

**CONSTITUTION AND BYLAWS OF THE
STUDENT GOVERNMENT ASSOCIATION OF NORTH SHORE COMMUNITY COLLEGE**

Last Revised
July 2025

OPERATING POLICIES AND PROCEDURES

Membership

All students of NSCC are eligible to become members of the Student Government Association upon payment of tuition and fees. All members of the Student Body may participate in SGA meetings and are eligible to vote in campus-wide elections or on agenda items.

Executive Board Members

The Executive Board of the SGA shall be President, Chief of Staff, Student Trustee, Vice President of Communications, Vice President of Finance, Vice President of Academics, and Vice President of Culture and Inclusion, and Vice President of Co-Curricular Programming.

The Executive Board of the SGA will be elected by secret ballot of the student body each April/May, will take their Oath of Office and assume their positions at the last SGA meeting of the academic year, and will hold office until the next regular election of SGA officers take their Oath of Office or they are no longer a student at NSCC.

In the event of a vacancy in the Presidency, the remaining Executive Board shall meet and determine 1-3 persons among the Executive Board, Executive Staff and/or Club Representatives to nominate for a floor vote at the next SGA General Assembly requiring a 50%+1 majority vote. In the event of any other Executive Board vacancy, the President with consultation of the Executive Board shall nominate a candidate to be voted upon at the next SGA General Assembly requiring a 50%+1 majority vote.

Duties of Officers

EXPECTATIONS OF ALL EXECUTIVE BOARD MEMBERS

- Must be in good academic standing (maintain a 2.0 cumulative GPA) and disciplinary standing.
- Attend the weekly SGA General Assembly Meeting.
- Assist in the recruitment of new SGA Executive Board/Staff members to fill vacancies.

- Maintain strong, dependable, open, respectful and honest communications with fellow Board members, Executive Staff, SGA Advisor(s) and the student body, and abide by the SGA Statement of Values.

PRESIDENT

- Facilitate and lead SGA General Assembly & Executive Board meetings.
- Serve on and report at General Assembly meetings for Faculty Staff Steering Committee.
- Serve on and report at General Assembly meetings for the Student Development Committee.
- Meet 1-on-1 with SGA Advisor(s) weekly.
- Meet 1-on-1 with the NSCC President at least once per semester.
- Meet 1-on-1 with the NSCC Assistant Dean of Student and Academic Affairs at least once per semester.
- Facilitate/Lead a Club Presidents meeting at least once per semester.
- Serve on or appoint SGA representatives to SGA Scholarship Review Committee, if active with consultation of NSCC Foundation.
- Serve as the official representative and public spokesperson of SGA.
- Assist in the training of club student leaders as needed.

CHIEF OF STAFF

- Assist the President with their duties.
- Oversee large, cross-functional projects across SGA.
- Lead initiatives outside of the listed duties of other officers.
- Assist the President to manage meetings and advise on parliamentary procedure.
- Conduct SGA meetings in the absence of the President.

STUDENT TRUSTEE

- Attend, participate and vote at College Trustee Meetings as scheduled by NSCC Board of Trustees.
- Serve as Chief Parliamentarian for SGA meetings and possible disputes with assistance from SGA Advisor(s).
- Meet 1-on-1 with NSCC Assistant Dean of Student and Academic Affairs at least twice per semester.
- Meet with SGA Advisor(s) at least once monthly.
- Provide written reports of Trustee Meetings to SGA.
- Provide written/verbal reports of Trustee Meeting developments to SGA.
- Conduct SGA meetings in the absence of the President and Chief of Staff.

VICE PRESIDENT OF COMMUNICATIONS

- Document meeting minutes for all SGA General Body and Executive Board meetings.
- Manage communication structure for SGA.

- Manage SGA's social media accounts.
- Develop marketing strategies and publicity for SGA events.
- Meet with the Marketing Team at least once per semester to discuss marketing strategies for SGA.
- Serve in and report on SGA meetings for the IT Committee.
- Meet with IT once a semester to review and discuss possible technologies that may be useful for SGA.
- Conduct meetings in the absence of the President, Chief of Staff, and Student Trustee.

VICE PRESIDENT OF FINANCE

- Maintain records of SGA related funds.
- Work with OSE Budget Manager to understand fiscal policies.
- Reconcile SGA budget tracking with OSE tracking monthly.
- Assist student clubs and organizations on financial management.
- Oversee process for student club and organization budget requests.
- Assist with training of Club Treasurers as needed.

