



Student Government Constitution and Bylaws



Student Government

The Student Government shall represent the students of Ilisaġvik College as a whole, taking precedence over all other student organizations in matters relating to the general welfare of the student body.

As the recognized governing agency for the student body at Ilisaġvik College, Student Government shall exercise the right, either upon its own initiative or that of other student organizations or investigating general problems of student life and activity in the college community, and of making reports and recommendations to official bodies off the college.

The Executive Branch:

The executive branch of the Student Government consists of the President, Vice President, Secretary, and Treasurer. Each member of the Executive Branch of Student Government will be considered an officer of Student Government. The executive branch is charged with the responsibility of administering Student Government and providing campus leadership.

Student Elections:

All student elections are under the supervision of the Student Government and are governed by the Student Government Constitution. A copy of the Constitution may be obtained by request from the Executive Branch of Student Government.

Original Draft: August 27, 1994
First Revisions: November 10, 1997
Second Revisions: September 16, 2010
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Current Revisions: September 21, 2022

Constitution Preamble

We, the students of Iḷisaġvik College, in order organize the responsibilities of participatory governance in joint effort among students, faculty, staff, administration, and the Board of Trustees of the College, so hereby establish this Constitution of the Student Government at Iḷisaġvik College.

Student Government Oath:

I, <name>
Do solemnly swear (or affirm)
That I will faithfully represent the interests
Of the student body of Iḷisaġvik College
That I will dutifully uphold and preserve
The constitution of the Student Government
And of the United States and the state of Alaska,
And that I will faithfully execute the office of <office>
For the Student Government Iḷisaġvik College.

Article I- Name:

The name of this organization shall be the Iḷisaġvik College Student Government.

Article II- Purpose:

The purpose of the Student Government is to represent the interests and concerns of the student body of Iḷisaġvik College, to seek student input on issues, to act on issues of concern to students, to provide recommendations to the college on behalf of students, and to assume the responsibilities of participatory governance on behalf of students in mutual relationship with the faculty, staff, administration, and Board of Trustees of Iḷisaġvik College.

Article III- Membership:

All students of Iḷisaġvik College shall be a member of the Iḷisaġvik College Student Government. Membership shall be free from discrimination as prescribed by law and college policy, as well as, on the

basis of sexual orientation. All of the organization's activities, with the exception of matters relating to personnel and judicial deliberation, shall be open to all its members. All financial affairs of the organization shall be available for inspection by its members.

The executives shall be designated as the Student Body Government Officers. The executive branch is composed of four officers elected at large from Iḷisaḡvik College Student Government. Executive branch members must be enrolled for at least nine (9) credit hours at Iḷisaḡvik College. Members of the executive branch must maintain a minimum grade point average of 2.0 and be in good academic standing; not presently serving a probationary or suspension period. Once the President is given notification from the Registrar's office that any member of the executive branch fails to meet the minimum grade point average they will automatically be ineligible to remain a member of the Student Government. In the event that the Student Government President fails to meet the requirements for the minimum Executive Branch standing, the registrar is asked to notify the Vice President (or the next member currently meeting these standards).

It is the responsibility of the Student Government officers to act as the official representatives of the student body, through the executive branch. Finally, the student body officers shall manage the Student Government's revenue generating and service departments and departmental sanction policies.

Article IV- Election Process:

Elections for the student body officers shall be held during September of each year, electing four (4) new members.

- Nominations will be opened at noon on the second Monday of September and remain open till five (5) o'clock the following Monday.
- Nominees meeting official qualifications for office will be announced as "Candidates" on the third Tuesday of September.
- Only qualified candidates will be placed on the ballot.
- The previous year's President of Student Government will be notified by the Registrar's office confirming whether or not candidates are qualified to be placed on the ballot.
- The existing Student Government may publish a list of rules governing the conduct of the candidates during the elections process.
 - Any candidates violating these rules may be removed from the contest by a majority vote during the next Student Government meeting.
- Elections are to be held on the fourth Monday of September at eight (8) am and closed the following Tuesday of September at five (5) o'clock pm.
- At least one (1) person not on Student Government will assist in counting the ballots.
- Email and postings must be made a minimum of six (6) days before nominations are called for, and again a minimum of six (6) days before elections have taken place.
- Any party wishing to contest an election must provide a written request outlining their objections within the seven (7) days of the election.

