

South Piedmont Community College

Student Government Association

Constitution

Preamble

We, the students of South Piedmont Community College, do hereby establish the Constitution of the Student Government Association in supporting South Piedmont's guiding values of stewardship, respect, quality and service by promoting unity among ourselves, the College and the community; promoting student pride and responsibility; maintaining high standards of conduct; and promoting the educational, personal, social and cultural growth with the College.

Article 1 – Name

The organization shall be known as the South Piedmont Community Student Government Association and shall be a member of the North Carolina Comprehensive Community College Student Government Association, also known as the N4CSGA.

Article II – Purpose

The purpose of the Student Government Association shall be to enhance the College through the representation of the student body on matters affecting student life. Moreover, the Student Government Association shall promote and supervise student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students.

Article III – Membership

Section 1. Student Government Association

All enrolled students, full-time or part-time, who pay the student activity fee shall be members of the South Piedmont Community College Student Government Association.

Section 2. Student Government Association Senate

- a. The Student Government Association Senate shall be comprised of the Student Government Association Executive Board and delegates from various curriculum programs.
- b. Members of the Senate shall be voting members of the Student Government Association.
- c. Duties and responsibilities of the Student Government Association Senate are as follows:
 1. Grant or revoke student club/organization charters.
 2. Plan, organize, coordinate and conduct student activities.
 3. Recommend campus guidelines for clubs and student activities.
 4. Regulate delegate appointments and attendance at Senate meetings.
 5. Set monthly meeting times and locations and attend those meetings.
 6. Establish and provide leadership for committees to coordinate special activities and events.

7. Student Government Association Senate decisions require majority vote of the members present, at appropriately called meetings and the approval from the Student Government Association Advisor(s).
- d. Senate members are subject to dismissal from the Student Government Association Senate following two unexcused absences from official meetings, violations of the Student Code of Conduct, or failure to fulfill the duties and responsibilities as outlined in the Constitution and other appropriate documents.
 1. Absences may be excused if:
 - a. The member contacts the Student Government Association Advisor, President or Vice President(s) prior to missing the meeting.
 - b. The absence is due to unavoidable circumstances.
 - c. The delegate has a curriculum class during the meeting time.
 2. Academic Program/Student Organization Advisors will be notified of delegates that are dismissed from the Senate. Vacant positions can be filled by the selection of another delegate from the represented academic program.

Section 3. Student Government Association Delegates

- a. Any student wanting to be a delegate must be in good standing with South Piedmont Community College, have a 2.5 GPA, and be enrolled in at least six curriculum hours per semester.
- b. Selection or confirmation of the delegates should be within the first two weeks of the fall and spring semester. The names of the delegates should be forwarded to the Student Government Association Advisor(s) as soon as the selection is complete. Delegates will be selected by the Student Government Association Executive Board and approved by the Student Government Association Advisor(s) and Associate Vice President of Student Affairs..
- c. Duties and responsibilities of Student Government Association delegates are as follows:
 1. Attend all meetings of the Student Government Association Senate and provide representation for students from their academic program.
 2. Participate and assist with the planning, coordination and conduct of Student Government Association and the college activities and events.
 3. Keep academic program members informed of college activities and encourage their participation in events.
 4. Maintain a minimum semester grade point average (GPA) of 2.5.
 5. Serve and plan, as needed, on college committees.

Section 4. Executive Board

- a. The Student Government Association Executive Board will consist of seven elected officers. The elected officers of the Student Government Association shall be President, Vice President for the LL Polk campus, Vice President for the Old Charlotte Highway campus, Secretary/Treasurer, Public Relations Officer for the LL Polk campus, Public Relations Officer for the Old Charlotte Highway campus and Parliamentarian.

