**The Constitution of Northwestern’s Student Government Association**

**as of Spring 2012**

**Statement of Purpose and Vision for the Student Government Association**

SGA strives to be a proactive voice for progressive change in the campus community. As a liaison between students, faculty, staff, and the administration, SGA seeks to maximize the value of the Northwestern experience by gathering information, promoting ideas, expressing concerns, developing and implementing plans, encouraging and recognizing excellence among students and faculty, and by developing the leadership abilities of its members.

SGA aspires to be a:

Representative: SGA’s purpose is to advocate the student position in campus affairs. SGA strives to represent student opinion and to act as a mechanism for students to voice concerns and seek appropriate action.

Servant: SGA representatives strive to follow Christ’s example by acting as servant leaders, committed to the advancement of policies which enhance the campus community as a whole. SGA seeks to give glory to God in all that it does, enhancing the value of the Northwestern experience for past, present, and future students.

**Article I – OBJECTIVES**

*Section 1*

Goals of SGA:

a. To promote good relations and an effective means of communication between the student body and the administration/faculty/staff. This involves two things: representing student interests and concerns to the administration/faculty/staff and assisting in communication of college policies to the students.

b. To provide a voice for student interests on those faculty standing committees that have student members.

c. To support the Christian academic mission and purpose of Northwestern College.

**Article II – STUDENT RELATIONS**

*Section 1*

Student initiated requests that involve major changes in college policy go through the following channels: SGA, appropriate standing committees, faculty and administration, and the Board of Trustees. In order to fulfill its objective of being the primary channel for student expression, the SGA shall make a concerted effort not only to respond to student concern, but also to be proactive in soliciting student opinion and/or concern regarding campus issues.

*Section 2*

Acting as a representative of the student body, SGA may challenge the action of any faculty committee which has student members.  The number of such challenges shall be limited to a total of two per semester.  SGA challenges will follow the procedures laid out for faculty challenges in the Faculty Handbook.

**Article III – COMPOSITION**

*Section1 - Qualifications*

a. All members must maintain a cumulative GPA of at least 2.0 during their term of membership on the SGA. The Vice President of the SGA, in cooperation with the SGA advisor shall determine ineligible students and deal forthwith.

b. Each member of the SGA, with the exception of a second semester senior or any student on a professional semester shall carry at least 12 semester hours.

*Section 2 - Membership*

a. Officers

1. President

2. Vice President

3. Secretary

4. Treasurer

b. SGA Class Representatives

1. Freshman Class Representative

2. Sophomore Class Representative

3. Junior Class Representative

4. Senior Class Representative

 c. Faculty standing committee representatives

 1. Academic Affairs Committee Representative

d. Food Service Representative

1. This person shall be elected by the entire student body in the spring. This position has voting powers on SGA, but is also tasked with being the official liaison to the food service provider from SGA.

 e. SGA at-large Representatives

1. There shall be three such positions made available to the entire student body, these positions shall be elected from among the entire student body with no specific constituency. These positions shall exist to bring the SGA membership to 12 voting members and the President. These elections shall be held at the beginning of the fall semester to allow for freshmen and transfer students’ participation.

f. Faculty/Staff Advisors

1. Dean of Student Development or assigned student development staff.

2. Two faculty advisors

*Section 3 - Voting*

a. Voting members (12) shall consist of the four class representatives, Vice President, Secretary, Treasurer, elected faculty standing committee representatives, food service representative and the elected at-large members with the President voting to make or break ties.

b. No appointed position shall have voting privileges in SGA votes, but such positions shall carry a vote in their respective committee.

*Section 4 - Selection*

a. Officers – All officers shall be elected by a vote of the student body.

b. SGA Class Representatives

1. One representative for each of the Sophomore, Junior, and Senior class shall be elected by their respective classes in the spring.

2. The freshman class shall elect a freshman representative in the fall.

3. The at-large members shall be elected in the fall to ensure equal opportunity for freshmen and transfers.

c. Faculty standing committee representatives

1. Academic Affairs– As long as such committees exist, elections shall be held for the foresaid positions. (Currently only academic affairs)

e. Faculty/Staff Advisors – The two faculty advisors shall be approved by the faculty after SGA recommendation for a term of 2 years.

*Section 5 – Terms of Office*

Terms of office for all elected SGA members shall run from the last meeting in May of the year of their election to the last meeting in May of the following year. Terms of office for appointed SGA members and other representatives run from the time of their appointment (generally sometime in September) to the last meeting in May of that year.