- Upon receipt of the written request from a student the prior Student Government officer will hold a hearing to review the election.
- Upon a majority vote of the prior Student Government, the election is declared invalid and a new election is to be held using a comparable sequence of events.
- On a majority vote of the existing Executive Branch of Student Government, a new election may be held for any positions in Student Government at any time of the year, providing a comparable timeline is followed in doing so.
- Officers winning a special election will hold office until the next regular election.
- If there are insufficient candidates to hold an election, the existing positions may be retained by the standing officers without an election (if unchallenged).
- In the occurrence of an election, candidates receiving the highest number of votes will become the new members of Student Government.
- In the event that two or more officers have left their elected positions within Student Government then elections must be held again to fill the vacant positions.
- Responsibilities of elected officers begin on Monday of the week following the election, providing there is no contest of the election.
 - In the event of a contest, all new member responsibilities will begin on Monday of the second week following the election, the previously elected Student Government members will remain in office until the contest protest is decided.
- No person shall take office until after first having sworn the oath of office (the oath is below the preamble). Those who are elected must swear in on the first meeting by saying the oath and placing their right-hand on the constitution.

Article V- Terms of Office:

The term of office for Student Government members will be one (1) academic year, including the summer session, at the end of the academic year. The term of the office ends on the day the newly elected executive branch members assume office. If there is no candidate for election, the acting officers may remain in their positions so long as they are unopposed until such time as an election is conducted. Enrollment in summer courses is not required for continuing as a Student Government officer. Executive branch members are eligible to run for re-election and to serve until such time as they no longer meet the student status requirements previously stated.

Article IV- Resignation and Removal:

Any officer of Student Government may resign at any time by given written notice of such resignation to the acting President of Student Government or (in the case of Presidential resignations) the next in succession will be the new Student Government President. Executive branch members who are no longer in attendance are deemed to have resigned. An executive branch member may be removed by consensus of the remaining executive branch members for the following reasons:

- For non-attendance at meetings a total of three (3) times in a term without prior approval from executive branch.
- For flagrant misconduct, willful neglect of office or for the inability to discharge duties pursuant to procedures set forth in the bylaws.

A member removed from office by the executive branch forfeits the responsibilities and duties of an officer through the end of the original term to which the member was elected, but they are not prevented from running office in future elections.

Article VII- Meetings:

Regular meetings of the Student Government are held not less than twice (2) per quarter (four (4) times per semester, twice (2) before mid-term and twice (2) after mid-term) during the Fall and Spring semesters, and are open only to members of the student body. Unless otherwise specified. Regular meetings will be held on the second Tuesday of each month at noon somewhere on the main NARL campus. Meetings of the Student Government are facilitated by the executive branch, and meeting minutes are kept and made available to the student body.

Special meetings of the Student Government (or the Executive officers of Student Government) may be called as necessary by any member, with prior notification going to all Student Government members. If special meetings are held, Student Government is required to report of any decision making during the next Student Government meeting.

Quorum necessary for the transaction of business will be $\frac{3}{4}$ Student Government members.

Article VIII- Committees:

The Student Government may form committees composed of any members who will operate by consensus. Any committee must include a committee chair appointed by the executive branch that will facilitate and record the work of the committee with reports made to the full Student Government in a timely manner.

Article IX- Decision Making process:

All issues brought before the Student Government are decided by the process of consensus. If unable to reach consensus, after a thorough attempt to work out any conflicting issues with all members, a vote may be called, with a majority needed to pass any measure on which consensus has not been reached. In the event of a tie, the Student Government Advisor may vote to break a tie.

Article X- Administrative Duties and Responsibilities:

The specified administrative duties and responsibilities of the Student Government members are:

- Members are responsible for considering the concerns and interests of the Iḷisaḡvik College student body as a group, and acting on requests on behalf of the students.
- Members are responsible for participating in activities of the Student Government, including meetings, committee hearings, training, research, investigations, planning and development, advocacy, and general activities.
- Members are responsible for understanding the policies, procedures and administrative regulations of the College, and those of State and Federal laws which relate to their activities.
- Members are responsible for the orderly conduct of Student Government business.
- Members of the executive branch are responsible for providing documentation of all actions on a regular basis to the Student Success Center Dean, the Student Government advisor, and any other appropriate governance bodies of Iḷisaḡvik College to maintain communication within the college community.
- Members will meet regularly with the Student Government advisor.
- Members are responsible for making recommendations to the Administration on proposed capital projects of concern to the students.