VICE PRESIDENT OF ACADEMICS

- Serve as SGA Executive Board Liaison to all academic-based clubs and honor societies.
- Meet 1-on-1 with each academic dean at NSCC at least once per year.
- Meet 1-on-1 with NSCC Provost at least once per semester.
- Serve in Academic Policy Committee meetings and report to SGA.
- Serve in Curriculum Committee meetings and report to SGA.
- Lead advocacy and initiatives relating to academics.

VICE PRESIDENT OF CULTURE AND INCLUSION

- Serve as SGA Executive Board Liaison to student clubs/organizations relating to arts and culture.
- Lead SGA efforts in multicultural programming.
- Meet with the Assistant Dean of Academic and Student Affairs at least once per semester.
- Meet with the Chief Diversity Officer at least once per semester.
- Serve in Campus Diversity Committee meetings and report to SGA.

VICE PRESIDENT OF Co-Curricular PROGRAMMING

- Facilitate and assist with SGA programming on campus.
- Coordinate 2 large scale events during the academic year in collaboration with OSE, including the coordination and execution of the Student Service Awards in the spring semester. Assist in coordination and execution of theme/monthly SGA activities.
- Serve in Student Development Committee and report to SGA.
- Meet 1-on-1 with OSE Senior Special Programs Coordinator at least twice per month for program planning and advice.

- Facilitate and lead a Club Presidents meeting at least once per semester.
- Assist in the training of club student leaders in programming .

EXPECTATIONS OF AN SGA ADVISOR

- Meet 1-on-1 with Executive Board members on a regular basis.
- Follow expectations of Executive Board members listed above.
- Facilitate club advisor trainings and open communication with faculty, staff, and advisors.
- Regularly review the GPA and disciplinary standing of all Executive Board and Executive Staff.
- Coordinate with MASSPIRG as needed.

Executive Staff

Any currently enrolled NSCC student who wish to be officially recognized for their contributions as an SGA member may serve in an Executive Staff position. These are volunteer positions for active students who wish to be more deeply involved in the workings of SGA.

The President may have only a single Executive Staff member serve as the Chief of Staff. A prospective candidate for Chief of Staff must contact the President and schedule a meeting with the President and one additional Executive Board member to discuss the position. If the President wishes, they may present the candidate's name before the Executive Board for appointment with a 50%+1 majority vote necessary for appointment.

Each Vice President of every office may have multiple Executive Staff members who serve as their respective Assistant Vice President(s). For the Student Trustee, multiple Assistant Student Trustees may serve the Student Trustee. Any prospective candidate for AVP must contact the Vice President whom they wish to serve and schedule a meeting with this Vice President and one additional Executive Board member to discuss the position. If the Vice President wishes, they may present the candidate's name before the Executive Board for appointment with a 50%+1 majority vote necessary for appointment. The same nomination process for AVP's also applies between prospective candidates for Assistant Student Trustee and the Student Trustee.

Duties of Executive Staff

- Must possess and maintain at least a 2.0 GPA and be in good disciplinary standing.
- Attend all SGA General Assembly Meetings.
- Assist in the responsibilities of the Executive Board member in which you serve.
- Maintain strong, dependable, open, respectful, and honest communications with fellow Board Members, Executive Staff, SGA Advisor(s) and the Student Body.
- Must abide by the SGA Statement of Values.

Club Liaisons

- Every active club that is recognized by the SGA is expected to designate one club liaison to attend SGA General Assembly Meeting.
- The Club Liaison may only represent one club at a General Assembly meeting.
 - Example: Suzie is a member of both Club A and Club B. However, Suzie can only choose to represent one club during SGA General Assembly meetings.
- The Club Liaison need not be the same individual for every General Assembly meeting. Clubs may choose to rotate club members who will serve as the Club Liaison during SGA General Assembly meetings.

Meetings of SGA

- A regular schedule of meetings of the SGA will be established by the President of the SGA in collaboration with the SGA Advisor(s) for each semester
 - Notice for all meetings shall be publicized at least two weeks in advance of each meeting.
- Special meetings of the SGA may be called for designated purposes by the President of the SGA, either by majority vote of the General Assembly or by the SGA Advisor(s).

