**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 R-CCC Administrative Council, and the R-CCC 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 R-CCC 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.

Organizational Guidelines for Student Organizations and Clubs

The purpose of this section is to provide a resource for you and your organization at Roanoke-Chowan Community College (R-CCC). This reference will provide guidance in developing and maintaining student organizations.

Academics are the major emphasis of any educational institution. However, we desire to provide students an opportunity to develop all aspects of their being. One way in which students can develop themselves is through the participation in student organizations.

The information contained in this packet is based on past experiences and established policies and procedures. The policies and procedures may seem tedious, but are designed to protect you and your organization. Whether you are a new or returning student, the Office of Student Activities wants to provide you with information and give you access to people who can assist you in meeting and exceeding your club’s goals and objectives.

This guide is not, however, meant to be your sole source of information. If you have any questions that are not answered in this publication, feel free to contact the Student Activities Coordinator at 252-862-1248. The Student Activities Office is located in the Student Services Center and we encourage you to stop by if you have any questions regarding the operation of your organization. We look forward to working together towards making your student organization a productive and successful group on campus.

**Forming a Club or Organization**

In order for a club to be recognized by the Roanoke Chowan Community College Student Government Association there are a few documents that must be on file as well as rules to follow.

1. Find at least 7 members who are currently enrolled at Roanoke- Chowan Community College and secure their names and signatures.
2. Select an advisor. A full-time faculty or staff must advise all student organizations. If you need help finding an advisor contact the Office of Student Services.
3. Develop a set of bylaws. Your bylaws are the guidelines by which your organization operates. This document should contain the following sections:
4. Name of the organization
5. Purpose of the organization
6. Criteria for membership
7. Officers of the organization and their responsibilities
8. The Election process
9. Meeting requirements
10. Faculty/Staff Advisors
11. Parliamentary Rules (if applicable)
12. Membership fees (local, if applicable, regional, state and national)
13. Process by which the bylaws may be amended
14. Meet with interested students and elect/appoint officers
15. Submit Update Form with roster and bylaws to the OSS
16. All new student organizations must be approved by the Dean of Student Services

Organization Privileges

All SGA recognized clubs and organizations have the following privileges:

1. Use of the College’s name for identification purposes.
2. Participation in College sponsored events.
3. Use of campus facilities and services
4. A voting seat in the Student Government Association (SGA)
5. The right to receive publication and be included in newsletters/mailings of the SGA
6. Participation in leadership training initiatives.
7. Receive SGA allotted monies

Organization Responsibilities

All SGA recognized clubs and organizations have the following responsibilities:

1. Must have a faculty/staff advisor.
2. Must submit an updated copy of the organization’s constitution and/or bylaws.
3. Must submit a Status Update form on an annual basis and/or anytime a change occurs (see Appendix).
4. Must submit a member roster of a minimum of seven (7) names during annually the fall and spring semester.
5. Must attend the Clubs and Organization’s New Officer Luncheon at the beginning of the semester.

Selection of an Advisor

The key to the selection of a good advisor for your organization is to select a person:

* Has a Genuine interest in the purpose of the organization.
* Has the time to devote to extra hours often required in developing and implementing any student organization
* Is creative, innovative and enthusiastic.

You may also include part-time faculty in your organization. Every advisor can use someone to “share the load.” Just remember, there must be at least one “lead advisor” who is a full-time faculty or staff member. The responsibilities of the advisors include the following:

* Must be knowledgeable of all College policies and procedures
* Must be present at all function and meetings of the organization
* Must sign all Purchase Requisitions or Check Request
* Must sign all Program Plan of Execution Forms.
* Must sign all Student Activities Travel Request Forms.

Maintaining a Student Organization

All student organizations/clubs are required to submit a Status Update Form and roster list every fall semester in order to remain active on campus. A Status Update Form is also required any time there is a change in leadership of your organization in order to maintain an active status. Since the form requests the names of officers and the advisor, groups are encouraged to meet and elect officers as early as possible during the fall term. The due date for this information is two weeks after the Clubs and Organizations Retreat. (Please see the Student Activities Event list for dates)

It is also required that an updated copy of the organizations bylaws be on file with the Student Activities Coordinator. All bylaw changes must be voted on and ratified as dictated in your bylaws. All updated bylaws must be accompanied by a list of voters, and a copy of the resolution voted. These changes are to be submitted to the Student Activities Coordinator within 10 days of the change.

Removal of Active Status

INACTIVE STATUS

Student organizations who fail to follow the above requirements each year will be considered inactive and, therefore have no privileges and cannot function at all*.* These requirements include:

1. Status Update Form/Roster: Organizations not submitting this form will be considered inactive. Those that do not maintain approval for three (3) consecutive academic years will be considered inactive and removed from College publications.
2. No club advisor.

Disciplinary Sanctions

Disciplinary sanctions may be imposed if student organizations fail to follow policies and procedures and/or if they violate campus or other regulations.

