

**GREAT BASIN COLLEGE  
STUDENT GOVERNMENT ASSOCIATION  
BYLAWS**

**Article I  
Structure and Duties of Officers**

**A. Oath of Office**

1. All Student Government Officials shall, upon the beginning of their term of office, take the following Oath of Office in the presence of witnesses: "I, (official's name), do solemnly affirm that I shall faithfully execute the duties and responsibilities entrusted to me by virtue of office and shall to the best of my ability preserve, protect and enforce the Constitution of the Student Government Association of Great Basin College."
2. The Oath of Office shall be administered by the Student Body President upon appointment or election of officers.

**B. Duties of Officers**

1. Shall take on special assignments and tasks as directed by the SGA President.
2. Shall have the ability to request agenda items for SGA meetings.
3. Shall represent the Student Body's concerns.
4. Shall make recommendations on issues affecting students to appropriate campus/center bodies and responsible individuals.
5. Shall support SGA recognized student organizations.
6. Shall review and vote on the annual budget, as well as, any proposed revisions with a majority vote of the SGA with quorum present.

**C. Duties of the Executive Board**

**1. President:**

- a. Shall be the chief administrator of the SGA and shall be responsible for the implementation of all formal actions taken on behalf of the SGA.
- b. Shall appoint SGA representation on college committees.
- c. Shall serve or appoint a voting representative to participate in the Nevada Student Alliance (NSA).
- d. Shall appoint to fill any Executive office or Senate vacancies with the approval of a 2/3-majority vote with quorum present.
- e. Shall be in charge of scheduling interactive video for all SGA meetings.
- f. Should visit all outlying centers at least once during their term.
- g. Shall be responsible for the training of new Senators

**2. Vice President:**

- a. Shall take on special assignments and tasks as directed by the SGA President.
- b. Shall be the chair of the SGA SOLAR – Programming Board.
- c. Shall act as a liaison between GBC SGA and SGA sanctioned clubs and organizations.
- d. Shall attend all SGA supported activities when possible.
- e. Shall be responsible for the training of new Senators as assigned by the President.

**3. Secretary:**

- a. Shall take on special assignments and tasks as directed by the SGA President.
- b. Shall draft, distribute, and post agendas for SGA meetings in compliance with the requirements of the Nevada Open Meeting Law.
- c. Shall record and prepare the SGA minutes and shall then ensure that they are posted in accordance with Nevada Open Meeting Law.
- d. Shall attend all SGA supported activities when possible.

- e. Shall be responsible for the training of new Senators as assigned by the President and Vice President.
- f. *Shall work closely with the Controller's Office and/or Vice President for Business Affairs to provide a written and an oral line item report on a monthly basis to the SGA regarding the financial status of the SGA.*
- g. *Shall work closely with the Controller's Office and/or Vice President for Business Affairs to provide a written yearly budget for the SGA.*
- h. *Shall have oversight for weekly count and weekly count report of the SGA Game Room with the assistance of the Student Advocate and other Officers as needed.*

~~4. Treasurer:~~

- ~~a. Shall take on special assignments and tasks as directed by the SGA President and overseen by the SGA Student Advocate.~~
- ~~b. Shall maintain accurate and readily accessible budget records and engage in fiscal planning with the assistance of the Controller's Office and/or Vice President for Business Affairs:~~
  - ~~1. Shall be responsible for weekly count and weekly count report of the SGA Game Room.~~
  - ~~2. Responsible for Event Ledgers.~~
- ~~c. Shall be responsible for obtaining monthly and annual reports of the SGA expenditures from the Controller's Office and/or Vice President for Business Affairs and provide a verbal report to the SGA having first reconciled reports with SGA Student Advocate.~~
- ~~d. Shall attend all SGA supported activities when possible.~~

D. Student Government Association Structure

1. Both Senate and Executive Officer's grades shall be checked at the end of each semester by the Student Advocate to verify continued eligibility. Any student submitting an application to be a candidate in the SGA elections *or appointed to office* shall consent in writing to the Student Advocate to check his or her GPA to confirm the student has maintained either a cumulative or semester 2.5 GPA. A GPA lower than either a cumulative or semester 2.5 shall disqualify the candidate from participating in elections *or being appointed*.
2. Any officer holding any additional elected and/or appointed office in any other GBC student body organization shall, in the event of a conflict of interest, be unable to vote unless a majority vote of the SGA with quorum present determines otherwise.
3. Notification of intended absence from a SGA meeting, event, or activity shall be made to the SGA President or acting President, no less than two hours prior to the scheduled meeting, event, or activity time. Failure to notify shall result in an unexcused absence. Excused absences may be granted for death or illness of a family member, personal illness or medical reasons, class and/or course lab, activities related to SGA business, or other valid excuses as determined by the SGA President or acting President.

