

## NEVADA STATE COLLEGE NEVADA STATE STUDENT ALLIANCE CONSTITUTION

### 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 and 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 regard to student affairs, student events, and community involvement.

### ARTICLE III NON-DISCRIMINATION POLICY

- A. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, political affiliation or veteran status.

### ARTICLE IV MEMBERSHIP

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

### ARTICLE V OFFICERS

- A. NSSA's structure shall consist of the following:
1. An Executive Council comprised of: President, Vice President, Chair of Clubs & Organizations, Secretary, Chair of Programming, , Chair of Public Relations, and Chair of Capital Improvement.
  2. A Senate comprised of sixteen senators representing a particular credit group. There will be four credit groups as follows: 0 - 29 completed credits, 30 - 59 completed credits, 60 - 89 completed credits, and 90 and above completed credits. Each group will consist of 4 senators who have completed the allotted credits by the end of the spring semester that they are elected into office. For Senators who are appointed, the number of credits they

have completed at the time of appointment will determine which credit group a senator qualifies for.

- B. NSSA officer terms shall consist of one academic year, from May 1<sup>st</sup> to April 30<sup>th</sup>, with the exception of the four senators from the credit group of 0 - 29 completed and any appointed officers.
- C. In order to be eligible to hold office, a student must have a cumulative grade point average (GPA) of 2.75 or higher prior to the beginning of the term of service. Failure to maintain the required cumulative GPA may result in removal from office.

## ARTICLE VI EXECUTIVE COUNCIL

### A. Eligibility for the Executive Council

- 1. The student shall complete a minimum of nine credits per semester. The only exception to this is the NSSA President who shall complete a minimum of 12 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 full term.
- 3. The student must not be employed full time at Nevada State College.
- 4. The student must not hold any elected or appointed position in any other NSHE institution student government.

### B. Duties and Responsibilities

- 1. Each member shall attend Joint and Standing Board meetings of which they are a voting member. Each member shall also serve office hours necessary to achieve the goals and objectives set out each year. Each member shall serve office hours.
- 2. Each executive member, with the exception of the President, shall attend all Joint Board Meetings as a voting member. The President shall attend all Joint Board Meetings and only vote in the case of a tie.
- 3. Each executive member shall prepare a written monthly report regarding the particular board he/she chairs which is to be presented at the first Joint Board Meeting of each month.
- 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, including attendance at any campus or Board of Regents meetings in which a

representative from NSSA has been invited. In the case that the president cannot attend such meetings, the Vice President or another member of the Executive Council shall attend.

- iii. Shall appoint any Executive Council or Senate vacancies, subject to a majority vote of 2/3 at a Joint Board meeting. An appointee for an executive council position can be placed on a Joint Board Agenda for possible action, but a senator position must initially be placed on the agenda as an information item. .
- iv. Shall be responsible for planning and executing training sessions for both the Senate and the Executive Council with the assistance of the NSSA Student Activities Manager
- v. Shall preside over all Joint Board and Executive Board Meetings.
- vi. Shall prepare a monthly report regarding the state of the college, which is to be presented at a Joint Board Meeting.
- vii. Shall not vote at any NSSA Joint Board Meeting, except in the case of a tie.
- viii. Shall be empowered to veto, within five business days of adjournment of a meeting in which that action was passed, any action taken in a Joint Board meeting that was approved with less than  $\frac{3}{4}$  majority vote. Notification of the veto must be made in writing and posted in accordance with the Nevada Open Meeting Law.
- ix. Shall schedule an Executive Board meeting with an agenda at least once a month by coordinating with their Executive Council.

#### 5. Vice President

- i. Shall assume the roles and responsibilities of the President in the event of an absence or vacancy, including attendance at any campus or Board of Regents meetings in which a representative from NSSA has been invited.
- ii. Shall serve as the organization's Treasurer.
- iii. Shall work with the Student Activities Manager to create a report of the organization's current budget to provide a verbal report at every Joint Board meeting with the most up to date information.
- iv. Shall prepare a monthly summary of the organization's accomplishments and endeavors to be shared with the student body and overall NSC community.
- v. Shall meet with the chair of each board at least once a month to go over the Board's expenses and any changes made to their itemized budget.

