



# NSCC Student Association Common Constitution

Ratified: April 11, 2003

Amended: Feb 17, 2005/Jan 11, 2007/March 29, 2008/May 1, 2017

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## **Nova Scotia Community College Student Association Common Constitution**

### **Preamble**

In the belief that a democratic student government is the best means for students to play a clearly defined role in the creation of a positive student experience as well as provide input into the overall strategic and policy direction of the College, we the students of the Nova Scotia Community College hereby create the **Nova Scotia Community College Student Association**.

### **Article I – Name**

The name of this organization will be the Nova Scotia Community College Student Association (NSCCSA).

### **Article II – Purpose**

The NSCCSA, under the leadership of its campus Executive Committees and Students' Councils, will plan, organize and support the delivery of events, activities, programs and services that encourage the growth and intellectual development of the student body and foster communication and understanding between the student body and the College. As an organization, we will promote opportunities for student participation and involvement, protect the individual rights of students and encourage responsible student conduct, while supporting the values and mission of the College.

### **Article III – Authority**

**Section 1** - The NSCCSA is the recognized student government at the Nova Scotia Community College and as such, agrees to adhere to all College and campus policies and procedures, as well as other such official agreements guiding the relationship between the College and the NSCCSA.

**Section 2** - The NSCCSA will establish bylaws to govern its' own administrative operations and procedural matters (such as frequency of meetings, etc.). Bylaws shall not conflict with this constitution. Bylaws may be adopted, amended, or temporarily suspended by a majority vote at a provincial meeting where quorum is present (advanced notice is not required).

### **Article IV – Membership**

**Section 1** - All NSCC students who are assessed a Student Association fee (on an annual or academic term basis) and are registered students of NSCC are considered members of the Student Association for the given academic term/year, based on their fees assessment.

**Section 2** - Eligibility for membership as well as appointed or elected officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The NSCCSA shall have no rules or policies that discriminate based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.



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**Section 3** – All members of the NSCCSA are expected to uphold the rules and regulations of the Nova Scotia Community College, including its Student Code of Conduct, and adhere to the operational policies and procedures governing the NSCCSA when participating in any NSCCSA sanctioned events and activities.

**Section 4** – Members that violate items outlined in Section 3 may face loss of membership privileges.

## Article V – Organizational Structure

**Section 1** – Each campus of the College will have a duly constituted Student Association, made up of an Executive Committee and Students' Council, which shall serve as the governing body for the student membership of that campus. In the case of one campus with multiple learning sites, a separate Student Association for each site may be formed in consultation and with the approval of the student membership at that site.

**Section 2** – Each campus Student Association shall be comprised of an elected Executive Committee as well as an appointed Students' Council made up of members selected to provide representation to each campus program. These representatives, in addition to the elected Executive Committee, make up the voting members of the Students' Council.

**Section 3** – Provincially, the NSCCSA shall form a representative body called the Presidents' Council, whose function will be to review and provide input into policies, procedures and other provincial initiatives on behalf of the collective NSCCSA.

## Article VI – Officers

**Section 1** - The officers of the NSCCSA shall be:

- I. PRESIDENT
- II. VICE PRESIDENT FINANCE
- III. VICE PRESIDENT ACTIVITIES
- IV. VICE PRESIDENT SERVICES
- V. VICE PRESIDENT COMMUNICATIONS

These five positions generally serve to form the NSCCSA Executive Committee, which has the authority, with approval from the NSCCSA Students' Council, to hire staff to assist them in their function. (e.g. bookkeeper, coordinators).

**Section 2** – Campuses with 500 students or fewer may choose to form an Executive Committee made up of three (3) officers, those being President, Vice President Finance, and Vice President Activities. Campuses with a student population of over 500 shall have all five (5) Executive Committee members as outlined in Section 1 of this article.

**Section 3** – In order to run for and maintain an officer position, a student must be in good standing with the College and the following stipulations must be met:

- I. Student must have obtained and maintained the grades sufficient to continue in their program of study;
- II. Student must have been assessed and have paid a Student Association fee;
- III. Student must be attending the campus where the position is being offered; and
- IV. Student must not be on academic probation or have any violations of NSCC's Student Code on Conduct on their academic file.



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**Section 4** – All officers will serve a term commencing May 1<sup>st</sup> or from the date of election to April 30<sup>th</sup> of the following calendar year.

**Section 5** - An officer may be subject to removal and a replacement sought if, during his/her term of office, the officer:

- I. Ceases to be a voting member,
- II. Fails to maintain his/her status as a student, and/or
- III. Fails to remain in good academic and/or disciplinary standing with the college.

**Section 6**– In circumstances where a full Executive Committee cannot be established, a Special Committee shall be formed and comprised of:

- I. The Students' Council (representatives appointed by program)
- II. Campus Coordinator (hired)
- III. Bookkeeper (hired)

Collectively, these three positions shall also serve in the capacity of the Executive Committee and be responsible for the formation of sub-committees to support the delivery of Student Association activities and services.