E. Outgoing Officers should train newly elected Officers within two weeks after the SGA elections.

~~F. Student Government Association Structure~~

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~~G. Outgoing Executive Board members should train newly elected executive board members within two weeks after the SGA elections~~

## Article II

### SGA Elections/Voting Procedures

- A. Candidates shall complete and submit an Election Application prior to the deadline.
- B. Candidates shall be enrolled as a student *as* outlined in the SGA Constitution, Article *III (A) (7-8) H(A)*.
- C. Candidates submitting an application to be a candidate in the SGA elections shall consent in writing to the Student Advocate to check his or her GPA to confirm the student has maintained either a cumulative or semester 2.5 GPA. SGA Constitution Article III (A) *(7) (5)*.
- D. Candidates for President or Vice-President positions shall have completed thirty (30) GBC credit hours or previously held the position of Senator or other executive office at GBC for the term of one (1) term. Previous credit hours are not required for candidates of the Senator position or other executive positions. SGA Constitution Article III *(8) (6)*.
- E. Candidates shall attend at least two (2) SGA meetings prior to election date.
- F. Candidates shall prepare and present a speech in forum type setting prior to elections.
  - 1. Other forums may be scheduled. Candidates are encouraged to schedule their own forums.
  - 2. Campaign Workshop may qualify as an official SGA meeting.
- G. Each candidate shall limit his/her campaign expenditures to \$100.00 not including travel expenses. If asked by the Election Committee, the candidate shall provide receipts/expense accounts. SGA funds are not to be used to endorse/fund any of the candidates.
- H. SGA computers, SGA office equipment, SGA office supplies, or any campus/center printing machines are not to be used for preparing campaign materials.
- I. All campaign materials, banners, signs, posters, etc. shall be approved by Student Advocate or designee.
- J. No alcohol, drug paraphernalia or explicit material may be used on campaign materials.
- K. Any candidate or candidate affiliate found to be defacing or removing any candidates' campaign materials may result in disqualifying the candidate and/or disciplinary procedures.
- L. Each candidate is responsible for removing all his/her campaign materials by a designated date set by the Student Advocate.
- M. Campaigning (physical, verbal, or printed) is not allowed within 15 feet of the voting registration area or within 15 feet of the voting booth on election days.
- N. The SGA Student Advocate or GBC Center Director shall designate registration and voting locations.
- O. Failure to follow SGA Election Rules and Procedures may result in removal from the election.
- P. The Election Committee Chair may call for a recount if the total votes between candidates are

ten (10) votes or less.

- Q. In case of a tie vote, the Election Committee Chair shall decide the election based on a coin toss.

### **Article III Meetings and Bylaws**

- A. All SGA meetings and retreats are mandatory for all officers.
- B. The privilege of the floor at meetings of the SGA shall be granted to any faculty member, administrative officer of the college, student organization representative, member of the Student Body, or visitors upon proper request.
- C. SGA Bylaws shall be amended by a 2/3 majority vote with quorum present.

### **Article IV Finance**

- A. Any over expenditures in the approved budget shall be approved by a majority vote of the SGA with quorum present and approval by the Great Basin College President and Vice President for Student Services.
- B. Two \$500.00 Student Government Scholarships shall be awarded annually.
  - 1. The Student Government scholarships shall begin Spring Semester.
  - 2. The Student Government Scholarships shall be a budget line item in the SGA annual budget at the beginning of fiscal year.
  - 3. The GBC Scholarship Committee shall choose the scholarship recipients based on:
    - a. Leadership Potential – Involvement and participation in clubs, organizations, community service, and student government should be a priority.
    - b. Shall be an incoming or registered GBC student enrolled at any GBC site.
    - c. Shall have a 2.5 GPA.
    - d. Registered or enrolled in 6 GBC credits.
- C. SGA shall allocate funds from the Barnes and Noble account.
  - 1. The account should not drop below \$2,000.00.
  - 2. Allocation of funds should be for SGA related programs, projects, and activities.
- D. Changes to the Student Government Scholarship Program (the account program may only be changed by the donor) can be made by a 2/3 of a majority vote of the SGA with quorum present.

### **Article V Student Organizations**

- A. To be recognized, all organizations shall meet the following requirements:
  - 1. Be in accordance with the SGA constitution.
  - 2. Be in accordance with the SGA SOLAR Programming Board requirements as stated in the SOLAR Manual.
- B. A student organization shall file a new club/organization recognition form along with written Bylaws stating the guidelines of their organization for approval with the SGA as outlined in the SGA Constitution Article IX (D).