CONSTITUTION

OF THE
NORTHCENTRAL TECHNICAL COLLEGE
STUDENT GOVERNMENT ASSOCIATION

PROVISIONS

Article I: Name
The name of this organization shall be the Student Government Association of Northcentral Technical College.

Article II: Purpose
The purpose of this organization shall be

1. to operate a student government to represent the student body of Northcentral Technical College,
2. to promote school morale,
3. to foster good faculty-student relations
4. to promote public relations between the College and the community, and
5. to organize, develop, and supervise extracurricular activities.

Article III: Membership
Membership shall consist of one student representative from each of the NTC student departmental and all-school clubs plus the Executive Board.

Article IV: Membership- Executive Board
The Executive Board shall consist of the President, Vice President of Administration, Vice President of Activities and Communication, Secretary, Treasurer, and Wisconsin Student Government (WSG) Governor.

Article V: Amendment
This Constitution shall be amended at any general assembly by fifty percent of the difference between the total number of SGA members and the number of executive board members plus one and will become effective immediately.

BYLAWS

Article I: Membership- General Assembly
Section 1: Membership on the Student Government Association shall consist of one representative from each of the NTC student departmental and all-school clubs. These members shall be elected by the organization they represent and such elections shall be completed by the first SGA General Assembly meeting.

Section 2: Membership on the SGA is valid for one year if the member adheres to the
constitution and bylaws of the SGA and remains a student at Northcentral Technical College.

Section 3: Members need not be full-time students but must maintain a 2.25 grade point average to be qualified.

Section 4: If at any time the SGA is not satisfied with the cooperation or conduct of a member or the member does not meet the requirements of membership, the member may be removed from the SGA after being duly warned by the Executive Board.

Section 5: When a member can no longer fulfill his duties for reasons other than unexcused absences, he will be replaced as soon as possible in the same manner in which he or she was elected.

Section 6: When a member is absent, his place shall be filled by one alternate who has been elected by his respective club.

Article II: Election of Officers
Section 1: For each Executive Board office, each candidate shall announce his candidacy by securing a petition of fifty (50) signatures of NTC students and three (3) signatures of NTC faculty or staff members. Nomination papers must be submitted one week prior to the set election date.

Section 2: An all-school election will be held in April on a date determined by the SGA and will be administered by the SGA.

Section 3: The candidate receiving a simple plurality of the votes cast shall be elected. In case of tie, a runoff election will be held; the candidate receiving a simple plurality of the votes will be elected. Students may run on a write-in basis, but are encouraged to establish their candidacy based on the prescribed process. Write-in votes will be evaluated for legitimacy by Student Life. If a write-in candidate received the plurality of votes, Student Life will contact them to assess their interest in serving. If a candidate receiving a plurality of votes declines the position, the person receiving the next-most amount of votes will be contacted and offered the position, if they meet the requirements to serve.

Section 4: In the event the elected officer does not return to school the following semester or is unable to fulfill his or her duties, position will be filled in the following manner:

1. First priority will be to fill an open Executive Board position with an involved member from SGA.
2. Any interested members may express their desire to fill the position in writing.
3. Based on the number of applications received, the SGA Executive Board will interview the interested members and select a new Board Member by a simple plurality of the voting members.
4. Should no members be interested in the position, the opening will be advertised college-wide for interest;
5. Steps 2 & 3 will be followed.
The new executive board member will be selected by a simple majority vote of the remaining board members. Outgoing members will be allowed to vote, if not removed from office by process outlined in Article VI.

**Article III: Duties and Powers of the Officers**

**Section 1: The President of the SGA shall**

1. Preside at all meetings and shall perform other duties as may be imposed by the SGA
2. Consult regularly with the advisor on the progress of the SGA
3. Determine the need for and call any necessary special SGA meetings
4. Develop and distribute agenda for all Executive and Representative meetings
5. Serve on campus-wide committees as necessary
6. Attend, as SGA representative, District Board meetings as necessary and report regarding Student Government Association initiatives
7. Actively participate in campus events
8. Serve a minimum of 1 office hour per week during the semester

**Section 2: The Vice President of Administration of the SGA shall**

1. Assist the President in the discharge of his duties and responsibilities
2. Perform the duties of the President during the time the President is unable to do so
3. Represent SGA and student concerns regarding Bookstore, Food Service, and UW Health Contract
4. Actively participate in campus events
5. Serve a minimum of 1 office hour per week during the semester

**Section 3: The Vice President of Activities and Communication shall**

1. Assist with the planning and implementation of all SGA and Student Life events
2. Develop marketing and communication strategies to inform students about SGA and Student Life events
3. Update and maintain SGA presence on social networking sites, such as Facebook and Twitter
4. Attend the annual NACA conference and assist with the scheduling of the next year’s programming
5. Actively participate in campus events
6. Serve a minimum of 1 office hour per week during the semester

**Section 4: The Treasurer of the SGA shall**

1. Assist in the preparation of a statement of estimated receipts and expenditures for the year
2. Keep financial records neat, accurate, and up to date
3. Give a financial report at one SGA Representative meeting per month.
4. Actively participate in campus events
5. Serve a minimum of 1 office hour per week during the semester