Article XI- Finance:

Authority and Source:

- Iḷisaḡvik College Student Government shall exercise control over its finances in accordance with this constitution, the bylaws, and Iḷisaḡvik College regulations as they apply to the funds of Iḷisaḡvik College and applicable Federal and State law.

Authorization of a Student Government Account:

- Iḷisaḡvik College Student Government account shall be managed through the college finance office with amounts withdrawn monitored by the college finance office.

Financial Duties and Responsibilities:

- Members are responsible for prudent decision-making disbursement, authorization, and financial oversight of the Student Government revenues and expenditures. Iḷisaḡvik College finance office has final approval of Student Government expenditures.
- Members are responsible for approving all financial allocations to Iḷisaḡvik College student clubs and organizations.

Article XII- Conflict of Interest:

Any Student Government member serving on any Iḷisaḡvik College student club or organization, or serving as an employee of Iḷisaḡvik College, must remove his/his self from any administrative or financial

decision making in reference to the student club or organization of which they are a member, or to that specific department of Iḷisaḡvik College by which they are employed. Any question of conflict of interest will be decided by consensus of the Student Government. All hiring and bid processes in which the Student Government is involved are subject to State law as well as college policy regarding fair hiring and purchasing.

Article XIII- Initiative and Referendum:

A referendum election on any issue of concern to students may be called by the Student Government. An election must be held with two (2) weeks of the next general Student Government meeting following receipt of an initiative petition signed by 15% of the Iḷisaḡvik College student body. In the event of either a referendum or an initiative, a majority of those voting in the election will be sufficient to pass the measure in question.

Article XIV- Dispute Resolution:

Iḷisaḡvik College Student Government shall, in its bylaws, establish a means to resolve disputes arising under resolution, or a combination.

Article XV- Ratification and Amendments:

The Iḷisaḡvik College Student Government Constitution will become effective and deemed ratified upon the approval of a majority of the current elected members of the executive branch to be followed by the approval of the College President or designee. Any amendment so adopted must also be approved by the College President or designee before it will become effective.

Article XVI- Bylaws:

Iḷisaḡvik College Student Government may adopt bylaws or amendments thereto which must be approved by a majority of the Student Government members. Additional requirements to pass or amend bylaws may be set forth in the Iḷisaḡvik College Student Government bylaws.

Iḷisaḡvik College Student Government bylaws and amendments shall be subject to review and approval by the College President or designee as to conform and remain consistent with applicable law and regulations before becoming effective.

Bylaws to implement this Constitution may be adopted so long as they are not inconsistent with the provisions of this constitution.

Article XVII- Interpretation:

In the event of a question of interpretation of the contents of this Constitution or its amendments should occur, the interpretation of this Constitution is subject to appeal to the President of Iḷisagvik College.

Original Draft: August 27, 1994
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Bylaws:

Article I- Process:

This document shall be subordinate and additional to constitution of the Iḷisaḡvik Student Government.

Article II- Procedures:

Section I: Procedure

- The Student Government session is established as the period beginning with the meeting at which installation of new student body officers occurs after student body elections and ending with the last meeting before the next such installation.
- The Student Government may determine the rules of its proceedings and the rules governing the conduct of its members while in session. These rules shall be termed “Standing Rules”.
- Three Fourths (3/4) of the officers of the Student Government shall constitute a quorum to do business.
- Student Government shall keep records of its proceedings. The individual votes of the officers on any legislation shall, at the desire on one-fifth (1/5) of those present, be entered in the records.
- The current edition of the “Roberts Rules of Order” governs the Student Government in all parliamentary situations that are not provided for in the Constitution, Bylaws, or Standing Rules, barring objections from any student procedure for handling votes.
- Every bill, recommendation, and resolution which has passed the Student Government shall, before it is deemed effective, be present to the student body. If the student body approves of the action, the student body President shall sign it and it shall become effective.
- Action on Student Government proposals by the member of the student body shall take place under the following guidelines:
 - Upon initiative petition 20% of total current students of the student body, as deemed by the Registrar, any bill, resolution, or recommendation shall be submitted to members of the student body for secret ballot vote within twenty-eight (28) days of the petition’s submission. If in favor of the student body the action is passed by a majority in a ballot

vote, the proposal shall have the same force as if passed by the Senate and signed by the student body President.

