

**STUDENT GOVERNMENT ASSOCIATION
OF
Caldwell Community College and Technical Institute**

CONSTITUTION

Revised and approved July 2012

PREAMBLE

We, the Student Government Association of Caldwell Community College and Technical Institute (CCC&TI), hereby recognize this document as our Constitution to be used as a basis of fulfilling our commitment to represent the student body of CCC&TI.

ARTICLE I: NAME

Section 1.

The name of this organization shall be the Student Government Association (SGA).

ARTICLE II: PURPOSE AND POLICIES

Section 1. Purpose

The purpose of the SGA shall be to (1) serve as a united voice of the student body; (2) provide a medium for leadership development; (3) promote self-governance within the student body in order to support students' rights, responsibilities and code of conduct and (4) lead the student body in extra-curricular and student-life activities.

Section 2. Policies

The policies of the SGA shall be in harmony with those of the Board of Trustees of CCC&TI, the administrative policies of CCC&TI and the laws of the State of North Carolina. The SGA shall not discriminate in its membership. The SGA is committed to the policy of CCC&TI to be an affirmative action/equal opportunity institution.

Section 3. Records

The SGA along with the Student Activities Director/SGA Advisor will keep records of meetings and other related Student Life activities.

Section 4. Student Body

The student body shall consist of students enrolled at CCC&TI who pay student activity fees.

Section 5. Governance of SGA

The Student Government Association shall serve under the guidance of the Vice President of Student Services, the Director of Student Activities and other designated advisors. As with all student activities, final responsibility for SGA activities rests with the College Executive Council and the College President.

ARTICLE III: SGA FUNDING

Section 1. Resources

The SGA is funded through the Student Activity Fees collected from students when they register for classes fall, spring and summer semesters.

Section 2. Budget

At the beginning of the fiscal year, the Vice President of Student Services and Director of Student Activities in consultation with the SGA will establish the Student Activities/SGA budget. The budget will be presented to the CCC&TI Executive Council for approval before the beginning of the fall semester.

ARTICLE IV: ORGANIZATION

Section 1. Organization Membership

The SGA shall be the coordinating body of student organizations and activities on campus and shall be composed of elected officials, appointed officials and student organization representatives. The Director of Student Activities and or/designee shall serve as SGA Advisor(s).

Section 2. Organizational Structure

The SGA is composed of three groups: Executive Board, Senate and General Assembly.

A. Caldwell Campus Structure

The day to day operations of the Caldwell Campus SGA shall be conducted by the Caldwell Campus Executive Board. The Caldwell Campus SGA Executive Board shall consist of the President, the Vice President (Caldwell), Secretary, Treasurer, Parliamentarian and five at large senators. At large senators are appointed by the SGA President and Director of Student Activities. (See Bylaws)

The Director of Student Activities will assist the officers with their responsibilities but will have no voting rights in Executive Board meetings.

B. Watauga Campus Structure

The day to day operations of the Watauga Campus SGA shall be conducted by the Watauga Campus Executive Board. Watauga Campus Executive Board shall consist of the Watauga Campus Vice President, Secretary, Treasurer, and two at large senators. The Secretary, Treasurer and two at large senators are appointed by Watauga SGA Vice President and SGA Advisor.

The SGA advisor will advise and assist the officers with their responsibilities but will have no voting rights in Executive Board meetings.

C. Senate Structure

The Senate will be comprised of representatives of the campus clubs and organizations. Each campus club or organization will appoint a member to fill this standing position. In the event that a student organization representative's seat becomes vacant, the seat may be filled by the replacement of another representative from the same student organization.

D. General Assembly Structure

The General Assembly is open to all members of the SGA on both campuses, Senators and all CCC&TI students who wish to attend. Voting on official business will be limited to Executive Board members and Senators.