6. Secretary

- i. Shall prepare, record, and post agendas and minutes of all NSSA Joint Board Meetings in accordance with the Nevada Open Meeting Law.
- ii. Shall serve as Acting President in the event of a vacancy in the office of Vice President when the office of President becomes vacant, until a new President is elected as provided in the NSSA by-laws.
- iii. Shall maintain a standard operating procedure binder for the NSSA.
- iv. Shall train all new members of the NSSA regarding office protocol and eligibility for compensation.
- v. Shall ensure that all messages on the NSSA office phone and e-mail account are accounted for and routed appropriately.
- vi. Shall be the liaison for the appointed secretaries of the four Boards.
- vii. Shall maintain copies of all agendas and minutes of all NSSA Joint Board Meetings and Board Meetings.
- viii. Shall create the agenda for both the Joint and Executive Board at the discretion of the President.

7. 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 signature authority for the Programming Board.
- iv. Shall schedule a meeting with an agenda at least once a month by coordinating with their prospective board members.
- v. Shall work with their board to create an itemized budget for the current fiscal year, and a recommended budget for the upcoming chair.
- vi. The creation of the board's agenda should be left to either the chair or secretary of the board depending on the chair's preference, and this should be approved at the first meeting of the term.

8. Chair of Public Relations

- i. Shall serve as the chief administrator of the Public Relations Board.

- ii. Shall preside over all Public Relations Board Meetings and act as a nonvoting member except in the case of a tie.
- iii. Shall have signature authority for the Public Relations Board.
- iv. Shall schedule a meeting with an agenda at least once a month by coordinating with their prospective board members.
- v. Shall work with their board to create an itemized budget for the current fiscal year, and a recommended budget for the upcoming chair.
- vi. The creation of the board's agenda should be left to either the chair or secretary of the board depending on the chair's preference, and this should be approved at the first meeting of the term.

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 signature authority for the Capital Improvement Board.
- iv. Shall schedule a meeting with an agenda at least once a month by coordinating with their prospective board members.
- v. Shall work with their board to create an itemized budget for the current fiscal year, and a recommended budget for the upcoming chair.
- vi. The creation of the board's agenda should be left to either the chair or secretary of the board depending on the chair's preference, and this should be approved at the first meeting of the term.

10. Chair of Clubs & Organizations

- i. Shall serve as the chief administrator of the Clubs & Organizations Board.
- ii. Shall preside over all Clubs & Organizations Board Meetings and act as a nonvoting member except in the case of a tie.
- iii. Shall have signature authority for the Clubs & Organizations Board.
- iv. Shall schedule a meeting with an agenda at least once a month by coordinating with their prospective board members.
- v. Shall work with their board to create an itemized budget for the current fiscal year, and a recommended budget for the upcoming chair.
- vi. The creation of the board's agenda shall be left to either the chair or secretary of the board depending on the chair's

preference, and this should be approved at the first meeting of the term.

C. Compensation

1. All members of the NSSA Executive Board shall be eligible for compensation commensurate to their level of work and time committed while in office subject to the guidelines set forth in the NSSA by-laws.

**ARTICLE VII SENATORS**

A. The Senate shall be comprised of sixteen (16) senators representing a particular credit group. There will be four credit groups as follows: 0 - 29 completed credits, 30 - 59 completed credits, 60 - 89 completed credits, and 90 and above completed credits. Each group will consist of four senators who have completed the allotted credits.

B. To be eligible for the Senate,

- i. students must maintain a minimum enrollment of six (6) credits a semester at NSC and
- ii. shall have completed at least twelve (12) credits at NSC, with the exception of those representing the group of 0 - 29 completed credits.

