

# **SGA Constitution**

## **Preamble**

We, the students of Roanoke-Chowan Community College, in order to establish better relations and communication between students, administration, and faculty; to provide avenues for input in institutional decision making; to create a feeling of unity among all students; to advance leadership and scholarship; and to stimulate and develop school spirit; do hereby establish this constitution for the Student Government Association of Roanoke-Chowan Community College. The name shall be the Student Government Association (SGA).

## **Article I - Purpose**

The purpose of this organization shall be to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

## **Article II - Membership**

The membership shall consist of all students who pay the student activity fee.

## **Article III - Executive Board**

Section A - Executive power shall be vested in the SGA officers. These officers shall be known as the Executive Board.

Section B - The Executive Board officers elected by the constituency shall be: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Public Information Officer, (5) the Parliamentarian, and (6) the Treasurer.

Section C - The duties of the Executive Board shall be as follows: (1) to approve the Student Activities Calendar; (2) to authorize and approve all publications of the organization; (3) to call special meetings upon petition of a majority of members; (4) to interpret the constitution; (5) to appoint directors of any Special Services Committees; (6) to hold monthly general assembly meetings; (7) to attend all State N4CSGA conferences each year (budget allowing); and (8) to attend all meetings in accordance with Article IV.

Section D - The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA; (2) to preside over all meetings of the Executive Board and the monthly general assembly meetings; (3) to appoint, with the consent of the Executive Board, the chairmen of all committees; (4) to serve as an ex-officio member of all SGA standing committees, the RCCC Administrative Council, and the RCCC Board of Trustees; (5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble; (6) to represent this organization in all dealings with other student organizations and individuals; (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office; (9) to call periodic meetings of the Executive Board at his discretion; and (10) to appoint an officer or committee chairperson to replace one who does not fulfill the duties of office. The President shall have his or her tuition reimbursed while in office.

Section E - The duties of the Vice President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet the duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

Section F - The duties of the Secretary shall be as follows: (1) to serve as recorder for the Executive Board; (2) submit a completed set of minutes of all SGA meetings for file and future reference; (3) to maintain the records of the SGA; and (4) to assist in all other areas that the Executive Board may deem desirable.

Section G - The duties of the Public Information Officer shall be as follows: (1) to prepare a monthly calendar of student activities to be displayed on student bulletin boards, (2) to maintain the upkeep of student bulletin boards, (3) to handle all publicity pertaining to the SGA, and (4) to lend assistance to the Secretary in any manner which the SGA deems advisable.

Section H - The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Board may deem desirable.

Section I - The duties of the Treasurer shall be as follows: (1) to have knowledge of records and monies of the SGA; (2) to submit a proposed budget to the Executive Board.

Section J - Replacement of any member of the Executive Board shall be as follows: (1) Any Executive Board member failing to execute his duties and responsibilities may be removed from office by a two-thirds (2/3) vote of the Student Council. The vacancy will be filled by presidential appointment, subject to approval by a two-thirds (2/3) vote of the Student Council. (2) In the event that any member of the Executive Board cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Student Council.

Section K - Replacement of the SGA President shall be as follows: In the event that the President cannot serve, the Vice President will become acting President. He shall appoint the new Vice President subject to approval by a two-thirds (2/3) vote of the Student Council.

#### **Article IV – Representatives, Senators, and Student Council**

Section A - The body of Representatives shall be composed of one Representative from each of the chartered clubs.

Section B - There shall be two Senators from each two-year curriculum--one from the first-year section and one from the second-year section. There shall be only one Senator from each of the curriculums which are of one year duration or less.

Section C - The Student Council shall be made up of all members of the Executive Board, Representatives, and Senators. Only members named herein shall have power to vote on business matters at general sessions.

Section D - Duties of the Representatives and Senators shall be as follows: (1) to represent their respective groups, to serve as the liaison between the Student Council and all students, and to perform all such other tasks as assigned to them, (2) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of the Student Council, (3) to impeach and remove from office any elected student official, (4) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (5) to make rules necessary and proper to promote the general welfare of the student body consistent with State Statutes and Board of Trustees policies.

Section E - Absences: (1) Attendance for Student Council meetings is required; however, if a Representative realizes he will be unable to attend a specified meeting, he is required to notify his Alternate to be present at the meeting. If by unforeseen circumstances a student or his Alternate is unable to attend a specified meeting, a written excuse is due within three days after his absence. (2) Any Student Council Member absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Executive Board to inform the club's or curriculum's advisor of the student's dismissal in writing one week after the third absence. The Executive Board shall have the authority to require the sponsoring club or curriculum to appoint another student.

Section F – Appointment of Representatives and Senators shall be as follows: (1) Nominations of Representatives, Senators and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall semester. (2) All Representatives, Senators and Alternates must be in “Good Standing” with the College for the remainder of the year.

#### **Article V - Advisors**

Section A - The SGA Advisor shall be the Dean of Student Services or appointee.

Section B - The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives, Senators and Alternates, (3) to ensure that the constitution is enforced, (4) to be responsible for the records and monies of the SGA, and (5) to appropriate funds for all extracurricular activities as listed in the approved Student Activities Calendar, provided that all funds not expended during the current fiscal year revert to the Student Activity Fund Balance.

Section C - Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

## **Article VI - Election of Officers**

Section A - Election for President, Vice President, and Secretary will be held during spring semester. Public Information Officer, Parliamentarian, and Treasurer shall be conducted by the end of the fourth week of the fall semester. Upon election, they shall serve from election until the next election for their respective offices.

Section B - Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President and Vice President must have been enrolled for two semesters and be in "Good Standing" with the College at the time of nomination and for the remainder of the year. (3) The Secretary, Communications Officer, Parliamentarian, and Treasurer must be in "Good Standing" at the time of nomination and for the remainder of the year. First semester students would be assumed to be in "Good Standing."

Section C - Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot, all students paying an activity fee and possessing a student identification card may vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) members to the SGA. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) Candidates may make a campaign presentation during election week, if they so desire.

Section D - Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at the designated polling station(s). (3) All voting members shall show identification cards before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event of a tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in secret by the SGA Advisor and a designee appointed by the Dean of Student Services. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

## **Article VII - Committees**

General: (1) Committees may be formed as the SGA determines needs. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

### **Article VIII - New Clubs or Organizations**

Section A - The Student Council shall grant charters to all RCCC clubs or organizations. Upon being chartered and the approval of the student council each club will receive \$100 to assist with the establishment process. A representative from each club is required to attend all general assembly meetings which are held once a month.

Section B - In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objectives shall be compatible with the College's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, gender, or national origin. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

### **Article IX - Parliamentary Authority**

Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

### **Article X - Quorum**

Section A - A quorum for any meeting or conference of this organization shall be a majority of the members.

Section B - A quorum for any meeting or conference of the Executive Board shall be two-thirds (2/3) of the members.

### **Article XI - Amendments**

Section A - Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Executive Board, the amendment shall be ratified.

Section B - This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Executive Board provided that the amendment has been submitted in writing by the previous regular meeting.

Section C - All amendments must be approved by the College President.

### **Article XII - Ratification**

Ratification of this constitution shall be by two-thirds (2/3) vote of the Executive Board and the College President.