ARTICLE V: FUNCTIONS

Section 1. The functions of the SGA shall be:

- A. To represent the student body to the college-wide community and take into consideration the needs and desires of the students and their relationships with student organizations
- B. To promote the formation and development of the student organizations
- C. To serve as a forum for communication and ideas for the student organizations while maintaining a policy of non-interference in their organizational affairs, recognizing that the student organizations are essential to student development
- D. To serve as a forum where students, faculty and administrators can discuss mutual issues and to stimulate communication and understanding among these groups
- E. To plan, implement and execute campus wide events, activities and intramurals
- F. To identify students to serve on college committees, tasks forces and work groups
- G. To promote fiscal accountability within the SGA and be good stewards of student activities fees paid by the student body
- H. To serve as a forum for discussing and voting on official business

Section 2. The functions of the SGA Executive Board shall be:

- A. To plan and implement student activities, intramurals and events for annual SGA calendar
- B. To serve on college committees, tasks forces and work groups
- C. To approve and provide opportunities for campus clubs and organizations
- D. To consider views of senators and members of the student body
- E. To conduct orientation session for new officers, senators and volunteers
- F. To keep an accurate account of all business before the SGA
- G. To manage the budget of the SGA
- H. To attend professional development opportunities
- I. To serve as a forum for discussing and voting on official business

Section 3. The functions of the SGA Senate shall be:

- A. To bring ideas, questions and concerns before the SGA
- B. To provide membership for SGA committees
- C. To assist with projects and activities
- D. To serve on college committees, task force(s) and work groups as assigned
- E. To support the work of the Executive Board in addressing student-related issues as they arise

Section 4. The functions of the SGA General Assembly shall be:

- A. To serve as a forum for announcing and discussing SGA and student organization activities
- B. To serve as a forum for sharing student ideas and concerns
- C. To serve as a forum for educating the student body about policy changes affecting student life
- D. To serve as a forum for discussing and voting on official business

ARTICLE VI: OFFICERS

Section 1. Election of Executive Board members

The SGA election will be conducted by the Vice President of Student Services and his/her designee. A time schedule of election events will be made public two weeks before the election. The election will be held in accordance to the election protocol as published by the Vice President of Student Services.

A. Caldwell Campus

An annual election for officers shall be held during the spring semester. The faculty and staff shall have the opportunity to nominate two (2) students. The students shall be selected from that pool of recommended applicants as well as from students volunteering themselves. All candidates for executive officer shall be elected by a majority count of votes cast by the student body on that campus. Voting will be conducted by secret ballot. Term of office begins in the summer semester following the election, and ends at the conclusion of the spring semester.

B. Watauga Campus

An annual election for officers shall be held during the spring semester. All candidates for executive officer shall be elected by a majority count of votes cast by the student body on that campus. Voting will be conducted by secret ballot.

Term of office begins in the summer semester following the election, and ends at the conclusion of the spring semester.

Section 2. Eligibility Rules for Elected Officials

Students wishing to run for an executive office must:

- A. Have completed six or more college level credit hours
- B. Be enrolled in six or more credit hours
- C. Submit to the SGA Advisor an officer application packet including letter(s) of recommendation
- D. No Executive Board officers and Senators who are placed on probation by the college for violation of the Student Code of Conduct will be eligible to seek office.
- E. Have earned a cumulative GPA of 2.5 or better
- F. Be at least 18 years old, due to overnight travel requirements.

Section 3. Eligibility Rules for Executive Board Appointed Officials

Students who are appointed to the executive board must:

- A. Be enrolled in six or more credit hours
- B. Submit to the SGA Advisor an officer application packet including letter(s) of recommendation
- C. No Executive Board officers and Senators who are placed on probation by the college for violation of the Student Code of Conduct will be eligible to seek office.
- D. Be at least 18 years old, due to overnight travel requirements.
- E. Establish and maintain a GPA of 2.5 or better

Section 4. Qualifications to Hold Office

- A. All Executive Board officers and Senators must complete at least six credit hours each semester while in office.
- B. All Executive Board officers and Senators must have a cumulative 2.5 GPA. Grade point averages for new Senators will be evaluated at the end of their first semester.
- C. No Executive Board officers and Senators may hold a faculty, administrative or full-time staff position at CCC&TI.
- D. No Executive Board officers and Senators who are placed on probation by the college for violation of the Student Code of Conduct will be eligible to remain in office.
- E. All Executive Board officers and Senators must satisfy the qualifications and duties of office as stated in this constitution.

Section 5. Recount and Run-Off Election

A candidate may, within 3 days following the election, call for a recount of votes cast. A run-off election, if deemed necessary, will be held no later than one week following the initial election.

