of the SGA as a Nevada Student Alliance Member:
1. Shall participate and assist with the events held by the NSA.
2. Shall be recommended, by the appointed representative, for assistance to the NSA's events during event planning and discussion conducted during a scheduled meeting of the NSA.
3. Shall deliberate the recommendation made by the representative for final approval among the SGA Officers during the scheduled SGA meetings following the recommendation.

Article IV
SGA Elections/Voting Procedures

A. Election Committee
1. The Election Committee shall be formed two (2) weeks prior to elections and shall be appointed by the Student Advocate. Elections for Executive Board Officers and other vacant positions shall be held the last week of April. Elections may be held the third week of the fall semester for open positions.
2. The Student Advocate and Election Committee shall adhere to election rules as stated in the SGA Bylaws.
3. The committee shall consist of no more than seven people, including at least one faculty, staff, or administrator of GBC, to be chosen by the current Student Advocate.
4. No member of the committee shall be eligible to run for any SGA position.
5. The responsibility of the Election Committee shall be to oversee election procedure and enforce rules pertaining to elections.
6. All candidates will be verified to be students in good standing, without any violations of the Student Code of Conduct, NSHE Policies and Procedures, or Great Basin College Policies and Procedures in the previous two years.

B. Infractions Committee
1. An Infractions Committee shall be formed prior to elections by the Student Advocate consisting of three faculty members and two students not seeking SGA office.
2. The committee shall be responsible for investigations and determining the course of action to be taken in the event of violations of any election rules as determined by the Election Committee during or after an election.
3. All potential candidates shall abide by all election rules stated in the SGA Bylaws. These rules shall be distributed to each candidate. Each candidate shall sign the rules, indicating that they understand them, and return them to the Student Advocate.
4. Voting locations shall be used to secure all votes.
5. Voting Procedures shall be followed as stated in the SGA Bylaws.

Article V
Remuneration of SGA Officers

A. The SGA President shall receive a payment in the amount of tuition costs and technology fee charges equivalent to fifteen (15) lower division GBC credit hours. Payment for this position will reflect the credit cost paid by the incumbent's residency status.
B. The SGA Vice President shall receive a payment in the amount of tuition costs and tech fee charges equivalent to twelve (12) lower division GBC credit hours. Payment for this position will reflect the credit cost paid by the incumbent's residency status.
C. The SGA Secretary shall receive a payment in the amount of tuition costs and technology fee charges equivalent to nine (12) lower division GBC credit hours. Payment for this position will reflect the credit cost paid by the incumbent's residency status.
D. The SGA Senators shall receive a payment in the amount of tuition costs and technology fee charges equivalent to six (6) lower division GBC credit hours. Payment for this position will reflect the credit cost paid by the incumbent's residency status.
E. Payment for Officers serving during the summer term shall be $100.00.
F. Officers who fulfill their duties will be paid in one of the following ways:
    1. Payroll Option
        a. The payroll option will allow officers to be paid semi-monthly.
        b. If an officer elects the payroll option, all time must be submitted on time. No retro or manual checks will be processed due to the negligence of officers.
    2. Student Account Option
        a. If an officer elects the student account option, the funds will be posted in a lump sum to their student account as soon as possible two weeks after the end of each semester.
G. Officers elected in Spring elections must have the proper paperwork for their choice turned in to Human Resources or the Student Advocate no later than June 15.
H. Officers elected or appointed after the start of a fiscal year must have the proper paperwork for their choice turned in no later than 15 days after being sworn in.
I. Officers who resign or are impeached and removed from office shall not be entitled to payment. If an officer who has chosen the Student Account option resigns their position after the Official Course Drop Deadline, they are eligible for the current semester's wages, as long as they have met attendance and participation requirements while in office.
J. Once an option has been chosen, it cannot be changed for that fiscal year.

Article VI
Resignation, Removal, and Impeachment of SGA Officers

A. Resignation
    1. An Officer may resign by addressing a letter of resignation to the SGA President.
    2. Resignations shall be official upon presentation and approval of the resignation letter during the next scheduled SGA meeting.
B. Removal
    1. An Officer who does not maintain the appropriate GPA will be removed after semester grades are posted and reviewed by the SGA Student Advocate.
    2. An Officer who violates the GBC Student Code of Conduct may be removed from office.
    3. Officers who resign from office shall not be eligible to run for an SGA office for a period of two (2) years unless they have petitioned the Infractions Committee and received permission to run.
    4. Officers who are impeached and removed will not be eligible to run for an SGA office for a period of two (2) years after resignation or impeachment unless they

have petitioned the Infractions Committee and received permission to run.

C. Grounds for impeachment
    1. SGA Officers shall be subject to impeachment and removal by the SGA on the grounds of malfeasance, misfeasance, or nonfeasance, in violation of the GBC student conduct policy, and in violation of the SGA Constitution or Bylaws.
    2. Charges may be brought against any Officer by any member of the SGA. At the time the charges are leveled, the SGA shall hear the charges and determine by a majority vote with quorum present if there is just cause to form an Impeachment Committee. The Impeachment Committee shall be composed of all SGA Officers and the Vice President for Student Services, who will chair the meeting to maintain order.
    3. Officer(s) being impeached shall be given reasonable opportunity to respond to such charges in person or in writing during the impeachment hearings before the SGA takes action.
    4. Sustainment of impeachment charges by the Impeachment Committee shall cause impeached Officer(s) to be immediately removed from the office and barred from holding further SGA offices indefinitely.

