

**Constitution of the  
Student Government Association of  
Alamance Community College  
March 2018**

The student body of Alamance Community College has adopted a constitution for the Student Government Association to further the concept of the student participation in the institution governance. Enrollment in Alamance Community College implies the assumption of the responsibility on the part of every student to uphold the intent of this Constitution, and remain loyal to the college as an educational community.

**Preamble**

We, the Student Government Association of Alamance Community College, desiring to be a voice that preserves within the College an atmosphere of free discussion, inquiry, and self-expression; as well as being a voice that promotes leadership, encourages responsibility, and represents the interests of the students of this institution, do hereby recognize this document as our Constitution. This Constitution is to be used as a basis of fulfilling our commitment as a liaison between the faculty, administration, and staff for our students. We likewise recognize that Alamance Community College is evolving as a multi-campus institution and we acknowledge the need when necessary to modify and enhance this Constitution to reflect these advances.

**Article I  
Name**

The name of this organization shall be the Alamance Community Student Government Association, hereinafter referred to as (SGA).

**Article II  
Purpose and Policies**

**Section 1: Purpose**

The purpose of the SGA shall be to coordinate and regulate student activities; to provide a framework within which students may work to improve the college; represent the interests of students to the Board of Trustees; and recommend matters of interest and value for the college.

**Section 2: Policies**

The policies of the SGA shall be in harmony with those of the Board of Trustees, the administrative policies of Alamance Community College, and the laws of the State of North Carolina.

### **Section 3: Non-Discrimination**

The SGA believes and desires to promote a “open” membership for all students attending and enrolled at the College. The SGA shall not discriminate in its membership. The SGA is committed to the policy of Alamance Community College to be an equal opportunity institution.

## **Article III SGA Funding**

### **Section 1: Resources**

The SGA is funded from the Student Activity Fee paid at the time of registration by curriculum students of Alamance Community College.

### **Section 2: Budget**

At the beginning of each fiscal year, the Student Activities Coordinator in consultation with the SGA President & Treasurer will plan and establish the Student Activities as well as the annual SGA budget. Such agreed SGA budget shall be recommended and submitted to the College Administration for final approval as to receipts and expenditures within the fiscal estimates of Student Activity Fees to be collected.

## **Article IV Organization**

### **Section 1: Student Government Authority**

Authority is vested in the Student Government Association by the College’s trustees, administration, faculty, and the student body and shall be known as the Student Government Association of Alamance Community College.

### **Section 2: Membership**

Every curriculum student enrolled at Alamance Community College without regard to race, sex, age, color, gender, national origin, religion, or disability may be a member of the SGA. Each member shall be held to the standards of this Constitution and shall have the opportunity to serve as a non-voting member identified as either a Club Representative or SGA Volunteer of the Alamance Community College SGA. Any curriculum student upon payment of a semester student activity fee and in good standing, with a minimum 2.5 cumulative GPA, shall be eligible for voting membership if he/she has been elected as an officer in accordance with Article VII or appointed as a senator in accordance with Article VIII. The Student Activities Coordinator as appointed by the College’s President and/or his/her designee(s) shall serve as SGA Advisors.

### **Section 3: Organizational Structure**

The SGA is composed of the following groups: Executive Board, Senate Chair, and all other Senators and Club Representatives.

- A. The Executive Board of SGA is composed of the President, Vice-President, Secretary, Treasurer, and the SGA advisor. The advisor(s) shall serve as a non-voting *ex officio* member only.
- B. A maximum of two (2) Senators of SGA are to be appointed to serve as student representatives from each of the College's academic divisions.
- C. Each club represented within the Student Government Association will be asked to have a representative present at all SGA meetings.

#### **Section 4: The General Assembly**

The General Assembly Meeting is an open meeting to all Alamance Community College student body members, consisting of the SGA Executive Board, SGA Senators, and club representatives.

#### **Section 5: Advisors**

The Student Activities Coordinator and his/her designee(s) shall serve as SGA Advisors. The Advisors or their Designee(s) shall serve as SGA facilitators at the various campuses. The Advisors or their Designee(s) shall work closely with the SGA, providing guidance and direction in all activities of the organization by: attending and participating in all SGA meetings, reviewing Executive Board recommendations regarding SGA travel, monitoring academic progress of SGA members, providing leadership training, advising the SGA of College policies and procedures, and ensuring financial accountability of the association. All actions passed by the Executive Board officers, Senators, and Club Representatives must be approved by a designated SGA Advisor.

