

# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

## MCDOWELL TECHNICAL COMMUNITY COLLEGE

**Approved by the MTCC Board of Trustees on**

*Thursday, November 9, 2017*

### PREAMBLE

In order to assume individual responsibility in the life and conduct of the students of McDowell Technical Community College, we, the students of McDowell Technical Community College, do hereby accept the responsibility vested in us by the Board of Trustees to serve in an advisory capacity to the president, administration, and faculty of the college on matters pertaining to the student body's interests, activities, and welfare.

### ARTICLE I

#### NAME & ORGANIZATION

**Section A.** The name of the organization shall be the "Student Government Association", also referred to as "SGA".

**Section B.** The student body consists of all day and evening curriculum students and shall be governed by this constitution. The SGA will not discriminate against any individual or group of individuals for any reason. This membership extends to these individuals the privilege of participating in all student activities.

**Section C.** The SGA shall consists of:

1. The Executive Council: president, vice-president, treasurer, secretary, parliamentarian, and public information officer.
2. The Student Senate: no more than twenty (20) senators from the student body at large.
3. The General Assembly: all students who pay an activity fee.
4. Designated committees.

**Section D.** The Student Affairs Office acts in an advisory capacity to the SGA. The advisor of the SGA acts only to guide and counsel the SGA, and represent the staff and administration viewpoints.

**Section E.** The SGA will maintain active membership in the North Carolina Comprehensive Community College Student Government Association (N4CSGA); and minimum of two officers will attend the N4CSGA fall and spring conferences.

1. Conference Rules:
  - a. The highest-ranking officer attending shall designate which meetings members are required to attend; failure to comply and any unexcused absences will result in repayment of the conference expenses back to SGA. Appeals can be made to the Executive Board.

## **ARTICLE II**

### **DUTIES OF STUDENT GOVERNEMENT ASSOCIATION MEMBERS**

**Section A.** Duties of the Executive Council

1. The president of the SGA has the following duties:
  - a. To enforce all decisions of the Executive Council and to ensure that all executive responsibilities of the SGA are carried out.
  - b. To act as the presiding officer of the SGA.
  - c. To schedule and inform the secretary of all executive and student senate meetings.
  - d. To prepare the agenda for each meeting and carry on any business that takes place.
  - e. To appoint and select committees that are needed, with the consent of two-thirds of the Executive Council, for special projects or school activities.
  - f. To be a non-voting, ex-officio member of the Board of Trustees of McDowell Technical Community College.
2. The vice-president of the SGA has the following duties:
  - a. To assume the duties of the president should the president, for any reason, be unable to fulfill his/her duties of office.
  - b. To preside at any meeting when the president is absent.
  - c. To coordinate the functions and the operation of the committees appointed by the president and report on their progress.
3. The secretary of the SGA has the following duties;
  - a. To keep accurate minutes of each meeting.
  - b. To transcribe the minutes for presentation to the president of the college, dean of student services, SGA advisor, and Executive Council, and senators within a one-week period.
  - c. To keep an updated list of all policies, rules, and regulations.
  - d. To call Executive Council members when the president schedules a meeting.

- e. To handle all SGA business correspondence.
- 4. The treasurer of the SGA has the following duties:
  - a. To keep account of all expenditures made on student activities.
  - b. To present a financial report at each SGA meeting.
- 5. The parliamentarian of the SGA has the following duties:
  - a. To be knowledgeable of Robert's Rules of Order.
  - b. To be responsible for conducting a workshop on Robert's Rules of Order prior to the NC4SGA fall and spring conferences.
- 6. The public information officer of the SGA has the following duties:
  - a. To act as liaison for the SGA and inform the student body, the McDowell Technical Community College staff and the community at large concerning the activities of the SGA.
  - b. To serve as business manager for the annual school calendar, which must be ready for print by the third week of the summer semester.

**Section B. Duties of the Senate**

- 1. To attend meetings, both regular and special.
- 2. To enact legislation for the betterment of the general welfare of the student body.
- 3. To report to the student body in general all matters dealt with by the SGA.
- 4. To participate in Student Activities.
- 5. To promote the atmosphere of good will and unity between the SGA and the student body.

**Section C. Duties of the General Assembly**

- 1. To propose legislation to the SGA Executive Council and senators.

**Section D. Behavior Responsibilities**

- 1. It is the duty of the SGA Executive Council and senators to conduct themselves in a manner that will reflect the purpose of the SGA.
- 2. It is the duty of those chosen by the SGA Executive Council and senators, to submit receipts, for purchases made on behalf of the SGA, to the SGA treasurer within seven (7) days.

## **ARTICLE III**

### **ELECTIONS & CRITERIA**

**Section A.** The SGA Executive Council will be elected in September of each year from a slate of applicants from the student body at large. The term of office shall be the fall semester and extend through the summer semester of that year.

**Section B. Campaign Materials**

1. A maximum of one (1) poster (standard poster board size) may be hung on the windows of the commons area only. Campaign materials cannot be placed anywhere else on campus.
2. Literature and giveaways can only be given out during “Meet the Candidates” time.
3. Any infraction of these e rules will result in immediate ineligibility to run for office that year.