C. Senate members must not be employed full time at Nevada State College.

D. Senate members must not hold any elected or appointed position in any other NSHE institutions student government.

E. Duties and Responsibilities

1. At the beginning of each term, the Executive Council will assign senators to serve on each of the four (4) boards. The four (4) boards are: Clubs & Organizations Board, Programming Board, , Public Relations Board, and Capital Improvement Board. At each board's first meeting, a senator shall be appointed as board secretary.
2. Each board shall be appointed at least two (2) senators according to the guidelines set forth in the NSSA By-laws. In the absence of the chair, a senator on the board shall chair the meeting.
3. Each member of the senate shall attend all Joint Board Meetings as a voting member.
4. Senators shall work with their Board Chair to complete hours in addition to set meeting in an effort to achieve the goals and objectives set forth by the Joint Board. All meetings covering NSSA business, with the exception of Joint Board Meetings, can be counted towards this total.

F. Compensation

1. All members of the NSSA Senate shall be eligible for compensation commensurate to their level of work and time committed while in office subject to the guidelines set forth in the NSSA by-laws. .

### **ARTICLE VIII JOINT BOARD MEETINGS**

- A. Shall consist of the Executive Council and Senate.
- B. Shall comply with the Nevada Board of Regents' policy and any amendments thereto.
- C. Shall be run in accordance with the current edition of Robert's Rules of Order and Nevada Open Meeting Law.
- D. Shall be held at least twice per month during Fall and Spring semesters and once per month during all Summer and Winter semester months.
- E. Purpose
  - a. Provide an opportunity for the NSSA to publicly exchange information and express ideas and concerns.
  - b. Create a forum in which monthly reports of the Executive Council officers shall be presented.
  - c. Create a forum for requests and/or concerns from students, faculty of NSC, and the community to be brought to the NSSA.
  - d. Shall approve by a majority vote recommendations brought forth from any NSSA Board Meeting.
- F. Joint Board Meeting agenda items must be sent to the NSSA Secretary three calendar days prior to the posting of the agenda. The Secretary shall post the agenda in accordance with the Nevada Open Meeting Law.
- G. In order for a Joint Board Meeting to be held, a quorum shall be present. A quorum shall consist of a majority of the NSSA officers.
- H. The Joint Board Meeting shall be run by the President
- I. Meeting dates and time shall be set by the Executive Council during the summer before the academic year.

### **ARTICLE IX BOARDS**

- A. The president shall make assignments to boards with consideration given to the desire and experience of the Chair and senate members of that board.

- B. Boards shall be governed by the rules and guidelines set forth in the NSSA by-laws.

### **ARTICLE X COMMITTEES**

A. Establishment/Removal of a Committee

- a. Committees shall be recommended by any NSSA officer and approved by a majority vote at a Joint Board Meeting.
- b. By a majority vote at a Joint Board Meeting, a committee may be suspended or abolished.

B. Committee Rules and Regulations

- a. Committees shall give a written report to the NSSA at the Joint Board Meeting each month.
- b. A committee secretary, to be appointed by a majority vote, shall post and maintain all agendas and minutes in accordance with Nevada Open Meeting Law.
- c. A majority vote on any agenda item from any NSSA committee that involves the expenditure and/or collection of funds shall be treated as a recommendation that the item be placed on the Joint Board Meeting's next agenda.
- d. Committee Members
  - i. Can be any NSC student.
  - ii. A committee shall be chaired by a Senator or Executive Council Officer, appointed by the President.

### **ARTICLE XI BUDGET AND FINANCE POLICIES**

A. Budget

- a. The Executive Board will create a budget at the beginning of each academic year, This proposed budget must be approved by a 2/3 vote of the Joint Board.
- b. Any modifications to the budget shall be recommend from the Executive Board to the Joint Board for approval. The budget modification must be approved by a 2/3 vote of the Joint Board
- c. The budget will allocate funds towards compensating the senate and the executive council for the entire academic year. Funds for each group cannot exceed what is stated in NSSA By-Law II.