#### **Section 6: Student Development Committee**

The Student Development Committee (standing committee of the College) shall serve as the advisory committee on all matters as outlined in this Constitution or the SGA's bylaws. Such committee shall be responsible to coordinate these matters with the policies of the College, the Vice President for Student Success, and the SGA advisor.

#### **Section 7: Affiliation**

The SGA shall be affiliated with the North Carolina Comprehensive Community College Student Government Association (N4CSGA).

### **Article V Functions**

#### **Section 1: The functions of the SGA shall be:**

- A. To give a voice and represent the student body to the college-wide community and take into consideration the needs and desires of the College's students and their relationships with student organizations.
- B. To promote the development of student organizations.
- C. To provide and serve as a forum for communication and ideas for the student organizations while maintaining a policy of non-interference in their respective organizational affairs, recognizing that the student organizations are essential to the SGA.
- D. To serve as a forum where students, faculty, staff, and administrators can discuss mutual issues and to stimulate communication and understanding among these groups and stakeholders of the College.
- E. To promote and provide fiscal accountability within the SGA.
- F. To develop priorities of expenditure, make appropriations, and monitor spending of SGA designated funds derived from all sources.
- G. To work with the Student Activities Coordinator, who is responsible for the initiation of all expenditures from the Student Activity Fee, and to assist the Coordinator in preparing a recommended budget for each fiscal SGA year.
- H. To identify students to serve on college committees, task forces, and work groups.
- I. To promote college-wide programs and events.
- J. To provide an opportunity for students to participate in community outreach and service.
- K. To plan and implement activities and/or forums.
- L. To provide guidance to SGA groups, committees, and student organizations.
- M. To consider and approve funds requests from student organizations.
- N. To consider views of senators and respective campus constituents.
- O. To consider and approve student committee appointees.
- P. To recommend travel plans to the SGA advisor for final approval.
- Q. To conduct orientation sessions for new Officers, Senators, Club Representatives, and SGA Volunteers.
- R. To consider and provide final approval of all motions brought forth to SGA.
- S. To veto all motions brought forth by Senate Chairs and Committee Chairs by a 2/3 majority if motion is not in compliance with the Constitution, Budget, or Student Handbook.
- T. To serve as a forum for an Officer's or Senator's Dismissal from Office.
- U. To support the work of the Executive Board in addressing student-related issues as they arise.

**Section 2: The functions of the Executive Board shall be:**

- A. To plan the semester and annual SGA calendar.
- B. To plan the agenda for SGA meetings.
- C. To account for all business needing action brought forth from SGA meetings.
- D. To conduct Senator interviews in conjunction with the SGA Advisor.
- E. To review concerns and formulate appropriate actions for topics brought up at General Assembly Meetings.
- F. Create Ad Hoc Committees as necessary for college-wide issues.

- G. Make decisions, when the student Senate is not available, on matters of immediate attention.
- H. The day and time of the General Assembly Meetings will be determined prior to the start of the Fall semester.

**Section 3: Functions of the General Assembly Meeting shall be:**

- A. To serve as a forum for announcing and discussing SGA and student organization activities.
- B. To serve as a forum for the sharing of student ideas and concerns.
- C. To serve as a forum for discussing and voting on official business which affects the entire SGA, i.e. Executive Board elections, Constitutional Amendments, etc.
- D. With unanimous approval from all Executive board members and Senators, the day and time of the General Assembly Meeting may be changed for the Spring Semester before the start of the Spring Semester.

**Article VI  
Executive Authority**

The executive power of the SGA shall be vested in the SGA President who shall have the assistance of the other officers. The officers of the SGA shall make up the Executive Board, consisting of the following: President, Vice-President, Secretary, and Treasurer.

**Section 1: Duties of all SGA Executive Board Officers**

- A. To read and become familiar with the SGA Constitution.
- B. To attend all Executive Board, SGA Council, General Assembly, and Special Meetings.
  - a. If an Executive Board officer is unable to attend any of these meetings, then an acceptable excuse must be given to the SGA President and/or SGA Advisor prior to the meeting.
- C. To maintain and record office hours at his/her campus through the use of a schedule that must be approved by an SGA Advisor. A minimum of five (5) hours per week is required for all Executive Board Officers.
- D. To follow attendance policy as stated in the Constitution.
- E. To serve on College Committees as appointed.
- F. To attend parliamentary procedure and leadership development seminars.
- G. To help coordinate and assist regularly in SGA activities.
- H. To conduct all Senator interviews in conjunction with the Student Government Advisor.
- I. Serve as the student representatives during campus judicial hearings.
- J. Voice concerns regarding SGA advisor(s) to the College's Vice President for Student Success.