- b. Officers of the Executive Board shall serve to provide leadership and representation for all the students of South Piedmont Community College and will perform a minimum number of office hours per week for the entirety of their term in office. The number of hours will be dependent upon the member's position on the board.
- c. The Executive Board will demonstrate a high level of moral character and will fully and faithfully execute the duties of the office to which they are elected. Executive Board members will be a positive representative of the College and its populations at all times.
- d. Executive Board officers must be enrolled in at least six hours of curriculum classes and will strive to enroll in and attend day time classes that meet on campus. All Executive Board members must possess and maintain a minimum semester grade point average (GPA) of 2.75 except for the President who must maintain a 3.0 GPA. Should the member's semester GPA fall below the required GPA, the member may be dismissed.
- e. Qualified candidates must be approved by the Student Government Association Advisor(s), and the Associate Vice President of Student Affairs.
- f. Any member of the Student Government Executive Board or Student Senate may be dismissed for consistent misconduct, neglect of duties as prescribed in Section 5, failure to abide by the attendance policy, failure to maintain required grade point average, or violations of the Student Government Association Constitution, South Piedmont Community College Student Handbook or policy, Student Code of Conduct and state, local, and federal law. Dismissal requires approval of the Student Government Association Advisor(s), and the Associate Vice President of Student Affairs.
- g. If a Student Government Association Executive Board member is unable to complete the elected term, the vacancy shall be filled by holding a special election by board appointment. The Executive Board and the Student Government Association Advisor(s) shall be responsible for determining the appropriate process. Appointments shall be made by the Executive Board with prior approval of the Student Government Association Advisor(s), and the Associate Vice President of Student Affairs. The Associate Vice President of Student Affairs and/or college administration shall be responsible for resolving any election dispute and all resolutions will be final.
- h. Any member of the Student Government Executive Board may be placed on probation for repeated minor offenses of reason listed in Article III, Section 4, f of the document. Probation requires approval of the Student Government Association Advisor(s), and the Associate Vice President of Student Affairs..
- i. Executive Board officers are eligible to receive a leadership scholarship contingent upon successful completion of assigned duties at the conclusion of the fall and spring semesters. Scholarships will be awarded in December for the fall semester and May for the spring semester.

Section 5. Qualifications and Duties of Executive Officers

- a. President: The President must be a previous member of the Senate and have accumulated at least twelve hours of curriculum coursework in an academic program. The President must be enrolled in at least six (6) credit hours per semester (excluding summer) seeking a diploma or degree. Should the member's semester GPA fall below the required GPA,

the member may be dismissed. If there are no qualified candidates, the position of President will be filled by a second-year student at South Piedmont Community College who has accumulated at least twelve semester hours of curriculum coursework in an academic program. All candidates for the position of President must have approval to run in the election from the Student Government Association Advisor(s), and the Associate Vice President of Student Affairs..

1. Shall preside at all meetings of the Student Government Association Senate and Executive Board.
 2. Shall coordinate meeting schedules and agendas with the Student Government Association Advisor(s) prior to conducting meetings.
 3. Shall be the official representative of the student body.
 4. Shall serve as an ex-officio member of the South Piedmont Community College Board of Trustees, and a member of other college committees as appointed by the college administration.
 5. Shall provide leadership and council to Student Government Association membership as needed.
 6. Shall coordinate Senate attendance and participation in the fall and spring North Carolina Comprehensive Community College Student Government Association (N4CSGA) conferences and divisional meetings.
 7. Shall, in association with the Student Government Association Advisor(s) and Executive Board, develop a budget and tentative calendar of events for the member's term of office.
 8. Shall be responsible for reviewing the policies and procedures outlined in the South Piedmont Community College Constitution and proper parliamentary procedures with all Senate members.
 9. Shall maintain a minimum of six office hours per week and attend events at both campus locations.
 10. Shall be eligible for the leadership scholarship in the fall and in the spring semesters. Eligibility will be determined using an end of semester evaluation by the Student Government Association Advisor(s).
- b. Vice President for the LL Polk campus and Vice President for the Old Charlotte Highway campus: Each Vice President must have accumulated at least twelve semester hours of curriculum coursework in an academic program. The Vice President must be enrolled in at least six (6) credit hours per semester (excluding summer) seeking a diploma or degree. Should the member's semester GPA fall below the required GPA, the member may be dismissed.
1. Shall (according to meeting location) assume the duties of the President if the President is absent.
 2. Shall reserve and prepare meeting locations on respective campuses as required.
 3. Shall assist the Public Relations Officer in informing the students of upcoming events and activities on respective campuses.

