

**CONSTITUTION  
OF THE STUDENT GOVERNMENT OF  
FLATHEAD VALLEY COMMUNITY  
COLLEGE PREAMBLE**

We, the students of Flathead Valley Community College, in order to share with the Board of Trustees, College Council, Administration, Faculty, and Staff, the responsibility of developing and maintaining Flathead Valley Community College as a safe, respected, active, and diverse community, establish this Student Government.

**ARTICLE I. STUDENT BODY**

**Section 1.** Any full-time or part-time student enrolled in credited classes at Flathead Valley Community College shall be considered a member of the Student Body at Flathead Valley Community College. As full-time and part-time students pay an activity fee and are considered members of the Student Body at Flathead Valley Community College, they shall be entitled to vote in all Student Government elections, participate in all activities sponsored by the Student Government, and have the opportunity to participate in different clubs on campus funded by Student Activity Fees.

Continuing Education Students or others who do not pay an activity fee will not be considered members of the Student Body.

**ARTICLE II. STUDENT GOVERNMENT**

**Section 1. Name and Operation**

The name of this organization shall be Flathead Valley Community College Student Government (FVCCSG). The FVCCSG shall be the representation of the Student Body to the Board of Trustees, College Council, Administration, Faculty, and Staff. All legislative powers herein granted shall be vested in the FVCCSG. The Student Government shall operate following Robert's Rules of Order and accepted parliamentary procedures. The Student Government shall act with the best interests of the Student Body at all times. The Student Government shall maintain the shared responsibility of developing and maintaining a safe, respected, and active environment on the campus of the Flathead Valley Community College for the entire Student Body.

**Section 2. The purpose of this organization shall be:**

- A. To express student concerns and safeguard student interests to the Board of Trustees, College Council, Administration, Faculty, and Staff.
- B. To facilitate effective communication between administration, faculty, staff, and students.
- C. To offer students the opportunity to develop their personal skills in leadership and group management.
- D. To allocate funds and maintain fiscal authority over funds generated by student activity fees.
- E. To sponsor events for the general student populace and to enhance student life on campus.
- F. To acknowledge and support student clubs and organizations sponsoring events for the enrichment and enhancement of the student body.
- G. To encourage participation in all aspects of student life.

This shall be done through representation of the Student Body in matters affecting student life and student affairs, promoting and supervising student organizations and activities, along with upholding this constitution and its bylaws.

### **Section 3. Structure**

The Student Government shall consist of a President, Vice-President, Business Manager, Secretary, and Sophomore and Freshman Senators. Students who have earned less than twenty (20) semester credits from an accredited institution of higher education and are enrolled in Flathead Valley Community College may run for Freshman Senator. Sophomore Senators will have earned at least twenty (20) semester credits and be enrolled in Flathead Valley Community College. The Student Senate shall be composed of 1 Senator for every 300 full-time and part-time students enrolled in credited classes at Flathead Valley Community College.

### **Section 4. Elections**

All Student Government positions shall be elected into place by the Student Body and in accordance with the Bylaws of this Constitution.

### **Section 5. Roles and Responsibilities**

All members of the Student Government shall fulfill his/her position in accordance with the bylaws of this constitution.

### **Section 6. Meetings**

Business meetings shall be conducted in accordance with the bylaws of this constitution.

### **Section 7. Committees**

Student Government shall form committees to handle different activities on campus for which the Student Government is responsible. The committees shall operate in accordance with the bylaws of this Constitution.

## **ARTICLE III. STUDENT CLUBS**

### **Section 1. Definition**

A club is an association or organization dedicated to a particular interest or activity.

### **Section 2. Purpose**

The purpose of a student organization or club shall be to provide engagement, intellectual growth, well-being of students and recreational and educational activities and services to students to enhance and further their education.

### **Section 3. Charters**

Any group of students wanting to be recognized as a FVCC Student Club shall fill out the application for charter and submit it to the Student Government for consideration. All applications shall include the following information:

- Name of proposed club.
- Purpose and objective of club.
- Names and positions of officers.
- Names of advisor(s).
- Membership requirements.
- A proposed operating budget.
- Organization's Bylaws. If Club is affiliated with a State or National organization, a copy of affiliated organization's bylaws must also be included.
- Petition with minimum of twenty-five (25) signatures of currently enrolled students.
- Signed New Student Organization Approval form.
- A request to be placed on a Student Government meeting agenda to receive FVCC Student Government approval for the organization.

