



NEW MEXICO JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

July 2023

We, the students of New Mexico Junior College (NMJC), do through this constitution; establish an association of self-government, whose purpose shall be dedication to equal opportunity education, the welfare and concerns of all students, and to promote higher education throughout the state of New Mexico.

Article I: Student Government Association of New Mexico Junior College

Section I: The name of this association shall be the “Student Government Association of New Mexico Junior College”, henceforth termed the SGA/NMJC.

Section II: All students regardless of enrollment status or campus shall be members and have full rights and responsibilities as outlines by this constitution. (See Article III).

Section III: All responsibilities, powers, and duties of the SGA/NMJC shall be vested within the Executive Council.

Section IV: Any question concerning democratic procedure that is not defined within this Constitution, will be referenced in Robert’s Rules of Order.

Article II: SGA/NMJC Purpose

The purpose of the SGA/NMJC shall be defined as follows:

Section I: To represent all students within the college.

Section II: To promote the general welfare of the New Mexico Junior College community.

Section III: To act in a manner befitting an appointed Officer of the students.

Section IV: To develop students as leaders and support efforts to make a positive impact in the local community by encouraging civic engagement and on campus involvement.

Article III: Membership Guidelines

Only full time students shall be able to hold an Officer position within the Executive Council. Students taking under twelve units may hold office with the permission of the Advisor.

Section I: All students enrolled at New Mexico Junior College; regardless of semester of course load, shall be considered members of the SGA/NMJC. Any student that has been suspended by the College or is currently on academic or disciplinary probation shall not retain membership for the duration of the suspension/probation.

Section II: Members shall have the right to voice their opinion, participate in campus organizations, and partake in any event otherwise provided for by the outline of this Constitution.

Section III: No member of the SGA/NMJC shall be discriminated against due to race, religion, gender, disability, age, sexual orientation, or creed.

Section IV: Any disputes in regards to the membership guidelines (Article III) can be brought to the attention of the Executive Council, and a determination on the validity of the dispute shall be made on the evidence provided.

Article IV: Executive Council/Cabinet

Section I:

- A. The Officers of the SGA/NMJC shall be known as the Executive Council.
- B. The Representatives from the clubs and organizations shall be known as the Cabinet.

Section II:

- A. The Executive Council shall consist of the following offices: President, Vice President, Recorder, Treasurer, and Social Events Planner.
- B. Applicants for all Officer positions shall be selected by an application committee comprised of the minimum of the SGA Advisor(s) (Coordinator of Student Activities and Intramurals), one other NMJC employee and current members of the Executive Council and/or Cabinet.
- C. Interviews shall be conducted by the SGA/NMJC Advisor(s) and at least two students from the Executive Council and/or Cabinet not (re)applying for office.
- D. The application process shall begin no later than the first day of September and must be posted for at least fifteen (15) days or until such a time as a sufficient number of candidates have been acquired.
- E. Elections will be held each 1st Monday of October unless special approval is granted from the Dean of Students to change the date. Public notice to the student body will be made via email. The Officer appointments should be announced prior to October 15th.
- F. Officers shall begin their term immediately after elections.
- G. Officers may be selected for more than one term in office. The Officers seeking another term in office must complete the entire application process.

H. The day following the announcement of the appointments, newly selected members shall serve as apprentices to their predecessors. Participation in remaining activities is expected. During the apprenticeship period, there will be no monetary remuneration.

Section III:

A. Any students seeking appointment to the Executive Council must have a cumulative 2.25 grade point average at NMJC and maintain a 2.25 cumulative grade point average during the duration of their term in office.

B. Officers shall not hold offices in any other NMJC recognized student organization.

Section IV:

A. The SGA/NMJC shall meet at least once per month during the College calendar year except during vacations, and shall attend special meetings as may be called by the SGA/NMJC President.

B. Attendance is expected at all regularly scheduled meetings by the Executive Council/Cabinet. Two unexcused absences in one semester may be reason to start disciplinary action (see Article VIII).