SGA General Assembly Meetings

- Shall take place at least twice a month during the Fall and Spring Semester.
- Shall consist of the following persons:
 - SGA Executive Board Members,
 - SGA Advisor(s),
 - SGA Executive Staff,
 - Club Representatives, and
 - Any NSCC student who wishes to attend.
- The General Assembly shall:
 - Act on behalf of the Student Body to promote and support all activities which advance the goals of SGA.
 - Represent the student body in relations with the faculty and administrative offices of NSCC.
 - Collaborate with SGA Advisor(s) to set policies for the organized activities of the Student Body.
 - Protect and promote the principles of academic freedom, freedom of expression, and group/individual integrity to NSCC students.
 - Pass motions with 50+1% majority vote of present SGA members.

ELECTIONS/APPOINTMENTS/REMOVALS

Elections

Election Committee

- The SGA Advisor(s) shall appoint an Executive Board and Executive Staff Elections Committee Chairperson(s).
- The Election Committee shall consist of the appointed Chairperson(s) and any remaining current Executive Board members not running for re-election.
- The Election Committee shall conduct a student-wide election process for all Executive Board positions in April/May of each academic year for the next academic year.
- Any guidelines not listed in this constitution are to be determined by the Election Committee for each election cycle.

Process for Candidates

- Candidates for Executive Board shall present Candidacy Papers, Statement of Interest and required signatures by the deadline set by the Elections Committee/SGA Advisor(s).
- Candidates must collect 2 NSCC faculty signatures, 2 NSCC staff signatures and 12 NSCC student signatures as part of the Candidacy Papers.
- The SGA Advisor(s) and Elections Committee shall provide candidate orientations (at least one in Lynn and one in Danvers) to the candidates on guidelines for campaigning.
- No write-in candidates will be accepted.

Basic Campaigning Guidelines

- A display will be made by SGA/Student Engagement of all candidates for Lynn and Danvers campuses.
- Candidates may post no more than 15 signs (on the bulletin boards) on each campus promoting their candidacy. Candidates may place up to 15 flyers on cafeteria tables.
 - Any digital or hard copy promotions by the candidate MUST provide the final date to vote which is established by the Election Committee/SGA Advisor(s).
 - Any hard copy promotions MUST be stamped by the Office of Student Engagement BEFORE posting.
- Candidates are permitted to schedule no more than 1 public speech on each campus.
 - Any public speech MUST be coordinated with the SGA Advisor(s).
- Candidates are permitted to table to promote their candidacy.
 - Table reservation requests MUST be made through the SGA Advisor(s).
 - Table reservation requests MUST be made at least 5 class days in advance.
 - No student should vote within 10ft of a table advocating for a candidate.
 - Any tabling for a candidate MUST include information of the final date to vote.

- Candidates are permitted to table with fellow candidates.
- Any campaigning deemed inappropriate by the Election Committee and/or the SGA Advisor(s) may result in removal of involved candidates from ballot/elections.
- Only returning students may vote. Dual-enrollment high students may not vote in the election.

Appointments

Executive Board

- In the event of a vacancy in the Presidency, the remaining Executive Board shall meet and determine 1-3 persons among the Executive Board and Executive Staff to nominate for a floor vote at the next SGA General Assembly.
- In the event of a vacancy in any other Executive Board position, the President shall consult the Executive Board to nominate a candidate, who will be elected during the next SGA General Assembly meeting by a 50%+1 majority vote.

Executive Staff

- A prospective Chief of Staff candidate must contact the President and schedule a meeting with the President and one additional Executive Board member to discuss the position. If the President wishes, they may present the candidate's name for appointment before the Executive Board with a 50%+1 majority vote of the Executive Board. There shall be only ONE Chief of Staff on the Executive Board.
- Any prospective candidate seeking to become Assistant Vice President (AVP) of an SGA office must reach out to the Vice President in which they wish to serve and schedule a meeting with that Vice President and one additional Executive Board member to discuss the position. Afterwards, if the Vice President wishes to nominate a candidate for AVP, they may present the candidate for appointment with a 50%+1 majority vote of the Assembly. Multiple Assistant Vice Presidents may serve each Vice President.
 - For Student Trustee, the same AVP appointment policies apply for Assistant to the Student Trustee.