**Section 2: Powers and Duties of the President**

- A. To serve as Chief Executive Officer of the SGA.

- B. Represent the SGA in all authorized relationships with the Faculty, Administration, official guests, and students of other schools.
- C. To preside over all Executive Board, SGA, and Special meetings.
- D. To maintain parliamentary procedure in all meetings using this Constitution <sup>+</sup> and *Robert's Rules of Order*.
- E. To serve as an ex-officio member of all standing committees.
- F. To initiate projects to be undertaken by the SGA for the College's students, with the consent of the Executive Board, in keeping with this Constitution.
- G. To represent this organization in all other functions not assigned to other officers.
- H. To have knowledge of funds allocations awarded to student organizations by the SGA.
- I. To call special meetings of the Executive Board at his/her discretion, allowing a two (2) day notice with purpose stated.
- J. To serve as a non-voting *ex-officio* member of the Alamance Community College Board of Trustees. Attendance at all meetings is required.
- K. To maintain open communications and correspondence with the SGA Advisor and Vice President for Student Success.
- L. Sign all documents, minutes, budgets, or other measures approved by the Senate, including requisitions, upon the absence of the treasurer.

### **Section 3: Powers and Duties of the Vice-President**

- A. The Vice-President shall exercise the powers and duties of the President in the absence of the President.
- B. The Vice-President shall replace the President and serve the remainder of the unexpired term if the President cannot perform his/her duties.
- C. He/she shall attend all Executive Board, SGA, and Special Session meetings.
- D. Be responsible for Senator applications and arrange interview times that are convenient for the applicant, Executive Board, and Senate Chair (when available).
- E. Have knowledge of student organizations funds allocations.
- F. To assist SGA in maintaining relations with various groups on campus.
- G. To be familiar with *Robert's Rules of Order* and this Constitution and to serve as an advisor to the Executive Board as procedural problems arise.
- H. Have the power to vote to break a tie on measures before the Senate when the vote is equally divided.
- I. The Student Body Vice President shall serve as parliamentarian for the organization.

### **Section 4: Powers and Duties of the Secretary**

- A. To serve as a custodian for and maintain permanent minutes of SGA meetings and the records of the SGA.
- B. To serve as recorder to the Executive Board, SGA, and Special Session meetings.
- C. To prepare and distribute a copy of the minutes of all Executive Board, General Assembly and Special Session meetings to the SGA Council prior to the subsequent meeting.
- D. To maintain correspondence between the Executive Board and SGA Advisors.
- E. To assist SGA in maintaining relations with various groups and student organizations on campus.

- F. To assist the SGA President in any other areas which are related to secretarial responsibilities.
- G. To chair the Conference Commitments, responsible for the duties described in Article XII.
- H. To keep a record of attendance for all Executive Board, SGA Council, General Assembly, and Special Session meetings.
- I. To keep track of all motion cards approved and disapproved by SGA and the General Assembly.
- J. To post a report of the General Assembly minutes on Alamance Community College website.
- K. Have the power to vote on measures before the General Assembly.

### **Section 5: Powers and Duties of the Treasurer**

- A. To work with the SGA Advisors to prepare requisitions as needed by the SGA.
- B. To analyze and review requests for student organization funds.
- C. To receive copies of all Funds Request forms from the Student Activities Coordinator.
- D. To compile budgets for SGA committees for each semester based on requests from committee chairpersons. These requests shall be approved by the Executive Board and SGA Advisors.
- E. To keep track of the SGA financial status and budget.
- F. Monitor SGA and Club Fund accounts to ensure allocated budgets are being spent responsibly.
- G. To act as the Committee Chair of all Finance Committee meetings where fund requests from student organizations will be discussed and voted on as recommended items.

### **Section 6: Tuition Scholarship for Officers**

Subject to approval by an SGA Advisor, and based on annual student activity budget, executive board officers will receive a stipend during the Summer, Fall, and Spring semesters of their appointment upon successful completion of all duties and responsibilities.