4. Shall maintain the serviceability, security and functionality of all Student Government Association facilities, equipment, and supplies on their respective campuses.
 5. Shall maintain liaison with all clubs, student organizations, and programs on respective campuses.
 6. Shall establish and maintain frequent communication with the Student Government Association President and Advisor(s) regarding activity assistance from delegates on respective campuses.
 7. Shall maintain communication with and gain activity assistance from delegates on respective campuses.
 8. If for any reason the President must vacate the office, the position will be filled by a vote from the Student Government Association Senate. The Student Government Association Senate will seek nominations for a replacement Vice President from the respective campus.
 9. Shall maintain five office hours per week as prescribed in the position contract.
 10. Shall be eligible for the leadership scholarship in the fall and spring semesters. Eligibility will be determined using an end of semester evaluation by the Student Government Association Advisor(s).
- c. Secretary/Treasurer: The Secretary/Treasurer must have accumulated at least twelve semester hours of curriculum coursework in an academic program. The Secretary/Treasurer must be enrolled in at least six (6) credit hours per semester (excluding summer) seeking a diploma or degree. Should the member's semester GPA fall below the required GPA, the member may be dismissed.
1. Shall maintain a permanent record of all Student Government Association Senate and Executive Board meetings.
 2. Shall issue a copy of the minutes to all delegates and officers on request and insure the posting of the minutes in a designated location on the LL Polk and Old Charlotte Highway campuses. Minutes must be posted within two weeks following each meeting.
 3. Shall be responsible for typing all Senate and Executive Board correspondences.
 4. Shall keep accurate records of all Student Government Association correspondences and business.
 5. Shall assist the President in preparing an agenda for each Student Government Association Senate and Executive Board meeting.
 6. Shall maintain an accurate running record of all delegates and Executive Board officers attending meetings.
 7. Shall assist with the preparation of a yearly budget plan and will distribute an update financial status report at each Senate and Executive Board meeting.
 8. Shall maintain liaison with the Student Government Association Advisor(s) and assist with the preparation and processing of all financial requests.
 9. Shall assist with the planning, coordination and conduct of all Student Government Association activities and events.
 10. Shall maintain five office hours per week as prescribed in the position contract.

11. Shall be eligible for the leadership scholarship in the fall and spring semesters. Eligibility will be determined using an end of semester evaluation by the Student Government Association Advisor(s).
- d. Public Relations Officer for the LL Polk campus and the Public Relations Officer for the Old Charlotte Highway campus: Each Public Relations Officer must have accumulated at least twelve semester hours of curriculum coursework in an academic program. The Public Relations Officer must be enrolled in at least six (6) credit hours per semester (excluding summer) seeking a diploma or degree. Should the member's semester GPA fall below the required GPA, the member may be dismissed.
 1. Shall be responsible for the design, publication, and distribution of flyers, promotional materials, and electronic displays used to notify students of coming activities and events.
 2. Shall be responsible for contacting the college Public Information Officer and requesting assistance to promote local events through area newspapers and other media.
 3. Shall be responsible for compiling information about college activities and events and creating a Student Government Association scrapbook.
 4. Shall be responsible for creating a digital photographic log of all student activities and events.
 5. Shall maintain frequent communication with the Student Government Association Executive Board and Advisor(s) to ensure timely publication of information regarding pending activities and events.
 6. Shall maintain five office hours per week as prescribed in the position contract.
 7. Shall be eligible for the leadership scholarship in the fall and spring semesters. Eligibility will be determined by using an end of semester evaluation by the Student Government Association Advisor(s).
 - e. Parliamentarian: The Parliamentarian must have accumulated at least twelve (12) semester hours of curriculum coursework in an academic program. The Parliamentarian must be enrolled in at least six (6) credit hours per semester (excluding summer) seeking a diploma or degree. Should the member's semester GPA fall below the required GPA, the member may be dismissed.
 1. Shall maintain parliamentary order, using Robert's Rule of Order, at all Student Government Association Senate and Executive Board meetings.
 2. Shall acquaint all new Senate members with proper parliamentary procedures at each meeting.
 3. Shall be responsible for educating other members as to how every meeting shall be conducted.
 4. Shall act as an advisor to the Executive Board in the interpretation of the Student Government Association Constitution.
 5. Shall oversee the election of the Student Government Association delegate members as established in the Student Government Association Constitution in conjunction with the Student Government Association Advisor(s).

6. Shall report on the Student Government Association surveys and research, as necessary, to establish the constituency, and research the concerns of the membership as deemed desirable by the Student Government Association Executive Board.
7. Shall maintain five (5) office hours per week as prescribed in the position contract.
8. Shall be eligible for the leadership scholarship in the fall and spring semesters. Eligibility will be determined using an end of semester evaluation by the Student Government Association Advisor(s).

Section 6. Election of Executive Board Officers

- a. Executive Board officers shall be elected annually and serve from the onset of the summer semester until the last day of the spring semester of the following year.
- b. The nomination and election of the Executive Board officers shall take place during the last six weeks of the spring semester. This will allow the Executive Board members, in consultation with the Student Government Association Advisor(s), time to make plans for the upcoming year.
- c. Nominations shall be accepted by the Student Government Association Advisor(s) two weeks prior to the election date.
- d. Election date and time shall be announced no later than one-week prior to the election date.
- e. Voting will take place electronically, with the ballot being sent to the student's Office 365 email account.
- f. Executive Board officers shall be elected by a majority of Student Government Association members voting. In the case of a tie, a second election may be requested or required.
- g. Executive Board officer elections will be supervised by the Student Government Association Advisor(s). The Associate Vice President of Student Affairs shall be responsible for resolving any election disputes and all resolutions shall be final.
- h. Newly elected Executive Board officers shall take office at the beginning of the summer semester.