- d. The budget will set aside the salary and benefits to fund the NSSA Business Manager position. In times of financial need, the NSC administration can make the request of a percentage of the Business Manager's time to work in other offices on campus as needed. These requests must be made in person at a Joint Board Meeting, and approved by a majority vote of the Joint Board Meeting by July 1 of each year.
- B. The Vice President shall update the budget monthly and keep the records on file in the NSSA Office for a period in accordance with the NSHE Records Retention Schedule.
- C. Expenditure of funds shall also adhere to the NSC's and the Board of Regents' fiscal policies.

### **ARTICLE XII ELECTIONS**

- A. There shall be two types of elections: (1) Special Elections; and (2) General Elections.
- B. Transfer students new to NSC may only gain office in NSSA during the Special Elections, which will occur in September and February of each academic year, with the exception of a special election made necessary by a vacancy in the office of President.
- C. General Elections to choose officials not required to participate in Special Elections will take place in April of each academic year.
- D. All positions shall be filled through the General Elections to take place in April of each year, with the exception of the 0-29 credit senate group which will be elected during a special election in September of each year.
  - i Any unfilled positions may be filled through a special election in September and/or February of each year. In the event that positions aren't filled through general or special elections, then the President may appoint a student to fill vacant positions subject to approval by the Joint Board.

### **ARTICLE XIII IMPEACHMENT AND REMOVAL**

- A. All NSSA officers shall be subject to impeachment and removal from office for proven malfeasance, misfeasance or nonfeasance. Recommendation for impeachment shall be made by the Judicial Board to the NSSA Joint Board Meeting.
  - a. Any officer impeached and removed will not be eligible to serve as an officer in the future.
  - b. Any officer accused on nonfeasance shall have the opportunity to resign before impeachment charges occur.
- B. Notification to the officer being removed must be made via e-mail and in writing at least ten business days before the agenda in which the vote will take place is posted.
- C. Failure to maintain the required GPA, attend Joint Board Meetings, or keep office hours as set forth in the NSSA by-laws shall constitute nonfeasance and may be grounds for removal from office.

- D. If an officer resigns, the officer may run for office again if the officer is eligible under the Constitution and By-Laws.
- E. Any NSSA officer or member of the student body may bring impeachment charges against any NSSA officer. Once charges are filed, the Judicial Board shall be established. If the offense(s) for which the NSSA officer is being impeached involves violation(s) of the NSC Student Code of Conduct, the officer will be referred to the administration and shall not attend any NSSA meetings until a resolution has occurred. The officer will also be subject to additional disciplinary procedures under NSC's Disciplinary Procedures for Students.
- a. Anyone who is bringing about charges against an NSSA officer, must have an initial meeting with either the NSSA Student Activities Manager and/or the Dean of Students. The student must be prepared to present evidence to back up their claims. A formal written petition document will be provided by the Dean of Students or Student Activities Manager. The petition must be signed by at least five percent (5%) of the student body.
  - b. The charges will be presented to the highest ranking officer of NSSA that the charges do not involve and the Student Activities Manager. After the charges are presented, the Judicial Board will be established immediately.
  - c. If the NSSA member in question has violated the NSC Student Code of Conduct, said member will be suspended immediately and will face disciplinary action by the proper authorities.
- F. NSSA Judicial Board
- a. The Judicial Board shall consist of the Student Activities Manager who serves as a non-voting Chair, two (2) NSC Faculty or Staff Members, two (2) NSSA Executive Officers and one (1) NSSA Senator.
  - b. The Judicial Board will be established by calling for volunteers. If enough volunteers are not found or more individuals volunteer than spots available, the President or highest ranking NSSA officer who is not involved shall appoint the Judicial Board at his/her discretion. No member of the Judicial Board shall be involved personally or professionally with the charges. Said involvement shall include, but not be limited to, involvement that would materially affect the independence of judgment of a reasonable person.
  - c. Any NSSA officer who is responsible for appointing the members of the Judicial Board shall
    - i not participate as a member of the Judicial Board.
    - ii hear all charges of malfeasance, misfeasance or nonfeasance in office and submit its recommendations to the NSSA Joint Board Meeting.
  - d. Shall hear and determine all protests over election results or disqualifications. The decision of the Judicial Board in such matters shall be final.