ARTICLE VII: DUTIES AND RIGHTS OF EXECUTIVE OFFICERS

Section 1. The SGA President will:

- A. Serve as official representative for the student body at college events.
- B. Assist in orientation and registration functions.
- C. Preside over SGA meetings through the use of Robert's Rules of Order.
- D. Appoint SGA members to college and SGA committee meetings as needed.
- E. Serve on the Board of Trustees as a non-voting member.
- F. Serve, or assign a designee to serve, as a member of the College Executive Council.
- G. Provide leadership in the developing and carrying out of student activities.
- H. Form Ad Hoc committees as needed with approval of the Director of Student Activities or Coordinator.
- I. Attend North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings and conventions.
- J. Present an annual report to SGA members and to the Vice President of Student Services.
- K. Develop, in conjunction with the SGA Executive Board and the Director of Student Activities or Coordinator, a proposed budget for the upcoming year.
- L. Assist the president-elect with transition into office.
- M. Sign all documents, meeting minutes or other pertinent information necessary for the proper administration of SGA.
- N. Complete six or more credit hours each semester, excluding summer.
- O. Have a cumulative 2.5 GPA while in office.

Section 2. The Vice President of the Caldwell campus will:

- A. Assume all the duties of the SGA President in his/her absence or at his/her request.
- B. Attend N4CSGA meetings and conventions.
- C. Assist the SGA President in planning the agenda for each SGA meeting.
- D. In the absence of the president, conduct SGA meetings according to established protocol and Robert's Rules of Order.
- E. Provide leadership in the developing and carrying out of student activities.
- F. Be responsible for public relations and communicating to student body and faculty/staff.
- G. Assist the SGA Secretary in communicating SGA activities and events to the student body and faculty/staff.
- H. Maintain information on the web site, bulletin boards, articles for the school newspaper and suggestion box.
- I. Attend committee meetings as appointed.
- J. Implement and safeguard SGA computer access.
- K. Complete six or more credit hours each semester, excluding summer.
- L. Have a 2.5 GPA while in office.

Section 3. The Vice President of the Watauga campus will:

- A. Represent the student body at Watauga events.
- B. Assist in orientation and registration functions on the Watauga campus.
- C. Provide leadership in the developing and carrying out of Watauga student activities.
- D. Appoint Watauga students to serve as student representatives for Watauga committees, task forces, and college improvement teams.
- E. Attend N4CSGA meetings and conventions.
- F. Present an annual report to SGA members and to the Vice President Student Services on Watauga issues and activities.
- G. Maintain information on the website, bulletin boards articles for the school newspaper and suggestion box and report all findings to SGA.
- H. Sign all documents, meeting minutes, or other pertinent information necessary for the proper administration of the Watauga SGA activities.

- I. Be responsible for public relations and communications to students and faculty/staff.
- J. Complete six or more credit hours each semester, excluding summer.
- K. Have a 2.5 GPA while in office.

Section 4. The SGA Secretary will: (Caldwell and Watauga)

- A. Provide written record of all SGA meetings.
- B. Keep accurate attendance records of SGA members.
- C. Attend committee meetings as appointed.
- D. Attend SGA meetings and sponsored activities.
- E. Attend N4CSGA meetings and conventions.
- F. Supply reports as required by the SGA President.
- G. Handle all official SGA correspondence.
- H. Keep all correspondence concerning SGA and meeting minutes.
- I. Assist the SGA Vice President in communicating SGA activities and events to the student body and faculty/staff.
- J. Update and post SGA office hours at the beginning of each semester.
- K. Maintain records regarding student organizations as they relate to SGA.
- L. Complete six or more credit hours each semester, excluding summer.
- M. Have a 2.5 GPA while in office.

Section 5. The SGA Treasurer will: (Caldwell and Watauga)

- A. Be responsible for the administration of the SGA budget.
- B. Keep accurate records of all SGA finances and transactions.
- C. Use standard institutional procedures for purchase and payments.
- D. Be responsible for inventory and care of SGA-funded equipment.
- E. Attend committee meetings as appointed.
- F. Attend and participate in SGA sponsored campus activities.
- G. Attend N4CSGA meetings and conventions.
- H. Present a financial report each semester to SGA members and the Vice President of Student Services.
- I. Assist the SGA President in the preparation of a proposed budget.
- J. Coordinate with the college Business Office all treasury records relevant to SGA funds, as required by state auditors.
- K. Complete six or more credit hours each semester, excluding summer.
- L. Have a 2.5 GPA while in office.

