

Title 5 - NSHE Governing Documents

Chapter 23

**NEVADA STATE COLLEGE
STUDENT CONSTITUTION**

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ARTICLE I - Name

- A. The name of this student organization shall be Nevada State Student Alliance, also known as NSSA.

ARTICLE II - Preamble/Purpose

- A. The purpose of NSSA will be:
 - 1. To provide an official organization that represents the entirety of the student body of Nevada State College (*NSC*).
 - 2. To provide an official voice for student questions, complaints, and suggestions regarding student activities at the college.
 - 3. To interact with students and faculty of NSC along with the community that exists locally, nationally, and internationally.
 - 4. To hold meetings to discuss student, NSC, and community issues.
 - 5. To take action with regards to student affairs, student events, and community involvement.

ARTICLE III - Membership

- A. Membership shall be granted to students registered in at least one class at NSC.

ARTICLE IV - Officers

- A. NSSA's structure shall consist of the following:
 - 1. An Executive Council comprised of: President, Vice President, Chair of Programming, Treasurer, Secretary, Chair of Public Relations, Chair of Capital Improvement, and the Nevada State High School Representative.
 - 2. A Senate comprised of 30 senators representing a particular credit group. There will be 5 credit groups and they are as follows: 0 - 23 completed credits, 24 - 47 completed credits, 48 - 71 completed credits, 72 - 95 completed credits, and 96 and above completed credits. Each group will consist of 6 senators who have completed the allotted credits by the end of the spring semester that they are elected into office. A single person can only run representing a single credit group twice.
- B. NSSA officer terms shall consist of one academic year, from May 1st to April 30th, with the exception of the 6 senators from the credit group of 0 - 24 completed credits and the Nevada State High School Representative whose term shall be from October 1st to April 30th.

- C. In order to be eligible to hold office, a student must have a cumulative grade point average (GPA) of 2.25 or higher prior to the beginning of the term of service. The un-weighted GPA of the new officers shall be determined from official college transcripts. In order for an officer to continue in office, they must maintain at least a 2.25 GPA. The Campus Advisor at the end of each semester and before the elections to verify eligibility will check grades. Failure to maintain this requirement shall result in possible removal from office.
- D. In the event of a vacancy occurring in the Executive Council, the President shall recommend an appointee to fill the vacancy for the remainder of the term. The recommendation shall be approved at a Joint Meeting with a majority vote. In the event of a vacancy of President, the Vice President will assume the presidency for the remainder of the elected term and the Vice President position will be filled via the aforementioned process wherein the President makes a recommendation and is approved at a Joint Meeting by a majority vote. Any recommendations for appointment must be in accordance with the requirements for the position as stated in this constitution.
- E. In the event of a vacancy occurring in the Senate, the President or the board in which the vacancy resides in shall recommend an appointee to fill the vacancy for the remainder of the term. The recommendation shall be approved at a Joint Meeting with a majority vote. Any recommendations for appointment must be in accordance with the requirements for the position as stated in this constitution.
- F. Any officer holding any additional elected and/or appointed office in any other student organization shall abstain from voting in the event of a conflict of interest.
- G. NSSA officers must attend their respective meetings. Notification of intended absence from a NSSA meeting shall be made to the secretary of that meeting no less than two hours prior to the scheduled meeting time. Failure to notify shall result in an unexcused absence.
- H. Three unexcused absences shall result in possible removal from office with an approval from a majority vote at a Joint Meeting.

ARTICLE V – Executive Council

- A. Eligibility for the Executive Council
 - 1. The student shall complete a minimum of nine credits per semester.
 - 2. For the positions of President and Vice President, the student shall have previously held the position of Senator or any other Executive Council position for one term.
 - 3. For the remaining positions of the Executive Council, with exception of the Chair of the Nevada State High School, the student shall have previously been a member of NSSA or any NSSA recognized organization for a minimum of one semester.
 - 4. For the position of the Nevada State High School Representative, the student must be enrolled in the Nevada State High School and include the recommendation from the Nevada State High School Principal on his/her candidacy application.