#### **Section 4. Recognition**

Any club wishing to be recognized and/or operate as a FVCC club shall comply with FVCC Board Policy (Chapter VII, Section 40) and operate in accordance with the Bylaws of this Constitution.

#### **Section 5. Club Membership**

Membership in student organizations shall be open to all of the FVCC student body pursuant to State/Federal laws.

#### **Section 6. Affiliation**

All chartered student organizations shall be authorized to use the name of the college, in accordance with any policies and/or procedures governing use of the name of the college, and the facilities of the college, and to administer programs, activities and events on behalf of the FVCC Student Government.

#### **Section 7. Financing**

- A. Chartered clubs shall be eligible for funds from the Student Activity Fees and shall be authorized to conduct student activities on behalf of its organization and the FVCC Student Government.
- B. To be considered an active club and be eligible for funding from the Student Activity Fees, each club will be required to do the following
  - Hold a minimum of one regularly scheduled meeting per month. Submit an updated contact list with officers' names, phone numbers, and email addresses to the FVCC Student Government at the beginning of each semester.
  - Select one member to represent the club in the Interclub Council. This representative shall be required to attend and participate in a minimum of one Interclub Council meeting per month.
  - Participate in Week of Welcome each semester in order to introduce your club to new students.
  - Submit a calendar of meetings and events for the year to the Student Government through the Interclub Council. This must be done by the end of the fourth week of classes each semester.
  - Provide the Student Government with any materials requested through the Interclub Council for the allocations process.

## **ARTICLE IV. INTERCLUB COUNCIL**

### **Section 1. Purpose**

The purpose of the Interclub Council shall be to further the communication among clubs on campus. The Council will promote the collaboration and organization of the different events held on Campus along with building stronger relations between the Student Government and all the different Clubs on Campus. The Interclub Council will also organize and facilitate the allocation of student activity fees between the Clubs and the Student Government.

### **Section 2. Structure**

- A. The Interclub Council shall be comprised of two (2) members, totaling 1 vote, from Student Government along with a representative from each club on campus. The two members from the Student Government shall be the Vice-President and Business Manager and will serve as Co-Chairs of the Interclub Council. The representative from each club shall be selected within each Club.
- B. The Interclub Council shall operate in the best interest of the Student Body along with the Student Government and in accordance with the Bylaws of this Constitution.

### **Section 3. Meetings; Quorum; Voting**

The Interclub Council will hold a minimum of one (1) meeting a month. Each Organization or Club must have a representative attend a minimum of one (1) Interclub Council meeting a month to be considered an active Organization or Club and to constitute a quorum for Interclub Council business. A vote of the majority of those present shall represent an action of the Council. Violation of the attendance requirement shall disqualify your Organization or Club from the allocation process. The Interclub Council will oversee and monitor how active organizations or clubs are through Interclub Council meetings. Seventy-five percent of Interclub Council members must be present at the meeting at which the allocation recommendation is decided, and a vote of two-thirds of those present is required for the allocation recommendation.

### **Section 4. Responsibilities**

The Interclub Council shall be responsible for the following:

- Help the different Clubs with budgeting for events;
- Help with the Planning and Organizing of events;
- Help clubs with Fund-raising projects;
- Help each club prepare for Allocations;
- Make a recommendation to the FVCCSG relative to allocations of student activity fees.

## **ARTICLE V. FUNDING**

### **Section 1. Purpose**

All Student Government and Student Club programs, activities and events shall be funded through the Student Activity Fees and fund raising efforts. Student Activity Fees are collected from the Student Body as part of tuition and fees and are collected in the amount as dictated per

credit. The purpose of the Student Activity Fees is to fund the Student Government along with the Student Clubs. Student Government and Student Clubs can also raise money for special events through fund raisers. The Interclub Council and the Club Advisors in each club shall help with the proper procedures to follow for fund raising events.