Article VII
Meetings and Bylaws

A. A quorum must be present in order for the SGA to conduct official business. A quorum shall be 51% of the SGA Officers.
B. Any action of the SGA concerning expenditures of funds requires a majority vote of the SGA with quorum present.
C. For any individual to request a new business item to be heard by the SGA, an agenda request form must be filled out with all of the appropriate information and submitted to the SGA President prior to posting of the corresponding agendas~~[,]~~ in accordance to Nevada Open Meeting Law.
D. Regularly scheduled meetings shall be held each week when classes are in session during the fall and spring semesters.
E. The SGA President has the authority to cancel SGA meetings.
F. The SGA shall meet at least once a month during the summer session.
G. Notification of intended absence from a SGA event or activity shall be made to the SGA President or acting President prior to the scheduled event time and an excused absence may be granted. Failure to notify shall result in an unexcused absence.
   Three (3) unexcused absences from SGA events or activities shall result in the removal of office as defined in the GBC Excessive Absences Policy.
H. SGA meetings shall be conducted under the procedural rules of Robert's Rules of Order.
I. SGA Officers shall adhere to the SGA Bylaws. The SGA Bylaws may be amended by a 2/3 majority vote with quorum present.

Article VIII
Finance

A. The students of Great Basin College hereby grant their representative body, the SGA, the power to enact policies and/or procedures necessary to finance social, education, and recreation programs for the students.
B. All monies transferred by the Board of Regents to the SGA shall be administered by the SGA in accordance with all the policies and fiscal management procedures established

by the Board of Regents and state law and applicable to all units within the NSHE System.

1. The executive board shall develop the SGA budget.
2. The budget should be developed by the beginning of the fiscal year and approved by majority vote of the SGA with quorum present.
3. The budget shall be submitted to the GBC Vice President for Business Affairs and the GBC Controller's Office for joint review to maintain budget accuracy.
4. Any and all financial matters of the SGA shall be performed in partnership with the GBC Vice President for Business Affairs and the GBC Controller's Office.

C. The SGA shall allocate an appropriate amount of monies from their annual budget to be spent on Nevada Student Alliance events and promotion.

Article IX
Student Organization

A. The term "student organization" shall apply to all organized groups which conform to the qualifications of the SGA and meets with its approval and thereby qualifies as an "on campus organization." Members in these organizations shall be open to all eligible registered students.

B. Only those organizations shall be recognized which have as a purpose one or more of the following:

1. To increase and stimulate the student's knowledge and interest in his/her curricular field.
2. To promote a feeling of fellowship among students with similar interests.
3. To sponsor educational and recreational activities and encourage community service.
4. To instill in the minds of the student body a feeling of unity and loyalty toward the college.

C. To be recognized, all organizations must meet the following requirements:

1. Identify a Full-Time GBC faculty or staff member as an advisor for your organization.
2. Maintain a membership of at least five (5) enrolled student members.
3. Sponsor for its members and/or their guests at least one educational, recreational, or social activity each semester.
4. Hold a minimum of one (1) meeting per month, per academic year.
5. A member from the club/organization shall provide a line of communication between the SGA and their club/organization by attending SOLAR (Students, Organizations, Leaders Achieving Results) Programming Board meetings.
6. The SGA may revoke approval of any organization which fails to maintain the qualifications listed in Section C of this article, all SGA Bylaws, and requirements stated in the SOLAR Manual.
7. A student organization shall, when making plans for an all-college activity, submit to the SGA Vice President, or current Chair of SOLAR Programming Board, an agenda request form with all of the information regarding the activity three (3) weeks prior to the event and by the due date/time for agenda requests set by the SGA President for which approval is requested.
8. A student organization shall, when requesting money for an all-college activity, have a representative present at the SGA meeting which their agenda request will be

discussed and voted on at least 3 weeks prior to the activity.

9. Once a request is submitted, requested funds by the student organization may be reduced by 10%, up to 100%, per every unexcused absence to past-held SOLAR Programming Board meetings and/or failure to attend, or hold, previously dedicated events by the student organization without prior notice to the SGA.
10. Funds per academic year shall be given to each recognized club on an as needed basis. Funds may be approved only by a majority vote of the SGA with quorum present.
11. The SGA may extend approval to temporary groups or committees, as it deems necessary.

D. A student organization shall file a new club/organization recognition form along with written Bylaws stating the guidelines of their organization for approval with the SGA. The organizations Bylaws shall make reference to being an organized club at Great Basin College. The SGA shall act on the form and Bylaws after receiving them. Once approved by a majority vote of the SGA with quorum present, the organization retains their approval unless revoked.

Article X
Adoption, Amendment, Repeal

A. The SGA shall propose amendments when deemed necessary by 2/3 majority vote with quorum present. Any SGA Officer may propose an amendment. Any SGA member through a petition signed by at least ten (10) percent of the students currently enrolled at GBC may propose an amendment. The SGA Student Advocate shall verify the petition. The following procedures shall take place:
   1. After verification, submitted to the SGA.
   2. The SGA shall ensure that the amendment is put to voters in a special election or the next regular election.
   3. Approval shall require a simple majority of those voting in the election.

B. The adoption, amendment or repeal of a student government constitution shall be in accordance with procedures prescribed therein. Prior to a vote of the students, legal counsel shall review any such proposed revisions. If approved by the student body, the revisions shall be transmitted by the President to the Chancellor for approval. Within 45 days of a request for approval, the Chancellor shall act to approve or reject the adoption, amendment, or repeal of a student government constitution or they shall be deemed approved. Where the provisions of such student government constitutions, or other such bylaws, procedures, and regulations conflict with the policies of the Board, the Board's policies shall prevail, and the conflicting provisions of such student government constitutions, or other such bylaws, procedures, and regulations shall be void and of no effect whatsoever.

C. Amendments to the SGA Constitution shall take effect immediately following the completion of procedures as outlined in Article X (B).

D. In the event of an amendment to the SGA Constitution the students in office shall remain in office until their term expires.