B. Duties and Responsibilities

1. Each position shall serve a prescribed number of office hours as determined by the Executive Council in accordance with the student's schedule.
2. Each position, with the exception of the President, shall attend all Joint Meetings as a voting member.
3. Each position shall prepare a written monthly report regarding their particular board they chair which is to be presented at the Joint Meeting.
4. President
 - i. Shall be the chief administrator of the NSSA.
 - ii. Shall represent the NSSA in the college community and the community at large.
 - iii. Shall appoint any Executive Council or Senate vacancies with the confirmation of a majority vote at a Joint Meeting.
 - iv. Shall be responsible for planning and executing training sessions for both the Senate and the Executive Council.
 - v. Shall preside over all Joint Meetings.
 - vi. Shall prepare a monthly report regarding the state of the school, which is to be presented at the Joint Meeting.
 - vii. Shall not vote at any NSSA Joint Meeting unless a tie occurs.
 - viii. Shall be allowed to veto any action taken in a Joint Meeting that was approved with less than a $\frac{3}{4}$ majority vote.
5. Vice President
 - i. Shall assume the roles and responsibilities of the President in the event of an absence or vacancy.
 - ii. Shall serve as the chief administrator of the Students Organizations Board.
 - iii. Shall preside over all Student Organizations Board meetings and act as a nonvoting member except in the case of a tie.
 - iv. Shall have signing authority for the Student Organizations Board.

6. Chair of Programming

- i. Shall serve as the chief administrator of the Programming Board.
- ii. Shall preside over all Programming Board meetings and act as nonvoting member except in the case of a tie.
- iii. Shall have signing authority for the Programming Board

7. Treasurer

- i. Shall serve as the chief administrator of the Budget and Financing Board.
- ii. Shall preside over all Budget and Financing Board Meetings and act as a nonvoting member except in the case of a tie.
- iii. Shall have signing authority for the Budget and Financing Board.

8. Chair of Public Relations

- i. Shall serve as the chief administrator of the Public Relations Board.
- ii. Shall preside over all Public Relations Meetings and act as a nonvoting member except in the case of a tie.
- iii. Shall attend NSSA Joint Meetings as a voting member.

9. Chair of Capital Improvement

- i. Shall serve as the chief administrator of the Capital Improvement Board.
- ii. Shall preside over all Capital Improvement Meetings and act as a nonvoting member except in the case of a tie.
- iii. Shall have signing authority for the Capital Improvement Board.

10. Chair of the Nevada State High School

- i. Shall serve as a representative of the Nevada State High School.
- ii. Shall prepare a monthly report regarding the state of the Nevada State High School, which is to be presented at the Joint Meeting.

11. Secretary

- i. Shall prepare, record, and post agendas and minutes of all NSSA Joint Meetings in accordance to the Nevada Open Meeting Law.
- ii. Shall maintain a standard operating procedure manual for the NSSA.
- iii. Shall be the liaison for the appointed secretaries of the five Boards.

- iv. Shall maintain copies of all agendas and minutes of all NSSA Joint Meetings and Board Meetings.

C. Compensation

1. All members of the NSSA Executive Council, except for the position of the Chair of the Nevada State High School, will receive a tuition award in the amount of six NSC in-state credits per semester served, excluding summer and winter semesters, after the completion of that semester. To be eligible to receive the tuition award, officers must meet the following requirements:
 - i. Maintain 70% attendance in all required meetings as evidenced by the list of attendees listed on the approved minutes of each meeting.
 - ii. Maintain 70% attendance in all required office hours.
 - iii. Maintain a 2.25 GPA.
 - iv. Successfully complete at least nine credits during the semester to be compensated. Successful completion means that a student has maintained a 2.25 GPA requirement.
2. The Chair of the Nevada State High School will receive a tuition award in the amount of three NSC in-state credits per semester served, excluding summer and winter semesters, after the completion of that semester. To be eligible to receive the tuition award, officers must meet the following requirements:
 - i. Maintain 70% attendance in all required meetings as evidenced by the list of attendees listed on the approved minutes of each meeting.
 - ii. Maintain 70% attendance in all required office hours.
 - iii. Maintain a 2.25 GPA.
 - iv. Successfully complete at least six credits during the semester to be compensated. Successful completion means that a student has maintained a 2.25 GPA requirement.
3. Compensation must be approved by a majority vote at the last Joint Meeting of the semester.

ARTICLE VI - Senators

- A. A Senate comprised of 30 senators representing a particular credit group. There will be 5 credit groups and they are as follows: 0 - 24 completed credits, 25 - 48 completed credits, 49 - 72 completed credits, 73 - 96 completed credits, and 97 and above completed credits. Each group will consist of 6 senators who have completed the allotted credits.

B. To be eligible for the Senate, students must maintain a minimum of six credits a semester at NSC and have completed at least 12 credits at NSC with exception for those representing the credit group of 0 - 24 completed credits.

