

# NATIONAL PARK COLLEGE bylaws

## Article I: Memberships

- Any person shall be considered a member of the General Body of the SGA and have all rights and privileges therein as defined in the college catalog granted to any student officially registered at National Park College.
- The Executive Council shall consist of the President, Vice President, Treasurer, Secretary, Public Relations Officer, and Historian who shall each have one vote.
- The SGA Board shall consist of the Executive Council and the At-Large representatives as defined in the Constitution.
- All Standing and Ad-Hoc Committees shall consist of members of the SGA Board, the Interclub Committee and other members of the student body or any combination thereof.

## Article II: SGA Board Duties

All members of the SGA Board are required to attend at least 75% of all regularly scheduled meetings. Members must also be active participants, as defined by the SGA Board, in SGA events.

### Section A: SGA President Responsibilities

- Schedule SGA Executive and general meetings.
- Preside over all SGA Executive and general meetings.
- Call all SGA meetings to order.
- Set SGA meeting agendas.
- Close the meeting.
- Serve as a liaison between the SGA and administration.
- Provide support to other officers.
- Ensure compliance with the SGA Constitution.

- Serve as an ex officio member of the NPC Alumni and Friends Association.

### **Section B: SGA Vice President Responsibilities**

- Regulate parliamentary procedures.
- Serve as a liaison between the SGA and administration.
- Provide support to other officers.
- Ensure compliance with the SGA Constitution.
- Other duties as assigned by the SGA President.
- Assume the other listed responsibilities of the President in his or her absence.

### **Section C: SGA Treasurer Responsibilities**

- Keeping the SGA Executive Board's books.
- Auditing SGA Board books.
- Requesting funds.
- Processing reimbursement requests from SGA officers.

### **Section D: SGA Public Relations Officer Responsibilities**

- Formatting an SGA newsletter.
- Capturing photos of SGA events and activities.
- Coordinating outreach events for SGA on campus, (ex.: orientations, student activities)
- Producing event flyers and materials.

### **Section E: SGA Historian Responsibilities**

- Archiving photos of SGA events and activities.
- Maintain archive of SGA accomplishments.
- Maintain chronological record of SGA events.

### **Section F: SGA Secretary Responsibilities**

- Recording and distributing meeting minutes.
- Drafting and distributing meeting agendas.
- Formatting an SGA newsletter.
- Maintaining a calendar of SGA meetings and campus activities

### **Section G: At-Large Representatives**

- Serve as the chair of a Standing Committee.
- Drafting and submitting news articles to the SGA Secretary for the SGA newsletter.
- Perform other duties as assigned.

### **Section H: Faculty Advisor(s)**

- The Faculty Advisor(s) shall be responsible for the guidance of SGA activities and shall act on the behalf of the SGA and NPC college administration.

## **Article III: Standing Committees**

### **Section A: Constitution and Bylaws Committee**

The Constitution and Bylaws Committee shall meet at least once per semester (or more as deemed necessary by the SGA Board) to review and form recommendations to update the SGA Constitution, bylaws and SGA election policies.

### **Section B: Events and Activities Committee**

The Events and Activities Committee shall form recommendations regarding campus events and activities and present those recommendations to the administration of NPC.

### **Section C: Public Relations Committee**

The Public Relations Committee shall act as liaison between the SGA Board and the student body and general public.

## **Section D: Interclub Committee (ICC)**

The Interclub Committee (ICC) shall act as a liaison between all student organizations and the SGA Board. The ICC shall consist of one representative from each recognized student organization of NPC. The chair of the ICC shall serve as an At-Large representative to the SGA Board. A second representative may be added with approval of the SGA Board.

## **Section E: Elections Committee**

The SGA Board Elections Committee shall oversee all SGA Board elections as outlined in the latest version of the SGA Election Policies. This committee shall review annually the election procedures and policies.

## **Article IV: Standing Committees Member Duties**

### **Section A: Chairperson Duties**

- Ensure their respective committees meet on a regular basis.
- Set and distribute their committee's agenda.
- Preside over their committees' meetings.
- Report their committees' recommendations and activities back to the SGA Board.
- Document and submit committee meeting minutes to the SGA Board.
- Attend SGA general assembly meetings.
- Attend all committee meetings.

### **Section B: Committee Member Duties**

- Attend all committee meetings.
- Committee members are encouraged to attend SGA general assembly meetings.
- Other duties as assigned by the committee chairperson.

## Article V: Ad-Hoc Committees

Ad-Hoc Committees shall meet for the purpose and duration determined by the President of the SGA Board. The duties of an ad-hoc committee chairperson shall be the same as Standing Committee Chairpersons, outlined in Article IV.

## Article VI: Removal from office

### **Section A: Cause of removal for SGA Board members.**

A member of the SGA Board may be removed from their office for any of the following reasons:

- Receiving either Academic or Disciplinary probation from NPC.
- Violation of the Student Rights & Responsibilities within the NPC College Catalog as determined by the VP of Student Services.
- Failing to fulfill their duties as outlined in Article II of the SGA bylaws.

### **Section B: Procedure of removal for SGA Board members**

- Any student or faculty member of NPC may contact the SGA Faculty Advisor about removal of an SGA Board member.
- The Faculty Advisor shall submit concern(s) to the VP of Student Services.
- The VP of Student Services will then notify the member of the concern(s).
- Within 10 days, the VP of Student Services shall meet with the referenced member, faculty advisor and the other SGA Board members.
- The member may then be removed from office by an affirmative vote of 75% of the SGA Board excluding the referenced member with the affirmative vote of the Faculty Advisor and VP of Student Services.

## **Section C: Cause of removal for committee chairpersons or members**

A member of the SGA Board may be removed from their office for any of the following reasons:

- Receiving either Academic or Disciplinary probation from NPC.
- Violation of the Student Rights & Responsibilities within the NPC College Catalog as determined by the VP of Student Services.
- Failing to fulfill their duties as outlined in Article IV of the SGA bylaws.

## **Section D: Procedure of removal for committee chairpersons or members**

1. Any student or faculty member of NPC may contact the Standing Committee Chairperson about removal of a committee member.
2. The Committee Chairperson shall submit the concern(s) to the SGA Board.
3. The SGA Board will then notify the committee member of the concern(s).
4. Within 10 days, the SGA Board and Faculty Advisor shall meet with the referenced member.
5. The member may then be removed from committee by an affirmative vote of 75% of the SGA Board excluding the referenced member with the affirmative vote of the Faculty Advisor.

## **Article VII: Changes to the SGA bylaws**

The bylaws may be changed by the following process:

1. All proposed changes must be by signature petition of one (1) percent of the current student body. Petitioners must be present at the SGA Board meeting where the change is to be submitted in writing and read.
2. The change shall be referred to the Constitution and bylaws committee for study.
3. The Constitution and bylaws Committee shall return the proposed change to the SGA Board with any revisions and/or recommendations by the next regularly scheduled SGA Board meeting.

4. The Constitution and bylaws Committee shall read the change with any revisions and/or recommendations to the SGA Board.
5. The SGA Board shall then publish the change to the entire student body no less than seven (7) days prior to the next SGA general assembly meeting.
6. The change shall be discussed and voted on by the student body at the next regularly scheduled SGA general assembly meeting. The change shall pass with an affirmative vote of two-thirds (2/3) of the students present.
7. If a change to these bylaws is mandated by a policy or change in policy from the NPC Board of Trustees, such mandated change shall be incorporated into the existing bylaws with no vote necessary by the student body.