## **Article VII Election of Executive Board**

### **Section 1: Candidate Qualifications**

- A. All potential candidates for SGA positions must have completed a minimum of nine (9) credit hours at Alamance Community College prior to running for office and must maintain enrollment in at least six (6) credit hours each Fall and Spring semester of his or her term of office.
- B. Career and College Promise students are not eligible to hold Executive Board positions. However, a Career and College Promise student may run for an Executive Board position if he/she will be a high school graduate by the time his/her elected term begins, and if he/she previously held an SGA Senator position.
- C. To be considered eligible for election the following position candidates must hold the grade

point average (GPA) minimums as stated below which are to be confirmed by the SGA Advisor:

-President: 3.0 cumulative GPA

-Vice-President, Secretary, and Treasurer: 2.5 cumulative GPA

- D. All candidates must be able to serve the entire academic year as stated in Section 4: Term of Office.
- E. All candidates, including current Executive Board officers desiring to serve a second term, must submit an elections packet to the SGA Advisor
- F. The election packet includes
  - a. Application for Office
  - b. Letter of Intent
  - c. a Student Transcript
  - d. Signatures of support from students (which must include Student ID numbers along with signatures)
  - e. A signature of support from a faculty/staff member nomination
- G. All election packets shall be reviewed by the Student Activities Coordinator to verify that all qualifications are met.
- H. Those applicants that are approved shall be contacted immediately by the Student Activities Coordinator, informed of their approval status, and allowed to commence in campaigning.
  - a. The posting or distribution of campaign literature shall be permitted only during the seven (7) calendar days prior to the actual election.
- I. A meeting of all candidates shall be held prior to vote counting in all elections to inform candidates of election procedures, responsibilities and expectations as defined in the SGA by-laws or as deemed necessary by the Coordinator of Student Activities.
- J. No student who is on active probationary status with the College and/or who is in violation of the Student Code of Conduct is eligible to hold an Executive Position.
- K. No person may run for more than one (1) Executive Board position.
- L. No person who is running for an Executive Board Position may run for a Senate position.
- M. SGA Executive Board members may hold offices on other campus committees, but may not hold two voting positions at the same time within SGA.

## **Section 2: Election Format**

- A. Applications and information regarding the election of officers shall be presented at February's SGA Assembly meeting.
- B. Election Packets will be due by the date and manner as stated in Section 1 of this Article.
- C. All confirmed candidates shall be allowed to campaign at all Alamance Community Campuses in order to achieve support.
- D. Those candidates that are deemed to be engaged in unethical and slanderous campaign tactics shall be disqualified by the SGA Advisor or the Vice President for Student Success.
- E. Candidate's Letters of Intent shall be available for viewing on Alamance Community College SGA website / social media or any other campus publication.
- F. If it deems necessary, the SGA will hold an open candidates' forum to the student body where each of the Executive Board candidates will present themselves and their respective platform to the student body. The date of the forum will be decided by the SGA, but will



be confined between the date that Election Packets are due and election week.

- G. Students will be allowed to vote during the month of April, with the electoral process beginning on Monday at 8:00 am and concluding Friday, at 4:59 PM of the designated election week.
- H. Each student is allowed one (1) vote through electronic or paper ballot. Voting may occur from any web connection on or off campus.
- I. Votes shall be tallied at the end of the voting period by the current SGA President and the Election Board. The tallying process may be observed by an SGA advisor, but not required.
- J. The candidates receiving the majority of the votes from the student body shall be duly elected officers.
- K. In the event of a tie, each candidate will be interviewed by the Vice President for Student Success or his/her designee(s) who will cast the deciding vote.

### **Section 3: Publicity**

- A. Candidates shall submit all campaign materials to the SGA Advisor who will review only for libelous or slanderous materials before candidates can post their flyers, posters, etc. on campus. Violators of the following standards are subjected to review and sanctions by the SGA Advisor or Vice President for Student Success.
- B. All campaign publicity may be posted only on Alamance Community College campuses.
- C. No publicity is allowed to be posted or placed on departmental bulletin boards without permission of the department.
- D. SGA will publicize the elections.
- E. Each candidate must remove his/her publicity and/or campaign materials within forty-eight (48) hours following the close of election.
- F. Publicity material shall not deface or damage any Alamance Community College property. Any damages resulting from publicity materials will be charged to the violator.

### **Section 4: Term of Office**

- A. The term of office begins in the Summer session following the Election and ends the last day of the following Spring semester.
- B. Appointment to an office for two (2) or more semesters is considered a full term.
- C. Officers may run for one (1) re-election of the same position.
- D. No officer may serve on the Executive Board for more than two (2) full terms.

### **Section 5: Oath of Office**

At the last General Assembly Meeting prior to the new Officers' term of office, the Oath of Office shall be read and signed. The SGA Advisor and current college president, and Vice President for Student Success, & current SGA President shall be witnesses to the signing of the following Oath of Office.