G. Impeachment Procedures

- a. The Judicial Board shall be created within fourteen (14) calendar days following a registered call for impeachment. The Judicial Board shall have thirty (30) calendar days from the date the Judicial Board is created to hold a hearing, reach decisions, and submit its recommendations to the NSSA Joint Board meeting.
- b. The hearing will allow the complainant to voice their concerns and the defendant to speak on their own behalf. The Judicial Board will deliberate and vote upon sending a proposal to the Joint Board for removal.
- c. Recommendation of impeachment by the Judicial Board shall be sustained by a two-thirds (2/3) majority vote at a Joint Board Meeting of the NSSA.
- d. Impeached officers shall be removed immediately upon a an affirmative vote at the NSSA Joint Board Meeting and shall be permanently ineligible to hold any NSSA position or office.
- e. Judicial Board proceedings and hearings shall be closed.

**ARTICLE XIV CHARTERING CLUBS**

A. Process of Becoming a Chartered Club

- a. Student groups with a desire to become a chartered club shall contact the Clubs & Organizations Board and adhere to the application process.
- b. Within fourteen days after an application is submitted, the Clubs & Organizations Board shall review the application.
- c. If all requirements are met, chartering shall be granted by a majority vote of the Clubs & Organizations Board.

B. Rules and Regulations for Chartered Clubs

- a. Chartered clubs shall adhere to the laws of the State of Nevada, the NSHE Code, policies of the Board of Regents, NSC, and NSSA's Constitution and By- laws.
- b. Chartered clubs shall have a faculty or staff member as an advisor.
- c. Chartered clubs shall submit a copy of meeting minutes, organization's activities, and financial statements monthly to the Clubs & Organizations Board.
- d. For good cause, the NSSA may revoke chartering upon approval by a majority vote of the Joint Board at a Joint Board Meeting, as recommended by the Clubs and Organizations Board. Reasons for revocation of charter shall include, but not be limited to, acts of

discrimination against any individual or group on the basis of race, sex, gender/gender identity, ethnicity, national origin, political affiliation or veteran status; if the club's mission goes against the mission of the college or NSSA, or the club promotes violence or inappropriate behavior.

C. Funding

- a. Each chartered club is granted seed money that is deposited directly into their campus account upon a vote of approval by the Joint Board Meeting. The amount of seed money provided varies based on time of year, which is outlined in the Student Clubs & Organizations Bylaws.
- b. Funding requests above and beyond the initial seed money shall be approved by a majority vote of the Clubs & Organizations Board, followed by a majority vote at a Joint Board Meeting.

**ARTICLE XV ADMENDMENTS**

- A. This Constitution may be amended by a two-thirds (2/3) majority vote at a Joint Board Meeting, followed by a majority vote of the Nevada State College student body in a general or special election. Upon approval, the amended document shall be transmitted to NSC President, who shall forward it to the Chancellor for approval. The amended document shall become effective immediately upon completion of the aforementioned process.
- B. An amendment may be proposed by
  - a. Any officer of the NSSA.
  - b. Any member of the student body at NSC with a petition signed by at least five percent (5%) of the student body.
  - c. All proposed amendments must be reviewed by the Constitution and By-Laws Committee in accordance with the guidelines set forth in the NSSA by-laws.

**ARTICLE XVI ENABLING CAUSE**

- A. Enactment of this Constitution shall require the approval of NSSA officers, approval of NSC students in a general election, and the approval of the Board of Regents.
- B. This Constitution shall supersede and amend any other NSSA Constitution.
- C. In the event of a conflict between this Constitution and the By-Laws promulgated under its authority, the Constitution shall prevail.