

**OFFICIAL BYLAWS OF THE  
NORTHERN VIRGINIA COMMUNITY COLLEGE  
STUDENT GOVERNMENT ASSOCIATION**

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## ARTICLE I. STUDENT GOVERNMENT BYLAWS

### **B.1.1 Name.**

The name of this organization is identified in the NOVA SGA Constitution, *C.5.1.*

### **B.1.2 Purpose.**

The purpose of the [Campus Name] Student Government is identified in the NOVA SGA Constitution, *C.5.3.*

### **B.1.3 Members.**

#### **B.1.3.1 Composition.**

The composition of the membership of the [Campus Name] Student Government is identified in the NOVA SGA Constitution, *C.5.4.*

### **B.1.4 Senators.**

#### **B.1.4.1 Qualifications.**

1. Be students at [Campus Name], taking at least three credits, and paying the Student Activities fee as verified by the Controller's Office.
2. Have and maintain a minimum 2.25 cumulative grade point average.
3. Not be serving disciplinary suspension, probation, or expulsion. d. Consent to the release of campus judicial and grade information to the [Campus Name] Student Government Advisor to determine continued participation in [Campus Name] Student Government, and acknowledgement that removal for unsatisfactory reports may mean that other members of the Student Government or the NOVA SGA Advisory Council may be generally aware of the student's eligibility for membership. Information may only be disclosed to Officers relevant to any proceedings by the Advisor.

4. Participate in a minimum of one NOVA SGA and/or [Campus Name] Student Government Training Workshops, Conferences, and/or Retreats.

**B.1.4.2 Election.**

1. Senators shall be elected at large from the [Campus Name] student body by electronic ballot.
2. Elections shall be held annually by a timeline specified by Campus Student Life during the spring semester. A number of candidates equivalent to the number of [Campus Name] Student Government seats (based upon FTE) receiving the largest number of legal votes cast shall be declared the winners.

**B.1.4.3 Term of Office.**

1. Senators shall serve a term of one year or until a successor is elected and installed.
2. A term of office shall commence annually on the second Friday of April.
3. There is no limit to the number of terms that a student may serve as a Senator.

**B.1.4.4 Duties.**

1. Initiate initiatives and acts within SGA
2. Act as a liaison between students and the SGA.
3. Attend regular SGA meetings.
4. Serve on SGA and campus committees as determined by the campus executive board.
5. Attend student development training and/or conferences.
6. Serve as a voice and advocate on behalf of the student body.
7. Attend SGA sponsored events and activities.
8. Assist with marketing and branding SGA through social media, flyers, tabling and other appropriate means.
9. Overrule any Executive Order that violates the NOVA SGA Constitution, Bylaws, or NOVA Policy, by a simple major vote.

10. The responsibility of Parliamentarian (if appointed), upon the establishment by the campus as determined by the Senators.
11. Perform other duties as prescribed in the [Campus Name] Student Government Bylaws, or in the parliamentary authority adopted by the NOVA SGA.

**B.1.4.5 Parliamentarian.**

1. Provide advice on questions of parliamentary procedure by following Robert's Rules of Order.
2. Have a thorough understanding of the Constitution and Bylaws.
3. Make the Executive Board members aware of good parliamentary practices.

**B.1.4.6 Removal, Resignation, and Impeachment.**

1. Removal. A Senator shall be removed for the following reasons:
  - a. Failing to attend four (4) regular meetings of the [Campus Name] Student Government.
  - b. Failing to maintain status as a matriculating student at Northern Virginia Community College.
  - c. Failing to maintain a minimum 2.25 cumulative grade point average, as verified by the [Campus Name] Student Government Advisor.
2. Resignation. A senator may resign by submitting a statement in writing to the [Campus Name] Student Government Secretary.
3. Impeachment. Any elected or appointed official of NOVA SGA can be impeached upon accusations hereby defined as alleged malfeasance, alleged corruption, alleged negligence, dereliction of duty, or alleged misconduct.
  - a. Articles of Impeachment: A resolution of impeachment, after a period of discussion may be passed by a two-thirds majority of Senators and Executive Board Members present, is to be submitted in writing to the [Campus Name] Student Government Secretary, who will notify the SGA Membership of the impeachment.

- b. The period of discussion may not be facilitated by the person(s) being impeached.

**B.1.4.7 Vacancies.**

1. Vacancies after spring elections will provide an opportunity for interested students to submit an application of candidacy to be considered and voted on by the campus SGA.
2. Vacancies should be duly advertised and promoted to the campus student body.