C. Duties and Responsibilities

1. At the beginning of each term, the Executive Council will assign each senator to one of the five boards with each board consisting of six senators each. The five boards are as follows: Student Organizations Board, Programming Board, Budget and Financing Board, Public Relations Board, and Capital Improvement Board.
2. Each Senator shall attend all NSSA Joint Meetings and meeting of their respective board as a voting member.
3. Each Senator shall serve a prescribed number of office hours as determined by the Executive Council in accordance with the student's schedule.

D. Compensation

1. Senators will receive a tuition award in the amount of three NSC in-state credits per semester served, excluding summer and winter semesters, after the completion of that semester. To be eligible to receive the tuition award, officers must meet the following requirements:
 - i. Maintain 70% attendance in all required meetings as evidenced by the list of attendees listed on the approved minutes of each meeting.
 - ii. Maintain 70% attendance in all required office hours.
 - iii. Maintain a 2.25 GPA.
 - iv. Successfully complete at least six credits during the semester to be compensated. Successful completion means that a student has maintained a 2.25 GPA requirement.
2. Compensation must be approved by a majority vote at the last Joint Meeting of the semester.

ARTICLE VII – Joint Meetings

- A. Shall consist of the Executive Council and Senate.
- B. Shall be run according to the current edition of the Nevada Board of Regent's Policy, Robert's Rules of Order and Nevada Open Meeting Law.
- C. Shall be held at least twice per month.

D. Purpose

- a. Provides an opportunity for the NSSA to publicly exchange information and express ideas and concerns.
 - b. Creates the forum in which monthly reports of the Executive Council officers shall be presented.
 - c. Creates a forum for requests and/or concerns from students, faculty of NSC, and the community to be brought to the NSSA
 - d. Shall approve with a majority vote recommendations brought forth from any NSSA Board Meeting.
- E. Notification of intended absence shall be made to Executive Council Secretary no less than two hours prior to the scheduled meeting time. Failure to notify shall result in an unexcused absence.
- F. Joint Meeting agenda items must be sent to the Executive Council Secretary forty-eight hours prior to the posting the agenda.
- G. In order for a Joint Meeting to be held, a quorum shall be present. A quorum shall consist of a majority of the NSSA officers.
- H. The Joint Meeting shall be run by the President
- I. Meeting dates and time shall be set by the President.

ARTICLE VIII – Board Meetings

- A. Shall be run according to the current edition of the Nevada Board of Regent's Policy, Robert's Rules of Order, and Nevada Open Meeting Law.
- B. Shall be held at least once per month.
- C. Each board shall consist of the chair of that particular board as outlined in Article V and 6 senators.
- D. The chair of each board shall set meeting dates and times for that board.
- E. In the absence of the chair, that chair shall select a senator from that board to chair that meeting.
- F. At the first meeting for every Board, that board shall appoint a senator in that board to be the Secretary of that board.
- G. Agenda items for the boards must be sent to the secretary of that board forty-eight hours prior to the posting of the agenda.

- H. Notification of intended absence shall be made to the secretary of the board no less than two hours prior to the scheduled meeting time. Failure to notify shall result in an unexcused absence.
- I. A majority vote on any agenda item from any of the NSSA boards that involves the expenditure and/or collection of funds is treated as a recommendation that it is then made an agenda item on the following Joint Meeting's agenda.
- J. Student Organizations Board
 - a. Purpose
 - i. Will have the authority to give and revoke charters to student organizations with a majority vote.
 - ii. Creates a forum for which address the concerns of student organizations.
 - iii. Monies budgeted to the Student Organizations Board will be able to be used to support student organizations with an approval to recommend to the Joint Meeting obtained from a majority vote of the Student Organizations Board followed by an approval from a majority vote at a Joint Meeting.
- K. Programming Board
 - a. Purpose
 - i. Will be responsible for the planning and running of all NSSA events
 - ii. Will have the authority to financially support NSSA events with a majority vote.
 - iii. Monies budgeted to the Programming Board will be able to be used to support events arranged by the Programming Board with an approval to recommend to the Joint Meeting obtained from a majority vote of the Programming Board followed by an approval from a majority vote at a Joint Meeting.
- L. Budget and Financing Board
 - a. Purpose
 - i. Will create a budget at the beginning of each academic year, which divides the monies amongst the five boards, with a majority vote of the Budget and Financing Board.
 - ii. Monies budgeted to the Budget and Financing Board will be able to be used to further support the other four boards, NSSA committees, student's requests, school's requests, and/or requests made from the community with an approval to recommend to the Joint Meeting obtained from a majority vote of the Budget and Financing Board followed by an approval from a majority vote at a Joint Meeting.