Article IV – Student Government Association Advisor

Section 1. Advisor Appointment

- a. The Associate Vice President of Student Affairs and/or the college administration shall appoint the Student Government Association Advisor(s). The Advisor(s) will be employee(s) of the College.

Section 2. Advisor Responsibilities

- a. The Student Government Association Advisor(s) shall serve to guide and support the Student Government Association Executive Board and delegates and to supervise all Student Government Association sponsored events and activities.

Article V – Student Government Association Meetings

Section 1. Student Government Association Meetings

- a. The Student Government Association shall meet monthly. The Student Government Association Executive Board may call special meetings as necessary.
- b. The monthly Student Government Association meetings shall be attended by all Senate members. The Student Government Association Advisor(s), President, or Vice President may excuse a Senate member from attending a meeting as outlined in Article III, Section 2, d, 1.
- c. The Student Government Association meetings shall be open to all members of the student body, faculty, staff and administration.

Section 2. Legislative Authority

- a. The Student Government Association legislative authority, under the direct supervision of the Student Government Association Executive Board and the Student Government Association Advisor(s), shall be vested in the membership.
- b. The Student Government Association Senate shall have the right to:
 1. Recommend Student Government Association funds for sponsored events or activities under the direct supervision of the Student Government Association Advisor(s) and Associate Vice President of Student Affairs.
 2. Recommend Student Government Association funds, as requested, for clubs and organizations recognized by the Student Government Association and/or the College.
 3. Sanction new student organizations and clubs under the guidelines established in the South Piedmont Community College Handbook and Policy manual.
 4. Establish an ad hoc student committee to serve under the direction of the Student Government Association Executive Board for a specific purpose or project.
 5. Establish and recommend funds for Student Publications under the guidelines established in the South Piedmont Community College Handbook and Policy Manual.
 6. Require reports from all student organizations.
 7. Initiate official acts to promote student life.
- c. Legislative acts shall be enacted with a majority vote of the Senate members present during Student Government Association meetings, and the prior approval of the Student Government Association Executive Board and the Student Government Association Advisor(s).
- d. Student Government Association Senate members present, the Student Government Association Advisor(s) and three-quarters of the Student Government Association Executive Board shall constitute a quorum.
- e. The Student Government Association Senate shall have the power to recommend Student Government Association funds. The distribution and collection of all Student Government Association funds shall be under the direct supervision of the Student Government Association Advisor(s) and college administration.

- f. It is hereby recognized that the authority vested in any legislative action by the Student Government Association Senate, Executive Board or membership must be approved by the Student Government Association Advisor(s), the Associate Vice President of Student Affairs, and the college administration.

Article VI – Student Government Association Activities

Section 1. Purpose

- a. The Student Government Association shall promote and supervise all student organizations and activities in order to enhance the educational, personal, social, and cultural development of students.

Section 2. Activities

- a. Student Government Association sponsored events or activities shall be open to all Student Government Association members, college faculty, staff, and college administration.
- b. Sponsored events or activities shall be consistent with any appropriate guidelines or policy in the South Piedmont Community College Handbook and Policy manual.
- c. All Student Government Association club sponsored events and activities shall have prior approval of the Student Government Association Advisor(s) and/or college administration, and shall be supervised by the Student Government Association Advisor(s) or appropriate college personnel appointed by the college administration.

Article VII – Publications

Section 1. Purpose

- a. Student Government Association sponsored publications shall serve to both inform and promote education, personal, social, and cultural development of students.

Section 2. Editorial Authority

- a. Student Government Association sponsored publications shall conform to any guidelines or policies established in the South Piedmont Community College Handbook and Policy Manual.
- b. Faculty advisors and/or college administration, along with Executive Board recommendations, shall have the final editorial authority over Student Government Association sponsored publications.

Article VIII – Constitutional Amendments

Section 1. Proposed Amendments

- a. Amendments to the Student Government Association Constitution may be proposed by a Student Government Association member, Student Government Association advisor, faculty, or the college administration.

- b. Proposed amendments must have prior approval of the Student Government Association, Student Government Association Advisor(s), college administration and College Board of Trustees.

Section 2. Amendment Ratification

- a. A proposed constitutional amendment shall be ratified by a majority member vote (As defined in Article V, Section 2).

Article IX – Constitution Ratification

Section 1. Ratification

- a. The constitution shall take effect immediately upon ratification.

Section 2. Ratification shall be accomplished in three stages

- a. A majority vote of the student body during an open Student Government Association meeting.
- b. Approval granted by the college administration.
- c. Approval granted by the College Board of Trustees.