*Section 6 – Duties and Involvement*

a. President

The president of the SGA shall preside over the meetings and be responsible for preparing agendas prior to each meeting. The president shall assume responsibility for representing the SGA to the public as well as performing the necessary task involved in leading a campus organization.

b. Vice President

The Vice President shall have the duty of facilitating meetings when the President

 is unable to attend. The Vice President is responsible for being a direct link to the

 faculty and attending faculty meetings when necessary.

c. Secretary

The secretary shall perform necessary clerical functions and shall take and distribute minutes along with all other necessary materials.

d. Treasurer

The Treasurer shall approve all SGA receipts and expenditures, give a quarterly report of financial condition of SGA, and shall ensure that all groups receiving SGA funding are credited with the full and proper amounts. The Treasurer shall also be in charge of administering all necessary audits on clubs receiving funds from SGA.

e. Responsibilities of SGA Non-voting Members

1. Board representatives shall inform the SGA of yearly goals, committee agendas and committee action.

2. All members shall present proposals from the SGA to boards and committees.

f. Subcommittees

New subcommittees will be set up as needed each year to help focus the Student Government Association on specific issues. It will be the decision of each year’s SGA to determine which committees will be set up, according to the needs

 for that year.

g. Year to Year training

1. SGA members of the current year are responsible to train the elected for the following year.

2. Each member should train whoever will be taking their position the following year.

**Article IV – Meetings**

*Section 1*

The meetings of the SGA shall be held every week or as agenda issues necessitate.

*Section 2*

The SGA may meet to conduct official business only when a quorum is present. A quorum shall consist of 2/3 of all voting members.

*Section 3*

All members shall be held responsible for attending all SGA meetings. The officers shall handle excessive unexcused absences. An impeachment vote within the SGA shall ensue if a representative has three unexcused absences.

*Section 4*

All SGA meetings are open to the public with the exception of executive sessions regarding SGA personnel.

*Section 5*

Appropriate parliamentary procedure shall be followed as outlined in the most recent edition of Robert’s Rules of Order.

**Article V – Elections**

*Section 1*

The SGA will install an election Committee consisting of students who are not running for positions in the election. The election Committeewill have the sole responsibility of publicizing the impending elections and the positions open to the student body. Following the election, the election committee will tally and publicize the results.

*Section 2*

Candidates for any office in the SGA shall present a nominating petition to the SGA one week before the election. The petitions shall be signed by at least twenty eligible voters at NWC.

*Section 3*

The officers shall be elected by a popular vote of the full-time students of the entire student body. The class representatives shall be elected by a vote of eligible voters (see Article 3 Section 4 subpoint B). The standing faculty committee representatives shall be elected by a popular vote of the full-time students of the entire student body (see Article 3 Section 4 subpoint C). At-large members and the food service representative shall be elected by a popular vote of the full-time students of the entire student body.

***Spring Elections***: President, Vice President, Secretary, Treasurer, Academic Affairs, Food Service Rep, Senior, Junior and Sophomore Class Rep.

***Fall Elections:*** Three at large members and Freshmen Class Rep.

**Article VI – Resignation/Removal From Office**

*Section 1*

The order of succession following the President shall be Vice President*,* Secretary, and Treasurer.

*Section 2*

In case of resignation, withdrawal from college, or the failure to fulfill duty by any of the elected members, nominations to fill the office shall be entertained by the SGA. The nominee to fill the office shall be elected by a majority vote of the SGA voting members.

*Section 3*

Recall for failure to fulfill ones duties, absence, or other reasons for elected members shall require a majority vote of the student body. The procedure for recall shall be as follows:

a. A petition for recall signed by 1/4 of the electorate shall be submitted to the SGA. The petition shall state the reason or reasons for the proposed recall.

b. The SGA shall conduct a recall election within two weeks of the submitted request.

*Section 4*

Impeachment charges against any voting member must be brought forward by a voting member of the SGA and may be passed by a vote of no less than 8 voting members. The impeached member will retain office pending a concurring simple majority vote of the faculty, at which time he or she shall be removed from office.

**Article VII – Club Funding**

*Section 1*

Any officially recognized student club is allowed to apply to the SGA for funding. This application must be submitted in written form following these guidelines:

a. Must include the club’s purpose, and how it serves the NWC campus, and if applicable the greater community.

b. Reasons why funds are being requested, level of need, and a specific outline of what the funds will be used for.

c. Amount of funding requested

*Section 2*

a. If funds are awarded, the club must be willing to submit to a random end of the year audit, which will be conducted by the Treasurer of SGA along with the Senior class representative, who will report all findings back to the club and SGA.

b. In the case of a refused or failed audit, that club will be subject to a partial or full repayment of the abused funds, and will be ineligible to request further SGA funding for a period of one year.

**Article VIII – Amendments**

*Section 1*

This constitution may be retracted or amended by a 2/3 vote of the SGA, approval of the faculty, and a 2/3 vote of the student body voting. It then shall supersede all previous instruments for the organization of the SGA.

*Section 2*

In case of a name change of an already established faculty committee or of an existing campus group represented on SGA, an automatic constitutional change shall occur to adjust for these changes.

This constitution shall be effective immediately following ratification by the SGA, the faculty, and the students.