All reasonable and currently established efforts must be made to form an Executive Committee, up to and including use of a hiring process to determine appropriate candidates, prior to this Special Committee structure being used.

NSCC Student Life will facilitate the hiring of the Campus Coordinator and Bookkeeper in partnership with the Student Association Advisor for the campus in question.

## Article VII – Meetings

**Section 1** - Regular meetings of the NSCCSA Students' Council shall be held monthly during the academic year, with the first Students' Council meeting held as soon as possible following the conclusion of the fall election period. The scheduling of these meetings for each term will be set by the Executive Committee, in collaboration with the Students' Council.

**Section 2** - Business cannot be conducted unless a quorum of the Students' Council membership is present. A quorum for this body is a majority (50%+1) of the designated voting members.

**Section 3** – Students' Council members must be in good standing to vote. Good standing for this purpose means that the:

- I. Member must be a student in the program for which they have been appointed to represent; and
- II. Member has not had more than two unexcused absences from Council meetings.

**Section 4** – Council members must be present at the meeting to vote.

**Section 5** - Council members may vote by email proxy in the following situation only:

- I. Meeting convened is of an emergency nature, called by the Executive Committee to facilitate a vote that is time sensitive; and
- II. It has been established that quorum cannot be met in person for this meeting.



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Should the meeting move forward with email proxy voting, it is assumed that quorum will be the entirety of the Students' Council (both elected and appointed) and that a vote of 50%+1 of all members is required to pass the motion.

**Section 6** - Special meetings of the Students' Council may be convened by the President or by a simple majority of the Executive Committee. All Students' Council members must be given a minimum of 24 hours' advanced notice of the meeting time.

**Section 7** – The Executive Committee shall meet no less than twice per month.

## **Article VIII – Student Association Advisor**

**Section 1** – Each campus Student Association shall appoint a Student Association Advisor(s) who will be a full or part time member of the staff, faculty, or administration for that campus. The SA Advisor will fulfill responsibilities as outlined in the NSCC Student Advisor Handbook.

SA Advisors serve the Student Association on an academic year basis or until their successor has been selected by the Executive Committee.

**Section 2** - A Student Association (SA) Advisor is required and the Executive Committee is ultimately responsible for the appointment of that advisor.

**Section 3** - A maximum of two (2) SA Advisors may be appointed and must be in place within ten academic days of the announcement of SA fall election results.

**Section 4** - The SA Advisor(s) is an *ex-officio*, non-voting member of the Students' Council.

## **Article IX – Finances**

**Section 1** – The NSCC Student Association relies on College administration to collect and distribute Student Association fees, as stated in Section 81, subsections 2 and 3 of the Community Colleges Act.

**Section 2** - Student Association fees are set by each individual campus Students' Council. Changes to this fee must be approved by a 50% +1 majority vote.

**Section 3** – All fee adjustments will be reported to NSCC Student Life and will not take effect until September of the following academic year.

**Section 4** – Student Association fees are collected and distributed to each campus Student Association and are utilized by the organization on behalf of the student membership to support the delivery of events, activities, programs and services. The disbursement of these funds must not contravene any organizational policies and procedures set out to govern its use and particularly may not be used to purchase and/or reimburse members for items such as alcohol.

## **Article X – Constitutional Amendments**

**Section 1** – Any member may make a statement of some conviction that they feel the Student Association should discuss in relation to the NSCCSA Common Constitution.



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**Section 2** – Motions for Constitutional amendment from any campus Students’ Council must first be passed by a majority vote of that Council, quorum must be established and the motion shall not go against the purpose of the Student Association and its Constitution.

**Section 3** – The resolution, upon a majority vote of the members present at a regular meeting of the Student Association Students’ Council, will be kept in the permanent Council files and forwarded to the Presidents’ Council for further review and action.

**Section 4** – The Presidents’ Council shall review and make recommendations on any/all amendments prior to the proposed amendment’s submission for adoption.

In order for any Constitutional amendment to be adopted, it must be communicated to all campus Students’ Councils. Each Council will have 30 days to post the proposed amendment and to obtain feedback from their membership. At the end of the posting period, each campus Students’ Council will move the constitutional amendment to a full membership vote via student referendum.

Amendments will be deemed approved and will be appended to the Constitution by NSCC Student Life when a minimum of 10% of the total student population across all campuses have voted, with the majority having voted in the affirmative.

## **Article XI – Publicity**

Within the jurisdiction of the Student Association, no notices shall be accepted for commercial, religious, or political purposes without consultation with NSCC Student Life or the SA Advisor for the campus.

## **Article XII – Superseding Clause**

This Constitution supersedes all previous constitutions of the NSCCSA.

## **Article XIII – Ratification of this Constitution**

This Constitution replaces the NSCCSA Common Constitution, first ratified on April 11, 2003.

### **Dedication**

*The NSCCSA would like to acknowledge the work and commitment of Natalie Charbonneau (1974 – 2003). Natalie was a former NSCC Student Life Coordinator, whose leadership and vision guided the creation of the NSCCSA Common Constitution, first ratified on April 11, 2003.*