B. Executive Council and Cabinet members shall have one vote each in SGA/NMJC meetings.

C. Executive Council Officers shall post a minimum of 2 service hours per week.

D. The Executive Council shall be responsible for representation of students on the NMJ College committees as requested.

Article V: Duties of the Executive Council and Advisor

Section I: The duties of the Executive Council shall be as follows:

A. The President shall:

1. Preside at all SGA/NMJC Executive Council meetings and general public meetings.
2. Shall appoint and dissolve committees as deemed necessary.
3. Call special meetings of the SGA/NMJC and preside over them.
4. Plan and prepare all materials for the SGA/NMJC meetings and have the agenda posted 24 hours prior to the meeting.
5. Act as the official representative of the students of NMeJC.
6. Assure accuracy and sign all legislation passed by the SGA/NMJC.
7. Exercise such powers that have been granted by the SGA/NMJC in accordance with this constitution.
8. Administrate the provisions of this Constitution and Legislation that are in effect.
9. Stay aware of issues on and off campus that affect student life and report to the SGA/NMJC to prepare any necessary legislation.

10. When necessary, meet with faculty and administration to keep the SGA/NMJC apprised of current developments in College policy.

11. Assist other Executive Council members as needed.

B. The Vice President shall:

1. Assume the duties of the President in the event of the President's absence and succeed to that office upon the office's permanent vacancy.

2. Be responsible for the direction of the amendments to the Constitution and Bylaws.

3. Perform other such duties that the President may delegate.

4. Assist other members of the SGA/NMJC as needed.

5. Assist in the preparation of the agenda.

6. Follow up on any absences of Executive Council/Cabinet from SGA/NMJC meetings.

7. Act as liaison between SGA/NMJC and campus clubs/organizations. As a liaison, the Vice President should notify campus clubs of cancellations, updates, and announcements from SGA/NMJC meetings and functions.

8. Be responsible for updating the student government bulletin board.

9. Be responsible for maintaining the master calendar for SGA/NMJC, campus clubs, and organizations.

10. Be responsible for monitoring master calendar events on a monthly basis.

C. The Recorder shall:

1. Keep and maintain minutes of the Executive Council and scheduled meetings and make such minutes available for review.

2. Serve as the official correspondent for the SGA/NMJC and Executive Council.

3. Be responsible for the maintenance of all files on the various clubs and organizations.

4. Be responsible for the collection and return of all necessary correspondence, document, etc...

5. Assist other members as needed.

D. The Treasurer shall:

1. Maintain accurate and detailed financial records.

2. Work with the SGA Advisor, in all financial transactions with the NMJC Business Office or the Foundation as necessary.

3. Keep all clubs and organizations using student funds apprised of college financial procedures.

4. Submit a financial report at the end of each semester to the SGA/NMJC.
5. Submit a weekly financial report outlining a summary of changes to all SGA/NMJC accounts.
6. Have financial records available for review within 24 hours of written request from NMJC officials and students.
7. Be responsible for completing the Event Checklist at least one week prior to the event and designating duties to appropriate SGA Officers.
8. Assist other members as needed.

E. The Social Events Planner shall:

1. With the help of the SGA Officers, coordinate the planning and execution of all social, cultural, and special events sanctioned by the SGA/NMJC.
2. Have records available for review detailing all current and future events.
3. Prepare a semester activities calendar for publication.
4. Be responsible for publicizing SGA/NMJC sanctioned events.
5. Be responsible for the collection of Event Checklists and up-keep of all SGA/NMJC historical materials.
6. Assist other members as needed.
7. Be responsible for the upkeep of the SGA/NMJC website.

E. The Representatives shall:

1. Represent their club/organizations at all regular scheduled meetings.
2. Be a voting member of the cabinet.
3. Participate in ad-hoc committees when appointed by Executive Council.
4. Attend SGA sponsored events.

G. The Advisor(s) shall:

1. The Advisor shall attend each of the SGA/NMJC meetings and may appoint a replacement in the event of absence. If the Advisor is not present at the meeting then no formal decisions can be made.
2. The Advisor must support all chartered organization's activities by attendance and participation in its entirety or by assigning an appointee in absences.
3. The Advisor must be available to give advice and answer questions.
4. The Advisor shall represent the interests of the chartered organization before faculty and administrative groups.