*I, \_\_\_\_\_, pledge to uphold the Student Government Association's Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and Administration of Alamance Community College.*

*I pledge to be fair in all my endeavors and to promote goodwill for Alamance Community College. I pledge to carry out the responsibilities for my office to the best of my ability and to promote harmony among all segments of the student body.*

## **Section 6: Resignation**

- A. If any Executive Board member, with the exception of the President (Because of Article VI. Section 3: Powers and Duties of the Vice-President.), should resign, then the position shall be opened up to all Senators.
- B. All Senators interested in the position shall be interviewed by the Executive Board, SGA Advisor, and Vice President for Student Success or his / her designee.
- C. If no Senators are interested in the position, then it shall be opened up to the student body.
- D. Executive Board members will vote for the replacement.
- E. The candidate receiving the majority of the votes from the Executive Board shall be a duly elected officer.

## **Article VIII Senator Authority**

### **Section 1: Qualifications to Hold Office**

- A. All candidates must be currently enrolled as a curriculum student. Career and College Promise students are eligible.
- B. Candidates who are returning students must have and maintain a minimum cumulative grade point average of 2.5, which will be confirmed by an SGA Advisor. Grade point averages for new student applicants will be evaluated at the end of their first semester.
- C. All candidates must submit a sealed application packet to an SGA Advisor at the campus for which they are applying by the posted deadline set for each semester. The Advisor will review the application packet then submit it to the SGA Vice-President.
  - a. The election packet includes
    - 1. Application for Office
    - 2. Letter of Intent
    - 3. a Student Transcript
    - 4. Signatures of support from students (which must include Student ID numbers along with signatures)
    - 5. A signature of support from a faculty/staff member nomination
- D. All election packets shall be reviewed by the Student Activities Coordinator to verify that all qualifications are met.
  - a. Those applicants that are approved shall be contacted immediately by the Student Activities Coordinator, informed of their approval status.
- E. All candidates must be interviewed by the Executive Board and the Senate Chair of the respective campus if already selected. The Senator candidate must be selected by a simple majority.

- F. No student who is on active probationary status with the College and/or is in violation of the Student Code of Conduct is eligible to hold a Senate position.
- G. All candidates must read and sign the SGA Orientation Contract and be prepared to meet the contract conditions if appointed to office.
- H. No candidate may hold a faculty, administrative, or full-time position with the college.
- I. All candidates must satisfy the qualifications and duties of office as stated in this Constitution.

## **Section 2: Appointment of Senators**

All Senator positions will be filled by the Executive Board and Senate Chair under which new Senators will serve. The Senate Chair must meet the Senate Candidate Qualifications as stated in Article VIII, Section 1 of this Constitution. The campus will select its own Senate Chair based on a majority vote of all Senators appointed after the deadline for applications. If at that time, there are any open Senate positions remaining, a Senator Chair may be selected by existing members of the Senate.

- A. Senators will apply for office at the beginning of each academic year and will be selected by the Executive Board. If the selection of a Senate Chair is not reached in a reasonable manner or in the case of a tie, the Executive Board will determine the Senate Chair.
- B. If the selection of a Senate Chair is not reached in a reasonable manner or in the case of a tie, the Executive Board will determine the Senate Chair.

## **Section 3: Term of Office**

- A. The official term of office for all Senators will be one (1) academic year beginning no earlier than the first day of the Summer session and ending no later than the last day of the following Spring semester. Senators may be re-appointed upon review of a new application by such candidate for the next academic year.
- B. Appointment to an office for two (2) or more semesters is considered a full term.
- C. No Senator may serve in the Senate for more than two (2) full terms.

## **Section 4: Senator Duties and Responsibilities**

- A. Advocate and communicate the wants and needs of the College's students in their respective academic division.
- B. Discuss issues with the Division Deans and Department heads in charge of their academic division.
- C. Report on all issues related to their academic division.
- D. To read and become familiar with the SGA Constitution and Senator Orientation Contract.
- E. Attend all SGA General Assembly meetings on his or her campus, participate in all business proceedings and vote as needed. If a Senator is unable to attend the General Assembly meeting, then an acceptable excuse must be given to the SGA President and an SGA Advisor prior to the meeting.