- The Student Government may, by three-fourths (3/4) vote of its total membership; submit any proposal to the members of the student body for a referendum vote.
- In exercising its initiative or referendum rights, the student body may not:
 - Budget or reallocated any funds in the Governments general or subsidy account.
 - Alter the mechanism for initiative and referendum.

Section 2: Functions of Student Government:

The following is a description of Student Government functions:

- Academic: Promotes academic excellence for the student body and determine means in which to facilitate learning at Iḷisaḡvik College.
 - Parts:
 - Faculty Relations and Academic concerns
 - Produce published professor evaluation forms for student body.
 - Monitor high standards of teaching.
 - Maintain relations with Faculty Association regarding student concerns
 - Provide student body with information about tutoring services.
 - Iḷisaḡvik College Relations:
 - Nominate students to serve on college student body committees and college administrative committees as needed.
 - Handle other academic needs which may arise but are not directly related to faculty.
 - Public Relations:
 - Act in the best interest of the communicating to the student body and determine means in which to establish good relations between the Student Government and students of Iḷisaḡvik College.
 - Campus Promotion:
 - Promote and advertise the activities and programs of Iḷisaḡvik College Student Government.
 - Media Communication:
 - Maintain contact with and provide information to outside media sources that is pertinent to the goals of Iḷisaḡvik College Student Government.
 - Publications:
 - Produce Student Government publications and printed materials of a promotional, informational, and supportive nature.
 - Personal Contact Promotion:

- Inform students of Student Government issues and events through notice in student lounge, table talks, direct mailing, emailing, phone calls, and student surveys.
- Revenues:
 - Act as revenue-generating for the Student Government.
- Corporate Funding:
 - Develop and maintain working relationships with local corporations in order to further the benefits of the Governments programs for the student body and further to sponsor corporation-initiated projects.
- Projects and Enterprises:
 - Provide special purchasing opportunities to the student body and devise fundraising projects in order to benefit the Student Governments programs goals.
- Services:
 - Act in the best interests of serving the student body and determine a means in which to facilitate life at Iḷisaḡvik College as well as build positive relationships with the community as a whole.
- Community Services:
 - Improve communications and relations between the local community and the campus community by matching manpower and project services.
- Special Projects:
 - Propose and implement new and ingenious ideas for services and programs for student body which fall in line with the purpose of Student Government.
- Clubs:
 - Establish rules for the recognition and conduct of recognized student clubs and administering benefits for those meeting criteria.
 - Clubs must meet at least once per semester, though Student Government may require more meetings in its published rules.
 - Clubs must have a faculty advisor.
 - Clubs and all club activities must be open to all students at Iḷisaḡvik College.
- Section 3: Duties and powers:
 - The Student Government shall act on all recommendations of the student body.
 - The Student Government shall have the power to budget all funds in the Government's general and subsidy accounts.
 - Each budget must report:
 - A statement of expected change for all parts of Student Government including the beginning balance for the budget

period, a summary of all earned income, a summary of all expected expenses and the expected closing balance for the period.

- A reasonable detailed statement of income.
- A concise explanation of all expenditures is to be included in the preparation of the budget and posted when proposed to the student body.
- All acronyms are to be spelled out in full in the budget proposal.