**B.1.5 Junior Senators.**

In addition to Senators, campuses may choose to elect Junior Senators during the fall semester. Seats may be allocated for every 1,000 [campus name] FTE rounded up to the nearest integer, based on the previous Fall term.

**B.1.5.1 Qualifications.**

1. Be first-time, first-semester students with no previous NOVA grade point average (GPA) with the exception that their first enrollment and NOVA GPA was the immediate-past Summer semester, or previously dual-enrolled students with the minimum 2.25 GPA.
2. Not be serving disciplinary suspension, probation, or expulsion.
3. Consent to the release of campus judicial and grade information to the [Campus Name] Student Government Advisor to determine continued participation in [Campus Name] Student Government, and acknowledgement that removal for unsatisfactory reports may mean that other members of the Student Government or the NOVA SGA Advisory Council may be generally aware of the student's eligibility for membership. Information may only be disclosed to Government Officers relevant to any proceedings by the Advisor.
4. Are encouraged to participate in a minimum of one NOVA SGA and/or [Campus Name] Student Government Training, Workshop, Conference, and/or Retreat

once they are voted in.

**B.1.5.2 Elections.**

1. Elections shall be held annually during the third week of September in an election at a regular or special meeting of the [Campus Name] Student Government for which at least fourteen (14) days' notice of the election has been given.
2. A number of candidates equivalent to half the number of [Campus Name] Student Government seats (based upon FTE) receiving the largest number of legal votes cast shall be declared the winners.

**B.1.5.3 Term of Office.**

Junior Senators shall serve a term of one academic year or until a successor is elected and installed. A term of office shall commence annually on the Friday following fall elections and end on the day of transition in the first week of May.

**B.1.5.4 Duties**

1. Act as a liaison between students and the SGA.
2. Attend regular SGA meetings.
3. Attend student development training and/or conferences.
4. Serve as a voice and advocate on behalf of the student body.
5. Attend SGA sponsored events and activities.
6. Assist with marketing and branding SGA through social media, flyers, tabling and other appropriate means.

**B.1.5.5 Removal, Resignation, and Impeachment.**

1. Removal. A Junior Senator shall be removed for the following reasons:
  - a. Failing to attend four (4) regular meetings of the [Campus Name] Student Government.

- b. Failing to maintain status as a matriculating student at Northern Virginia Community College.
  - c. Failing to maintain a minimum 2.25 cumulative grade point average, as verified by the [Campus Name] Student Government Advisor.
2. Resignation. A Junior Senator may resign by submitting a statement in writing to the [Campus Name] Student Government Secretary.
3. Impeachment. Any elected or appointed official of NOVA SGA can be impeached upon accusations hereby defined as alleged malfeasance, alleged corruption, alleged negligence, dereliction of duty, or alleged misconduct.
  - a. Articles of Impeachment: A resolution of impeachment, after a period of discussion may be passed by a two-thirds majority of Senators and Executive Board Members present, is to be submitted in writing to the [Campus Name] Student Government Secretary, who will notify the SGA Membership of the impeachment.
  - b. The period of discussion may not be facilitated by the person(s) being impeached.

**B.1.5.6 Vacancies.**

1. Vacancies shall be filled by the candidate receiving a majority of the legal votes cast in an election at a regular or special meeting of the [Campus Name] Student Government.
2. At least a fourteen (14) days' notice of the election must be given to the [Campus Name] Student Government.

**B.1.6 Officers.**

**B.1.6.1 Composition.**

The officers of each [Campus Name] Student Government shall be those identified in the NOVA SGA Constitution, *C.1.5*.

**B.1.6.2 Qualifications.**

1. Student Body President, Vice President, Secretary, and Treasurer shall:
  - a. Be a student at [Campus Name], be taking at least six (6) academic credits, and paying the Student Activities Fee as verified by the Controller's Office.
  - b. Have and maintain at least a 2.50 cumulative grade point average.
  - c. Not be serving disciplinary suspension, probation, or expulsion.
  - d. Consent to the release of campus judicial and grade information to the [Campus Name] Student Government Advisor to determine continued participation in [Campus Name] Student Government, and acknowledgement that removal for unsatisfactory reports may mean that other members of the Student Government or the NOVA SGA Advisory Council may be generally aware of the student's grade or judicial status. Information may only be disclosed to Government Officers relevant to any proceedings by the Advisor.
  - e. Participate in [Campus Name] Student Government Training Workshops, Conferences and/or Retreats.
2. [Campus name] SGA members are responsible for promotion and recruitment of new members, including but not limited to:
  - a. Encouraging students to attend and be engaged in open meetings and events
  - b. Assisting with the campaigns of new candidates during the spring semester
3. Other officers shall be currently serving a term of office as a Student Senator.