- F. Assist regularly in SGA activities per the standards of an SGA Advisor at each campus.
- G. Maintain and record office hours at his/her campus through the use of a time sheet that must be approved by an SGA Advisor. A minimum of one (1) hour per week for office hours is required for each Senator.
- H. Follow attendance policy as stated in Article X Section 2 of this Constitution.
- I. Serve on standing committees as appointed.
- J. Attend parliamentary procedure and leadership development seminars and conferences.
- K. Serve as campus programming board

### **Section 5: Stipend for Senate Chairs and Senators**

Students serving as Senators will receive a yearly stipend split over the course of two semesters. Subject to approval by an SGA Advisor, at the end of each semester, Senators will receive one-half the annual stipend. At the end of the semester each Senator must submit a summary of all duties completed in order to receive his/her compensation.

## **Article IX Club Representatives**

SGA Club Representative Duties and Responsibilities:

- A. To read and become familiar with the SGA Constitution and Club Representative Contract.
- B. To assist regularly in SGA activities per the standards of an SGA Advisor at each campus.
- C. To actively serve on campus committees.
- D. SGA Club Representatives are voting members of the SGA, and as such are required to attend General Assembly or Special Session meetings.

## **Article X Rules, Meetings, and Quorums**

### **Section 1: Meetings**

The SGA shall have one (1) General Assembly meeting per month. This meeting shall be determined and scheduled at the 1<sup>st</sup> Executive Board Meeting of each academic year. Called Meetings of the SGA shall be held at the request of three (3) SGA Council members. Notice must be given at least two (2) days in advance with purpose of meeting stated.

### **Section 2: Attendance Requirements**

Attendance at SGA meetings is vital to the success of the organization. In the event that a member of the SGA Council must miss a meeting, he/she is expected to contact the SGA President or an

Advisor prior to the meeting to discuss the reason. Any SGA Council member who misses three (3) meetings during a semester without an acceptable excuse may be dismissed from office by the Executive Board.

### **Section 3: Quorums**

Quorums for the branches of the SGA are as follows:

- A. Executive Board – 3/4 of currently seated officers
- B. General Assembly – a simple majority of the club representatives and senators.
- C. For all other meetings, a quorum shall be those present at a duly called meeting; the number required to pass motions shall be in accordance with *Robert's Rules of Order*.
- D. For voting on Funds Requests within the Finance Committee meeting, 2/3 of currently seated members shall constitute a quorum.

### **Section 4: Voting**

- A. Each Executive Board officer shall have one (1) vote in all official business in which a vote is taken at Executive Board meetings.
- B. With the exception of the SGA President, each Executive Board Officer and Senator shall have one (1) vote in all official business at General Assembly meetings.
- C. In being a part of SGA, it is the duty of each club president to serve on the Senate as a voting member. If a club President should be ineligible to serve, the club shall appoint a qualified club representative to serve in his or her place.
- D. No Executive Board Officer or Senate Chair may vote on a fund request that has been submitted by a student organization in which he or she is a member.
- E. Each Executive Board Officer and Senate Chair of the Senator applicant's respective campus shall have one (1) vote when appointing Senators to office. A Senator candidate is voted in by a simple majority.

### **Section 5: Code of Conduct**

All members of the SGA are expected to comply with the Student Code of Conduct both on campus and while participating in SGA functions off campus. Members of the SGA are also expected to comply with the recommendations of the SGA Advisors regarding conduct and standards of behavior in accordance with the College's Student Code of Conduct (the "Code"). Failure to meet the Code's standards may result in disciplinary action being initiated by the SGA Executive Board and/or the SGA Advisors, and the College's Student Conduct Officer. The SGA Executive Board may appoint an *ad hoc* ethics committee to address issues not specifically covered by the Student Code of Conduct. The ethics committee will make recommendations to the Executive Board, which will take appropriate action, including dismissal from office, if necessary.

### **Section 6: Dismissal from Office**

- A. The SGA has the right to dismiss any member who fails to abide by this Constitution or the Student Code of Conduct. Any dismissal from office must be approved by an SGA Advisor

and the Vice President for Student Success. The following process must be followed to dismiss any SGA Executive Board Officer, Senate Chair, or Senator from office.