- iii. Will be required to keep records of all monies spent from NSSA.

M. Public Relations Board

a. Purpose

- i. Will create a forum to address students, schools, and/or community's concerns.
- ii. Will oversee any public relations projects.
- iii. Monies budgeted to the Public Relations Board will be able to be used to support the purpose of the Public Relations Board purpose as outlined in this constitution with an approval to recommend to the Joint Meeting obtained from a majority vote of the Public Relations Board followed by an approval from a majority vote at a Joint Meeting.

N. Capital Improvement Board

a. Purpose

- i. Will be responsible for planning and accomplishing projects that will better NSSA and the NSC community.
- ii. Monies budgeted to the Capital Improvement Board will be able to be used to support the purpose of the Capital Improvement Board purpose as outlined in this constitution with an approval to recommend to the Joint Meeting obtained from a majority vote of the Capital Improvement Board followed by an approval from a majority vote at a Joint Meeting.

ARTICLE IX - Committees

A. Establishment/Removal of a Committee

- a. Committees and chairs shall be recommended by any NSSA officer and approved with a majority vote at a Joint Meeting.
- b. With the approval of a majority vote at a Joint Meeting, a committee can be suspended.

B. Committee Rules and Regulations

- a. Committees shall give a written report to the NSSA at the Joint Meeting each month.
- b. Committees shall post and maintain all agendas and minutes in accordance with Nevada State Open Meeting Law by the committees Secretary. The committee will appoint the committee's secretary with a majority vote by the committee.

- c. A majority vote on any agenda item from any NSSA committee that involves the expenditure and/or collection of funds is treated as a recommendation that it is then made an agenda item on the following Joint Meeting's agenda.
- d. Committee Members
 - i. Can be any NSC student.
 - ii. Committees shall be chaired by a Senator or Executive Board Officer.

ARTICLE X – Budget and Finance

- A. The President, Vice President, Treasurer, Chair of Public Relations, Chair of Programming, and Chair of Capital Improvement, shall be the only officers with the authority to distribute funds. All expenditures shall require the signature from the chair that oversees the budget in which the expenditure is being taken from, the Treasurer's signature, and the Business Manager's or that of the Business Manager's alternate as designated by NSC. In the case in which the expenditure originated from the Treasurer or the Budget and Financing Board, the expenditure will also require the signature from the President.
- B. Expenditures whose funds originate from a boards budget must include a copy of the meeting minutes in which the respective board approved the expenditure of the funds with a majority vote and the Joint Meeting minutes in which the expenditure of the funds were approved.
- C. Budget
 - a. The budget, as approved by a majority vote by the Budget and Financing Board followed by an approval at the Joint Meeting, will allot monies toward each of the five boards.
 - b. In addition, the budget will set aside monies that will be used for tuition awards for NSSA officers.
- D. The budget with all expenditures and income must be updated monthly and kept on file for a period of up to 5 years by the Budget and Financing Board.
- E. Expenditure of funds shall also adhere to the NSC's and the Board of Regents fiscal policies.

ARTICLE XI - Elections

- A. Election Committee
 - a. Shall be created a month before an election with an approval from a majority vote at a Joint Meeting.
 - b. Shall consist of two NSC students, one NSSA officer whom will chair the committee, and a faculty member, none whom are seeking office in the election and whom are approved by a majority vote at a Joint Meeting.

- c. Shall have the authority to determine eligibility of candidates, enforce the provisions of this constitution and by-laws, and to certify the final results of the election.
- d. Shall have the authority to remove a candidate from running by a majority vote if the candidate is found in violation of election procedures.
- e. Shall hold an election meeting for potential candidates

B. Potential Candidates

- a. Shall attend a mandatory election meeting held at the beginning of the election process.
- b. Shall abide by the rules set forth by the election committee which will be distributed and signed by each candidate.
- c. Shall adhere to the terms of eligibility for the position sought as stated in this constitution.
- d. May file for no more than one office in any single election.

C. Campaigning

- a. Shall be limited to 15 days prior to the scheduled election.
- b. Campaigning materials shall be approved the election committee prior to being set up.
- c. No campaigning shall be permitted within 15 feet of the voting booths on election day(s).
- d. Candidates shall be responsible for the cleanup of their campaign materials within two days following the end of the election.