Article III- Executive Branch:

● Section I: Membership:

- Part A: The following shall be the Student Government officers:
 - Student Body President
 - Student Body Vice President
 - Student Body Secretary
 - Student Body Treasurer
- Each of these officers shall be enrolled as a current student with at least nine (9) credits, uphold a minimum grade point average of 2.0, and must not presently serving a probationary or suspension period as confirmed by the Dean of Student Services
- Part B: Student body officer Election and Installation:
 - Open nominations for student body officer will take place at the first Student Government meeting in September of Fall semester.
 - The student body President, the student body Vice President shall be elected by the member of the student body in a campus-wide election.
 - Candidates for student body office must intend to be enrolled in the college during the duration of their candidacy and term.
 - The Presidential ticket receiving the plurality of votes shall be declared the winner. All ties shall be broken by the student body.
- Part C: Executive Ascension:
 - In the event that the student body President leaves office, the student body Vice-President becomes President.
 - In the event that the student body Vice-President leaves office, the student body President shall propose a new student body Vice-President. Student Government as a whole will vote.
 - In the event that both the student body President and the student body Vice-President leave office, the Student Government Secretary shall become the acting student body President. If less than sixty (60) remain prior to the last day of instruction for the regular school year, and then the President may appoint a new Secretary. If sixty (60) days or more remain before the close of instruction for the regular year, then a new general election will be held.
 - In the event that the student body Treasurer leaves office, the student body President shall propose a new Student Government Treasurer. Student Government as a whole will vote.

● Section 2: Duties of the Student Body President:

- To remove, with the consent of the student body, any Executive officer who does not perform his/her duty as established in the Constitution or these bylaws.
- To execute all actions of the Student Government.
- To review and oversee all budgetary items presented by the Treasurer.

- To convene such special sessions of the Student Government as he/she deem necessary and expedient.
 - To review all legislation.
 - To attend all Student Government Meetings.
 - To Chair and facilitate Iḷisaḡvik College Student Government.
 - To represent the student body to the Iḷisaḡvik College Board of Trustees.
 - To issue a report to the student body on actions currently being considered by the Trustees and give a report to the student body and member of the Government as soon as possible after the Trustee meetings.
 - To enter into formal agreements with agencies and organizations outside the Iḷisaḡvik College as he/she shall deem necessary. Any agreements will be done with the prior consent of the proper college authorities and Student Government.
 - To represent the Student Government in all its dealings with agencies and organizations outside the Iḷisaḡvik College.
 - To assume such other executive powers within the Executive Branch as shall not be denied by the Iḷisaḡvik College, the Constitution or these bylaws.
- **Section 3: Duties and Responsibilities of Student Body Vice President:**
 - To assist the student body President in carrying out the duties of that office.
 - To assume the office of the student body President if that office is vacant.
 - To act as President of the Senate by overseeing the production of the Division Senators.
 - To sign all proposals presented and forward them to the student body President for his/her action.
 - To preserve order, decide all points of order subject to appeal, and vote in case of a tie in any of the Committee Divisions.
- **Section 4: Duties and Responsibilities of the Student Body Secretary:**
 - To generate an email to the student body prior to each meeting requesting items for agenda.
 - To create an agenda for each Student Government meeting, including special meetings.
 - To keep minutes of each Student Government meeting and create electronic copies to be dispersed to Student Government for approval as well as made readily available for members of the student body.
- **Section 5: Duties and Responsibilities of the Student Body Treasurer:**
 - To account for all money of the Student Government's general and subsidy accounts.
 - To be responsible for paying due accounts and receiving accounts owed.
 - To assist in any financial discrepancies and attempted misuse of funds to the proper college and Government authorities.
 - To prepare, present and distribute to the student body President once per month a complete balance sheet, Income and expenses statement, a listing of every expense paid (including each payee and amount since the last listing), and supplementary remarks for all Iḷisaḡvik Student Government. These statements will include all aspects of Student Government and specifically include all revenue departments.

Supplementary remarks must be explaining any and all discrepancies between the reported numbers and those that are publicly available at the Business Office for student finance.

- To establish contact with the finance office, to be fully aware of the Student Government's financial status.

- **Section 6:**

- All members of Student Government shall assist other members of Student Government as necessary and appropriate.

Article IV- Amendments:

- **Section 1:**

- All amendments to these bylaws must be submitted to the Student Government one (1) meeting prior to the voting.

- **Section 2:**

- These bylaws may be amended by three-fourths (3/4) vote of the total membership of the student body.

- **Section 3:**

- All amendments must be in accordance with the College Code.