**B.1.6.3 Election of [Campus Name] Officers.**

1. Election of the Student Body President, Vice President, Secretary, and Treasurer
  - a. Elections shall be held annually as determined by campus Student Life during the spring semester.

- b. The Student Body shall elect by electronic ballot. A plurality vote shall elect.
- c. If there is only one candidate for an office, the office may be filled by acclamation.

**B.1.6.4 Duties.**

**B.1.6.4.1 Student Body President.**

- 1. Chair regular and special meetings of the [Campus Name] Student Government.
- 2. Chair regular and special meetings of the Executive Board meeting.
- 3. Prepare, prior to each meeting, an order of business to be distributed to members of the [Campus Name] Student Government, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set.
- 4. Nominate a student representative to campus Councils and committees as requested by the administration.
- 5. Serve as an ex officio member of the NOVA SGA Advisory Council and all [Campus Name] Student Government Committees.
- 6. Create Special “Ad Hoc” Committees as needed.
- 7. Appoint or remove, with the consent of the [Campus Name] Student Government, members and Chairs to all Standing and Special Committees.
- 8. Performs duties as the chief executive officer as needed of the [Campus Name] Student Government through authoring executive orders which are limited by any powers not explicitly stated within the NOVA SGA Constitution or Bylaws.
- 9. Appoint, with approval of the [Campus Name] Student Government, a student from campus to serve as the second representative to the NOVA SGA Advisory Council.

10. Perform other duties as prescribed in the [Campus Name] Student Government Bylaws, or in the parliamentary authority adopted by the NOVA SGA.

**B.1.6.4.2 Vice President.**

1. In the absence of the Student Body President, chair regular and special meetings of the [Campus Name] Student Government and the Executive Council. b. Serve as an ex-officio member of [Campus Name] Student Government committees.
2. Succeed to the office of Student Body President should the Student Body President vacate the office.
3. Notify officers, committee members, and delegates of their election or appointment; furnish committees with whatever documents are required for the performance of their duties, and have on hand at each meeting a list of existing committees and their members.
4. Perform other duties as prescribed in the [Campus Name] Student Government Bylaws, or in the parliamentary authority adopted by the NOVA SGA.

**B.1.6.4.3 Secretary.**

1. Maintain a record of the proceedings of the [Campus Name] Student Government and the Executive Board.
2. Maintain the [Campus Name] Student Government's official membership roll and call the roll when it is requested.
3. Document absences and report them to the body for action.
4. Maintain digital copies of this Constitution, the Bylaws, minutes, and any other official documents, with any amendments to these documents properly recorded, and have the current digital copy on hand at every meeting.

5. Make the minutes and records available to members upon request.
6. Be responsible for conducting official email correspondence on behalf of the [Campus Name] Student Government.
7. Perform other duties as prescribed in the [Campus Name] Student Government Bylaws, or in the parliamentary authority adopted by the NOVA SGA.

**B.1.6.4.4 Treasurer.**

1. Maintain a record of the [Campus Name] Student Government funds and accounts.
2. Oversee the distribution of funds and shall make financial reports at each regular meeting of the [Campus Name] Student Government.
3. Perform other duties as prescribed in the [Campus Name] Student Government Bylaws, or in the parliamentary authority adopted by the NOVA SGA.

**B.1.6.5 Term of Office.**

1. The Student Body President, Vice President, Secretary, and Treasurer shall serve a term of one year or until a successor is elected and installed.
2. A term of office shall commence annually at the final campus SGA meeting of the spring semester.
3. Limitations.
  - a. No individual may serve more than two consecutive terms in the same office.
  - b. No member may concurrently occupy the office of more than one [Campus Name] Student Government officer.

**B.1.6.6 Removal, Resignation, and Impeachment.**

1. Removal. An officer shall immediately forfeit their office and be removed for the

following reasons:

- a. Failing to attend four (4) regular meetings of the [Campus Name] Student Government.
  - b. Failing to maintain status as a matriculating student at Northern Virginia Community College.
  - c. Failing to maintain the required minimum cumulative grade point average, as verified by the [Campus Name] Student Government Advisor.
  - d. As a result of successful disciplinary proceedings against an officer in which removal from office is the recommended sanction.
2. Resignation. An officer may resign by submitting a statement in writing to the [Campus Name] Student Government Secretary.
  3. Impeachment. Any elected or appointed official of NOVA SGA can be impeached upon accusations hereby defined as alleged malfeasance, alleged corruption, alleged negligence, dereliction of duty, or alleged misconduct.
    - a. Articles of Impeachment: A resolution of impeachment, after a period of discussion may be passed by a two-thirds majority of Senators and Executive Board Members present, is to be submitted in writing to the [Campus Name] Student Government Secretary, who will notify the SGA Membership of the impeachment.
    - b. The period of discussion may not be facilitated by the person(s) being impeached.