Section 5: The Secretary of the SGA shall

1. Make and keep a full, fair permanent record, in the form of minutes, of all meetings of the SGA and Executive Board to be open for inspection by any member of the SGA
2. Preside over meetings in case of inability of either the President or Vice President
3. Keep a membership list of all active board members and shall call the roll at all SGA meetings
4. Be responsible for all matters concerning SGA memberships
5. Answer all incoming SGA correspondence and read letters or other communications at SGA meetings
6. Make copies of minutes from the previous SGA meeting available to the representatives within a week after the previous meeting
7. Be responsible for SGA records
8. Actively participate in campus events
9. Serve a minimum of 1 office hour per week during the semester

Section 6: The Wisconsin Student Government Governor shall

1. Attend all Wisconsin Student Government Meetings
2. Assist in the planning of and attendance to WSG Legislative Seminar
3. Assist NTC students in regards to legislative advocacy, assisting them in identifying issues important to students
4. Coordinate all advocacy efforts on behalf of SGA. Assist SGA regarding parliamentary procedure
5. Actively participate in campus events
6. Serve a minimum of 1 office hour per week during the semester

Article IV: Duties of the Advisor
Section 1: Duties of the Advisor shall be

1. To attend all meetings
2. To advise and inform upon request
3. To act as a liaison between students and administration
4. To assist in providing information requested by the SGA relating to school activities
5. To assist in planning student activities
6. When advisor is unable to fulfill the above duties, they shall appoint a designee
Article V: Meetings
Section 1: The Student Government Association shall meet regularly on the second and
fourth Tuesdays of each month. Meetings shall be held at the time designated by the
President, the Executive Board, and the SGA.

Section 2: Representatives must attend all meetings if possible. If the representative
cannot attend the meeting, his alternate must attend so that the student organization is
represented at all meetings. Roll will need to be taken at each club meeting, with
copies of club attendance submitted to SGA at the 4th Tuesday meeting. Failure to
submit may jeopardize funding.

NTC student organizations will fulfill the requirements of being an NTC approved club
by:

1. Submitting a constitution
2. Submitting defined objectives
3. Submitting a list of officers
4. Depositing all money in the NTC Business Office
5. Providing a representative at all scheduled Student Government General
   Assemblies.

In the event that a club misses one SGA regularly scheduled meeting, the president and
club advisor of the organization will be informed by the SGA Executive Board of such an
occurrence. (Prior notification of the representative’s absence due to a school-
sponsored activity will not constitute a miss.)

Section 3: The quorum necessary for a regular business meeting shall be fifty percent of
the difference between the total number of SGA members and the number of executive
board members plus one.

Section 4: Each representative or the alternate acting in the representative's place shall
have one vote.

Section 5: Meetings shall be conducted by parliamentary procedure according to

Article VI: Removal from Office
Section 1: Removal of an Executive Board officer upon non-fulfillment of duties and/or a
substantiated violation of the NTC Student Code of Conduct shall proceed as follows:

a. A petition of grievances must be proposed to the SGA Executive Board and/or an
   SGA Advisor by an SGA member in order for consideration.
b. Discussion regarding the removal of the officer under consideration shall take
   place by the SGA Executive Board. The Executive Board member in question will
   be present at the meeting and will have the opportunity to speak on their behalf
   regarding the allegations. The SGA Executive Board (not including the member
   facing allegations) will vote whether there are grounds to send the issue to the
SGA membership for a vote for removal from office. A simple majority vote of the members present will decide the issue.

c. Removal will be instituted by a vote totaling or exceeding fifty percent of the difference between the total number of SGA members and the number of executive board members plus one."

Section 2: Four absences from meetings or committed events by any SGA Executive Board member will result in a review at the next SGA Executive Board meeting. Based on the review of the absences, the executive board will determine whether or not to refer the executive board member to the SGA General Assembly for removal from office.

**Article VII: Amendment**
Section 1: Amendments for these bylaws shall be made upon a vote totaling or exceeding fifty percent of the difference between the total number of SGA members and the number of executive board members plus one."

**Article VIII: Club Removal From SGA**
If an SGA-recognized student club has a total of four unexcused absences per school year, the club will be notified of an impending drop from the SGA roster. At the following meeting a vote totaling or exceeding fifty percent of the difference between the total number of SGA members and the number of executive board members plus one will remove said club unless it can show due cause to remain.

Otherwise, if a club is dropped, to become duly recognized again, it would have to petition the SGA no earlier than the following semester for readmittance.

**Article IX: Policy on Solicitations**
**Section 1:** All solicitations will be presented to the SGA Executive Board in writing, for approval, prior to any distribution of material to the NTC clubs. All solicitations and materials must meet the following guidelines for approval.

a. We will not approve any political or religious propaganda from any non-NTC sources.

a.1. This does not pertain to things such as voting services, or presentations made by local, state, or federal candidates running for office.

a.1.1. Opposing candidates running for the same office must be scheduled to be present on the same date for presentation.

b. In first contact with the SGA Executive Board, a complete description of all products or services, including cost to the school or clubs must be presented in writing.

c. Any local volunteer services will automatically be approved by the SGA Executive
c.1. Any fund-raising project must receive Executive Board approval prior to presentation or distribution.

d. Approval will be granted by a simple majority vote taken by the SGA Executive Board members during the normal Executive Board meeting times.

Section 2: Decisions regarding products or services that will benefit the entire student body without any individual out-of-pocket expense must be allowed.

2.1 A minimum of two competitors must be able to present or have their materials presented by a member of the SGA.

Section 3: All club-sponsored fund-raisers, services, activities, or products will not need prior approval from the Executive Board before presenting information to the General Assembly.

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