Section 6. The SGA Parliamentarian will:

- A. Attend committee meetings as appointed.
- B. Attend SGA meetings and sponsored activities.
- C. Attend N4CSGA meetings and conventions.
- D. Fill in for absent officers, help all officers who require assistance and handle any matters that do not fall under any executive board or senatorial duty.
- E. Maintains meeting structure through the use of Robert's Rule of Order.
- F. Must familiarize, practice and update all SGA and General Assembly members on Robert's Rules of order.
- G. Complete six or more credit hours each semester, excluding summer.
- H. Have a 2.5 GPA while in office.

Section 7. Executive Board Senators: (Caldwell and Watauga)

- A. Attend committee meetings as appointed.
- B. Attend SGA meetings and sponsored activities.

- C. Be available to serve on standing committees at CCC&TI as appointed by the SGA Executive Board.
- D. Assist fellow SGA members with activities and functions.
- E. Serve on Special Projects committees, as assigned by the SGA President
- F. Complete six or more credit hours each semester, excluding summer.
- G. Have a 2.5 GPA while in office.

ARTICLE VIII: COMPENSATION FOR SERVICE

Section 1. Compensation for Elected Officers

A. Caldwell Campus

Elected Executive Board Officers will receive compensation at the conclusion of the Fall and Spring semesters as follows: President - \$1000 and Officers - \$850. The SGA Advisor will submit the appropriate requisitions to the Business Office after verifying each Executive Officer's enrollment status, GPA and SGA participation.

B. Watauga Campus

Elected Executive Board Officers for the Watauga campus will receive compensation at the conclusion of the Fall and Spring semesters as follows: Officers - \$850.

Section 2. Compensation for Appointed Officers

A. Caldwell Campus

Appointed Senators to the Executive Board will receive \$400.00 compensation for their service to students through SGA. Compensation is payable at the end of the Fall and Spring semesters. The SGA Advisor will submit the appropriate requisitions to the Business Office after verifying each Executive Officer's enrollment status, GPA and SGA participation.

B. Watauga Campus

Appointed Senators to the Executive Board will receive \$400.00 compensation for their service to students through SGA. Compensation is payable at the end of the Fall and Spring semesters. The SGA Advisor will submit the appropriate requisitions to the Business Office after verifying each Executive Officer's enrollment status, GPA and SGA participation.

ARTICLE IX: DUTIES OF THE SGA ADVISOR

- A. Serve as a mentor to Executive Board members, Senator and Club Representatives.
- B. Attend and participate during SGA meetings and activities and/or functions.
- C. Attend N4CSGA meetings and conventions.
- D. Assist SGA President and Treasurer with proper appropriations of SGA budget.
- E. Assist SGA Treasurer in submitting requisitions for transportation, reservations, meals and registration cost associated with N4CSGA meetings and other conventions, training sessions and any costs which directly affects the SGA budget.
- F. Maintain accurate record of each SGA member's semester credit hours, GPA and level of participation during SGA sponsored activities.
- G. Organize and monitor student activity request for clubs and organizations.
- H. Submit requisitions for officer and senator compensation as stated in the constitution.

ARTICLE X: AMENDMENTS TO THE CONSTITUTION

All proposed amendments to this Constitution shall be made as follows:

1. A written copy of the proposed amendment(s) shall be given to the SGA President, the SGA Advisor and the Vice President of Student Services five working days prior to the meeting in which the proposal is to be introduced.
2. A copy of the proposed amendment(s) must be available to every member present during the first reading of the proposed amendment(s).
3. A vote of support/non-support, requiring a 2/3 majority vote for support, will occur at the next scheduled meeting following the first reading.
4. If a vote of support is passed, the amendment-(s) will be forwarded to the College Executive Council for approval.
5. If approved by the College Executive Council, the amendment(s) will go into effect upon approval.