

**OFFICIAL CONSTITUTION OF
NORTHERN VIRGINIA COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION**



PREAMBLE

We the Students of Northern Virginia Community College establish the Student Government Association as the representative body for the students. The students have the right to representation in order to improve and protect the quality of education and to better the overall environment of Northern Virginia Community College.

ARTICLE I. NAME

The name of this student organization shall be the Northern Virginia Community College Student Government Association (NOVA SGA).

ARTICLE II. PURPOSE

The Student Body of the Northern Virginia Community College, in support of the institutional mission, establishes this student association to provide students a forum for concerns, to offer leadership development opportunities, and promote cultural, recreational, and educational activities to all students of Northern Virginia Community College.

ARTICLE III. MEMBERSHIP

C.3.1 Composition.

Students matriculating at one or more of the Northern Virginia Community College campuses are members of NOVA SGA.

C.3.2 Rights and Privileges.

Membership in NOVA SGA entitles the students to selected rights and privileges including:

1. Voting in campus elections and referendums.
2. Holding office within a Campus Student Government subject to stated eligibility requirements.

ARTICLE IV. ADVISORY COUNCIL

C.4.1 Duties.

The NOVA SGA Advisory Council (SGAC) shall be responsible for reviewing and deciding upon issues and concerns that affect NOVA SGA members at all NOVA campuses. The Advisory Council shall nominate a student to serve on the NOVA Board to the College President.

C.4.2 Composition.

The Advisory Council shall consist of two (2) representatives and at least one (1) alternate but no more than three (3) from each campus, the Dean Liaison for Student Life, the NOVASGA Advisor and the NOVASGA Co-Advisor. Each campus Student Body President shall serve as one (1) of the campus representatives. The voting members of the SGAC shall be each representative from each campus. Whomever serves as the SGAC Chair shall not serve as a campus representative and may only vote in the event of a tie.

C.4.3 Representatives.

C.4.3.1 Representatives from Campus Student Government

1. The Student Body President of each NOVA campus shall serve as one of the campus representatives.
2. A second campus representative shall be appointed by the respective Student Body President with the approval of the Campus Student Government.

C.4.3.2 Representatives from “at large” campuses.

1. On campuses where no campus Student Government functions, representatives shall be chosen through an application and selection process administered by the campus’ Office of Student Life.
2. The process of selecting representatives should conclude annually on or before April 15. In the event of a vacancy, after April 15th, a timeline will be identified by the campus Office of Student Life.

C.4.3.3 Term of Office.

1. Campus representatives shall serve a term of one (1) year, or until a successor is identified and installed. A term of office shall begin annually at the last meeting of the spring semester.

C.4.4 Officers.

C.4.4.1 Composition.

The officers of the Advisory Council shall be a Chairperson, Vice Chair and a Secretary. The NOVA Board Student Representative shall not serve as an officer, but rather as a liaison between the NOVA Board and NOVA SGA.

C.4.4.2 Qualifications.

The Chairperson, Vice Chair, NOVA Board representative and the Secretary must be members of the Advisory Council and remain members of the Advisory Council throughout their terms of office.

C.4.4.3 Election of Officers.

1. The members of the Advisory Council shall elect by written ballot an Chairperson, Vice Chair and a Secretary at its regular meeting during the summer training conference. A majority vote shall elect.
2. If there is only one candidate for an office, the office shall be filled by acclamation.
3. In the event of a tie, run-off voting will take place.

C.4.4.4 Duties of Officers.

1. The Chairperson of the Advisory Council shall:
 - a. Chair regular and special meetings of the Advisory Council.

- b. Nominate a designee to serve as a student representative to committees as requested by the administration.
 - c. Prepare, prior to each meeting, an order of business to be distributed to members of the Advisory Council, 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.
 - d. Perform other duties as prescribed in this Constitution, or the parliamentary authority adopted by the NOVA SGA.
2. The Vice Chair of the Advisory Council shall:
- a. Assume the role of Chairperson if the acting Chairperson can no longer fulfill their duties by resignation or removal.
 - b. Chair regular and special meetings of the Advisory Council in the absence of the Chairperson.
 - c. Nominate a designee to serve as a student representative to committees as requested by the administration in the absence of the Chairperson.
 - d. Prepare an order of business to be distributed to members of the Advisory Council, 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 in the absence of the Chairperson.
 - e. Coordinate and lead the Advisory Council recruitment and election process
 - f. Assist in the coordination and execution of leadership training to include summer retreats and other leadership development opportunities.
 - g. Perform other duties as prescribed in this Constitution, or the parliamentary authority adopted by the NOVA SGA.
3. The Secretary of the Advisory Council shall:
- a. Maintain a record of the proceedings of the Advisory Council.
 - b. Maintain the Advisory Council's official membership roll and call the roll when it is requested.

- c. 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.
- d. Make the minutes and records available to members upon request.
- e. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the NOVA SGA.

C.4.4.5 Term of Office.

- 1. The Advisory Council Officers shall serve a term of one (1) year or until a successor is elected and installed.
- 2. The term of office shall begin at the conclusion of the meeting in which the officers are elected.

C.4.4.6 Resignation or Removal from Office.

- 1. Resignation. An officer may resign by submitting a request in writing to the Advisory Council Advisor.
- 2. Removal.
 - a. Failure to attend meetings, violation of the student code of conduct, neglecting to fulfill duties as outlined by the constitution, or other actions unbecoming of an officer can be grounds for removal.
 - b. Removal requires an affirmative vote of two-thirds of the Advisory Council members present and voting at a regular or special meeting for which notice of the vote has been provided to members at least 72 hours in advance.