- B. A verbal means of communication must be conveyed to the Officer or Senator in question that states the specific reason for concern. The Officer or Senator will be notified that without change in action or behavior the process of dismissal from office will be initiated.
- C. If no improvement occurs, a letter of warning notice will be sent one (1) week after the verbal communication has been conveyed to the Officer or Senator in question. This letter must state the inadequate behavior or action(s) and state the specific adequate improvement sought in SGA participation which action or acceptance behavior must be demonstrated. This letter must outline the procedures for dismissal from office as stated in this Constitution.
- D. If no improvement occurs after the written warning notice, the Executive Board, Senate Chair (if appropriate), Advisor(s) and Vice President for Student Success must meet to discuss the dismissal of the Officer or Senator in question from office. If there is a majority vote that the Officer or Senator in question is to be dismissed from office, a letter shall be sent to this member to explain why this decision was reached. This letter must also state that if the Officer or Senator in question chooses to resign, a letter of resignation must be sent within two (2) weeks of this meeting.
- E. A letter of dismissal will be sent to the Officer or Senator if a letter of resignation has not been received within two (2) weeks of the dismissal from office meeting. A copy of this letter will be sent to the Vice President for Student Success.
- F. An appeal of dismissal from office must be submitted in writing within two (2) weeks of the date of the dismissal letter to the Vice President for Student Success, who will determine whether a re-consideration is in order.
- G. If the member in question fails to abide by the Student Code of Conduct and/or there is a situation that occurs that is considered inexcusable and adversely affects the reputation of either the SGA or the College, then an immediate letter of dismissal will be sent and the Officer or Senator will not have the option to resign.
- H. All letters of dismissal will be sent from the Coordinator of Student Activities or the Vice President for Student Success.

## **Article XI Student Organizations**

### **Section 1: SGA Recognition of Student Organizations**

The Alamance Community College SGA recognizes that each student organization shall promote and provide for the needs of the students through co-curricular and/or college related activities.

### **Section 2: Non-Discrimination**

No student organization that is recognized by the SGA shall discriminate based on a student's membership in or association with any legally protected group.

### **Section 3: Organization and Operation**

Each student organization shall determine for itself all regulations for organization and operations, provided that the regulations are in keeping with SGA regulations, College policies, procedures, and the Student Code of Conduct. Registered student organizations are eligible to access and make application for College facilities and/or student activity fee funding.

- A. All student organizations of Alamance Community College must apply for and be granted a charter by the Student Government Association, subject to the approval of the Student Development Committee.
- B. A representative of the organization requesting a charter shall be present when the request is presented to the Senate.

#### **Section 4: Elections for Student Organizations**

Each organization shall determine the criteria for its elections and the respective terms of office for the club and present their representatives to the SGA.

#### **Section 5: Responsibilities and Requirements**

Each student organization is expected to:

- A. Make use of the Guidelines for Student Organizations and abide by the policies and procedures therein.
- B. Complete a student organization registration and budget request form each Fall semester and file a copy with the SGA.
- C. Maintain an approved constitution, by-laws, and/or statement of purpose and keep current copies on file with the SGA.
- D. Maintain a current and complete list of officers, members, and all advisors, College and non-College. All members must be currently enrolled students at Alamance Community College.
- E. Provide on-campus programs and activities for their organization, as well as, the entire campus population.
- F. Participate in major campus events organized by the college.

#### **Section 6: Funding From SGA**

As a chartered Alamance Community College organization, each club will receive two (2) accounts; an SGA funded account (the 05 account) whose source is the student activity fee, and a club sponsored fundraising account (the 09 account).

- A. At the beginning of each Fall semester, the SGA shall allocate and approve distribution of student activity fee funds to registered student organizations that request funding for annual memberships, conferences, campus events, and programming. The SGA shall work together with the Business office determine the total funds to be distributed. SGA decisions regarding allocations to student organizations shall be viewpoint neutral; that is, monies will be allocated equitably without regard to furthering or suppressing speech based on opinion or content. Written criteria for allocation shall be used for decisions,

and the criteria will be communicated to student organizations. Written criteria may be obtained from the Student Activities Coordinator.

- B. For additional student activity fee funding, a student organization must submit a completed funds request form to the SGA President and to the SGA Advisor at least two (2) weeks prior to the date requested funds are needed. The SGA will review the requests and ensure its decisions regarding funding are viewpoint neutral. Student organization officers and/or advisors should attend the meeting at which the request is considered. The SGA Advisor will work with the SGA Treasurer to distribute funds to student organizations for which additional funds requests have been approved.
- C. Clubs shall maintain an on-campus financial account through which all SGA allocations will be distributed. The student organization advisor will serve as account manager for the on-campus account, and withdrawal from the account will require the signature of both the advisor and an officer of the organization.
- D. Student organizations denied student activity fee funding may appeal to a committee comprised of the SGA Senators and the Vice President for Student Success or designee, whose decision will be final.
- E. All contracts and spending of funds shall be made in accordance with the College's applicable policies and accounting guidelines.