WARNING

This is an official reprimand making misconduct a matter of record in the OSL files during the current academic year. Any further misconduct could result in additional disciplinary action.

PROBATION

Approved student organizations may be placed on probation with limited privileges until they remedy their infraction(s). A review of progress will occur after 30 days. An organization may be on probation for one or more of the following reasons:

1. Having fewer than 8 members.
2. Ineligible officer(s) (falls below 2.0 GPA or currently not enrolled).

SUSPENSION

An approved student organization may be suspended for thirty (30) days for one or more of the following reasons:

1. Violation of the College policies and procedures.
2. Destruction of public or private property.
3. Provision of false information on organization records.
4. Not attending the required number of SGA meetings.

REVOCATION

An approved student organization may have its approved status revoked, and will not function as a group for the remainder of the current academic year, for one or more of the following reasons:

1. Violation of state or federal laws.
2. Continued infractions of the above mentioned after having been both on the Warning, Probationary and Suspension status in a current academic year.

Restriction of Privileges

Decisions on restricted privileges are made by the Dean for Student Development Services. Violations will be discussed and, depending on the disciplinary sanction, it should be noted that one or all of the following might be imposed:

Activity Restriction

1. Restriction of Intake Activities: the group cannot have officer elections, membership drives and other recruitment activities.
2. Restriction of Activity Sponsorship: requires that the organization not take part in the sponsorship of any educational/social/community service activity. This includes participation in intramural activities, sponsoring any speaker or guest on campus, co-sponsoring any social event or other activity.
3. Restriction of Operations: the group may not meet as an organization and all organizational activities will cease.

Facility Restriction

1. Restricted campus posting privileges.
2. No use of College facilities/equipment.

Restitution

The organization may be ordered to make restitution when the club has engaged in conduct injurious to property (individual, group or College) for which monetary damages can compensate. Restitution may be in the form of financial payment.

Restricted use of Organization’s Account

1. Receiving/retaining funding.
2. Surrender balances of all organizational funds received from the SGA up to date.
3. No new expenditures will be approved.

Reviving a Student Organization

There are some organizations that have been approved and are no longer active. Any student may re-activate any such organization by submitting a new Status Update form with roster to OSL. The group may then be approved for reactivation by the Dean of Students Services. Any organization which has been inactive for more than three (3) academic years must go through the process required for new organizations. Also all monies in the organizations account will be returned to the SGA budget after three (3) years of inactivity.

Campus Policies

The following guidelines were developed to encourage timely communication between event planners and College officials charged with approving events and activities on College property. Adherence to the guidelines promotes safety at events, may serve to avoid conflicts with similar events previously scheduled on campus, and promotes proper planning.

Program Plan of Execution Forms

All Program Plan of Execution forms must be processed two weeks before the proposed event. If you desire to schedule the use of a classroom, conference room, or the auditorium for meetings for your organization then these reservations need to be made and approved through Dean of Financial Services (Finance Office). All organization Program Plan of Execution forms must be submitted to the Student Activities Coordinator for Signature. Once your activity has been approved, by the Office of Student Development Services, you will be notified via email. Each organization is responsible for requesting services from other departments on campus (maintenance, security, etc.).

Consequences for turning in forms late or non-completion of forms will result in offenses in the following order: first offense: verbal reminder; second offense: a written letter will be sent to the advisor and club president; third offense: a meeting with Student Services and the advisor and club president; and forth offense: event will not be approved.

Fundraising

All fundraising must be approved by the club advisor, Student Activities Coordinator, and the Dean of Student Services prior to the event. Complete the Program Plan of Execution form, have your club advisor sign it and submit to the office of Student Development Services.

We encourage that you fundraise to have funds for different projects throughout the year. However, you are required to discuss any community fundraisers with the Dean of Students in order to prevent the possibility of over saturating the community with requests for donations.

Some fundraising activities may have some legal restrictions (i.e. raffles, lotteries). If you have questions regarding the legalities of your activity, see the Dean of Students Services, who may have to consult the College attorneys.

Usage of College Name, Logo, Emblem

Officially recognized clubs and organizations may use Roanoke-Chowan Community College’s official logo to promote activities and events that are open to the public.

Organizational Trips

Your organization may decide to schedule a field trip or attend a convention. A Student Activities Travel Request Form should be completed and submitted to the Dean of Students for approval. Also, you will need to pick up Travel Release Forms, which must be completed by each person taking part in the trip. This protects the organization, its officers and the College in case of an accident, etc. Both forms are available in Student Development Services and the website.

The College has vans, which are available for official college use. You must schedule the use of the vans through the Business Office Purchasing Agent. The driver of the van does not have to have a special license. A copy of the driver’s license must be on file in the Business Office. All vehicles must be returned with a full tank of gas. It is the responsibility of the club to record the speedometer reading at the time of pick up and return. This is to be done in the Campus log inside of the Vehicle.