5. Failure of the Advisor to faithfully complete their responsibilities could result in revocation of the organization's charter and may affect matching funds.

6. The Advisor with the assistance of the Dean of Students will address disciplinary problems concerning Officers and representatives.

Section II. Compensation

All Executive Council/Cabinet Officers shall for each academic semester (Fall and Spring) in office, receive a general scholarship for regular tuition for classes completed with a passing grade. If an Officer should enter or leave an office mid-semester, the scholarship will be pro-rated according to the amount of time in office. High school students receiving free tuition from NMJC will not be able to receive this compensation.

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| A. President | \$250.00 for Fall/Spring semester |
| B. Other Officers | \$200.00 for Fall/Spring semester |
| C. Representatives | \$100 for Fall/Spring semester |

Article VI: SGA/NMJC and Club/Organization Responsibilities

Section I. All SGA/NMJC meetings are open to clubs and organizations, as well as the public. Each official NMJC club/organization MUST have a Representative, not of the SGA/NMJC Executive Council present at all regular scheduled meetings for the entire academic year, and the dates and times of these meetings will be determined by the Executive Council.

Section II. Maintain a list of all current official clubs and organizations. This must be submitted to the Recorder of SGA/NMJC at the beginning of every academic year. Any changes to a club or organization's Representative to SGA/NMJC must be reported to the SGA/NMJC Recorder immediately.

Section III. All clubs and organizations must have an approved Advisor from the NMJC faculty or staff: This must be submitted to the Dean of Student Services at the beginning of each semester.

Article VII: SGA/NMJC Constitution Amendments

Section I. Amendments may be added to this constitution by a majority vote of the Executive Council and Cabinet.

Section II. Constitutional bylaws may be amended or changed by a majority vote of the Executive Council and Cabinet.

Section III. Any amendments or bylaws may be revoked by a majority vote of the Executive Council and Cabinet.

Section IV. Executive Council President must sign any amendments, bylaws, revocations, etc.

Section V. Prior to each new academic year, the Dean of Students may amend this Constitution congruent to NMJC polices and or rules and the edited Constitution will not need a majority vote to be amended.

Article VIII: Vacancies/Disciplinary Actions

Section I. All vacancies within the Executive Council shall be filled at the discretion of the Executive Council.

Section II. Failure to fulfill the duties of office may result in termination from office. Terminable offences shall be the decision of the Dean of Students and the SGA/NMJC Advisor(s).

Section III. The SGA/NMJC Advisor(s) report to the Dean of Students. The Advisor(s) shall attend all SGA/NMJC meetings and events. The duties of the SGA/NMJC Advisor(s) shall be mentored by the Dean of Students. The Advisor for SGA/NMJC is the current Coordinator of Student Activities and Intramurals and if needed one other current employee at NMJC to assist in fulfilling the Advisor's duties.

Section IV. Disciplinary actions against any SGA/NMJC Officer shall consist of the following course of actions to be initiated by the SGA/NMJC Advisor(s):

- A. The Officer shall receive an oral warning in the form of individual counsel.
- B. The Officer shall receive a written warning, which will outline any areas of deficiency, ideas for improvement, and any additional comments. This shall be discussed and signed by all parties.
- C. The Officer shall receive a final written letter with their dismissal from the Executive Council/Cabinet. This will be discussed and signed by all parties.
- D. The rebuttal process can be initiated at any time during the disciplinary process, but must begin no later than the two (2) days after the final written dismissal. The rebuttal must be in written form and submitted to the Dean of Students with courtesy copies forwarded to the SGA/NMJC Advisor(s).
- E. Offenses of a serious nature will result in suspension from the SGA/NMJC Officer position pending a hearing with the Dean of Students. No Officer may be on any current Disciplinary Probation.
- F. The SGA Advisor(s) have the authority to initiate suspension of SGA/NMJC Officers/Representatives.