### **Section 7: Fund-Raising Projects**

- A. Proposals for fundraising projects shall be submitted in writing to the Student Senate and must contain a statement of the intended purpose for the funds received under the projects.
- B. All fundraising projects of student organizations shall be approved by the College's Vice President for Student Success or designee, SGA Advisor, and SGA President.
- C. There shall be no more than two off-campus fund raising projects per school year by any club or student organization if the project involves solicitation and funds derived are to be used for the maintenance of the club organization or applied to its projects.
- D. SGA will consider additional financial assistance to organizations that have attempted to fundraise and are faced with a discrepancy between the funds required and the funds collected.
- E. Funds solicited or earned, by any club or student organization, by the endeavors of that club or student organization shall be deposited in the Student Activity Accounts.

## **Article XII SGA Standing Commitments**

### **Finance Commitments**

To serve as a channel of communication among all campuses to ensure responsible distribution and handling of SGA funds. The Finance Committee will make decisions concerning fund requests and other financial matters. The SGA Treasurer will be the chair of this committee. Executive Board Officers and Senate Chairs are expected to attend all meetings.



## **Conference Commitments**

To represent Alamance Community College at conferences attended by the SGA. The Secretary of the SGA shall be the committee chair. The Executive Board shall select committee members prior to each conference with final approval by the SGA Advisors. The chair shall be SGA liaison with the North Carolina Comprehensive Community College Student Government Association (N4CSGA) and the Central Division of the N4CSGA. The chair shall also be responsible for working with SGA Advisors and the Student Development Secretary in making travel arrangements for all conferences.

## **Programming Commitments**

To coordinate Fall and Spring Festivals and other SGA sponsored entertainment events. Any currently enrolled student is eligible for selection to the Programming Committee, but the majority of committee members must be Senators of the SGA. The Executive Board shall appoint the chair.

## **Public Information Commitments**

To plan and implement publicity for all SGA activities, and to assist student organizations with publicity when appropriate. The Public Information Committee shall also be responsible for organizing information booths sponsored by the SGA.

## **Constitution Commitments**

To review any proposed amendments or revisions from a General Assembly. The President of the SGA shall be the committee chair. A minimum of 3 SGA members are required to constitute a quorum. Any Executive Board member or Senator may attend. The Committee will follow the procedures as specified in Article XIII, Section 1: Amendments and Revisions.

## ***Ad Hoc* Commitments**

The purpose of *Ad Hoc* Committees is to address special issues on an as-needed basis that affect the College as a whole. *Ad Hoc* Committees and chairs shall be appointed by the Executive Board, which must state in writing the purpose and task to which they are assigned. After the purpose and task of the *Ad Hoc* Committee has been met, the committee shall cease to exist.

## **Night Representatives**

To serve as a liaison for the evening students.

## **Elections Board**

The Elections Board shall be a standing committee consisting of the Executive Committee of the SGA, Advisor, and one appointee, by the Elections Board. In the event an officer is running for office, the remaining member of the Elections Board will select an alternate. A chairman shall

be appointed from within the membership of the standing committee. The Elections Board shall establish deadlines for filling Intention of Candidacy forms, post regulations in compliance with policies of the College, supervise campaigns, count ballots, determine validity of any questioned ballot, and certify and publicize election results on the day following elections.

## **Article XIII Amendments, Revisions**

### **Section 1: Amendments and Revisions**

- A. A motion to consider an amendment to, or a revision of, the Constitution shall require a majority vote at a General Assembly meeting. Such an affirmative vote shall send the amendment under consideration to the Constitution Committee. The motion must be presented by a member of the committee. This committee shall study the motion and formulate a recommendation to present at a General Assembly meeting.
- B. The committee shall present the recommendation in writing for discussion, and will distribute copies of the proposal to all members of the SGA with due notice that a vote will be taken at the next General Assembly meeting.
- C. At the General Assembly meeting where the proposed amendment is presented, a motion to accept the proposed amendment shall require a two-thirds (2/3) majority vote of the Executive Board and Senators.
- D. Following SGA approval, the proposed amendment shall be presented for approval to the Vice President for Student Success and subsequently for approval by the College President.

### **Section 2: Rules of Order**

*Robert's Rules of Order*, most recent published edition, shall be the parliamentary authority for all matters of procedures not specifically covered by the Constitution, the SGA's by-laws or by special rules of procedure adopted by the SGA.

### **Section 3: Higher Authority**

All bylaws shall in no way stand in conflict of policies established for the College by its Board of Trustees; nor shall provisions of the SGA's By-Laws be in conflict with the General Statutes of North Carolina. Matters open for interpretation or further inquiries regarding this document should be directed to the Executive Board of the SGA for recommended action.