**B.1.6.7 Vacancies.**

1. An officer vacancy, with the exception of Student Body President, shall be filled by election at the next regular meeting of the [Campus Name] Student Government after the meeting in which the office is declared vacant.
2. The vacant office should be duly promoted to the student body to allow for equal opportunity.

**B.1.7 Meetings.**

**B.1.7.1 Regular Meetings.**

Regular meetings of the [Campus Name] Student Government will be held weekly each semester on Fridays, unless otherwise ordered by the membership.

**B.1.7.2 Special Meetings.**

Special meetings of the [Campus Name] Student Government may be called by the Student Body President or upon the written request of at least 25% of the members of the [Campus Name] Student Government. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the [Campus Name] Student Government Advisor, at least five (5) days' notice shall be given to members by telephone, in writing, or electronic means.

**B.1.7.3 Training Workshops.**

Training Workshops, Conventions, and/or Retreats shall be held during the Summer, Fall, and Spring semesters.

**B.1.7.4 Quorum.**

The quorum for regular and special meetings of the [Campus Name] Student Government shall be a majority of the membership. There shall be no quorum requirement for training workshops to be conducted.

**ARTICLE II. EXECUTIVE BOARD**

**B.2.1 Composition.**

The Executive Board shall consist of the elected officers of the [Campus Name] Student Government and the Advisor.

**B.2.2 Meetings.**

**B.2.2.1 Regular Meetings.**

The Executive Board shall meet weekly at a time and place designated by the majority of the membership. Members must be provided with at least 24 hours' notice by telephone, in writing, or electronic means.

**B.2.2.2 Special Meetings.**

Special meetings of the Executive Board may be called by the President, upon the request of two (2) members of the Executive Board, or upon the request of the Advisor. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the [Campus Name] Student Government Advisor, at least two (2) days' notice shall be given to members by telephone, in writing, or electronic means.

**B.2.2.3 Quorum**

The quorum for regular meetings and any special meetings of the Executive Board shall be a majority of the members.

**ARTICLE III. COMMITTEES**

**3.1 Standing Committees.**

Standing Committees shall be established or dismissed by the [campus name] Student Government by a simple majority vote. Standing committees shall consist of a chairperson and at

least two (2) other members appointed by the [campus name] Student Body President.

### **3.2 Special Committees.**

Special Committees shall be appointed as deemed necessary by the [campus name] Student Body President. Special Committees shall consist of a chairperson and at least two (2) other members.

### **3.3 Powers.**

Committees are authorized to act on their own will unless within stated regulations established by [Campus Name] Student Government. All Committees shall report status updates at each meeting.

### **3.4 Composition.**

Any member of NOVA SGA may be appointed to serve on a committee.

## **ARTICLE IV. ELECTRONIC MEETINGS RULES**

For electronic meetings held using synchronous communication (e.g., telephone call conferencing, video conferencing) the following rules apply:

1. All votes shall be by roll call, unless otherwise ordered by the membership.
2. Each person shall identify themselves every time they speak.
3. The Chairperson has the right, and the duty, to interrupt at any time to assure coherence in the call, including telling members to quiet background noise at their respective end of the line.

## **ARTICLE V. ORDER OF BUSINESS**

The standard order of business for regular meetings of the Advisory Council and each Campus Student Government shall be:

- A. Roll Call**
- B. Meeting Overview**
- C. Approval of Previous Meeting Minutes**
- D. Officer Reports**
  - a. President**
  - b. Vice President**
  - c. Secretary**
  - d. Treasurer**
- E. Committee Reports**
  - a. Standing Committee(s)**
  - b. Special Committee(s)**
- F. Constituency Comments**
- G. Old Business**
- H. New Business**
- I. Adjournment**

## **ARTICLE VI. AMENDMENT**

### **6.1 Amendment Process.**

Amendment of these Bylaws may be proposed by a member of the NOVA SGA Advisory Council. Approval of an amendment requires an affirmative vote of two-thirds of the Advisory Council members present and voting.

### **6.2 Adoption.**

Unless otherwise specified in the motion, amendments to the Bylaws take effect at the conclusion of the meeting in which they are adopted.