## **Section 2. Process**

A. Through the Interclub Council, the Vice-President and the Business Manager will provide each club with the forms, procedures and instructions for the allocation process and requesting student activity funds. Requests must be turned in on time through the Interclub Council; failure to comply with the instructions and meet the deadlines could result in a total loss of funding. s

## **Section 3. Terms and Carryover**

The fiscal year for all FVCC Clubs shall be from July 1<sup>st</sup> to June 30<sup>th</sup>. All budgets are to be allocated for the use of one fiscal year. Clubs shall have no carryover of funds from one fiscal year to the next.

## **Section 4. Availability of Funds**

FVCC will establish what funds are available for allocations. When all clubs have submitted the materials for Allocations, the Interclub Council will review each request and make a recommendation to the FVCCSG on funding allocations. The Interclub Council shall prioritize the allocation of Student Activity Funds based on the perceived value to the Student Body as a whole. This shall be done through evidence of effective and efficient budgeting along with all the other materials required to be submitted by clubs seeking an allocation by the Student Government through the Interclub Council.

## **Section 5. Approval of Funds**

The Student Government shall hold a special meeting to review the Interclub Council's proposed budgets. The Student Government will make the final decisions on each club's allocations for the following year after reviewing the Interclub Council's recommendation. The FVCCSG may either accept the recommendation or reject it, in whole or in part, taking into consideration equitability of funding, consistency with FVCC policies and procedures governing activities and events on campus, compliance with the funding limits, and any applicable law. After final approval of Allocations, the Business Manager will notify each club of the amount they have been allocated for the following year.

Each club receiving funds shall be required to complete and submit a club registration form by the 5th week of each semester. Clubs failing to submit the club registration form by this deadline shall forfeit funding for that semester. Clubs may fill out a club registration form and petition FVCCSG for return of lost funding for just cause. (Just cause being defined as: circumstances beyond their control) Petitions for funding can be made to FVCCSG by requesting to be added to the agenda for a regularly scheduled FVCCSG meeting, and make a verbal request in accordance with Article I, Section 3 of the Bylaws.

## **Section 6. Maintenance of Funds**

Each Student club shall be required to develop and maintain an operating budget and shall be

held accountable for the funds appropriated and transferred to the organization. If the organization becomes non-functioning or inactive, the organization shall forfeit funding until the organization or club is active again and follows all procedures in this Constitution and bylaws.

### **Section 7. Accountability**

Each student club must submit to the FVCC Student Government a status report within ten (10) academic days when requested to do so by the Student Government. A status report form shall be provided by the Student Government. Failure to comply will result in loss of funds for the following semester.

### **Section 8. Special Funding**

The Interclub Council shall have the ability to make recommendations and requests of funding from the Student Government for special activities and events as well as an incentive program for members of the Interclub Council. The Interclub Council will also have the opportunity to request Allocation funds for the Interclub Council.

### **Section 9. New Clubs**

Newly chartered student clubs shall have an allocation of \$300 for the current year upon approval of the club. If the Student Government declares that special conditions exist, it may suggest appropriating a larger sum.

### **Section 10. Travel**

Student Club attendance outside the Kalispell area of meetings and conferences may be authorized and funded by the Student Government when deemed beneficial to the Student Body. All travel must comply with all FVCC policies and procedures.

## **ARTICLE VI. AMENDMENTS TO CONSTITUTION**

**Section 1.** This constitution may be amended by two-thirds (2/3) vote of all voting members of the Student Government in favor of the proposed amendment. Written notice shall be provided to the entire student body at least ten working days prior to any meeting in which a matter for amendment shall be considered. Written notice shall be achieved by posters displayed on bulletin boards on the campus and distribution of a special flyer announcing the proposed change and the date, time, and location of the meeting in which the proposed amendment shall be considered. Any amendments to this constitution may effectively be challenged by the presentation of signatures of one-fourth (1/4) of the entire student body to the Dean of Student Affairs asking for reconsideration of said amendment. The Dean of Student Affairs shall then refer the said amendment to Student Government for reconsideration and a second vote. The second vote shall require a three-fourth (3/4) vote for passage.