Removal from Office

- An Executive Board or Executive Staff member shall be subject to administrative removal from office for the following reasons:
 - Failing to maintain a 2.0 GPA.
 - Failing to maintain good disciplinary standing.
 - Possessing THREE unexcused absences from expected meetings.
 - A reasonable excuse for any absence must be submitted in writing/e-mail to the SGA Advisor(s), President, and Chief of Staff within 24 hours of the scheduled meeting. This should be provided before each absence. If an officer

misses a meeting, they are responsible for reviewing meeting notes and responding to all parties with feedback within 24 hours of receiving the meeting materials.

- The SGA Advisor(s) will be responsible for verifying any of the above charges and requesting a resignation from the Board Member. If the Board Member does not resign, the SGA Advisor(s) will remove them from office.
- Removal from office due to poor performance as an Executive Board or Executive Staff member shall be subject to administrative review by the SGA Advisor(s) and the Executive Board. Discussions shall be held at a scheduled SGA meeting. A $\frac{2}{3}$ majority vote of SGA members present at a General Assembly meeting is required for a removal from office.

STUDENT CLUBS

- All clubs are expected to have a club liaison to the SGA. This could be one of their officers or club members could take turns or appoint a representative to SGA. Liaisons ensure that there is an active line of communication with SGA.
- The liaison is required at a minimum 1 General Assembly meeting monthly for each semester. The liaison or a substitute will be expected to give a report on the group and to ask for any support needed from SGA.
 - For fall semester, the months are: September, October, and November.
 - For spring semester, the months are: February, March, and April.
 - If there is difficulty for clubs/organizations to meet the attendance requirement of liaisons, then the SGA Board will offer alternative forms at its discretion.
- All new clubs shall be approved by the SGA General Assembly.
- All clubs are required to have a constitution/charter on file with the Office of Student Engagement. If this document were to be amended by the club, an updated version must be provided to the Office of Student Engagement.
- Each year, every student club must:
 - Notify the SGA Advisor(s) of their intent to (re)activate,
 - Submit a list of current club officers and club advisor(s),
 - Submit a list of current members, and
 - Complete the Anti-Hazing Confirmation Form.
 - NO CLUB FUNDS SHALL BE USED WITHOUT FULFILLING THESE PREREQUISITES
- All clubs have the right to choose their advisor(s), as long as they are employees of NSCC. SGA Advisor(s) must be notified of any changes to club advisor(s) as soon as possible.

AMENDMENTS TO THE CONSTITUTION AND ITS APPENDICES

The constitution may be amended, according to the following process:

First, an amendment must be submitted in writing to the General Assembly for vote. Once approved by 50%+1 majority vote by the Assembly, amendments are signed into effect by the SGA President and SGA Advisor(s). All amendments and resolutions are subject to approval of the SGA Advisor(s) and the Dean of Student and Academic Affairs.