**Section C.** The student senate shall be composed of members of the student body at large through a process of application. The student senate members shall serve as voting members of the SGA for one-year period, providing they meet all the requirements. Requirements for the Executive Council and the senate are as follows:

1. Have completed six or more college level credit hours.
2. Be enrolled in six or more credit hours.
3. Have earned a cumulative GPA of 2.5 or higher
4. Submit to the SGA Advisor an officer application packet including letter(s) of recommendation.
5. No Executive Council officer who has been placed on probation by the college for violations of the Student Code of Conduct will be eligible to seek office.
6. Must be 18 years old, due to overnight travel requirements.

**Section D.** All students who pay an activity fee shall be members of the general assembly.

**Section E.** SGA Executive Council members are expected to attend all scheduled meetings. If unable to attend, the SGA president, secretary, and advisor must be notified prior to the meeting. Two (2) unexcused absences will be cause for dismissal by the SGA. Dismissals may be appealed to the Executive Council.

**Section F.** Any member who does not follow the rules and regulations set forth by the SGA will be subject to dismissal by the SGA. A two-thirds vote of those present must be made before any member can be removed from office. Appeals can be made to the Executive Council.

**Section G.** If any election for SGA office results in a tie vote, the tie shall be broken by a secret ballot of SGA members. The SGA decision shall be rendered within one week following the election.

**Section H.** If any office in the Executive Council, other than the office of president, becomes vacant, the following will happen:

1. The Nomination and Election Committee shall be responsible for submitting a slate of candidates chosen from the student body at large. An active member of the SGA may make nominations.
2. The SGA shall elect a replacement, with the consent of two-thirds of the members present, to fill the unexpired term.

## **ARTICLE IV**

### **STUDENT ACTIVITY FEE EXPENDITURES**

Funds derived from the collection of a student activity fee will be accounted for and expended understanding procedures and regulations adopted by the Board of Trustees of McDowell Technical Community College; however, any expenditure from the fund must be directly related to student activities. Request for expenditure of student activity fee funds must be approved by the president and treasurer of SGA, and countersigned by the designated SGA advisor and the Vice President of Student Services. After the disbursement form has been duly signed, it will be sent to the Vice President of finance for payment.

## **ARTICLE V**

### **AMENDMENTS**

**Section A.** All amendments shall be passed to the SGA and the Constitution Committee.

**Section B.** The amendment may be passed, revised, or killed in committee.

**Section C.** A quorum (two-thirds) of the SGA Executive Council Members must be present for ratification.

**Section D.** The constitution can be amended by two-thirds vote of the members present.

**Section E.** Amendments shall take effect upon ratification by the SGA and the approval of the Board of Trustees.

## **Article VI**

### **DUTIES OF THE SGA ADVISOR**

- I. Serve as mentor to Executive Council members, Senator, and Club Representatives.
- II. Attend and participate during SGA meetings and activities and/or functions.
- III. Attend NC4SGA meetings and conventions.
- IV. Assist SGA President and Treasurer with proper appropriations of SGA budget.
- V. Assist SGA Treasurer in submitting requisitions for transportation, reservations, meals, and registration cost associated with NC4SGA meetings and other conventions, training sessions, and any costs, which directly affect the SGA budget.
- VI. Maintain accurate record of each SGA member's credit hours, GPA, and level of participation during SGA sponsored activities.
- VII. Organize and monitor student activity request for clubs and organizations.
- VIII. Submit requisitions for officer and senator compensation as stated in the Constitution.

### **STUDENT GOVERNMENT ASSOCIATION BY-LAWS**

#### **MCDOWELL TECHNICAL COMMUNITY COLLEGE**

The following committees will be designated as standing or ad-hoc as described in the committee description. The chairperson and members of each committee shall be SGA members. The president of the SGA shall have the power to fill committee vacancies by appointment.

- I. Constitution Committee: This shall be ad-hoc committee, to be used when the need arises. The committee will evaluate any amendment to the constitution and make sure the constitution is kept up to date. When requested, this committee shall make decisions clarifying and interpreting the constitution. This request should be made in writing by the president or vice-president and a written decision shall be rendered by the committee and returned to the requesting officer within three school days.
- II. Nomination and Election Committee: This shall be an ad-hoc committee, to be used when the need arises. The SGA advisor shall be a member of this committee. This committee will have the responsibility of organizing and stating the guidelines for all student elections. A timetable for elections will be established and coordinated by SGA.
- III. Activities Committee: This shall be a standing committee appointed at the first of each year. This committee shall be responsible for planning one major school-wide

activity each semester. This committee will also be in charge of planning any other student activities.

- IV. Calendar Committee: This shall be a standing committee appointed at the first of the year. This committee shall be set up as at the advisory board of the calendar and it will be responsible for guiding the progress of the calendar and it will be responsible for guiding the progress of the calendar in productive channels. The SGA public information officer shall serve as business manager for the calendar.
- V. Sports Committee: This shall be a standing committee appointed by the first of each year. This committee is responsible for the planning and organization of all sports activities. This committee's duties will also include procurement and maintenance of all sports-related equipment.
- VI. Attendance Committee: This shall be a standing committee appointed at first of each year. The Attendance Committee must be notified by the absent Executive Council member of the reason for an absence from a meeting of the Executive Council. If the Council member has failed to notify the Attendance Committee after two (2) consecutive absences, the Attendance Committee will initiate a reasonable effort to contact the council member. The Attendance Committee will determine the validity or non-validity of the reason for the absence of the council member. Two non-valid absences will be the cause for the dismissal from the Executive Council.