D. Voting Procedures

- a. NSSA officers shall be elected in a general election.
- b. NSSA officers whom are not seeking reelection and the election committee will run the voting booths. Candidates are not permitted to run the booths.
- c. The Election Committee shall count all votes at the close of the booths on the last Election Day. The results shall be posted following the conclusion of the count. All ballots shall be retained for two weeks following the election; then they will be destroyed.
- d. The Election Committee will keep election results on file.

ARTICLE XII – Impeachment and Removal

- A. All NSSA officers shall be subject to impeachment and removal from office for the proven grounds of malfeasance, misfeasance, or nonfeasance.
- B. Any member of the NSSA or student body may bring impeachment charges against any NSSA officer. Once charges are filed, NSSA shall hear the charges either in person or writing at a NSSA Joint Meeting. The NSSA shall then determine, in a Joint Meeting, by a two-thirds majority vote, whether there is just cause to initiate impeachment procedures. If so, the Judicial Board shall be immediately established. If the offense(s) for which the NSSA officer is being impeached involves violation(s) of the NSC Student Judicial Code or the NSHE Student Code of Conduct, the officer will also be subject to additional disciplinary procedures under NSC's Disciplinary Procedures for Students.
- C. NSSA Judicial Board
 - a. Shall be established by the Executive Council in consultation with the Vice President of Student Services who is responsible for Student Judicial Proceedings for NSC each time impeachment procedures are put into effect.
 - b. Shall be comprised of one Executive Council officer, one senator, one faculty member, and the Vice President of Student Services.
 - c. The student chosen to serve on the Judicial Board shall be approved by a majority vote at a Joint Meeting.
- D. Impeachment Procedures
 - a. The Judicial Board shall be established and permitted a maximum of fourteen days to initiate a hearing, formulate decisions, and render their recommendation to the NSSA.
 - b. The officer being impeached shall have the opportunity to respond to such charges in person or in writing and shall be accorded due process rights as stated by the NSC Student Judicial Code and the NSHE Student Code of Conduct.
 - c. Recommendation of impeachment by the Judicial Board shall be sustained by a two-thirds majority vote at a Joint Meeting.
 - d. Impeached officers shall be removed immediately upon the acceptance vote of NSSA and shall not be permitted to hold further NSSA positions.
 - e. Judicial Board meetings and hearings are closed meetings.

ARTICLE XIII – Chartering Clubs

- A. Process of Becoming a Chartered Club
 - a. Student groups with a desire to become a chartered club shall contact the Student Organizations Board and properly adhere to the application process.

- b. Within 14 days after an application is submitted, the Student Organizations Board shall review the application.
- c. If all requirements are met and the application is completely filled out, chartering shall be granted with approval by the Student Organizations Board with a majority vote.

B. Rules and Regulations for Chartered Clubs

- a. Chartered clubs shall adhere to the Nevada State Laws, Codes of the Board of Regents, Nevada State College procedures and polices, and NSSA's Constitution and Bylaws.
- b. Chartered clubs shall have a faculty or staff member as a sponsor
- c. Chartered clubs shall submit a copy of monthly meeting minutes, organization's activities, and financial statements monthly to the Student Organization's Board.
- d. The NSSA can revoke chartering with an approval obtained by a majority vote of the Student Organizations Board.

C. Funding

- a. Funding may be granted following a completed and approved application given by the Student Organizations Board.
- b. Funding requests will be granted with an approval obtained by a majority vote of the Student Organizations Board and a majority vote obtained at a Joint Meeting.

ARTICLE XIV - Amendments

- A. This Constitution may be amended by a two-thirds majority vote obtained at a Joint Meeting, followed by a majority vote of the entire Nevada State College student body in a general election, and approval of the Board of Regents.
 - a. A special election can be held for any amendments. An Election Board will be brought into effect as listed in this constitution.
- B. An amendment may be proposed by
 - a. Any member of the NSSA.
 - b. Any member of the student body at NSC with a petition signed by at least ten percent of the student body.
- C. If an amendment is made which affects a standing officer, that officer shall remain in office until their term expires.

ARTICLE XV – Enabling Cause

- A. Enactment of this constitution shall require the approval of NSSA officers, approval from NSC students in a general election, and the approval of the Board of Regents.
- B. This constitution shall supersede and amend all other NSSA constitutions and bylaws of the NSSA.

(B/R 6/06 – New chapter)