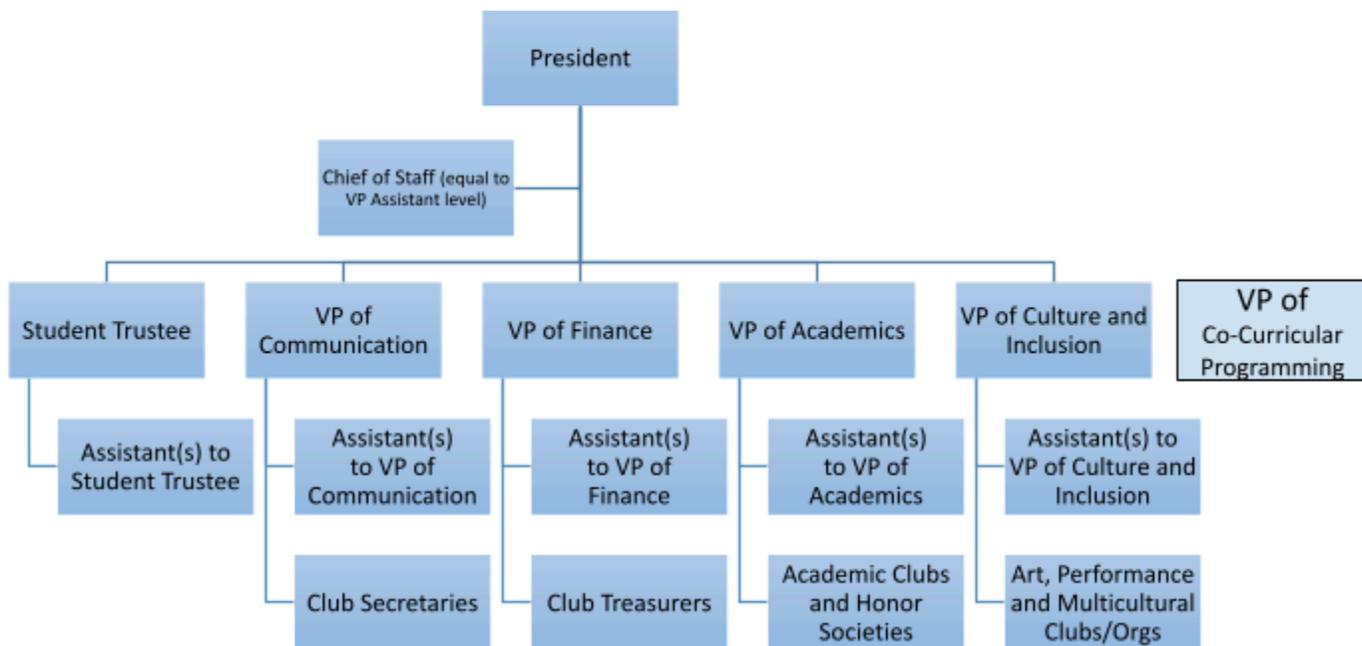
The appendices may be amended using the same process. An amendment to the Finance Committee’s budget request process must first be presented and approved by the SGA Finance Committee, and then approved by a 50%+1 majority vote of the Executive Board. These amendments are subject to approval of the SGA Advisor(s) and the Dean of Student and Academic Affairs. Any amendment to any other appendices shall be made by a 50%+1 majority vote of the Executive Board and subject to approval of the SGA Advisor(s) and the Dean of Student and Academic Affairs.

RULES OF ORDER

Where not specified in this constitution, [Robert’s Rules of Order](#) shall govern the SGA, its subsidiaries, and committees in all cases and situations to which they are applicable.

APPENDICES

APPENDIX: ORGANIZATIONAL CHART



Examples of Academic Clubs and Honor Societies:

Criminal Justice Club, Engineering Club, Food Science Club, Phi Theta Kappa, Pre-Med Club, Philosophy Club, Alpha-Eta-Rho, Debate Club, Economics Club, Nursing Club, Physical Therapy Club, Practical Nursing Club, STEM Club, Psyched for Psych, SOTA Club, Delta Alpha Pi.

Art, Performance and Multicultural Clubs and Organizations:

Performing Arts Council, Anime Club, Art Club, Energy Club, Environmental Club, Film Club, French/Spanish Club, Multi-Cultural Society, Muslim Student Association, Youth Group United, Women in Transition, Queer Straight Alliance, Veterans Club

The SGA Advisor(s) will be designated with the task for placement of any new clubs between the two established categories above.

APPENDIX: CLUB DEFINITIONS

What is an active club?

An active club is an existing club which has at least 6 enrolled members and has fulfilled NSCC's requirements for club formation or renewal. This includes any paperwork necessary to function as a club.

Definition of a Dormant and Dead Club

A dormant club is any club that has been active but has not re-registered for two full academic semesters. They will continue to be listed on related digital media, but may be removed from any hard copy materials from SGA/Office of Student Engagement.

A dead club is any club that has been dormant for 8 consecutive academic semesters. Once a club becomes a Dead Club, all remaining funds in dead club accounts will be repurposed by SGA.

SGA's Active Club Requirements

- NSCC club requirements must be completed prior to SGA requirements and must be completed before SGA requirements will be considered.
- Every club must have at least one official advisor.
- There must be an official club leadership structure (e.g., President, Treasure, and so on)
- Anti-hazing paperwork must be submitted.
- An updated roster of active members must be submitted.

- An Existing Club Constitution must be on file.
- All requirements should be completed by the fifth week of fall semester

Club Liaison

Clubs delegate any club member as the club liaison to represent the club during SGA General Assembly meetings. The club liaison does not need to be the same person for all 3 meetings. However, all club liaisons bear the responsibility of reporting back to their respective clubs.