C.4.4.7 Filling Vacancies.

An officer vacancy shall be filled by election at the regular meeting of the Advisory

Council in which removal or the acceptance of resignation occurs.

C.4.5 Meetings.

C.4.5.1 Regular Meetings.

1. Regular meetings of the Advisory Council shall be held at a designated time each month voted on by the members of the Advisory Council and specified by the Chairperson, unless otherwise decided by the membership.
2. At least five (5) regular meetings per year, preferably in person.
3. Any member of the NOVA SGA may sit in on a regular meeting, although they do not serve as a voting member of the Advisory Council.

C.4.5.2 Special Meetings.

Special meetings of the Advisory Council may be called by the Chairperson or upon the written request of five (5) Advisory Council members. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the NOVA SGA Advisor, at least five (5) days' notice shall be given to members by telephone, in writing, or electronic means.

C.4.5.3 Electronic Meetings.

Regular and special meetings of the Advisory Council may be held by electronic means, such as email, video conferencing, phone conferencing, etc. subject to the following:

1. The technology used for the electronic meetings shall allow the members full access and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
2. All Advisory Council members shall have access to the appropriate electronic media. The number of people actually responding to a call for any particular meeting must meet or exceed the quorum of more than half the members. These responders shall be assumed to be present until the meeting is adjourned; however in meetings where members are expected to be continuously present (e.g.,

telephone or video conferences) the quorum of members who respond must remain connected during the course of the business portion of the meeting.

3. Procedural rules related to the conduct of electronic meetings shall be established in the NOVA SGA Bylaws.

C.4.6 Committees.

C.4.6.1 Standing Committees.

Standing Committees shall be established or dismissed by the Advisory Council by a simple majority vote. Standing committees shall consist of a chairperson and at least two (2) other members approved by the Advisory Council.

C.4.6.2 Special Committees.

Special Committees shall be appointed as deemed necessary by the Advisory Council Chair. Special Committees shall consist of a chairperson and at least two (2) other members approved by the Advisory Council.

C.4.6.3 Powers.

Committees are authorized to act on their own will, unless distribution of funds is necessary. Committees shall make recommendations to the Advisory Council for any action that is to be taken on behalf of the organization. Committees shall report status updates at each meeting.

C.4.6.4 Composition.

Any member of NOVA SGA may be appointed to a committee, however only an elected officer or senator may be eligible to chair a committee.

C.4.7 Advisors.

The Advisors to the Advisory Council shall be the college-wide Director of Student Life and a

Co-Advisor designated by the Student Life Working Group. The Advisors shall attend Advisory Council meetings and participate in discussion and debate subject to the adopted rules of order. The Advisors shall not count toward quorum requirements, may not vote, make motions, or second motions.

ARTICLE V. CAMPUS STUDENT GOVERNMENT

C.5.1 Name.

Each Northern Virginia Community College campus may maintain a local governance body referred to as the [Campus Name] Student Government.

C.5.2 Structure.

Each Campus Student Government shall operate under the organizational rules established in the NOVA SGA Constitution and Bylaws.

C.5.3 Purpose.

Each Campus Student Government shall have complete control in addressing matters of concern specific to those students matriculating on that campus, subject only to such restrictions as may be imposed by this Constitution and related Bylaws. In no case may such local power be exercised in a way contrary to the ideals and purposes of the NOVA SGA as set forth in this Constitution and related Bylaws.

C.5.4 Members.

The Campus Student Government shall consist of its officers, an advisor, and one (1) elected Senator for every 1,000 FTE students, rounded up to the nearest integer, based on the previous Fall term.

C.5.5 Officers.

The officers of each Campus Student Government shall be as follows: (1) Student Body President, (1) Vice President, (1) Secretary, and (1) Treasurer.

C.5.6 Advisor.

The Advisor to each Campus Student Government shall be the campus Student Government Advisor appointed by the institution.

1. The Advisor shall attend Campus Student Government meetings and Executive Board meetings and may participate in discussion and debate subject to the adopted rules of order.
2. The Advisor shall not count toward quorum requirements, vote, make motions, or second motions.

ARTICLE VI. PARLIAMENTARY AUTHORITY

The most recent edition of *Robert's Rules of Order Newly Revised* shall govern the NOVA SGA in cases to which they are applicable and in which they are not inconsistent with this Constitution, related bylaws, or special rules of order the NOVA SGA may adopt.

ARTICLE VII. AMENDMENT

C.7.1 Amendment Process.

Amendment of this Constitution may be proposed by a member of the NOVA SGA Advisory Council.

1. For continuity, the constitution may be reviewed by the Student Life Working Group with suggestions to be voted on by NOVA SGA Campus Student Governments and Advisory Council.
2. The motion to amend shall be automatically postponed until the next regular meeting or a special meeting called for the purpose of considering the amendment to the Constitution.
3. Between meetings, each Campus Student Government shall take up the issue of the amendment in its regular business. An affirmative vote of two-thirds of the members present and voting shall be required to approve the amendment.

4. The decision of each Campus Student Government shall be offered at the specified NOVA SGA Advisory Council meeting when the amendment is again taken up. A majority of the Campus Student Governments must have approved the amendments for it to be adopted.

C.7.2 Adoption.

Unless otherwise specified in the motion, amendments to the constitution take effect at the conclusion of the meeting of the NOVA SGA Advisory Council in which they are adopted.